



Town of Halifax

Wage and Personnel Board

499 Plymouth Street, Halifax, Massachusetts 02338

ANNUAL PUBLIC HEARING MEETING MINUTES JANUARY 11, 2017

The Annual Public Hearing of the Halifax Wage and Personnel Board was held at the Halifax Town Hall, in the Great Hall, 499 Plymouth Street, Halifax, Massachusetts.

PRESENT FROM THE BOARD: Diane Ruxton, Chair; Tom Millias, BOS Rep; Kathy Ballerini, Member; Susan Vogt, Secretary

ALSO PRESENT: Barbara Gaynor, Toni Ross, Gerry Elliott, Jean Pitts, Jean Gallant, Linda McCarthy, Susan Lawless, Chief Broderick, Alan Dias, Kim Roy, Pam Adduci, Linda Cole, Sandra Nolan, Cathy Miller

The regular meeting was opened at 6:30 p.m.

Ms. Ruxton, Chairperson welcomed those in attendance and introduced members of the Wage and Personnel Board. She went on to read the following proposals:

We will begin with the Wage and Personnel Board proposals:

1. Revise Section 35-12 Membership:
 - C) Notwithstanding the provisions of Subsection A, in the event that there are only **two** appointed members on the Wage and Personnel Board, a member of the Board of Selectmen **or** a member of the Finance Committee shall serve as members of the Wage and Personnel Board, such member is to be designated by their respective board.
2. Revise Section 35-17 Increases so that the employee evaluation ratings coincide with the ratings on the new evaluation form:

Above Average: Consistently fulfills job requirements and extends contributions beyond them; regularly meets and sometimes exceeds goals. Satisfactory: Consistently meets minimum job requirements but makes limited effort beyond them; adequate achievement of goals.

3. Remove the merit award portion of the by-law. Any employee who currently receives merit compensation will be “grandfathered” in.
4. Increase the longevity award in the By-law.
5. The Board has received numerous requests for reclassification of positions. With this in mind, the Board is proposing to have a classification study performed by an independent firm to review job descriptions and wage rates for all Wage and Personnel employees.

Other requests received are as follows:

1. A memo from John Campbell, Chairman Municipal and School Building Committee dated November 18, 2016 re requesting an annual stipend of \$1,200 for the Director of Building Maintenance Hydraulic License.
2. A memo from Fire Chief Jason Viveiros dated December 28, 2016 requesting:
 - A. The modification of Chapter 35 Section 17B of the By-law to read. Any employee who has been at the maximum step on his/her schedule for five years may, upon recommendation of their department head, be considered for a merit increase to be acted upon at the Annual Town Meeting. Said merit increase to be no more than 5% of the employee’s base salary.
 - B. A 5% merit increase for Patricia Forrstrom.
 - C. Modify Appendix A Group Extra C Extra Details to read “Extra Details to outside contractors (not town related details) are to be paid a two-hour minimum at an hourly rate of \$50.00 an hour. Details for the Town of Halifax shall be paid based upon the employee’s regular rate.
 - D. Classify the position of Administrative Assistant to the Fire Chief at a Grade 7.
3. A memo from the Board of Water Commissioners dated December 22, 2016 requesting the Water Superintendent position be reclassified to a Grade 12.
4. A memo from the Board of Water Commissioners dated December 22, 2016 requesting the establishment of an on-call system for outside Water Department employees.
5. A memo from The Town Accountant, Town Clerk and Treasurer/Collector dated December 28, 2016 requesting the reclassification of the Assistant Town Accountant, Assistant Town Clerk, Assistant Treasurer and Assistant Collector to a Grade 8.
6. A memo from the Board of Selectmen dated December 27, 2016 requesting the reclassification of the Building Commissioner to a Grade 11.
7. A memo from the Building Commissioner dated December 27, 2016 requesting the two Secretary 2 Grade 4 positions of the Regulatory Board be upgraded to Administrative Assistants.

8. A memo from Police Chief Broderick dated December 27, 2016 requesting the Police Chief Administrative Assistant be reclassified to a Grade 7.
9. A memo from John Delano Board of Health Chairman dated December 27, 2016 requesting the reclassification of the Health Inspector to a Grade 11.
10. A memo from the Town Accountant dated December 28, 2016 requesting the establishment of a Human Resource Director position.

She explained the Board will be contacting them to set up appointments to discuss these requests if needed. She asked if there were any questions or comments and there were none. Ms. Ruxton thanked all present for attending the hearing.

The meeting was adjourned at 6:52 pm.

Respectfully submitted,

Susan Vogt
Board Secretary