



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

**July 9, 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.; Susan Vogt, Board Secretary

OTHERS PRESENT: Sandy Nolan, Charlie Seelig, Mike Zarrella, Barbara Gaynor, Pam Adduci, Susan Lawless, Michael Lawless,

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

Ongoing Business: Job Description Review

The Board met with their 6:15 appointment – Barbara Gaynor, Town Clerk. Ms. Gaynor attended 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 responsibilities and education/experience required for the position. The Board will review the information and score the position appropriately. Ms. Gaynor wished to revise the education requirement from what was listed in the original job description. She would like it to read Associate or College degree and/or three years of experience in record management and/or experience in municipal government or any equivalent combination of education and experience. She will submit the revised job description to the board. They thanked Ms. Gaynor for her time.

The Board met with their 7:00pm appointment – Pamela Adduci, Town Treasurer/Collector. Ms. Adduci attended at the request of the Board to review the job descriptions for her department employees, the Assistant Town Collector, Assistant Town Treasurer, and Administrative Assistant. Ms. Adduci provided the Board with responsibilities and education/experience required for each position. The Board will review the information and score the positions appropriately. They thanked Ms. Adduci for her time,

The Board met with their 7:30 pm appointment – Sandra Nolan, Town Accountant. Ms. Nolan attended at the request of the Board to review the job descriptions for herself and department employee, the Assistant Town Accountant. Ms. Nolan provided the Board with responsibilities and education/experience required for each position... The Board will review the information and score the positions appropriately. They thanked Ms. Nolan for her time,

The Board would like to meet with the Director of Building Maintenance and Building Inspector to review their department job descriptions at the July 26, 2018 meeting. Ms. Vogt will contact the Department Heads to schedule their appointments.

The following Change of Status forms were approved:

Richard Ferguson – Fire Department – Demotion
Sean Gunderman – Call FF – EMT – New Hire
Bridgett Ricciarelli – Fire Department EMT – Length of Service increase

The following Certificate of Completion forms were received:

Christine Tompkins – COA Van Driver -
Keith Healy – Firefighter EMT

New Business:

None

Correspondence received:

A memo from the Assistant Town Accountant dated June 27, 2018 regarding Bill Schedule was received and reviewed.

A job posting for the Fire Department Administrative Assistant position was received and reviewed.

A resignation email from Board member Erika Rossini dated June 27, 2018 was received and reviewed. Ms. Vogt will send a thank you letter to Ms. Rossini for her service on the Board over the past year.

A Budget Status report from the Assistant Town Accountant dated June 18, 2018 was received and reviewed

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 July 26, 2018 in the Selectmen's Meeting Room.

Respectfully submitted,
Susan Vogt
Board Secretary