



**Town of Halifax  
Wage and Personnel Board  
Halifax, Massachusetts 02338**

**June 14, 2018  
Meeting Minutes**

The regularly scheduled meeting of the Halifax Wage and Personnel Board was held at the Halifax Town Hall, in the Selectmen's Meeting Room, 499 Plymouth Street, Halifax, Massachusetts.

**PRESENT FROM THE BOARD:** Diane Ruxton, FINCOM Rep, Chair; Kim Roy, BOS Rep.; Erika Rossini, Member; Rep; Susan Vogt, Board Secretary

**OTHERS PRESENT:** Sandy Nolan, Samantha Spencer, Mike Zarrella, Holly Merry

The meeting was called to order at 6:40pm.

Ms. Roy introduced the Board to Mr. Zarrella. Mr. Zarella has an interest in possibly joining the Board in the near future.

Approval of minutes:

The meeting minutes of May 10, 2018 were approved.

MOTION: by Ms. Roy to approve the minutes of May 10, 2018 as written.  
SECOND: by Ms. Rossini  
UNANIMOUSLY VOTED

The meeting minutes of May 24, 2018 were approved.

MOTION: by Ms. Roy to approve the minutes of May 24, 2018 as written.  
SECOND: by Ms. Rossini  
UNANIMOUSLY VOTED

Ongoing Business: Job Description Review

The Board met with their 6:45 appointment – Holly Merry, Principal Assessor. Ms. Merry was in attendance at the request of the Board to review the job descriptions for her department. They include Principal Assessor, Administrative Assessor and Administrative Assistant. Ms. Roy and Ms. Spencer compiled a questionnaire for this purpose to streamline the process. A copy was distributed to the Board for their review. Ms. Merry provided the Board with her in-depth

knowledge of each position. The Board will review the information and score the positions appropriately. They thanked Ms. Merry for her time,

The Board will meet with Ms. Nolan to review her job descriptions at the next scheduled meeting.

Ms. Vogt will set up appointments with the Town Clerk and Town Collector/Treasurer for the June 28th meeting for job description review. Ms. Roy suggested instead of meeting with departments alphabetically, it can be done based on the number of job descriptions that need to be reviewed as some departments have more than others.

Ms. Roy believes it would be beneficial to the Board and save time if she and Ms. Spencer interviewed the Department Heads during the workday using the questionnaire form they created. The Department Heads would still meet with the Board at a scheduled meeting, but the initial information needed would be gathered at the day time meeting.

The following Change of Status forms were approved:

Keith Swanson – Water Superintendent – Reclassification  
Kyle Rogers – Call FF-EMT – New Hire  
Gavin Doherty – Call FF EMT – New Hire  
Blake Phelan - Call FF EMT – New Hire  
Brenda Fitzgerald – Outreach Worker – Length of service increase  
Linda McCarthy – Assistant Collector – Length of Service increase  
Noreen Callahan – Animal Control – Length of Service increase

The following Certificate of Completion forms were approved:

Frank Sullivan – Van Driver  
Bridget Ricciarelli – Fire Department

### **New Business:**

Ms. Roy advised that Ms. Spencer worked in the office of the Assistant Treasurer this past week. Ms. Spencer will be working on an onboarding and outtalking “procedure schedule” for Department Heads to use in the future. She will also be revising the current job offer letter.

Correspondence received:

The Board received a memo from the Town Accountant dated June 8, 2018 regarding end of year cut off and carry over procedures.

### **Items for the next agenda:**

Job description review  
Reclassification study

**Executive Session (none at this time)**

It was unanimously voted to adjourn the meeting at 8:20pm. The next meeting is scheduled for June 28, 2018 in the Selectmen's Meeting Room.

Respectfully submitted,

Susan Vogt  
Board Secretary