

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 13, 2019
7:30 p.m.

Special Town Meeting
Halifax Elementary School
Monday, May 13, 2019
8:00 p.m.

and the

Annual Town Election
Halifax Elementary School
Saturday, May 18, 2019
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

Dear Residents of the Town of Halifax,

The Finance Committee of the Town of Halifax prepares a detailed budget in advance of the Annual Town Meeting, presenting the anticipated income and expenses for the coming fiscal year for the voters of the town. In addition, the Committee generates recommendations on each of the warrant articles under consideration. This year's budget process and highlights are detailed below.

The Budget Process

Starting in January, the Finance Committee began meeting with department heads and other committee members to review the budget proposals of each department in the town. The departments were asked to provide a "level service" budget, meaning one that would reflect the maintenance of all existing services provided to town residents.

During the budget review, the Finance Committee asked department heads and relevant committee members about their requests in each budget line, whether or not an increased amount was proposed. Additionally, each Finance Committee member is assigned as a liaison to multiple departments and met with the department heads to get more information about their requests. The Finance Committee also received recommendations from the Capital Planning Committee (for capital items) and the Wage and Personnel Committee (for wage increases for non-union town employees).

In the fiscal year (FY) 2020 budget, the following items represent the largest increases over their FY2019 amounts:

1. Halifax Elementary School: \$205,662
2. Special Education Transportation: \$94,735
3. Silver Lake Regional School District: \$138,503
4. Group Insurance: \$94,050

In addition, the town's vote at the Special Town Meeting of February 25, 2019, added the cost of the fire suppression system for the Halifax Elementary School to the taxes assessed under the levy limit – meaning, the amount of taxes on real and personal property that the town can collect for FY2020 not including debt exclusions.

Estimated Revenues

Our estimated revenues at print time are \$25,204,039 for the operating budget; this is the amount that the Annual Town Meeting will have to spend, and this is the amount to which the Finance Committee must balance the budget. Please note that estimates may vary slightly as we get closer to the Annual Town Meeting, and we will ensure that the most up-to-date information is relayed as we receive it. As a policy, the Finance Committee has included in the budget a “cushion” of \$300,000 under the levy limit – beneath the amount to which the Town can tax – Not only as a safeguard against unforeseen expenditures, but also to avoid levying the highest tax rate possible.

Tax Rate

Based on the Finance Committee's recommendations at the time of print, the tax rate would be \$18.07 (this is based on FY 19 total valuation) per \$1,000 of assessed value. The average single-family home is valued at \$335,000, meaning that the tax bill would be \$6,055, an increase of \$.60/\$1,000 or \$203.

The Finance Committee would like to thank the residents and employees of the Town of Halifax for their participation in the budget process.

Respectfully submitted,
Melinda R. Tarsi, Chairperson
William McAvoy, Vice Chairperson
Leonard Teceno III, Clerk
Frederick McGovern
Bradford Graham

**HALIFAX SCHOOL DEPARTMENT
BUDGET 2019 - 2020**

	2018 - 2019 BUDGET	2019 - 2020 BUDGET	% CHANGE
REGULAR DAY			
1100 SCHOOL COMMITTEE	\$23,975.00	\$23,975.00	0.00%
1200 SHARED COST-ADMIN OFFICE	\$152,505.00	\$157,863.00	3.51%
1240 SHARED COST-UTILITIES/MAINT ADMIN	\$3,563.00	\$3,664.00	2.83%
2200 PRINCIPAL'S OFFICE	\$278,799.00	\$286,580.00	2.79%
2300 TEACHING SERVICES	\$3,072,657.00	\$3,051,655.00	-0.68%
2351 PROFESSIONAL DEVELOPMENT	\$22,500.00	\$22,500.00	0.00%
2400 TEXTBOOK PROGRAMS	\$11,500.00	\$81,000.00	604.35%
2451 TECHNOLOGY	\$49,600.00	\$61,435.00	23.86%
2500 LIBRARY SERVICES	\$58,965.00	\$67,285.00	14.11%
2600 AUDIOVISUAL SERVICE	\$9,752.00	\$10,800.00	10.75%
3100 ATTENDANCE	\$75.00	\$75.00	0.00%
3200 HEALTH SERVICES	\$65,289.00	\$73,986.00	13.32%
3312 TRANSPORTATION	\$273,334.00	\$317,926.00	16.31%
3400 FOOD SERVICE	\$0.00	\$0.00	0.00%
4110 CUSTODIAL SERVICES	\$234,418.00	\$240,370.00	2.54%
4130 UTILITY SERVICES	\$157,400.00	\$147,400.00	-6.35%
4210 MAINTENANCE/GROUNDS	\$1,000.00	\$1,000.00	0.00%
4220 MAINTENANCE/BUILDINGS	\$106,000.00	\$121,000.00	14.15%
4229 BUDGET OFFSET-ROOM RENTAL	(\$11,138.00)	(\$ 0.00)	-100.00%
4230 MAINTENANCE/EQUIPMENT	\$1,000.00	\$1,000.00	0.00%
7300 ACQUISITION/EQUIPMENT	\$4,000.00	\$ 5,000.00	25.00%
7400 REPLACEMENT/EQUIPMENT	\$2,000.00	\$8,000.00	300.00%
TOTAL REGULAR DAY	\$4,517,194.00	4,682,514.00	3.66%
9221 SHARED COST-SP ED SUPERVISION	\$58,905.00	\$61,173.00	3.85%
9223 SP ED TEACHING SERVICES	\$656,703.00	\$677,763.00	3.21%
9227 SP ED GUIDANCE/PSYCH SERVICES	\$88,209.00	\$96,275.00	9.14%
9228 SP ED CONTRACTED SERVICES	\$101,681.00	\$141,421.00	39.08%
TOTAL SPECIAL EDUCATION	\$905,497.00	\$976,632.00	0.08%
TOTAL WITHOUT OUT OF DISTRICT SPED	\$5,422,691.00	\$5,659,147.00	4.36%
OUT OF DISTRICT SPED EDUCATION			
9233 TRANSPORTATION	\$415,265.00	\$510,000.00	22.81%
9290 TUITION	\$1,820,301.00	\$1,777,377.00	-2.36%
TOTAL	\$2,235,566.00	\$2,287,377.00	2.32%
GRAND TOTAL	\$7,658,257.00	\$7,946,524.00	3.76%
OUT OF DISTRICT VOCATIONAL ED			
9333 TRANSPORTATION	\$0.00	0.00	0.00%
9390 TUITION	\$244,719.00	\$244,719.00	0.00%
TOTAL OUT OF DISTRICT VOCATIONAL ED	\$244,719.00	\$244,719.00	0.00

**SILVER LAKE REGIONAL SCHOOL DISTRICT
BUDGET 2019 - 2020**

		2018 - 2019 BUDGET	2019 - 2020 BUDGET	% CHANGE
REGULAR DAY				
1101	SCHOOL COMMITTEE	\$125,350.00	\$139,850.00	11.57%
1201	OFFICE OF THE SUPERINTENDENT	\$1,026,274.00	\$1,051,869.00	2.49%
1241	UTILITIES/MAINT-SUPERIN.	\$21,925.00	\$22,275.00	1.60%
2101	SUPERVISION SERVICES	\$798,621.00	\$810,529.00	1.49%
2201	PRINCIPALS OFFICE	\$896,790.00	\$932,082.00	3.94%
2301	INSTRUCTION SERVICES	\$10,535,436.00	\$10,827,715.00	2.77%
2351	PROFESSIONAL DEVELOPMENT	\$63,400.00	\$72,100.00	13.72%
2401	TEXTBOOK PROGRAMS	\$83,238.00	\$75,126.00	-9.75%
2451	INSTRUCT. HARDWARE/SOFTWARE	\$319,555.00	\$341,830.00	6.97%
2501	LIBRARY SERVICES	\$231,838.00	\$209,217.00	-9.76%
2601	AUDIOVISUAL PROGRAMS	\$5,207.00	\$11,207.00	115.23%
2701	GUIDANCE SERVICES	\$1,096,775.00	\$1,141,288.00	4.06%
3201	HEALTH SERVICES	\$134,749.00	\$142,786.00	5.96%
3301	TRANSPORTATION	\$54,490.00	\$65,750.00	20.66%
3311	TRANS. - BASE CONTRACT	\$978,941.00	\$1,031,565.00	5.38%
3371	TRANSPORTATION - OTHER	\$5,000.00	\$5,000.00	0.00%
3400	FOOD SERVICES	\$61,157.00	\$63,335.00	3.56%
3511	ATHLETIC SERVICES	\$39,000.00	\$47,100.00	20.77%
4111	CUSTODIAL SERVICES	\$1,103,791.00	\$1,137,459.00	3.05%
4131	UTILITY SERVICES	\$840,035.00	\$910,035.00	8.33%
4211	MAINTENANCE OF GROUNDS	\$104,000.00	\$104,000.00	0.00%
4221	MAINTENANCE OF BUILDINGS	\$404,090.00	\$448,375.00	10.96%
4231	MAINTENANCE OF EQUIPMENT	\$178,460.00	\$178,866.00	0.23%
5101	EMPLOYEE BENEFITS	\$967,524.00	\$966,657.00	-0.09%
5201	INSURANCE SERVICES	\$3,381,415.00	\$3,352,339.00	-0.86%
5301	RENTAL - LEASE EQUIPMENT	\$8,400.00	\$8,400.00	0.00%
7301	ACQUISITION OF EQUIPMENT	\$13,400.00	\$40,197.00	199.98%
7401	REPLACEMENT OF EQUIPMENT	\$2,250.00	\$59,020.00	2523.11%
TOTAL REGULAR DAY		\$23,481,111.00	\$24,195,972.00	3.04%
SPECIAL EDUCATION				
9221	SUPERVISION - SHARED COST	\$301,461.00	\$309,893.00	2.80%
9223	SP ED TEACHING SERVICES	\$1,343,507.00	\$1,309,982.00	-2.50%
9228	SP ED PSYCH SERVICES	\$17,819.00	\$25,507.00	43.14%
9233	SP ED TRANSPORTATION	\$77,000.00	\$151,000.00	96.10%
TOTAL SPECIAL EDUCATION		\$1,739,787.00	\$1,796,382.00	3.25%
GRAND TOTAL		\$25,220,898.00	\$25,992,354.00	3.06%

*includes an OPEB allotment of \$25,000 Capital Plan 2019-2020 \$783,000 fully funded by E&D account

**TOWN OF HALIFAX
ANNUAL TOWN MEETING WARRANT
MAY 13, 2019**

Please note that except for Articles 1 through 4, the actual order in which articles will be voted upon will be determined by lottery under the Town's by-laws, Chapter 47. Articles 1 through 4 will be voted upon first, in that order, then all other articles will be voted in an order based on a lottery. The Moderator, at the Moderator's discretion, shall determine whether the article so chosen is contingent upon any articles yet to be acted upon and, if so, shall determine which articles must be acted upon and in which order before having Town Meeting act on the article chosen. Otherwise, the article numbers shown below are used to identify the articles.

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

Finance Committee Recommends

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 is available in the Selectmen's Office, on the Town's website:

http://www.town.halifax.ma.us/Pages/HalifaxMA_Bcomm/Selectmen/townmeetings/town

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 be brought up at Town Meeting – Charlie Seelig, April 5, 2019.

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) To grant all non-union Wage and Personnel employees an across the board wage increase of 2%.

Finance Committee Recommends

- 2) To Reclassify the certain Wage & Personnel positions as follows:
 - a) Assistant Treasurer from Grade 7 to a Grade 10.
 - b) Administrative Assistant/Treasurer-Collector's Office from a Grade 6 to a Grade 4.
 - c) Administrative Assistant/Assessor's Office from a Grade 6 to a Grade 4.
 - d) ZBA Secretary from a Grade 4 to a Grade 6.
 - e) Planning Board Secretary from a Grade 4 to a Grade 6.
 - f) Conservation Secretary from a Grade 4 to a Grade 6.
 - g) Director of Building Maintenance from a Grade 10 to a Grade 11.
 - h) Municipal and School Building Committee Secretary from a Grade 6 to a Grade 4.
 - i) Maintenance Custodian from a Grade 4 to a Grade 6.
 - j) Custodial Worker from a Grade 2 to a Grade 4.

(The Wage & Personnel Board, at press time, is still working on the Classification Study. Final recommendations will be made at Town Meeting.)

- 3) Under Chapter 35, Section 7 C replace the following:
- C) Upon receipt of a request, the Board shall hold a Public Hearing no later than the last business day in January, at which all persons interested shall be entitled to be present and be heard. Written notice of such hearing shall be given, not less than two weeks preceding the date thereof, to the petitioner or petitioners and to heads of departments and employees affected. All proposals must be submitted two weeks prior to the yearly hearing in order to be considered at the Annual Town Meeting. [Amended 5-14-2012 ATM, Art. 2]

with the following:

C) The Board shall hold a Public Hearing no later than the last business day in January, at which all persons interested shall be entitled to be present and be heard. Written notice of such hearing shall be given, not less than two weeks preceding the date thereof, to all employees whose compensation and benefits are governed by the Wage and Personnel By-Law and to all department heads for departments which include these employees. All proposed amendments to the Wage and Personnel By-Law and/or requests on a related matter must be submitted two weeks prior to the Public Hearing in order to be considered at the following Annual Town Meeting. Any proposed amendment to the Wage and Personnel By-Law or a request on a related matter submitted after said deadline shall be considered at the Public Hearing the following year.

Finance Committee Recommendation at Town Meeting

- 4) Under Chapter 35, Section 11 (A)(c)(1) replace the following:
- Step 3. (1) If the decision of the Wage Board is not satisfactory to the employee, it may be appealed, in writing, to the Board of Selectmen within two calendar weeks of the date of the Wage Board's decision or the date on which said decision is due, whichever occurs first.

with the following:

Step 3. (1) If the decision of the Wage and Personnel Board is not satisfactory to the employee, the department head, or the other interested party, it may be appealed, in writing, to the Board of Selectmen within two calendar weeks of the date of the Wage and Personnel Board's decision or the date on which said decision is due, whichever occurs first.

Finance Committee Recommendation at Town Meeting

- 5) Under Chapter 35, Section 11 (A)(c)(3) replace the following:
- (3) The Selectmen will respond, in writing, to the employee within three calendar weeks of this meeting or hearing, whichever occurs later, sending copies of their decision to both the department head and the Wage Board.
- with the following:
- (3) The Board of Selectmen will respond, in writing, to the employee, the department head and/or any other interested party within three calendar weeks of this meeting or hearing, whichever occurs later, and send a copy of the Board's decision to the Wage and Personnel Board.

Finance Committee Recommendation at Town Meeting

- 6) Under Chapter 35, Section 11 (C) replace the following:
- C. Failure by either the Wage Board or the Selectmen to process or respond to a grievance in accordance with this procedure shall be deemed a granting of the grievance
- with the following:
- C. Failure by the Wage and Personnel Board to process or respond to a grievance in accordance with this procedure shall automatically move the grievance to Step 3 in this procedure.
- Failure by the Board of Selectmen to process or respond to a grievance in accordance with this procedure shall automatically be deemed a granting of the grievance.

Finance Committee Recommendation at Town Meeting

- 7) Under Chapter 35, Section 12 (B) and Chapter 35, Section 12, delete the following:
- Chapter 35, Section 12 (B)
- B. The membership of the Board shall be appointed by a committee composed of the Moderator, a member of the Finance Committee and a member of the Board of Selectmen, said members to be designated by their respective Boards. Each Personnel Board member shall serve for a term of three years.
- Chapter 35, Section 13 Vacancies
- If any member of the Personnel Board shall resign or otherwise vacate his/her office before the expiration of his/her term, his/her successor shall be appointed by the remaining members and the Board of Selectmen in conformance with MGL c. 41, § 11, to serve for the balance of the unexpired term. Every member of the Board

shall serve until his/her successor has been sworn in by the Town Clerk.

and replace with the following:

Chapter 35, Section 12 (B)

B. The membership of the Board, including the filling of any vacancy or any re-appointment, shall be decided by a committee composed of the Moderator, a member of the Finance Committee and a member of the Board of Selectmen, said members to be designated by their respective Boards. Each Personnel Board member shall serve for a term of three years or, in the case of an appointment to fill the remainder of the term of a vacancy, for the remainder of the three years of the term.

Finance Committee Recommendation at Town Meeting

- 8) Under Chapter 35, Section 12 replace the following:

E. Notwithstanding the provisions of Subsection, A, in the event that there are no appointed members on the Wage and Personnel Board, a member of the Board of Selectmen, a member of the Finance Committee, and the Town Moderator shall serve as members of the Wage and Personnel Board, such members from the Board of Selectmen and Finance Committee to be designated by their respective boards. [Amended ATM 5-11- 1998, Art. 3]

with the following:

E. Notwithstanding the provisions of Subsection, A, in the event that there are no appointed members on the Wage and Personnel Board, a member of the Board of Selectmen, and a member of the Finance Committee shall serve as members of the Wage and Personnel Board, such members from the Board of Selectmen and Finance Committee to be designated by their respective boards.

Finance Committee Recommendation at Town Meeting

- 9) Under Chapter 35, Section 14 replace the following:

G. The Board shall review the work of all positions covered by the plan; such reviews will only be performed at the request of the Department Head and/or Employee.

with the following:

G. The Board shall review the work of all positions covered by the plan, such reviews to be scheduled so that all positions will be reviewed at intervals of not more than three years.

Finance Committee Recommendation at Town Meeting

- 10) Under Chapter 35, Section 18, replace the following:
- D. If the appointing authority for a position approves the temporary appointment or hire of an interim employee for the following positions, Town Administrator, Police Chief, Fire Chief, Principal Assessor, Town Accountant, Water Superintendent, Inspector of Buildings, Library Director, Head Maintenance Custodian, Health Agent, COA Director, Highway Surveyor, Town Clerk, Town Treasurer/Collector, the salary for that interim employee shall be 10% less than the elected official salary, or 10% less than the Step 1 of the Grade for that non-elected position. [Added 5-13-2013 ATM, Art. 2]

with the following:

D. If the appointing authority for a position approves the temporary appointment or hire of an interim employee for the following positions, Town Administrator, Police Chief, Fire Chief, Principal Assessor, Town Accountant, Water Superintendent, Inspector of Buildings, Library Director, Director of Town Buildings and Maintenance, Health Agent, COA Director, Highway Surveyor, Town Clerk, Town Treasurer/Collector, the salary for that interim employee shall be 10% less than the elected official salary, or 10% less than the Step 1 of the Grade for that non-elected position. [Added 5-13-2013 ATM, Art. 2]

Finance Committee Recommendation at Town Meeting

- 11) Under Chapter 35, Section 24 Schedule of elected officials replace the following:
- D. Town Treasurer
E. Town Collector

with the following:

D. Town Treasurer/Collector
E. Reserved

Finance Committee Recommendation at Town Meeting

- 12) Under Chapter 35, Section 26, add the following:
- H. Call firefighters and Special Police officers will be paid at time and one half of regular rate for working a holiday (as observed in these by laws) for hours worked: except for Thanksgiving, Christmas and New Year's Day. On Thanksgiving, Christmas and New year's Day they will be paid at twice their regular pay rate for hours worked
- also replace the following:

D) Employees required to work on a holiday will be paid for the hours worked plus a day's (eight hours) pay for the holiday

with the following:

D) Employees required to work on a holiday other than Thanksgiving, Christmas, or New Year's Day will be paid for the hours worked plus an equal number of hours of holiday pay.

Finance Committee Recommendation at Town Meeting

- 13) Under Chapter 35, Section 30 Bereavement, replace the following:

In the event of death in the immediate family, i.e., spouse, child, stepchild, parent, parent of either spouse, grandchild, brother or sister, the employee will be granted a leave for a period not exceeding three (3) consecutive calendar days, without loss of pay. The employee shall be entitled to one (1) day leave with pay in the event of death of his/her brother-in-law, sister in-law, son-in-law, daughter-in-law, stepmother, stepfather, legal guardian, grandparent, aunt, uncle, nieces and nephews. Funeral leave shall not be charged to sick leave or vacation leave and shall not be accumulative; the employee shall be paid for her/his regularly scheduled hours for that day. If the bereavement leave is taken on a day not scheduled as a workday for that employee, no benefit shall be granted. This benefit pertains to full-time employees and to part-time employees working twenty (20) hours or more (on a prorated basis).

with the following:

In the event of death in the immediate family, i.e., spouse, father, mother, child, brother, sister, stepfather, stepmother, stepchild, stepbrother, stepsister, daughter-in-law, mother-in-law, son-in-law, father-in-law, grandparent, or grandchild, the employee will be granted a leave for a period not exceeding three (3) consecutive regularly scheduled work days, without loss of pay. The Employee shall be entitled to two (2) days leave with pay in the event of death of his/her brother-in-law, or sister-in-law. The employee shall be entitled to one (1) day leave for the employee's aunt, uncle, niece, nephew, or employee's spouse's aunt, uncle or grandparent.

Bereavement leave shall not be charged to sick leave or vacation leave and shall not be accumulative; the employee shall be paid for her/his regularly scheduled hours for that day. If the bereavement leave is taken on a day not scheduled as a workday for that employee, no benefit shall be granted. This benefit pertains to full-time employees and to part-time employees working twenty (20) hours or more (on a prorated basis).

Finance Committee Recommendation at Town Meeting

- 14) Delete the following from Appendix A:
GROUP D. OTHER PUBLIC SAFETY

Dispatcher Trainee	Equivalent to a Grade 2, Step 1. [Amended 5-12- 2014 ATM, Art. 3]
Part-Time Civilian Dispatcher	See Wage Scale in Appendix A, Grades and Steps [Amended 5-13- 2013 ATM, Art. 2]

Any PART-TIME DISPATCHER who is required to work more than 10 consecutive hours in any 24-hour period will be paid time and one-half for all hours worked beyond 8 hours if, and only if, they receive less than 4 hours' notice of the requirement that they continue working into the next shift.

and

COMMUNICATIONS DEPARTMENT [Added 5-13-2013 ATM,
Art. 2; Amended 5-12-2014 ATM, Art. 3; Amended 5-11-2015 ATM,
Art. 2; Amended 5-9-2016 ATM, Art. 2]

Part Time

Dispatcher	Step 1	Step 2	Step 3	Step 4	Step 5
To	16.99	17.63	18.27	19.33	19.91

There shall be a shift differential for Part Time Dispatchers working 4:00 p.m. to 12:00 midnight and 12:00 midnight to 8:00 a.m. of 1.00 per hour.

and

- 15) From Chapter 35, Section 22.1, delete the following:

- K. Grade U (Unclassified) (5) (Other)
- (b) Full-Time Civilian Dispatchers (excluded - contract)
- (c) Part-Time Civilian Dispatcher.
- (d) Dispatcher - Trainee

and

35-31.1 Part-Time Civilian Dispatchers. [Added 5-13-2002 ATM,
Art. 3,
amended 5- 14-2012 ATM, Art. 2]

A. Part Time Civilian Dispatchers who work at least 350 hours a quarter will accrue 12 hours leave to be used as sick, personal, or vacation time with a maximum accrual of 240 hours at any one time (Quarters are defined as 7/1-9/30; 10/1-12/31; 1/1-3/31/ and 4/1-6/30)

of each fiscal year.) [Amended 5-13-2002 ATM, Art. 3; 5-14-2012 ATM, Art. 2]

B. Part Time Civilian Dispatchers will be paid time and a half for hours worked on holidays, with time and a half starting at 12:00 noon on Christmas Eve and New Year's Eve. For the holidays of Thanksgiving, Christmas and New Year's Day, double time will be paid for hours worked. [Amended 5-13-2002 ATM, Art. 3; 5-8-2006 ATM, Art. 3, 5-14-2012 ATM, Art. 2]

and

From Chapter 35, Section 22., delete the following:

F. Grade 10 (6) Communications Center Manager

Finance Committee Recommendation at Town Meeting

- 16) Under Article V, delete the following:

NOTE: Any employee under the Wage and Personnel bylaw who was on his/her top step for the entire Fiscal Year 2006 (July 1, 2005, through June 30, 2006) will move to the new top step on July 1, 2006 upon recommendation of his/her Department Head. July 1st will then be his/her new anniversary date for step increases. Any employee under the Wage and Personnel bylaw who received a step increase during Fiscal Year 2006, will move to the next available step on his/her anniversary date. [Added 5-8-2006 ATM, Art. 3]

Finance Committee Recommendation at Town Meeting

- 17) Under Appendix A Group E, replace the following:

Uniform allowance - Water Department - \$550 (2012) for full timers
with the following:

Uniform allowance - Water Department - \$625 for full timers

Finance Committee Recommendation at Town Meeting

- 18) Under Chapter 35, Section 22 footnote, replace the following:

Municipal and School Building Committee Uniform Allowance - \$150 (2011) for part timers

Municipal and School Building Committee Uniform Allowance - \$550 (2016) full timers

with the following:

Appendix A, Group G, Municipal and School Building Committee - Maintenance Staff

Municipal and School Building Committee Uniform Allowance - \$175 for part timers

Municipal and School Building Committee Uniform Allowance -
\$625 for full timers

Finance Committee Recommendation at Town Meeting

- 19) Under Chapter 35, Section 22 footnote, replace the following:
Recycling Uniform Allowance \$400 (2006) for 20 or more hours per week
Recycling Uniform Allowance \$200 (2006) for 10 to 20 hours per week
Recycling Uniform Allowance \$100 (2006) for 10 or less hours per week

with the following:

Appendix A, Group G, Recycling Center – Non-Clerical

Recycling Uniform Allowance \$625 for 20 or more hours per week

Recycling Uniform Allowance \$300 for 10 to 20 hours per week

Recycling Uniform Allowance \$150 for 10 or less hours per week

Note: This does not apply to individuals receiving a uniform allowance through employment with other departments.

Finance Committee Recommendation at Town Meeting

- 20) Under Appendix A, Group F footnote, replace the following:
Cemetery Department Uniform Allowance \$450 (1997) for full time
with the following:

Appendix A, Group F

Cemetery Department Uniform Allowance \$625 for full time employees or the Cemetery Superintendent

Finance Committee Recommendation at Town Meeting

- 21) Under Appendix A Grade “U” Unclassified, replace the following:
COA GRANT POSITIONS
Geriatric Nurse 18.00 per hour

with the following:

Geriatric Nurse \$18.76 per hour

Finance Committee Recommendation at Town Meeting

- 22) Under Appendix A Grade “U” Unclassified, add the following:
OTHER

Intern Undergraduate MA minimum wage

Graduate Equivalent to a Grade 2, Step 1

Finance Committee Recommendation at Town Meeting

Grades & Steps

GRADE 2	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
From:	14.59	15.35	16.17	17.02	17.90	18.44
To:	14.88	15.66	16.49	17.36	18.26	18.81
GRADE 4						
From:	16.32	17.11	17.92	18.76	19.67	20.26
	16.65	17.45	18.28	19.14	20.06	20.67
GRADE 6						
From:	18.17	18.95	19.72	20.53	21.37	22.00
To:	18.53	19.33	20.11	20.94	21.80	22.44
GRADE 7						
From:	19.86	20.63	21.42	22.26	23.10	23.80
To:	20.26	21.04	21.85	22.71	23.56	24.28
GRADE 8						
From:	21.53	22.34	23.11	23.97	24.83	25.57
To:	21.96	22.79	23.57	24.45	25.33	26.08
GRADE 10						
From:	59,031	60,701	62,417	64,179	65,994	67,976
To:	60,212	61,916	63,666	65,463	67,314	69,336
GRADE 11						
From:	66,077	67,771	69,509	71,289	73,301	75,310
To:	67,399	69,127	70,900	72,715	74,768	76,817
GRADE 12						
From:						
a (Base Pay)	77,452	78,358	80,055	81,794	83,572	86,079
b (Holiday Pay)	3,572	3,646	3,726	3,808	3,887	4,004
Grand Total	81,024	82,004	83,781	85,602	87,459	90,083
GRADE 12						
To:						
a (Base Pay)	79,002	79,926	81,657	83,430	85,244	87,801
b (Holiday Pay)	3,644	3,719	3,801	3,885	3,965	4,085
Grand Total	82,646	83,645	85,458	87,315	89,209	91,886
GRADE 14						
From:	84,565	86,291	88,054	89,851	91,683	94,434
To:	86,257	88,017	89,816	91,649	93,517	96,323

Grade "U" Unclassified

Administrative and Clerical

	From:	To:
Registrar of Voters	13.52	13.79
Election Workers	12.98	13.24

Assessing Lister	12.94	13.20
Water Inspector	37.10	37.84
Veterans Agent/Service Officer	14,973.00	15,273.00
Assistant Building Inspector	2,158.00	2,202.00

<u>Police Department</u>	From:	To:
Special Duty Officers	24.11	24.59
Police Matron	17.68	18.03

COA Grant Positions

Assistant Outreach Worker	14.75	
Geriatric Nurse	18.00	18.76

Fire Department

Call Firefighter	Step 1	Step 2	Step 3	Step 4
From:	18.48	19.03	19.60	20.19
To:	18.85	19.41	19.99	20.59
Call Firefighter EMT				
From:	19.94	20.55	21.18	21.80
To:	20.34	20.96	21.60	22.24
Call Firefighter EMT-I				
From:	20.32	20.93	21.55	22.22
To:	20.73	21.35	21.98	22.66
Call Firefighter EMT-P				
From:	20.79	21.40	22.04	22.72
To:	21.21	21.83	22.48	23.17
Call Lieutenant				
From:	19.98	20.59	21.21	21.85
To:	20.38	21.00	21.63	22.29
Call Lieutenant EMT				
From:	21.59	22.24	22.91	23.59
To:	22.02	22.68	23.37	24.06
Call Lieutenant EMT-I				
From:	21.98	22.65	23.33	24.06
To:	22.42	23.10	23.80	24.54
Call Lieutenant EMT-P				
From:	22.48	23.16	23.86	24.56
To:	22.93	23.62	24.34	25.05
Call Captain				
From:	21.63	22.29	22.95	23.63
To:	22.06	22.74	23.41	24.10
Call Captain EMT				
From:	23.37	24.06	24.79	25.53
To:	23.84	24.54	25.29	26.04
Call Captain EMT-I				
From:	23.80	24.51	25.26	26.00
To:	24.28	25.00	25.77	26.52

Call Captain EMT-P				
From:	24.34	25.07	25.83	26.59
To:	24.83	25.57	26.35	27.12

Fire Department cont'd

Call Deputy Chief	Step 1	Step 2	Step 3	Step 4
From:	23.76	24.47	25.20	25.96
To:	24.24	24.96	25.70	26.48

Call Deputy Chief EMT				
From:	25.65	26.43	27.21	28.04
To:	26.16	26.96	27.75	28.60

Call Deputy Chief EMT-I				
From:	26.13	26.92	27.71	28.56
To:	26.65	27.46	28.26	29.13

Call Deputy Chief EMT-P				
From:	26.71	27.53	28.36	29.20
To:	27.24	28.08	28.93	29.78

Parks and Recreation

	From:	To:
Director/Instructor - 2	20.73	21.14
Supervisor	16.45	16.78
Assistant/Instructor 1	11.61	13.26*
Life Guard	15.25	15.56
Aide/Helper	MA Minimum Wage	

**due to the increase in minimum wage this position has increased more than 2%.*

Other

	From:	To:
Recycling Laborer/Heavy Equip. Operator	23.76	24.24
Cemetery Superintendent	11,048	11,269
Inspector of Animals	3,109	3,172
Sealer of Weights & Measures	2,620	2,673

ARTICLE 3 To see if the Town will vote to determine the salaries of several elective Town Officers, July 1, 2019 to June 30, 2020 or take any action thereon:

	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>
Moderator	\$200	\$200	\$200	\$200
Town Clerk	\$48,746.00	\$53,036.00	\$54,097.00	\$55,179.00
Selectmen (each)	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
Treasurer-Collector	\$66,808.00	\$68,145.00	\$69,508.00	\$70,899.00
Assessors (each)	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
Highway Surveyor	\$70,876.00	\$72,294.00	\$73,740.00	\$75,215.00

Proposed by the Finance Committee
Finance Committee Recommends

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 Recommends

