

**Guide to the
Government Services
of the Town of Halifax,
Massachusetts
(see Index of Services
on back page)**



Animal Control Officer 781-293-5761

Report animal and dog complaints including dogs running loose (Halifax has a leash law), barking dogs, dogs acting in an aggressive manner, etc. to the Animal Control Officer. If you are not satisfied with the result, request a hearing with the Board of Selectmen.

The office is located in the Police Station at 540 Plymouth Street. The Animal Control Officer works on an "on-call" basis.

Board of Assessors 781-293-5960

The tax rate for this year (the year ending June 30, 2018) is \$17.65. The tax rate for the year ending June 30, 2019 will be determined in the fall of 2018.

File all requests for abatements and exemptions of property tax bills and motor vehicle bills with the Board of Assessors.

Property values are revised on an annual basis to be equal to approximately 100% of the market value.

Halifax is in census tract 5261.

The office is located in Town Hall.

Board of Health 781-293-6768

The Board of Health issues septic system permits and conducts percolation tests. The Board has a list of contractors licensed to repair and install septic systems. The Town does not have a sewer system.

Food handling permits (food safety certification required), temporary food events child day camps, septic installers, Title V inspectors, soil evaluators, massage therapists, septic haulers and rubbish haulers must obtain a permit from the Board of Health to operate in Halifax.

There is regular testing for mosquitoes carrying West Nile disease or EEE. The Board of Health will be notified if there are any incidents in Halifax. Residents who find dead birds should contact the State at 866-627-7968 to file a report.

The Board of Health issues permits for wells including irrigation wells.

Board of Selectmen 781-294-1316

Send requests for use of the LED sign at the Fire Department to the Town Administrator. Priority is given to Town departments and then to local community and non-profit groups. Applicants are urged to apply at least two weeks before they wish to use the signs.

The Board of Selectmen issues permits for outdoor entertainment for parties and other events with certain stipulations. Applicants should apply at least three weeks before the date of the event.

Tag sale and yard sale permits are issued by the Board of Selectmen. There is no charge. The permits are good for one weekend with a raindate weekend. Each property is allowed no more than two permits per calendar year.

The annual Town Meeting is held on the 2nd Monday of May. All registered voters are eligible to vote at the Town Meeting. Articles for the warrant, with the signatures of 10 registered voters, must be submitted by March 1. Articles for special town meetings must include 100 signatures. Dates and deadlines for special town meetings are decided by the Board of Selectmen.

All projects which involve the removal of soil, earth, dirt, gravel, sand, etc. from a property should be submitted to the Board of Selectmen for review and to determine whether a permit is required.

The office is located in Town Hall.

Boat ramps

There are Town-resident only boat ramps located on Lingan Street (West Monponsett Pond) and Holmes Street (SE corner of East Monponsett Pond). There is a State boat ramp on Monponsett Street for West Monponsett Pond. The Town's boating by-laws apply on both ponds.

Building Inspector 781-293-6557

Applications for building permits are available at the Building Inspector's office. Applications will be reviewed to ensure that they comply with the Town's zoning by-laws and that a variance and/or special permit is not required. Applications are also available for gas permits, plumbing permits, and wiring permits.

Fences and walls do not require a building permit if they are shorter than six feet in height, but property owners should ensure that the fences and walls are constructed on their property.

Home businesses and home occupations are allowed with certain stipulations. Please contact the Building Inspector's office for more information and to determine what permits may be required.

The minimum lot size is 40,000 square feet of contiguous uplands with 150 feet of frontage and setbacks of 50 feet (front), 30 feet (side), and 40 feet (rear). There are exceptions for grandfathered lots. Call the Building Inspector for more information.

Sheds do not require a building permit if they are smaller than 80 square feet in size.

A building permit and a fence, at least five feet high, are required for any above and below-ground swimming pool including inflatable pools.

The office is located in Town Hall.

Celebrations

The Town sponsors several events each year.

The Memorial Day parade and ceremonies are held on the last Monday in May. The parade route is from the intersection of Routes 58 & 106 to the Town Hall and begins at 9:30am with the ceremonies following the parade at Town Hall.

In 2019, the Halifax Fireworks festivities will be held around July 4. Check the Town's web site. The annual event includes food, fireworks and fun. Volunteers are needed. Contact the Selectmen's Office at 781-294-1316 for more information.

The Town honors its veterans on Veterans' Day each November 11 with a short ceremony, generally at 9am, at Town Hall.

There is a winter holiday celebration called Holidays in Halifax, usually on the 2nd Saturday of December (in 2018, the probable date is December 8) with open houses at many municipal buildings and refreshments, activities, and decorations. Call the Selectmen's Office at 781-294-1316 for more information.

Cemetery 781-293-1760

The main Town cemetery is located on Hemlock Lane behind the Town Hall. There are several older cemeteries throughout the Town. To purchase a plot or to find the location of a specific grave, contact the Cemetery Superintendent or visit the office at 60 Hemlock Lane (behind the cemetery behind the Town Hall).

Conservation Commission 781-293-1735

The Conservation Commission's statutory responsibility is to oversee the protection of wetlands. The State and local laws regulate any activities that involve filling, dredging, excavating or "altering" in or within 100 feet of a wetland; the Rivers Protection Act protects the area to 200 feet from a river or stream that flows year-round. Notification to and approval by the Commission is required.

Before beginning any project construction activity, including site preparation, from the building of shopping malls to the addition of a deck on a house, please contact the Conservation Commission. This also covers alterations such as the removal of trees or bushes, vista pruning, or the changing of land contours that could affect nearby wetlands. Often a phone call is all that's needed. Rarely is a project denied, most are approved with, perhaps, some modifications. Office hours are Monday-Thursday 9:00 a.m. to 3:00 p.m.

The office is located at Town Hall.

Council on Aging 781-293-7313

The Council on Aging provides services to seniors and their families including Meals on Wheels, the Council on Aging van (visits to doctors, shopping, etc.), health programs and more. The Council on Aging building is also known as Pope's Tavern and is located at 506 Plymouth Street. In addition, the Council on Aging has information about fuel assistance programs for seniors and non-seniors.

Fire Department 781-293-2323

The Fire Department is located at 438 Plymouth Street.

Open burning is permitted from January 15 to May 1 each year, but a burning permit with stipulations, is required from the Fire Department.

Carbon monoxide detector permits, smoke detector permits, underground storage tank permits and oil tank permits (technician's certificate required) are issued by the Fire Department.

Food Pantry 781-293-6393

The Halifax Food Pantry, located in the Congregational Church at 503 Plymouth Street, is open on Tuesdays from 2:30pm to 4:00pm. Call if you need to visit during other hours.

Highway Department 781-293-1760

The Highway Department is responsible for the maintenance, including snow plowing and drainage, of the Town's roads. A list of roads that have been accepted (are owned and maintained) by the Town is available on the Town web site. The Highway Department is located at 60 Hemlock Lane (behind the cemetery behind the Town Hall).

Housing Authority 781-294-4520

For information on housing assistance programs, please contact the Housing Authority. The Authority is located at 1 Parsons Lane.

Library 781-293-2271

The Holmes (Halifax) Public Library is located at 470 Plymouth Street. It is open during the winter, from Labor Day to Memorial Day, on Monday and Wednesday, from noon to 8pm; Tuesday, Thursday and Friday from 10am to 5pm and Saturday from 10am to 2pm. During the summer, the hours are Monday and Wednesday 10am to 8pm and Tuesday, Thursday and Friday from 10am to 5pm. Check its website: <http://www.holmespubliclibrary.org> for more information. Fax number: 781-294-8518. Call the library for current programming.

Mosquito Control 781-585-5450

The Plymouth County Mosquito Control Project conducts spraying programs and provides information about mosquito control.

Parks Department 781-293-1725

Town beaches are located on Lingan Street (West Monponsett Pond) and on Holmes Street (East Monponsett Pond, SE corner). There are no lifeguards at either location.

Town parks, playgrounds and playing fields include: the HOPS playground on Plymouth Street, basketball courts and tennis courts next to the Elementary School on Plymouth Street, a walking track and baseball, softball and soccer fields on Plymouth Street, a T-ball field next to the Police Station on Plymouth Street, a wheels park next to the Police Station, soccer fields on Summit Street, a playground on Holmes Street, Richmond Park on Plymouth Street, and the old Y camp property at the end of Lingan Street. The Town owns other parcels of land with walking trails.

Planning Board 781-293-1736

The Planning Board conducts site plan reviews for commercial properties and reviews all applications for subdivisions.

Police Department 781-294-8713

The Police Department is located at 540 Plymouth Street.

The Police Department issues FID cards and gun permits.

Noise complaints are dealt with by the Police Department.

Post Office 781-293-8419

The Halifax Post Office is located at 551 Plymouth Street. It is open 9am-5pm, Monday-Friday and 9am-noon on Saturday.

Recreation 781-294-1215

The Youth and Recreation Committee runs several recreation programs ranging from week-long camps to dances during the year and schedules and maintains the playing fields and facilities for the non-profit, but not Town-sponsored, baseball, basketball, soccer and softball programs. These youth programs (and others) are operated by private non-profits. Links to all these programs can be found on the Town's web site. These programs include:

Baseball, Basketball (girls), Basketball (boys), Football & Cheerleading, Hockey, Soccer, Softball.

Girl Scouts <http://www.gsema.org/>

Boy Scouts <http://halifaxtroop39.ScoutLander.com>

Cub Scouts <http://halifax239.scoutlander.com>

The Y & R Committee does not have an office, but does have a mailbox at Town Hall.

Recycling and Solid Waste 781-293-1732

The Town runs a pay-as-you-throw trash program that allows residents to purchase special bags and participate in the weekly curbside trash collection. Some types of recyclables are picked up every other week. Other types of recyclables and bulky waste items can be brought to the Recycling Center at 917 Plymouth Street for a fee. Residents can also use private haulers.

Schools

Elementary — 781-293-2581
Middle School — 781-582-3555
High School — 781-585-3844

The Halifax Elementary School teaches students from kindergarten to sixth grade and is located at 464 Plymouth Street. The Middle School (grades 7-8) and High School (grades 9-12) are located in Kingston and are part of the Silver Lake Regional School District.

The Department of Early Education and Care has a list of day care centers in the region:

<https://www.mass.gov/early-education-and-child-care-programs-and-agencies>

Taxis

There is no regular taxi service in Halifax.

Town Clerk 781-293-7970

Birth certificates, death certificates and marriage certificates are issued by the Town Clerk.

The Town Clerk issues business certificates, also known as “DBA” certificates. These are required for all businesses with operating sites in Halifax.

The Town Clerk issues dog licenses. Licenses are required for all dogs over six months old. Licenses are renewed annually by July 1.

Municipal elections are held each year on the Saturday following the 2nd Monday in May. Elections for state and federal offices are held in November in even-numbered years with primaries in September. There is a presidential primary in March in years divisible by four. Special elections are held from time-to-time and all households are notified by mail.

You may register to vote in person at the Town Clerk’s office or on-line. The office is open special hours for elections and town meetings.

The Town Census is held annually in January. All new residents are urged to list all occupants of their homes.

The office is located at Town Hall.

Town Collector 781-294-8381

Property tax bills are sent out twice a year, in the fall and in the spring. The first half bill is due 30 days after it is sent out and the second half is due on May 1.

Motor vehicle excise bills are sent to the Town by the State throughout the year and are then sent to vehicle owners and are due 30 days after they are sent out.

Water bills are sent out twice a year, generally in June and December and are due 30 days after they are sent out.

Bills can be paid on-line by visiting:

<http://www.town.halifax.ma.us/collector.html>

The office is located at Town Hall.

Town Hall

The Halifax Town Hall is located at 499 Plymouth Street. The building is open from 7am to 4pm, Monday-Thursday and some offices are open various hours on Fridays. Not all offices are open during these hours. Check with individual departments for their hours. The building is open at other times for evening office hours and meetings.

Trains

The (Boston Commuter) Old Colony Railroad/MBTA train station is located at the northern end of Holmes Street. There is a parking-for-a-fee lot at the station. Schedules are available on the MBTA web site: mbta.com

Utilities

Cable television — Comcast 800-934-6489
Electricity — National Grid 800-322-3223
Natural Gas — Columbia Gas 800-677-5052
Sewer — All homes on septic systems
Water — Halifax Water Dept. 781-293-1733

Veterans’ Agent 781-293-1724

The Veterans’ Agent has information about veteran benefits and services. The Agent’s office is located at the Town Hall.

Water Department 781-293-1733

Almost all of Halifax has water service through the Water Department. Meters are read twice a year and billed twice a year. Call the Water Department with service questions including installations or terminations. The Water Department office is located at the Old Police Station at 500 Plymouth Street across the street from Town Hall.

Zoning Board 781-293-1736

Applications for zoning variances and specials permits are reviewed by the Zoning Board of Appeals through a public notification and hearing process. Applicants should leave sufficient time for this in their plans. The ZBA meets on the 2nd Monday of each month, unless specified otherwise. The office is located at Town Hall.

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This information is current as of September 4, 2018, but is subject to change. Please confirm that this information is correct before making decisions.

Charlie Seelig, Town Administrator