



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

## **Wage & Personnel to hear proposed By-Law amendments**

### **Meeting Minutes**

**Wednesday January 25, 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 H. Selig, Naja Nessralla, John Bruno, Todd Dargie, Cheryll Zarella Burke, Michael Bennett, Frank Johnston, Jim Walters

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

**Audience:** Cody Haddad – Town Administrator

**John Bruno called the meeting to order.**

#### **AIF**

Board of Selectman Chair, John Bruno opened the wage and personal bylaws public hearing. John stated this meeting is being recorded by area 58. This is the first wage and personnel meeting in which both the Board of Selectmen and the Finance Committee are working together. The committee will read into record all proposals.

**Town Clerk:** The town clerk is requesting hours be changed from 32 hours a week to 40 hours a week. She is also requesting that the assistant Town Clerk hours be changed from 32 hours a week to 36 hours a week.

**Board of Health:** The department is requesting the committee change the title of Health Agent to Health Director or change agent to grade 11 and add grade 12 for director. They are requesting the wage scale is changed from Step 1 to Step 6. They would also like the education stipend to 1% BA, 3% to MS or RS. Next request was to change the position reappointment from 1 year to 3 years. Lastly to change the health contributions to 70% / 30%.

**Town Accountant:** The town accountant's office is requesting the committee reclassify the role of technical support specialist. Sandra Nolan, Town Accounts approached the podium. She is asking for the position to be re-graded.

**Town Administrator Assistant:** John Selig is requesting the committee establish and grade a new position for town administrator assistant. This position will replace the selectman's assistant position. The new positions will encompass the duties of the selectmen's assistant position and add new responsibilities. The position will answer to the town administrator.

**Assessor's Office:** The department is requesting the committee increase the administrative assessor position from 32 hours to 36 hours a week. The position will remain Grade 7 Step 1. John Shiavone, Chairman of the Board of Assessors and Debbie Dean, Principal Assessor/Appraiser approached the podium to review requests. The current position for administrative assessor is currently open.

**Police Department:** The department is requesting a change to the Police Lieutenant/ Deputy Police Chief. Position. The approved wage is grade 14, the department is asking for it to be changed to a grade U. This position will also be eligible for benefits and overtime. Next, they are requesting the permanent Intermittent Officer be removed from the bylaws as they are unable to hire for this position going forward. Another position requested is for a Records Clerk to work 10 hours a week. Lastly the department is asking for the position of Administrative Assistant, to be re-graded for both the police and fire departments. Joao Chaves, Police Chief approached the podium to discuss requests. Chief Chaves states the position is currently a grade 6 and would like Wage and Personnel Board to determine re-grading based upon job description. Michael Witham, Fire Chief approached the podium to review administrative assistant position. Chief Withman presented the board with an analysis of surrounding towns. He recommends a re-grade from grade 6 to grade 8.

**Town Account:** The department is requesting the committee review and re-grade all town assistants and administrative assistants. Sandra Nolan, Town Accounts approached the podium to review proposal. Sandy is requesting the committee review all the positions and re-grade them as needed. The committee should review local communities for reference.

**Fire Department:** Increase call back paramedic pay rate from \$21.99/hour to \$26.00/hour. Michael Witham, Fire Chief approached the podium to further discuss the position and reason for the increase. Kendra Kelly, Fire Department Admin approached the podium and explains to the committee how the shifts are filled in the fire department weekly.

**Council on Aging:** The Department is requesting an updated job description and re-grade from grade 10 to grade 11 for the COA director. Next, they are asking the committee to re-grade the Administrative Associate position from grade 2 to grade 4. In addition, they would like to update the job description and regrade the Outreach Services and Programs Case Worker from grade 6 to grade 8. They are also requesting the COA Nurse Unclassified job description to be updated and the wage increased. Lastly the department is asking the committee to update the job description and increase wages for the Assistant Outreach Unclassified. This position is currently a grade 6 and the department proposed a change to grade 8. Darlene Regan, COA Director approached the podium to review requests made by the department.

**Building Inspector:** The building department is requesting a grade increase to a grade 6 for Zoning Board Secretary, Planning Board Secretary, Conservation Board Secretary. Sandra Nolan, Town Accounts approached the podium to represent the building department and explained the reason for the regrading.

**Holmes Public Library:** The library is requesting a \$2,000 stipend for any library staff with a bachelor's degree. The library would also like to request a pay increase for employees based upon the completion of education programs. They are requesting a re-grading based upon educational background. Next the library is requesting to re-grade the assistant library director from grade 7 to grade 8. The department would also like to reclassify the library associate from a grade 6 to grade 7. Lastly, to change the position of library technician from a grade 4 to grade 6. Jean Gallant, from Holmes Public Library approached the podium to review requests made by the department.



**Recycling Center:** They are requesting that their recycling attendants receive a stipend for licenses acquired. The request is for \$250 annually per certification that applies to their job description. The attendant would be required to use equipment pertaining to the license to qualify. Sandra Nolan, Town Accounts approached the podium to review the request on behalf of the department.

**Conclusion of Propels:** John Brunos states all proposals have been heard and asks for questions from visitors before the closure of the public hearing. Jen Gallant asks the next steps for the proposal process. John Bruno suggests before the next Wage and Personnel meeting the committee divides the workload to review each proposal. Departments will then be able to request appointments with the committee to review further review proposals.

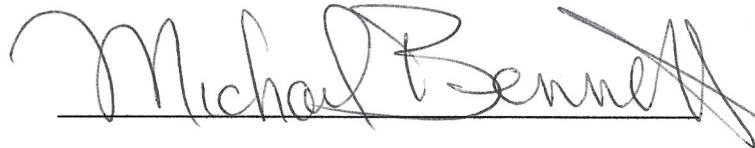
**Exhibit List:**

- Fire Department Administrative Assistant – Local towns comparison
- Previous COA Director job description
- Proposed COA Director job description
- Current COA Administrative associate position
- Previous COA receptionist job description
- Council on the America Library Association Guidelines
- Current Halifax Town Hall Wage and Personnel By-laws

**John Bruno adjourns at 7:38 pm on January 25, 2023**

**AIF**

**Respectfully submitted,**

A handwritten signature in dark ink, reading "Michael Bennett", written over a horizontal line. The signature is stylized with a large initial 'M' and a long, sweeping flourish extending to the right.

Michael Bennett, Clerk