



Finance Committee
TOWN OF HALIFAX
499 Plymouth Street
Halifax, MA 02338

Meeting Minutes

Tuesday November 21, 2023

Committee Members Present: Todd Dargie, Frank Johnston, William Smith, Michael Bennett & Jim Walters

Committee Members Absent: Cheryll Zarrella Burke & Edward Bryan

Todd Dargie called the meeting to order at 6:09 pm

This meeting was held in person at the Halifax Town Hall and also being recorded by area 58

FINANCE COMMITTEE JOINT MEETING TO REVIEW WAGE & PERSONNEL STUDY RECOMMENDATIONS AND VOTE ON PROPOSED CHANGES: Cody begins by briefing the audience on the timeframe and steps taken by GovHR and the town to collect information for this study. The goal of this Study was to recommend a Classification and Compensation Plan that is internally equitable and externally competitive. To accomplish this, a Compensation Plan was developed using the 70th percentile comparison of the salary ranges that were acquired through the salary survey. The resulting Classification and Compensation Plan consists of fifteen (15) pay grades; one (1) being lowest and fifteen (15) being highest and is broken down into the following four (4) bands. Grades 1 – 3: Administrative and Technical Staff, Grades 4 – 8 Supervisors and Advanced Technical Staff, Grades 9 – 12 Directors and Senior Managers & Grade 13 – 15 Town Administrator and Public Safety. All proposed pay ranges are open ranges. There is a 5% gradation between all Grades 1 -3; a 10% gradation between Grades 4 – 8 and 9 – 12; and a 7.5% gradation between Grade 13 - 15. All Grades have a 35% range spread from minimum to maximum.

As part of the service provided in the Compensation Study, GovHR makes Job Title change recommendations to either reflect a better description of the job being performed or to be consistent with trends in the organization or the marketplace. Based on this, GovHR recommends the following Job Title changes Assistant to the Fire Chief, Assistant Police and Selectmen's Assistant all be recategorized as Executive Assistants. They also proposed the change of the Secretary position to Office Assistant.

A review of the benefits offered in Halifax versus the comparable communities shows that the Town's benefits are competitive with the other entities surveyed. However, there are some differences including medical Insurance. The average percentage paid for an HMO and PPO are 69% and 60% respectively. Halifax is at 50% for both types of coverage, which is below the average. Halifax pays 50% for dental insurance and most of the comparable communities do not offer that coverage. None of the comparable communities or Halifax offers vision insurance. When it comes to life Insurance most of the comparable communities offer life insurance and pay 50%, which is the case in Halifax. Basic coverage spans from \$2,000 to \$10,000, the latter of which is the basic benefit in Halifax. For Flexible Spending (FSA), Dependent Care (DCA) and Employee Assistance (EAP) the majority of comparable communities offer an FSA and/or a DCA. Halifax does not offer either type of account. All offer an EAP, the majority of which are at no cost to the employee, which is similar to Halifax. Vacation Leave

is offered in all comparable communities. Halifax does as well but the time off is slightly below the comparable communities at the one, ten and fifteen years of service milestones. The policies related to carryover and buyback vary from employer to employer. Halifax allows for vacation carryover but not buyback. Sick Leave is average, the accumulation of sick leave is 152 days in other communities; Halifax is at 150 days. Similar to vacation leave, the buyback provisions vary by employer and Halifax does not offer a buyback benefit.

Another change suggested is to go from a 6-step system to 12 steps. This is a great benefit for long-term employees who have already maxed out on steps to continue to grow within their role. They would like to get everyone at the minimum pay range ASAP. The retroactive pay will be for all non-union active employees of the Town of Halifax.

Jonathan Selig stated the town is looking to retain employees. They believe employees are underpaid and the Board of Selectmen have been pushing for the completion of this study. He believes without new fair wages the day-to-day operations of the town will be affected.

Todd Dargie asks about the updated job descriptions and if they will be included. Cody informs the members of the BOS and Finance committee that they were under a tight timeline to complete this study. They do have additional grant money available and will rehire GovHR separately to update all job descriptions. Jim Walters asked if Cody could recalculate his presentation to show accurate numbers. During preparation he used round numbers to calculate projected increases. Instead of 35% he used 34.9%. Cody will review his documentation before the town meeting in December.

Todd made a motion to adopt the Wage & Personal study recommendations suggested by the Town Administrator.

Second: Michael Bennett

Roll Call: Todd Dargie, Frank Johnston, William Smith, Michael Bennett & Jim Walters

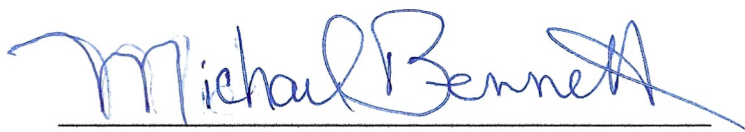
Todd Dargie made a motion to adjourn at 6:37 PM

Second: Frank Johnston

Roll Call: Todd Dargie, Frank Johnston, William Smith, Michael Bennett & Jim Walters

EXHIBITS: Classification and Compensation Study

Respectfully submitted.



Michael Bennett, Clerk