



Wage & Personnel  
TOWN OF HALIFAX  
499 Plymouth Street  
Halifax, MA 02338

## **Wage & Personnel Meeting Minutes**

**Wednesday February 8, 2023**

The bylaws public hearing was held at the Halifax Town Hall, in the Great Room, 499 Plymouth Street, Halifax, Massachusetts. This was a joint session between the Board of Selectmen and the Finance Committee.

**Committee Members Present:** Jonathan Selig, Naja Nessralla, John Bruno, Todd Dargie, Michael Bennett, Frank Johnston, Jim Walters

**Committee members absent:** Tom Connolly, Cheryl Zarella Burke, Jonathan Schmaling

**Audience:** Cody Haddad – Town Administrator

**Motion made to open the Board of Selectmen meeting acting as part of the wage and personnel board.**

Motion: John Bruno

Second: Johnathan Selig

**AIF**

**Motion made to open the Finance Committee meeting acting as part of the wage and personnel board.**

Motion: Todd Dargie

Second: Frank Johnston

**AIF**

Board of Selectman Chair, John Bruno opened the meeting by asking the other board members for their input on how this process should begin. A suggestion made by John was that each board member would be assigned to a specific town department's proposal. That board member would then be responsible for meetings with the department and any needed research into the requests made. Todd agreed that this would be the best practice.

**Assigning Departments:** Jim Walters requested to be assigned to the library as he is currently working with them now. Todd Dargie explained to the board that the finance committee members have assigned departments in place for budget reviews in progress. He would like to have those assignments align with this as well. Jonathan Selig is currently working with the fire department on negotiations and requested them for the wage and personnel board. John Bruno is working with the Police Department currently and

would like to be assigned to them for this as well. Frank Johnston requested the board of health as he is currently working with that department. Todd Dargie will be assigned to the Town Clerk's office.

John Bruno made a recommendation to the board that the IT department and the board of selectmen categories be assigned to the finance committee members only to avoid conflict of interest. Jim Walters agreed and added the IT Department to his assignment. Next was the board selectmen's request for a Town Administrators Assistant which was accepted by Todd Dargie.

Cody Haddad explained to the board that the Town Clerk and Town assessor adjustments made at the open meeting were not wage and personnel related. This request would go through the budget requests not a change in the town bylaws. Todd will now only be overseeing the Town Administrator Assistant request. Naja Nessralla is going to be assigned to the Council on Aging. Michael Bennett will be responsible for the recycling center.

The next proposals are reviewed by the board and sorted into two assignments. One for the reclassification of regulatory board secretaries to administrative assistants and to be re-graded accordingly. Then lastly is for the re-grading of Town Hall assistant positions. John Bruno accepted the regulatory assistants and Michael Bennett accepted the town assistant's request.

Jim Walters asks a question regarding the spreadsheet provided. Jim states there are some departments listed twice and wanted to know if this was in error. Cody Haddard explains to the board that this is due to multiple requests being made by that department. Every request made was added to the documents and then organized based upon the proposal category.

Johnathan Selig informs the board he will not be present for the next Wage and Personnel meeting. He is looking for recommendations from the board on best practices for getting his findings to other members. Johnathan suggests emailing information and the board agreed this was the best decision.

**Conclusion:** Cody will update the spreadsheet to reflect the department assignments made tonight and reissue it to the board members. Cody reviews the list of assignments to confirm everyone is in agreement. The board concurs that each member will have something to present in the next meeting which will occur on February 22, 2023. Cody stresses the importance of this assignment and encouraged a thorough investigation into each proposal and to reach out to him if assistance is needed.

Cody suggested doing a town wide investigation into the personnel criteria. He has already reached out to DOR and they are willing to give the town a grant and there is additional funding available to get an objective third party agency to make recommendations on bylaws and personnel.

John Bruno suggests in the future that the town have a human resources department that can handle personnel issues as they arise not just on a yearly basis. He would also like to see in the future having more regulatory committees and board training when elected as part of their onboarding.

Johnathan Selig asks for clarification on proposals for restructuring the way wage and personnel are addressed in the town. Johnathan asks the other members if this is going to affect them reviewing the proposed adjustments made this year by each department. John Bruno replies by stating he believes its two separate items. John agrees the board needs to review the requests made this year. However, he suggests in the future there should be better business practice in place when it comes to personnel requests.

**Exhibit List:**

- Spreadsheet of proposals requested

**Motion made to adjourn the Board of Selectmen meeting acting as part of the wage and personnel board.**

Motion: John Bruno

Second: Johnathan Selig

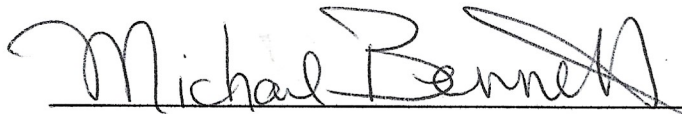
**Motion made to adjourn the Finance Committee meeting acting as part of the wage and personnel board.**

Motion: Todd Dargie

Second: Michael Bennett

**AIF**

**Respectfully submitted,**

A handwritten signature in dark ink, reading "Michael Bennett". The signature is written in a cursive style with a large, stylized "M" and "B". A horizontal line is drawn beneath the signature.

Michael Bennett, Clerk