



**Town of Halifax  
Wage and Personnel Board  
499 Plymouth Street,  
Halifax, Massachusetts 02338**

## **February 22, 2017 Meeting Minutes**

The regularly scheduled meeting of the Halifax Wage and Personnel Board was held at the Halifax Town Hall, in the Kitchen, 499 Plymouth Street, Halifax, Massachusetts.

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

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

The Board met with their 6:30 pm appointment – Principal Assessor, Karen Trudeau. Ms. Trudeau explained that she recently hired a candidate for the vacant Administrative Assistant position and would like to compensate her with a starting wage rate of a Grade 6, Step 2 or 3 instead of the customary Step 1. She added the new hire has over 14 years of prior experience in an assessor's office and is an exceptional candidate. She is working 24 hours per week and also is cross trained as an Administrator Assessor. Ms. Trudeau worked with Ms. Lamoureux in the town of Bridgewater's assessor's office previously and went on to say that she needed little training in order to start in her department. Ms. Lamoureux also passed Course 101 Assessment Administration and Course 200 Principal of Assessing Procedures. The Board thanked Ms. Trudeau for her time and let her know they would advise her of their decision after further discussion. The Board members were in agreement to start Ms. Lamoureux at a Grade 6, Step 2. Ms. Vogt will have the Change of status available for approval and vote at the next meeting.

The Board met with their 7:00 pm appointment – Fire Chief Jason Viveiros. The Chief was in attendance to discuss his public hearing request. He explained that he is proposing to change the merit increase portion of the by-law and eliminate the requirement that 5 consecutive years of CE evaluations need to be performed in order to be eligible to request an increase. The Board explained they are hoping to do away with the merit section of the by-law altogether. The Chief is in favor of doing away with the merit portion, but would like to see his proposed change included if it remains in the by-law. He then discussed his next request that a 5% merit increase be awarded to his Administrative Assistant, Patricia Forrstrom. The Chief advised the Board that Ms. Forrstrom consistently goes above and beyond in her position and handles 100% of ambulance billing and grant applications/awards for the Department. He provided the Board with a spreadsheet listing current salaries of Administrative Assistants working in surrounding Towns. The Board reminded the Chief that his request for merit for Ms. Forrstrom he proposed last year was denied because she did not have the required 5 years of evaluations. The Chief requested that perhaps the Board could accept a letter sent in last year by the prior Chief stating

Ms. Forrstrom performed at a “CE” rating as his assistant while he was employed by the Town. The Chief would also like to request Ms. Forrstrom’s position be reclassified to a Grade 7 based on her current job description. Finally, the Chief is requesting that Appendix, Group C Extra Details be modified to reflect a two-hour maximum at a rate of \$50 per hour. He explained that this would put the Call Firefighters more in line with how the Union Firefighters are being compensated. The Board thanked the Chief for his time and will let him know of their decision after discussion.

The following Change of Status forms were approved:

Kendra Kelly – Regulatory Board – Length of service increase – COC attached  
Karen Trudeau – Assessors – Length of service increase – COC attached  
George Acevich – COA Van Driver – COC attached  
Stephen Heath – Call FF EMP B – Hired  
Keri Kelleher – Call FF EMT-B – Resignation  
Richard Ferguson – Call FF EMT B – Length of Service increase

The following Certificate of Completion forms were received:

Linda Cole – Asst. Treasurer

The following correspondence was received:

A budget status report dated February 13, 2017 was received and reviewed.

A letter from Jean Gallant, Library Director dated February 15, 2017 was received. Ms. Gallant will be attending the Wage and Personnel meeting on March 1<sup>st</sup> to discuss her concerns.

**Items for the next agenda:**  
Public Hearing items

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

It was unanimously voted to adjourn the meeting at 7:50pm. The next regular meeting is scheduled for March 1, 2017 at 6:30 pm in the Kitchen.

Respectfully submitted,

Susan Vogt  
Board Secretary