Finance Committee

TOWN OF HALIFAX

499 Plymouth Street

Halifax, MA 02338

**Meeting Minutes**

**Monday , November 29, 2021**

**Committee Members Present**: Tom Connolly, Michael Bennett, Michael O’Brien, Cheryll Zarella Burke and Todd Dargie

Also, in attendance in the audience were: Chief Chaves, Darlene Regan, Cesar Calouro, and Gordon Andrews

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

**Tom entertained a motion to accept the minutes of 11/15/21**

Motion: Michael Bennet

Second: Todd Dargie

**AIF**

Tom asked Chief Chaves if he could speak to the agenda item regarding setting a flat rate for the matrons. The chief said he was not the one who requested the change, he said Charlie had put in for the annual meeting in January. The chief explained the difference in rates that have been paid recently based on who is doing the matron duty. He said he reached out to other towns to find a range and that they generally fall in and around the $20 range but some like the Sheriff’s department may go up to $44 per hour. He said the higher amount was not reasonable. Linda Cole reviewed what Charlie had spoken about the week before. Stating that with the exception of someone who already works 40 hours for the town and who may then work a matron shift on top of that (hence they would receive time and one half) that all others regardless of if they work for the town or not, should receive the same rate for doing the same job. Linda said that Sandy had stated that the full-time police admin would be the exception, but all others should be the same rate. The Chief said he would like if the dog officer was also paid a higher rate since her current rate is already higher than what a matron might make. Linda said that there is precedent in Halifax where people work two different positions at two different rates of pay and they are not always paid at the higher rate. Michael Bennett questioned if even people who already work 40 hours in a municipality should get an overtime rate. He said when he worked for the State, he had two jobs and they paid two separate rates and he didn’t necessarily get overtime for the second job. Cheryll agreed the same was true of her two positions with the State. Tom said it might be advisable to check with Town Counsel on this issue. Chief Chaves said they he had reached out to the Ethics Commission to make sure the Town Clerk who also works as a matron could be paid at her higher daily rate. The Ethics Commission said that she could be paid overtime. Tom said Fin Com would take up the flat rate at the meeting in January.

Darlene Regan joined the Committee under Public Participation to discuss the hiring of a Receptionist and Transportation coordinator. Darlene said that prior to the hiring of the most former Receptionist/Transportation Coordinator, that title did not exist. Linda Cole agreed that when the last person was hired, they were hired with that title. The duties in the job description were put together and the new title came to be. Darlene said she would like to hire a separate Receptionist using Title 5 money and that grant would pay for the person to work 19.5 hours per week. She would also like to hire a separate Transportation Coordinator at 40 hours per week. She said not many towns around had a position with that title. She said Scituate does have one and they start at $20 per hours. Tom clarified that she was asking to split it into 2 separate positions. Darlene said she wanted them split and she saw no need for a 40-hour receptionist. She said she could see making the Transportation Coordinator a full-time position because she wants them to write a new transportation policy as well. She said she also wants them to track trainings for drivers and vehicle inspection dates and take in transportation calls as well. Tom questioned that this was one 40-hour position but now Darlene wants to make it a 40-hour position and a 19.5-hour position. Darlene said she did. Tom said that you would then need job descriptions for both people. Linda cautioned that you can’t create a new position and hire a person until you get Town Meeting approval for the new position. Gordon said the easiest thing to do would be to fill the one 40-hour position now and then try and separate out the receptionist position for the Annual Town Meeting. Darlene asked if she could advertise now if they kept the dual position and job description. It was agreed they could. Tom asked Darlene to give copies of the job descriptions when she had them done. Gordon said the combined positions was created in 2048 when W&P was asked to create the title including Transportation Coordinator.

Gordon asked the members if there was going to be a quorum of them at the meeting with the Board of Selectmen on 11/30/21. He said he is trying to put together a spreadsheet of back of the envelope figures for the FY23 budget. The Committee said they would have a quorum and join the BOS meeting. Cesar asked the members who would be in person and who would be via Zoom. Cheryll and Tom said they would be via Zoom. Mike Bennett and Todd said they would be in person.

Cheryll discussed the calendar. It was agreed to meet every Monday with the exception of 12/27/21.

**Tom entertained a motion to adjourn the meeting at 6:41pm**

Motion: Mike Bennett

Second: Cheryll

**AIF**

Respectfully submitted,

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

Michael Bennett, Clerk