Finance Committee

TOWN OF HALIFAX

499 Plymouth Street

Halifax, MA 02338

**Meeting Minutes**

**Monday September 27, 2021**

**Committee Members Present**: Tom Connolly, Michael Bennett, Michael O’Brien, Cheryll Zarella Burke and Jon Schmaling.

Also, in attendance in the audience were: Sandy Nolan, Charles Seelig, Ashley Disesa, Chief Chaves and Gordon Andrews

**Tom called the meeting to order at 6:01pm**

**Tom entertained a motion to approve the meeting minutes from 9/21/21**

Motion: Cheryll

Second: Michael Bennett

**AIF**

There were no Reserve Fund or Line-Item Transfers

Tom discussed the liaison listing that Linda had sent out and asked members to look it over for the next meeting to express if they had preferences on certain departments. Cheryll noted that she would like to keep the same departments she had last year as she felt comfortable with them. Tom said that would be noted for the next meeting.

**Tom entertained a motion to appoint Michael Bennett as the Clerk for the Finance Committee (the position was left vacant after the resignation of Joe Vetrano)**

Motion: Michael Bennett

Second: Cheryll

**AIF**

Tom asked Charlie about the Garde 6 and 7 positions and if there was more information. Charlie said they are trying to get work done on these but collecting the data is not easy. Charlie said Finance might need to look at the pay scale as a whole. You might start by looking at Grade 6 and 7 and see how they compare to other communities, but then you might find that you also need to move pay for lower and higher grades as well. He mentioned that the Town if already bumping into problems with the Minimum wage creeping up on some of the lower grades. He said it would be best if the Fin Com and Board of Selectmen (BOS) could come up with a series of proposals for Wage and Personnel prior to 12/31/2021 and that way that work would be done before the most intense part of the budget season. Charlie said Halifax is struggling to be competitive with other municipalities. Charlie mentioned that both the Building Maintenance Director and the Water Super have recently had to have pay increases or come in at higher steps because we cannot find qualified individuals at the rate offered in Halifax. Tom is agreed it is apparent that it is a struggle. He said his specific question is about what the process would be to review all of this information. Charlie said previously the Wage and Personnel Board looked mostly at reclassifications of grades for individual positions. He said now may be the time to look at the whole wage scale. Tom said we should get updated job descriptions as well as trying to get FY21 data from other communities. Charlie said worst case scenario we could use data from a previous year with an assumption that everyone went up 2%. Charlie said the problem with reviewing job descriptions is that some individual jobs may be worth more than others. So maybe the easier answer is to just reevaluate the entire Grade. Gordon said in regard to the point system used previously you might need to change some positions points. Tom said he would tend to agree that maybe the existing grade structure should stand, and the focus should be more on the Wage Scale as a whole. Sandy asked if Charlie was collecting data for all positions or just Grade 6 and 7. Charlie said probably all and he would see if Linda or Irma could get some information from communities. Charlie said he had only asked for Grade 6 and Grade 7. Ashely said she thought if we are asking other communities for information on pay rates it would be good if we could also ask if they could provide job descriptions at the same time. Tom said it would be good to get a copy of the job descriptions from the department heads by the end of the week. Then maybe the community data a week or so after that. Gordon added that he thought it was important to take the financial impact on the town into consideration as well.

Under correspondence, Linda read the resignation from Drew McGlincy.

Tom said that the next night Todd Dargie would be meeting with the BOS for appointment. However, with Drew’s resignation we would once again be down a member. Gordon suggested that it be advertised again that there were openings on the Fin Com. Tom said we could base the liaison assignments next week based on 6 members and then if anyone else joins they can always spread out the assignments. Gordon confirmed that Tom would be at the BOS meeting with Todd Dargie and Tom said he would.

Tom reviewed that the Fin Com would start meeting every Monday with the exception of holidays.

**Tom entertained a motion to adjourn at 6:33pm**

Motion: Michael Bennett

Second: Cheryll

**AIF**

Respectfully submitted,

Linda Cole, Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michael Bennet, Clerk