



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

## **Wage & Personnel Meeting Minutes**

**Wednesday February 22, 2023**

The wage and personnel meeting 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:** Naja Nessralla, John Bruno, Todd Dargie, Michael Bennett, Frank Johnston, Jim Walters, Cheryl Zarella Burke

**Committee members absent:** Tom Connolly, Jonathan Selig, Jonathan Schmaling

**Audience:** Cody Haddad – Town Administrator

**John Bruno opened the Board of Selectmen meeting acting as part of the wage and personnel board.**

**Todd Dargie opened the Finance Committee meeting acting as part of the wage and personnel board.**

### **AIF**

Cody Haddad, town administrator addresses the board and informs members that the town has been awarded a reclassification grant from the state in the amount of \$50,000. The chair of the board of selectmen John Bruno signed the grant prior to the meeting and Cody will submit it tomorrow. Once the funding is secured, they will put the proposal out to bid to consulting firms. The study will take time to ensure accuracy and will not be completed by the next town meeting. Todd asked the board to be cautious of decisions made this year and suggested some line items may be best addressed after the study has completed.

**Police Department Request:** John Bruno asks the board to make the recommendation to remove the Permanent Intermittent Officer position from the bylaws. As this is a civil service position that is no longer needed. John then reviews the Chiefs request for the Police Lieutenant/ Deputy Police Chief. This is currently an approved position with the town. The chief has asked for adjustments to be made to the job description. A recommendation is made by John that the Chief and Cody should review surrounding towns for comparison.

John Bruno suggests the request to add a record clerk be put on hold until the grant has been completed. Next proposal from the Police Department was for a pay increase for the Administrative Assistant. The board reviews the options and will remain cautious when making recommendations for re-grading. Naja Nessralla asks about a studies expected completion date. Cody believes it may take around 6 months from beginning to end and will be completed by the end of the calendar year. Cody also suggests there may be

ways to aid personnel who proposed an increase in pay. One suggestion made was retroactive pay, however he would need to investigate this more and cannot confirm that it is an option at this time.

**Fire Department Requests:** John Bruno reviews the request for the call back paramedic. He suggests that the board recommends the Chiefs proposal and Todd Dargie agreed. Cody Haddad reviews the notes provided by Johnathan Selig who was assigned to the Fire Department. Johnathan also agrees to make the recommendation to increase the wage to \$26.00 per hour.

**Town Administrative Assistant:** Todd Dargie reviewed the request. Compared to other towns who have similar positions the role would also work as the town's human resources liaison. Todd believes this is a needed position, however, would like to defer it until the study is completed.

**Town Committee and Board Secretaries:** Cody Haddad explains the town already has an administrative assistant position; therefore, these items should be just a budget request and not a wage and personnel adjustment.

**Adding Stipends:** The board discusses recommending the proposed stipends. They agreed in maybe in the best interest of the town, to wait until the completion of the study. This is due to the understanding that the selected consulting firm will be providing new job descriptions and titles which may eliminate the need for the stipend.

**Board of Health:** Adjusting the annual appointment of the board of health agent from a 1 year to 3-year term. Cody explains this is uncommon in other towns to only have a one-year appointment. Todd Dargie agreed this should be a recommendation made. John Bruno would like to adjust this position from an appointed position to an employee at will.

**Across the board increase:** Cody stated they are currently working with their unions to secure an across the board pay increase. He cannot speak about the percentage yet but believes it will be confirmed by the town meeting.

**Council on Aging:** Naja Nessralla speaks on the proposal for the COA nurse. Naja has contacted local surrounding towns who use college nursing students at their COAs. These students volunteer their time and in return would receive credits for their services. This would save the town money and help get local students real world experience. Naja also explains the Board of Health nurse and firefighters could be available to assist with coverage. Darlene Regan, COA Director approached the podium to review suggestions. Her concern is with liability for the town and the security of resident files. Dalene also reviews the two-grant positions she requested an increase for.

John Bruno suggests the board approves increasing the wage of \$18.00 per hour for the Outreach position and \$26.00 per hour for the COA nurse. Cody Haddad reiterates to the board that we are making changes to the position and not giving a raise to a particular employee. Naja Nessralla agrees with those changes based upon his research.

**Re-grading:** John Bruno suggests deferring the other grade increases until the next town meeting upon the completion of the study. Adding an additional town meeting in the fall may also be an option the board will consider.

**John Bruno made a motion to defer the Police Lieutenant/ Deputy Police Chief until details are finalized with town administrator and police chief. Recommend the elimination of the position of**



**permanent intermitting officer from bylaws. Motion also made that the call back paramedic be increased to \$26.00 per hour. Motion to increase the COA nurse to \$26.00 per hour and the COA outreach to \$18.00 per hour.**

Motion: John Bruno

Second: Naja Nessralla

**AIF**

**Todd Dargie made a motion to defer the Police Lieutenant/ Deputy Police Chief until details are finalized with town administrator and police chief. Recommend the elimination of the position of permanent intermitting officer from bylaws. Motion also made that the call back paramedic be increased to \$26.00 per hour. Motion to increase the COA nurse to \$26.00 per hour and the COA outreach to \$18.00 per hour.**

Motion: Todd Dargie

Second: Cheryl Zarella Burke

**AIF**

Next meeting will be March 8, 2023. Cody suggested to the board to review and revise job descriptions and make appointed personnel or board members authorized to approve new hire wage increases. Cody will send a list to members to review. Cody would like to draft a letter to all personnel stating their proposals have been considered and the board has requested the assistance of an outside organization to assist with this process.

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

Motion: John Bruno

Second: Naja Nessralla

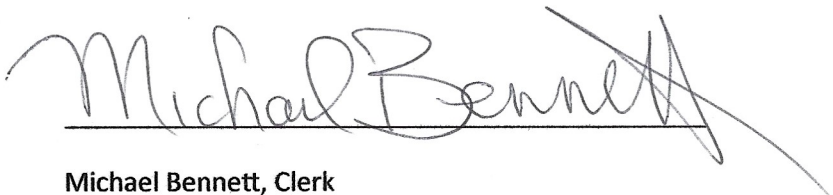
**Motion made to adjourn the Finance Committee meeting acting as part of the wage and personnel board.**

Motion: Todd Dargie

Second: Cheryl Zarella Burke

**AIF**

**Respectfully submitted,**

A handwritten signature in cursive script that reads "Michael Bennett". The signature is written in dark ink and is positioned above a horizontal line. A long, thin diagonal stroke extends from the bottom right of the signature across the line.

Michael Bennett, Clerk