



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

**June 28, 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, Charlie Seelig, Mike Zarrella, Barbara Gaynor, Pam Aducci, Susan Lawless, Michael Lawless,

The meeting was called to order at 6:00pm.

Ongoing Business: Job Description Review

The Board met with their 6:15 appointment – Barbara Gaynor, Town Clerk. Ms. Gaynor was in attendance at the request of the Board to review the job description for her department employee, the Assistant Town Clerk. Ms. Gaynor provided the Board with her in-depth knowledge of this position. The Board will review the information and score the position appropriately. They thanked Ms. Gaynor for her time.

The Board met with their 7:00pm appointment – Pamela Aducci, Town Treasurer/Collector. Ms. Aducci was in attendance at the request of the Board to review the job descriptions for her department employees, the Assistant Town Collector, Assisntn Town Treasurer, and Administrative Assistant. Ms. Aducci provided the Board with her in-depth knowledge of these positions. The Board will review the information and score the position appropriately. They thanked Ms. Aducci for her time,

The Board met with their 7:30 pm appointment – Sandra Nolan, Town Accountant, Town Accountant. Ms. Nolan was in attendance at the request of the Board to review the job descriptions for her department employees, the Assistant Town Accountant as well as her job description. Ms. Nolan provided the Board with her in-depth knowledge of these positions. The Board will review the information and score the position appropriately. They thanked Ms. Nolan for her time,

The following Change of Status forms were approved:

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