

COPY OF THE WARRANT
and
THE REPORTS AND RECOMMENDATIONS
of the
FINANCE COMMITTEE



to be acted upon at the
Annual Town Meeting
Halifax Elementary School
Monday, May 9, 2011
7:30 p.m.

Special Town Meeting
Halifax Elementary School
Monday, May 9, 2011
8:00 p.m.

and the
Annual Town Election
Halifax Elementary School
Saturday, May 14, 2011
10:00 a.m. to 6:00 p.m.

Bring this copy with you to the Town Meeting

"CITIZEN'S CHECK LIST"

To be considered on each vote:

1. ***IS IT NECESSARY?*** Or is it something that is not really needed or perhaps already being provided by a private or public group?
2. ***CAN WE AFFORD IT?*** Remember, there is no limit to what we would like, but there is a limit to what we can afford.
3. ***WHAT WILL IT COST ULTIMATELY?*** Many proposals are like icebergs - only a small fraction of the total cost is apparent on the surface.
4. ***HOW WILL IT AFFECT BASIC LIBERTIES?*** If it imposes unreasonable or illegal restraints on your life or that of others, it should be vigorously opposed.
5. ***IS IT IN THE BALANCED BEST INTEREST OF ALL?*** If it is designed to benefit a small group of special interests, while taking unfair advantage of others, work for its defeat.
6. ***IS IT A "FOOT IN THE DOOR" PROPOSITION?*** Compromising a little now may bring an oppressive burden later, either in more regulations or more taxes or a combination of both.
7. ***DOES IT PLACE TOO MUCH POWER IN THE HANDS OF ONE INDIVIDUAL OR GROUP?*** Once decisive power is granted to a non-elected public official, a commission or a municipal authority, the private citizens lose effective control.
8. ***DOES IT RECOGNIZE THE IMPORTANCE OF THE INDIVIDUAL AND THE MINORITY?*** This is a cornerstone of our Republic.
9. ***IS ITS APPEAL BASED ON EMOTIONAL PROPAGANDA OR FACTS?*** The farther a proposition gets away from facts, the more critical one should be.
10. ***DOES IT SQUARE WITH YOUR MORAL CONVICTIONS?*** If so, fight for it. If not, oppose it.



TOWN OF HALIFAX
COMMONWEALTH OF MASSACHUSETTS
REPORT OF THE FINANCE COMMITTEE

Before beginning this year's budgeting process, the Finance Committee asked a few questions about Halifax's overall financial health. Questions like *what is an appropriate size for a Rainy Day fund*, *how much debt is too much*, and *what is the future economic outlook*? Studying these and other questions shaped the thinking behind this budget.

Overall, we believe the town to be financially sound. We have inherited a legacy of financial responsibility, and we intend to do our best to keep that.

We discovered a pressing issue during this questioning period, when we looked at keeping promises. *What promises have been made?* and *Are we able to keep them?* We learned that Halifax each day adds to a future liability (in the form of promises made to employees) for which no savings is set aside. It is unfunded. According to an independent audit, funding this "unfunded liability" would require about \$1 million dollars *annually*. That is roughly 5% of our annual budget. The budget we're recommending addresses this issue through Article 30, proposed by the Town Accountant. The article would set up an account and begin saving for this future obligation. This budget includes a financially small first step; we would ramp up funding for this rapidly in future years.

In the proposed 2012 balanced budget, operational spending parallels last year, which was 3% lower than earlier years. We are thankful that spending restraint in the past has prevented financial tragedy in the present. The future is always uncertain; but we must prepare now for what we know lies ahead.

The Finance Committee can only *recommend* a budget; the *actual* 2012 budget will be determined by taxpayer vote at Town Meeting.

Please exercise your right to vote at the Annual Town Meeting on May 9, 2011 at 7:30 p.m.

Respectfully submitted,

Peter Beals, Chairperson
Richard Wright, Vice Chairman
Paul Weckbacher, Secretary
Gordon Andrews

Karen Fava
Margaret Fitzgerald
Karlis Skulte
Nikki Newton, Committee Secretary

**HALIFAX SCHOOL DEPARTMENT
BUDGET 2011 - 2012**

		2010 - 2011 BUDGET	2011 - 2012 BUDGET	% INCR/DCR
REGULAR DAY				
1100	SCHOOL COMMITTEE	\$15,775.00	\$15,775.00	0.00%
1200	SUPERINTENDENT'S OFFICE	\$130,943.34	\$130,943.34	0.00%
2200	PRINCIPAL'S OFFICE	\$242,790.00	\$245,340.00	1.05%
2300	TEACHING	\$2,736,828.66	\$2,681,079.00	-2.04%
2350	PROFESSIONAL DEVELOP.	\$12,500.00	\$15,000.00	20.00%
2400	TEXTBOOKS	\$11,072.38	\$6,385.39	-42.33%
2450	INST. HARD & SOFTWARE	\$13,200.00	\$13,200.00	0.00%
2500	LIBRARY	\$46,076.00	\$55,425.00	20.29%
2600	AUDIO VISUAL	\$4,500.00	\$4,500.00	0.00%
3100	ATTENDANCE	\$75.00	\$75.00	0.00%
3200	HEALTH	\$44,374.00	\$48,124.00	8.45%
3310	TRANSPORTATION	\$235,890.90	\$235,000.00	-0.38%
3440	FOOD SERVICE	\$1.00	\$1.00	0.00%
4110	CUSTODIAL	\$190,269.09	\$194,019.00	1.97%
4120	HEATING	\$71,310.86	\$77,500.00	8.68%
4130	UTILITIES	\$95,850.00	\$91,300.00	-4.75%
4210	MAINTENANCE/GROUNDS	\$500.00	\$500.00	0.00%
4220	MAINTENANCE/BUILDINGS	\$96,000.00	\$96,000.00	0.00%
4230	MAINTENANCE/EQUIPMENT	\$10,300.00	\$10,300.00	0.00%
5300	LEASE	\$0.00	\$0.00	N/A
7300	ACQUISITION/EQUIPMENT	\$0.00	\$0.00	N/A
7400	REPLACEMENT/EQUIPMENT	\$0.00	7,795.00	N/A
TOTAL REGULAR DAY		\$3,958,256.23	\$3,958,261.73	-0.76%
SPECIAL EDUCATION				
9221	SUPERVISION	\$49,088.19	\$49,088.19	0.00%
9223	TEACHING	\$523,237.00	\$550,921.50	5.29%
9227	GUIDANCE	\$67,964.00	\$70,274.00	3.40%
9228	PSYCHOLOGICAL SERVICES	\$16,000.00	\$16,000.00	0.00%
9273	ACQUISITION/EQUIPMENT	\$0.00	\$0.00	N/A
TOTAL SPECIAL EDUCATION		\$656,289.19	\$686,283.69	4.57%
TOTAL WITHOUT OUT OF DISTRICT SPED		\$4,614,545.42	\$4,614,545.42	0.00%
<hr/> OUT OF DISTRICT SPED EDUCATION				
9233	TRANSPORTATION	\$239,912.18	\$312,473.49	30.24%
9290	PROGRAMS WITH OTHERS	\$1,165,671.46	\$1,206,924.97	3.54%
TOTAL		\$1,405,583.64	\$1,519,398.46	8.10%
GRAND TOTAL		\$6,020,129.06	\$6,133,943.88	1.89%
OUT OF DISTRICT VOCATIONAL EDUCATION		\$27,000.00	\$28,500.00	5.56%

**SILVER LAKE REGIONAL SCHOOL DISTRICT
BUDGET 2011 - 2012**

		2010 - 2011 BUDGET	2011 - 2012 BUDGET	% INC/DCR
REGULAR DAY				
1101	SCHOOL COMMITTEE	125,715	125,715	0.00%
1201	SUPERINTENDENTS' OFFICE	901,534	910,359	0.98%
2101	SUPERVISION	467,416	483,259	3.39%
2201	PRINCIPAL'S OFFICE	689,946	686,210	-0.54%
2300	TEACHING	8,630,005	8,787,894	1.83%
2350	PROFESSIONAL DEV.	50,362	55,400	10.00%
2400	TEXTBOOKS	12,500	32,500	160.00%
2450	INST. HARD & SOFTWARE	120,565	120,700	.11%
2500	LIBRARY	215,135	222,135	3.25%
2600	AUDIO VISUAL	17,500	13,250	-24.29%
2700	GUIDANCE	791,726	809,296	2.22%
3200	HEALTH	93,920	97,204	3.50%
3300	TRANSPORTATION	833,012	848,531	1.86%
3500	ATHLETICS	39,691	47,691	20.16%
4110	CUSTODIAL	970,576	975,182	.47%
4120	HEATING	0	0	N/A
4130	UTILITIES	1,114,634	1,042,409	-6.48%
4210	MAINTENANCE/GROUNDS	95,500	109,000	14.14%
4220	MAINTENANCE/BUILDINGS	295,650	311,965	5.52%
4230	MAINTENANCE/EQUIPMENT	115,500	111,000	-3.90%
5100	RETIREMENT	586,532	595,488	1.53%
5200	INSURANCE	2,611,925	2,627,096	.58%
5300	LEASE	5,880	5,880	0.00%
5400	DEBT SERVICE	0	0	N/A
7300	ACQUISITION/EQUIPMENT	0	0	N/A
7400	REPLACEMENT/EQUIPMENT	0	24,000	N/A
TOTAL REGULAR DAY		18,785,224	19,042,165	1.37%
SPECIAL EDUCATION				
2210	SUPERVISION	260,552	258,060	-0.96%
2300	TEACHING	944,469	969,579	2.66%
2280	PSYCHOLOGICAL SERVICES	30,450	30,450	0.00%
2330	TRANSPORTATION	48,050	48,050	0.00%
TOTAL SPECIAL EDUCATION		1,283,521	1,306,139	1.76%
GRAND TOTAL		20,068,745	20,348,304	1.39%

**TOWN OF HALIFAX
ANNUAL TOWN MEETING WARRANT
MAY 9, 2011**

ARTICLE 1 To hear and act on the reports of the Town Officers and Committees.

Finance Committee recommendation at Town Meeting

ARTICLE 2 To see if the Town will vote to amend the Wage and Personnel By-Law as recommended by the Wage and Personnel Board, or take any action thereon:

What follows is the list of amendments recommended by the Wage and Personnel Board. A list of other proposed amendments, either not voted upon or not recommended will be available in the Selectmen's Office, on the Town's website: <http://www.town.halifax.ma.us/townmeetings.html> and at the Town Meeting. The Town's practice is that, in addition to the amendments recommended by the Wage and Personnel Board, these proposals can also be brought up at Town Meeting -- Charlie Seelig, April 6, 2011.

Except for the following proposed amendments to the Wage and Personnel By-Law, the Wage and Personnel Board recommends that all positions and provisions in the By-Law remain unchanged:

- (1) Create the position of Personnel Administrator and classify the position as Grade 8;
- (2) In Chapter 35, Section 19, replace the following:
 - B. Employees designated as exempt from the Fair Labor Standards Act are exempt from the overtime provision of this chapter.

with the following:

- B. Employees designated as exempt from the Fair Labor Standards Act (i.e. salaried employees) are exempt from the overtime provision of this chapter. Employees designated as not exempt from the Fair Labor Standards Act (i.e. hourly employees) are not eligible for compensatory time.

and replace the following:

- C. Salaried (exempt) employees who are not eligible for overtime pay shall be entitled to compensatory time off for time worked in excess of the workweek designated by the Wage and Personnel Board as the regular workweek for that position.

with the following:

- C. Salaried (exempt) employees who are not eligible for overtime pay shall be entitled to compensatory time off for time worked in excess of the workweek designated by the Wage and Personnel Board as the regular workweek for that position. Employees must use this compensatory time within the next consecutive two week pay period and shall schedule this time off with their department head and/or appointing authority.

(3) In Chapter 35, Section 27, replace the following:

- A. For full-time employees, the vacation year will be the period of July 1 to June 30; vacation time will be accrued as follows:

with the following:

- A. For full-time employees, vacation time will be accrued based on their date of hire. The new accrual rate will begin the 1st of the month following their date of hire. Vacation time will be accrued as follows:

(4) In Chapter 35, Section 28, add the following:

- J. Employees are not allowed to take more sick, vacation or personal leave hours on a given day than the normal number of hours they work on that day.

(5) Grant a clothing allowance of \$75 per person, per year for permanent part-time employees of the Municipal and School Building Committee, not including clerical staff.

(6) Amend Section V Classes and Rates as follows:

GRADE 2	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
From:	\$12.75	\$13.43	\$14.14	\$14.90	\$15.66	\$16.14
To:	\$12.94	\$13.63	\$14.35	\$15.12	\$15.89	\$16.38
GRADE 4	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
From:	\$14.28	\$14.97	\$15.67	\$16.41	\$17.20	\$17.71
To:	\$14.49	\$15.19	\$15.91	\$16.66	\$17.46	\$17.98
GRADE 6	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
From:	\$15.89	\$16.57	\$17.24	\$17.97	\$18.70	\$19.25
To:	\$16.13	\$16.82	\$17.50	\$18.24	\$18.98	\$19.54
GRADE 7	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
From:	\$17.38	\$18.05	\$18.74	\$19.46	\$20.21	\$20.82
To:	\$17.64	\$18.32	\$19.02	\$19.75	\$20.51	\$21.13
GRADE 8	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
From:	\$18.84	\$19.54	\$20.22	\$20.96	\$21.71	\$22.37
To:	\$19.12	\$19.83	\$20.52	\$21.27	\$22.04	\$22.71
GRADE 10	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
From:	\$51,634	\$53,095	\$54,596	\$56,137	\$57,726	\$59,458
To:	\$52,409	\$53,892	\$55,415	\$56,980	\$58,592	\$60,350
GRADE 11	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
From:	\$57,796	\$59,278	\$60,799	\$62,356	\$63,954	\$65,873
To:	\$58,663	\$60,168	\$61,711	\$63,292	\$64,914	\$66,862
GRADE 12	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
From:	\$67,748	\$69,217	\$70,720	\$72,256	\$73,824	\$76,039
Holiday	\$3,122	\$3,187	\$3,257	\$3,329	\$3,399	\$3,499
Grand Total	\$70,870	\$72,404	\$73,977	\$75,585	\$77,223	\$79,538
To:	\$68,765	\$70,256	\$71,781	\$73,340	\$74,932	\$77,180
Holiday	\$3,169	\$3,235	\$3,306	\$3,379	\$3,450	\$3,552

Grand Total	\$71,934	\$73,491	\$75,087	\$76,719	\$78,382	\$80,732
--------------------	----------	----------	----------	----------	----------	----------

GRADE 14	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
From:	\$73,970	\$75,478	\$77,020	\$78,593	\$80,196	\$82,601
To:	\$75,080	\$76,611	\$78,176	\$79,772	\$81,399	\$83,841

Grade "U"
Unclassified

Administrative
and Clerical

Registrar of Voters	From	\$11.81	To	\$11.99
Election Workers	From	\$11.35	To	\$11.52
Assessing Lister	From	\$11.32	To	\$11.49
Water Inspector	From	\$32.47	To	\$32.96
Veterans Agent	From	\$9,027	To	\$9,163
Veterans Service Officer	From	\$1,044	To	\$1,060
Assistant Building Inspector	From	\$1,883	To	\$1,912

Fire Department

Call Deputy Chief	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
From:	\$18.75	\$19.96	\$21.24	\$21.93	\$23.32	\$24.03
To:	\$19.03	\$20.26	\$21.56	\$22.26	\$23.67	\$24.39
Call Captain	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
From:	\$16.66	\$17.63	\$18.67	\$19.75	\$20.88	\$21.52
To:	\$16.91	\$17.89	\$18.95	\$20.05	\$21.19	\$21.84
Call Firefighter	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
From:	\$15.14	\$16.16	\$16.78	\$17.66	\$18.60	\$19.15
To:	\$15.37	\$16.40	\$17.03	\$17.92	\$18.88	\$19.44
Call EMT-A	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>		
From:	\$18.05	\$18.81	\$19.59	\$20.19		
To:	\$18.32	\$19.09	\$19.88	\$20.49		

Call EMT-D	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
From:	\$18.46	\$19.21	\$20.02	\$20.62
To:	\$18.74	\$19.50	\$20.32	\$20.93

Call EMT-I	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
From:	\$19.03	\$19.82	\$20.63	\$21.26
To:	\$19.32	\$20.12	\$20.94	\$21.58

Call EMT-P	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
From:	\$19.69	\$20.54	\$21.40	\$22.04
To:	\$19.99	\$20.85	\$21.72	\$22.37

Call Scuba Diver	From	\$17.00	To	\$17.26
-------------------------	-------------	---------	-----------	---------

CPR Instructor	From	\$21.65	To	\$21.97
-----------------------	-------------	---------	-----------	---------

**PARKS AND
RECREATION**

Director/Instructor - 2	From	\$18.13	To	\$18.40
Supervisor	From	\$14.39	To	\$14.61
Assistant/Instructor 1	From	\$10.14	To	\$10.29
Life Guard	From	\$13.33	To	\$13.53
Aide/Helper	MA Minimum Wage			

OTHER

Recycling Laborer/ Heavy Equipment Operator	From	\$20.36	To	\$20.67
Cemetery Superintendent	From	\$9,659	To	\$9,804
Inspector of Animals	From	\$2,717	To	\$2,758
Sealer of Weights and Measures	From	\$1,954	To	\$1,984

Proposed by the Wage and Personnel Board

Finance Committee recommendation at Town Meeting

ARTICLE 3 To see if the Town will vote to determine the salaries of several elective Town Officers, July 1, 2011 to June 30, 2012, or take any action thereon:

	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>
Moderator	\$200	\$200	\$200	\$200
Town Clerk	\$32,291	\$35,487	\$35,487	\$35,487
Selectmen (ea)	\$1,500	\$1,500	\$1,500	\$1,500
Treasurer	\$32,291	----	----	----
Town Collector	\$56,045	----	----	----
Treasurer-Collector	----	\$60,798	\$60,798	\$60,798
Assessors (ea)	\$1,500	\$1,500	\$1,500	\$1,500
Highway Surveyor	\$63,236	\$64,501	\$64,501	\$64,501

Proposed by the Finance Committee

Finance Committee recommendation at Town Meeting

ARTICLE 4 Operating Budget

To determine what sums of money the Town will raise and appropriate, including appropriations from available funds, to defray charges and expenses to the Town, including debts and interest, or take any action thereon.

(SEE NEXT PAGES)

Proposed by the Finance Committee

Finance Committee recommendation at Town Meeting

The Finance Committee's recommendations for this article are based on estimates of the State's aid to municipalities as of early April. As neither the House nor the Senate have approved a budget for Fiscal Year 2012, these recommendations may be changed based on new estimates or other information obtained during the next month. In addition, the Finance Committee's recommendations do not reflect any recommendations made by the Wage and Personnel Board. A revised budget, based on the Wage and Personnel Board's recommendations, but not necessarily recommended by the Finance Committee, will be available at Town Meeting -- Charlie Seelig, Town Administrator April 6, 2011.