

The TOWN OF NORWOOD

Commonwealth of Massachusetts

FINANCE COMMISSION

JUDITH A. LANGONE
CHAIR

ALAN D. SLATER
VICE-CHAIR

ROBERT G. DONNELLY

DAVID E. HAJJAR

ANNE MARIE HALEY

FINANCE COMMISSION MEETING

Meeting, Monday, May 15, 2017 at 6:30 pm in the High School Auditorium, Nichols Street, Norwood, MA 02062.

A G E N D A

- 6:30 pm Acceptance of minutes from Thursday, May 11, 2017
- 6:30 pm Mr. Carroll regarding collective bargaining settlements
- 6:55 pm Vote on Article 5, Sections 9901 and 9902 COLA's
- 7:00 pm Other business

RESERVE FUND

Reserve Fund ATM Appropriation:	\$125,000
Treasurer Departmental Salaries	(15,340)
Wiring Inspector Salaries	(2,000)
Wiring Inspector Salaries	(20,500)
Veteran's Relief	(10,000)
Library repairs	<u>(14,000)</u>
Current balance	<u>\$63,160</u>



The TOWN OF NORWOOD

Commonwealth of Massachusetts

FINANCE COMMISSION

JUDITH A. LANGONE
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FINANCE COMMISSION MEETING

Thursday, May 11, 2017

MINUTES OF MEETING

A meeting of the Finance Commission was held at 6:30 pm, Thursday, May 11, 2017 in the High School Auditorium. Attending the meeting were members Judith Langone, Chair, Alan Slater, Vice-Chair, Robert Donnelly, David Hajjar and Anne Haley supported by Tom McQuaid, Clerk to the Finance Commission. The main purpose of the meeting was to review collective bargaining agreements and to hear more information on the proposed garage at the Senior Center.

On a motion by Mr. Donnelly, seconded by Mr. Hajjar the minutes of the May 8, 2017 Finance Commission Meeting were ***approved unanimously 5-0.***

Mrs. Langone and several members pointed out that they had not received the MOAs for each contract and therefore it was difficult to understand what the Town received in return for wage and benefit increases. Mr. Carroll apologized for not having the MOAs in the hands of the Finance Commission and promised to have them sent the next day via email. Mr. Carroll went through each agreement other than the firefighters which has not yet been translated into a financial impact. The FINCOM did not take a position due to lack of information.

Mr. Carroll and Mrs. Carney, Purchasing Manager explained the Massachusetts General Laws associated with the construction and leasing of the garage. The Town, through the Board of Selectmen will receive a \$25,000 donation from the Friends of the Council on Aging which it can use towards the construction without further appropriation. This takes the total cost of \$80,000 down to an appropriation of \$55,000. After the facility is completed the Board of Selectmen may declare the second bay as surplus property. After such declaration, the property will be available to issue a Request for Proposal for a lease up to 30 years. The RFP can be restricted to Not-for-Profit organizations with a governmental or educational mission. Norwood Public Access will likely bid on such lease and may offer a combination of donations and lease payments that could win the bid. The Finance Commission took no action but will not object to a substitute motion from the Board of Selectmen.

There being no other business, on a motion by Mr. Slater, seconded by Mr. Hajjar it was ***voted unanimously 5-0*** to adjourn at 7:18 pm.

A True Copy

Attest: _____

Thomas J. McQuaid, CPA, Clerk-Finance Commission



The TOWN OF NORWOOD

Commonwealth of Massachusetts

GENERAL MANAGER

JOHN J. CARROLL
(781) 762-1240

May 12, 2017

Finance Commission
Town of Norwood
Norwood, MA 02062

Dear Members,

Enclosed are the M.O.A.'s representing our seven bargaining units. I've listed them by the date the M.O.A.'s were signed.

- Patrol Officers January 25, 2017
- Clerical April 18, 2017
- Police Superior Officers April 19, 2017
- Public Safety April 25, 2017
- DPW April 27, 2017
- Electric Light Department May 8, 2017
- Firefighters May 11, 2017

As you can see, with the one exception of the Patrol Officers, all six others were worked out over about a three-week period.

Again, with the exception of the Fire Department, all unions have ratified. That group will meet on May 17th.

Finance Commission
Page 2
May 12, 2017

Also enclosed is a summary of each contract. And on a separate single page, you will find a costing-out sheet for each.

If you vote to accept each of them, we'll be out of the "labor business" for the next three years.

Very truly yours,



John J. Carroll
General Manager

cc: Board of Selectmen
Chief Brooks
Chief Greeley
Mark Ryan
Jim Collins
Kevin Bresnahan
Kier Wachterhauser
Michelle Pizzi

Status of F.Y. 2018 General Government Contracts

5/12/2017

<u>UNIT</u>	<u>ITEM</u>	<u>Basis</u>	<u>BASE</u>	<u>ADJUSTMENT</u>
Clerical	2.5% COLA	Base x 2.5% COLA	\$ 1,567,452	\$ 39,186
Public Works	2.5% COLA	Base x 2.5% COLA	\$ 2,593,010	\$ 64,825
Public Safety (Civilian)	2.5% COLA	Base x 2.5% COLA	\$ 1,330,447	\$ 33,261
	Night Differential:			
	Police (disp. + cust.)	\$0.35/hr.		\$ 3,021
	Fire	\$0.35/hr.		\$ 2,039
	COA Cust.	\$0.35/hr.		
	CDL Drivers:			
	Fire Mechanic	\$0.25/hr. x 2080 hrs.		\$ 520
	COA Bus Driver	\$0.25/hr. x 2080 hrs.		\$ 520
	1st Aid/CPR Stipend	Traffic Supervisors only x \$250		\$ 5,000
	Uniform Allowance	\$50+ for 20 Traffic Supervisors only		\$ 1,000
	Total:			\$ 45,361
Light & BB	2.5% COLA	Base x 2.5% COLA	\$ 3,383,475	\$ 84,587
	Night Differential	\$0.25/hr.		\$ 2,240
	CDL Licenses	\$0.55/hr.		\$ 19,091
	W14C pay-scale correction	\$3.00/hr. (1 person)		
	Eyeware	Clerks only: 11 x \$250 (every 2 yrs.)	\$ 2,750	\$ 2,750
	Total:			\$ 108,668
Police Patrol Officers	2.5% COLA	Base x 2.5% COLA	\$ 3,452,547	\$ 86,314
	Education Incentive	34		\$ 13,200
	Night Differential	Base x 2.5% COLA	\$ 803,720	\$ 20,093
	Holiday Pay	Base x 2.5% COLA	\$ 402,280	\$ 10,057
	Overtime (75%)	Base x 2.5% COLA	\$ 524,675	\$ 13,118
	Uniform Allowance	49 Officers x \$200		\$ 9,800
	Total:			\$ 152,582
Police Superior Officers	2.5% COLA	Base x 2.5% COLA	\$ 829,952	\$ 20,749
	Salary Schedule Adj.	11		\$ 39,004
	Education Incentive	11		\$ 7,500
	Night Differential	Base x 2.5% COLA	\$ -	NA
	Holiday Pay	Base x 2.5% COLA	\$ 127,400	\$ 3,185
	Overtime (25%)	Base x 2.5% COLA	\$ 174,892	\$ 4,373
	Uniform Allowance	12 x \$200		\$ 2,400
	Total:			\$ 77,211
Firefighters	2.5% COLA	Base x 2.5% COLA	\$ 3,805,046	\$ 98,078
	Night Differential	Base x 2.5% COLA	\$ 211,502	\$ 5,288
	Arson Investigator	Base x 2.5% COLA	\$ 10,668	\$ 267
	Training	Base x 2.5% COLA	\$ 180,000	\$ 4,500
	Holiday Pay	Base x 2.5% COLA	\$ 190,383	\$ 4,760
	Overtime & Recall	Base x 2.5% COLA	\$ 110,000	\$ 2,750
	Substitution	Base x 2.5% COLA	\$ 685,000	\$ 17,125
	EMT Pay	Base x 2.5% COLA	\$ 302,375	\$ 7,559
	Education Incentive	\$500 x 13 (1 pro-rata)		\$ 6,310
	Longevity	\$100 x 42		\$ 4,200
	Uniform Allowance	\$250 x 62		\$ 15,500
	Total:			\$ 166,337
Library	per Summary	Base x 2.5% COLA		\$ 26,492
Non-Unit	2.5% COLA	Base x 2.5% COLA	\$ 6,397,210	\$ 159,930
Total - Contracts Settled to Date:				\$ 840,592

(3)

Summaries

Patrol Officers:

- 2.5% COLA's for three years of the contract.
- Credits vacation time for Police Officers who transfer from other accredited jurisdictions.
- Expands language for private details (liquor stores, strikes, etc.)
- Modest increases in educational incentive.
- Increases clothing reimbursement from \$1,000 to \$1,200 annually.

Clerical:

- 2.5% COLA's for three years of the contract.
- Clerical employees who work Overtime will be paid the Overtime rate after 7.5 hours in a day or 37.5 hours in a week rather than 8 and 40 hours.
- Clerical employees will have the day after Thanksgiving Day off.
- Sick leave accumulation will be increased from 250 to 280 days.
- A little broadening of the reasons for bereavement.
- Increase in tuition reimbursements. (Hardly anyone participates in this program.)
- Change in parental leave to comply with state and federal laws.
- The Manager agrees to write letters to the Personnel Board to expedite reclassification requests upon request of the Union.

Police Superior Officers:

- 2.5% COLA's for three years of the contract.
- Increases the base salaries of Police Sergeants and Lieutenants based on the 75th percentile of comparable communities. This change will cause an increase in FY 2018 between \$35,450 and \$65,860 depending on whether certain expected retirements actually take place.

May 12, 2017

- Increases clothing reimbursement from \$1,050 to \$1,250.
- Increase Education Incentive payments from \$200 to \$650 depending on rank and attained degree.

Public Safety:

- 2.5% COLA's for three years of the contract.
- Increases Clothing Allowance by \$50 to \$700 for traffic supervisors only.
- Increases in Night Differential by \$0.35 to \$1.85 per hour.
- Increases CDL license holder's hourly stipend by \$0.25 to \$1.25 per hour.
- Allows Traffic Supervisors to carry over unused sick leave up to a maximum of 90 days. (Now 75)
- Increases to 40 hours from 37.5 hours per week those employees who now work 37.5 hours per week.
- Traffic Supervisors who are trained in CPR and First Aid will receive an annual stipend of \$250 and the Town will provide each traffic supervisor with an emergency first aid kit to be used while on duty.

DPW:

- 2.5% COLA's for three years of the contract.
- Clears up Hours of Work for shift workers.
- Clears up when O.T. begins.
- Increases Sick Leave accumulation from 250 to 280 days.
- Broadens Bereavement Leave.
- Provides that the already existing Sanding List stipend will be paid by a separate check.
- Clarifies "Parental Leave".
- Broadens Authorized Leave during snow season.

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Summary P2073

Light Department:

- 2.5% COLA's for three years of the contract.
- Small modification in hours of work for Business Office.
- Increases Sick Leave accumulation from 250 to 280 days.
- Broadens Bereavement Leave.
- Clarifies Parental Leave.
- Necessary eyewear stipend.
- Increases Night Differential by \$0.25 to \$1.50 per hour.
- Increases CDL license holder's hourly stipend by \$0.55 to \$1.50 per hour.
- Modification to Senior Broadband rate of pay due to longstanding error.

Firefighters:

- 2.5% COLA's for three years of the contract.
- Change Clothing Allowance to a voucher system. Increase from \$800 to \$850
- Increase Longevity \$100 each year at each level, i.e., 10 / 15 / 20 / 25 / 30 years.
Now \$500 / \$650 / \$750 / \$800 / \$1,000
- Education Incentive – Associates increase from \$1,250 to \$1,750. Bachelors increase from \$1,850 to \$2,350. (Eleven Firefighters eligible)
- EMT Certification –
EMT or EMTP not assigned to Ambulance – 5.0% to 5.5%
EMTP assigned to ALS Ambulance – 12.0% to 12.5%
EMT assigned to BLS Ambulance – 7.5% to 8.0%
- Compensation Study – See language regarding re-opener in M.O.A.

summary

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MEMORANDUM OF AGREEMENT
Between the
TOWN OF NORWOOD
and
AFSCME, COUNCIL 93, LOCAL 1451, CLERICAL UNIT

April 18, 2017

The Negotiating Subcommittee of the Town of Norwood (the "Town") and the Negotiating Team of AFSCME, Council 93, Local 1451, Clerical Unit ("the Union"), both acting subject to the ratification of this Memorandum of Agreement by their full memberships, to whom both the Negotiating Subcommittee and the Negotiating Team agree to recommend acceptance, and acting subject to funding by Town Meeting, hereby mutually agree to the following terms and conditions of settlement for a successor Collective Bargaining Agreement that will be in effect from July 1, 2017 to June 30, 2020.

(1) Article 7, Overtime

Delete the first sentence of Article 7 and replace with the following language:

"Non-custodial employees covered under the Agreement shall be paid overtime at the rate of one and one-half times his or her regular rate of pay for work in excess of seven and a half (7.5) hours in any one day or thirty-seven and a half (37.5) hours in one (1) week. Custodial employees covered under the Agreement shall be paid overtime at the rate of one and one-half times his or her regular rate of pay for work in excess of eight (8) hours in any one day and forty (40) hours in one (1) week."

(2) Article 10, Holidays

Add the day after Thanksgiving to the list of Holidays in Article 10.

(3) Article 11, Sick Leave Buy-Back, and Personal Leave

Amend first paragraph of Section 1 by deleting the stricken language and adding the italicized language:

A sick leave allocation of 1-1/4 days per month shall be credited to each full-time Employee. Said sick leave may accumulate to a total of ~~250~~ 280 days.

(4) Article 13, Funeral Leave

Add two (2) calendar days of bereavement leave with respect to the Employee's brother-in-law, sister-in-law, nieces or nephews.

(5) Article 25, Wage Increase

Delete the first three (3) paragraphs of Article 25 and replace with the following:

“Effective July 1, 2017, the base wage for all employees covered by this Agreement shall be increased by two and a half percent (2.5%).

Effective July 1, 2018, the base wage for all employees covered by this Agreement shall be increased by two and a half percent (2.5%).

Effective July 1, 2019, the base wage for all employees covered by this Agreement shall be increased by two and a half percent (2.5%).”

(6) Article 26, Tuition Reimbursement

Modify the first paragraph of Article 26 by deleting the stricken language and adding the italicized language as follows:

The Town will appropriate up to a total of ~~\$5000~~ \$8000 per year for tuition reimbursement, educational incentive fund for employees covered by his bargaining agreement. No employee may personally receive more than a maximum of ~~\$1200~~ \$2000 per year in tuition reimbursement

(7) Add New Article – Parental Leave

“Parental Leave

The Town complies with all applicable state and federal laws related to parental leave, including the FMLA and M.G.L. c. 149, s. 105D. The first four (4) weeks of such leave shall be with pay. After the first four (4) weeks, the remainder of such leave shall be unpaid; however, employees may substitute accrued paid leave (vacation, personal, or, where applicable, sick leave) in accordance with the Town’s FMLA policy. Accrued sick leave benefits and health insurance benefits shall be provided for maternity leave purposes under the same terms and conditions which apply to other temporary medical disabilities.”

(8) Personnel Board

The Town Manager agrees to write a letter to the Town of Norwood Personnel Board to ask them to explore methods to expedite reclassification decisions.

(9) Housekeeping

- Appendix C, Just Cause letter from 2001 – Incorporate into Article 8
- Article 17, Miscellaneous Provisions, Section 3, No discrimination

Add the following language to the list of protected categories: “disability, sexual orientation, sexual identity, and any other state or federally protected categories.”

- Article 26, Tuition Reimbursement
 - Remove the use of quotation marks (“”) at the beginning and end of this section.
- Update Article 28 to reflect amended text of M.G.L. c. 149, s. 105D (which extends parental rights to men)
- Appendix A, Classification Plan
 - Update the plan with reclassifications which have occurred in the last three years

Agreed, this 18th day of April, 2017

For the Town

For the Union

CLERICAL
3 OF 3

TOTAL IMPACT
\$39,186

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MEMORANDUM OF AGREEMENT
Between the
TOWN OF NORWOOD
and
AFSCME, COUNCIL 93, LOCAL 1451, DPW UNIT

April 27, 2017

The Negotiating Subcommittee of the Town of Norwood (the "Town") and the Negotiating Team of AFSCME, Council 93, Local 1451, DPW Unit ("the Union"), both acting subject to the ratification of this Memorandum of Agreement by their full memberships, to whom both the Negotiating Subcommittee and the Negotiating Team agree to recommend acceptance, and acting subject to funding by Town Meeting, hereby mutually agree to the following terms and conditions of settlement for a successor Collective Bargaining Agreement that will be in effect from July 1, 2017 to June 30, 2020.

(1) Article 6, Hours of Work

Delete the second paragraph in Article 6 and replace with the following:

"The work week generally consists of five (5) consecutive eight (8) hour days, Monday through Friday, inclusive. Notwithstanding this, there are also four (4) separate shifts with the following days of work and time:

- | | |
|-------------------------------------|--|
| 1. Sunday through Thursday Shift | 7:00 am – 3:30 pm |
| 2. Thursday through Monday Shift | 3:00 pm – 11:00 pm |
| 3. Tuesday through Saturday Shift | 11:00 pm – 7:00 am |
| 4. Saturday through Wednesday Shift | 7:00 am – 3:00 pm – Saturday
11:00 pm – 7:00 am – Sunday
11:00 pm – 7:00 am – Monday
3:00 pm – 11:00 pm – Tuesday
3:00 pm – 11:00 pm – Wednesday |

Openings on the above shifts are to be filled by someone who holds a CDL.

DPW
1074

All shift vacancies may be filled by volunteers or, upon twenty-four (24) hour notice, may be assigned to employees based on a posted, rotating seniority list."

(2) Article 7, Overtime

Add the following sentence at the end of Article 7

"When called back to work, employees will be paid from the time of the call, so long as the employee reports to work within one hour."

(3) Article 11, Sick Leave, Buy-Back, and Emergency Leave

Modify the second sentence of Section 1 by deleting the stricken language and adding the italicized language, as follows:

Said sick leave may accumulate to a total of ~~250~~ 280 days.

(4) Article 13, Funeral Leave

Modify Article 13 so that it provides five (5) days of Bereavement Leave for the death of a step-parent and three (3) days of Bereavement Leave for the death of a brother-in-law or sister-in-law.

(5) Article 26, Wage Increase

Delete the first three (3) paragraphs of Article 26 and replace with the following:

"Effective July 1, 2017, the base wage for all employees covered by this Agreement shall be increased by two and a half percent (2.5%).

Effective July 1, 2018, the base wage for all employees covered by this Agreement shall be increased by two and a half percent (2.5%).

Effective July 1, 2019, the base wage for all employees covered by this Agreement shall be increased by two and a half percent (2.5%)."

(6) Article 32, Scheduling List

The Town agrees to pay the \$750.00 stipend by separate check.

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DPW
2 OF 4

(7) Add New Article – Parental Leave

“Parental Leave

The Town complies with all applicable state and federal laws related to parental leave, including the FMLA and M.G.L. c. 149, s. 105D. The first four (4) weeks of such leave shall be with pay. After the first four (4) weeks, the remainder of such leave shall be unpaid; however, employees may substitute accrued paid leave (vacation, personal, or, where applicable, sick leave) in accordance with the Town’s FMLA policy. Accrued sick leave benefits and health insurance benefits shall be provided for maternity leave purposes under the same terms and conditions which apply to other temporary medical disabilities.”

(8) Snow/Ice Season Authorized Leave

Incorporate into the CBA the December 11, 2013 trial Snow/Ice Season Authorized Leave Practice agreement and increase the maximum number of Unit members permitted to be on an Authorized Snow/Ice Leave at any one-time from one (1) Unit members to two (2) Unit members.

(9) Housekeeping

- Article 14, Health and Welfare

Replace the text in Article 14 below to account for September 15, 2014 Agreement between Town and PEC:

“The Town will continue to offer health insurance to eligible employees through the Commonwealth’s Group Insurance Commission pursuant to the terms of the Agreements between the Town and the Public Employee Committee dated October 8, 2008 and September 15, 2014, and any successor agreement thereto.”

- Article 17, Miscellaneous Provisions, Section 3, No discrimination

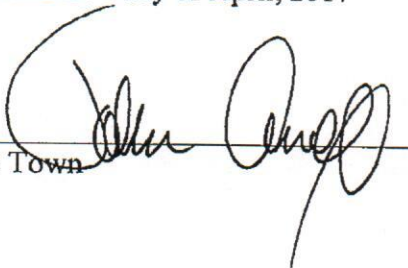
Add the following language to the list of protected categories: “disability, sexual orientation, sexual identity, and any other state or federally protected categories.”

- Update Article 29 to reflect amended text of M.G.L. c. 149, s. 105D (which extends parental rights to men)
- Appendix A, Classification Plan

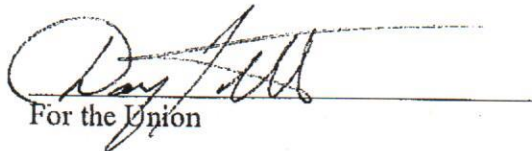
- Update the plan with reclassifications which have occurred in the last three years

Agreed this 27th day of April, 2017

For the Town



For the Union



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989454v1

DPW
4 OF 4
TOTAL IMPACT \$64,825

MEMORANDUM OF AGREEMENT
Between the
TOWN OF NORWOOD
and
AFSCME, COUNCIL 93, LOCAL 1451, Public Safety

April 25, 2017

The Negotiating Subcommittee of the Town of Norwood (the "Town") and the Negotiating Team of AFSCME, Council 93, Local 1451, Public Safety Unit ("the Union"), both acting subject to the ratification of this Memorandum of Agreement by their full memberships, to whom both the Negotiating Subcommittee and the Negotiating Team agree to recommend acceptance, and acting subject to funding by Town Meeting, hereby mutually agree to the following terms and conditions of settlement for a successor Collective Bargaining Agreement that will be in effect from July 1, 2017 to June 30, 2020.

(1) Article 16, Uniforms and Protective Clothing

Modify the first sentence of Article 16 by adding the italicized language, as indicated below.

If an employee (*excluding traffic supervisors*) is required to wear a uniform or protective clothing as a condition of employment . . .

Replace paragraph 3 with the following language:

"Traffic Supervisors shall receive an annual allowance of seven-hundred dollars (\$700) for the purchase and maintenance (including tailoring, dry cleaning, and laundering) of uniforms, said payment to be made in September provided the contract is in force. In the case of new employees, the clothing allowance will be granted in the September following at least 8 months of employment."

(2) Article 22, Night Differential

Replace the first sentence of section 1 with the following language:

Police dispatchers, fire dispatchers, and custodians required to work under differential hours (4 P.M. – 8 P.M.) will receive a differential of one dollar and eighty-five cents (\$1.85) for every hour worked during the above-referenced differential period.

(3) Article 26, Wage Increase

Replace the first four (4) paragraphs of Article 26 and replace with the following:

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PUBLIC SAFETY
1 OF 2

"Effective July 1, 2017, the base wage for all employees covered by this Agreement shall be increased by two and a half percent (2.5%).

Effective July 1, 2018, the base wage for all employees covered by this Agreement shall be increased by two and a half percent (2.5%).

Effective July 1, 2019, the base wage for all employees covered by this Agreement shall be increased by two and a half percent (2.5%).

Effective July 1, 2017, all employees who are required to hold a valid CDL as a condition of employment shall receive an additional \$1.25 per hour."

(4) Article 31, Sick Leave for Traffic Supervisors

Replace the second sentence of Article 31 with the following:

"Traffic supervisors may carry over unused sick leave from one year to the next, up to a maximum of ninety (90) days."

(5) Hours of Work

The parties agree that all employees who are currently scheduled and paid to work 37.5 hours per week will, effective July 1, 2017, will be scheduled and paid for 40 hours per week.

(6) Article 35, Defibrillator Stipend

Change name of Article to "Defibrillator and CPR/First Aid Stipend"

Add the following paragraph at the end of Article 26:

"All traffic supervisors who are trained and certified in CPR and First Aid will receive an annual stipend of \$250, to be paid in December. The Town also agrees to provide a first aid kit to each traffic supervisor to be used while on duty."

Agreed, this 25th day of April, 2017

For the Town

For the Union

(15)

PUBLIC SAFETY
TOTAL IMPACT \$45,361 2012

MEMORANDUM OF AGREEMENT
Between the
TOWN OF NORWOOD
and
AFSCME, COUNCIL 93, LOCAL 1451, LIGHT UNIT

May 8, 2017

The Negotiating Subcommittee of the Town of Norwood (the "Town") and the Negotiating Team of AFSCME, Council 93, Local 1451, Light Unit ("the Union"), both acting subject to the ratification of this Memorandum of Agreement by their full memberships, to whom both the Negotiating Subcommittee and the Negotiating Team agree to recommend acceptance, and acting subject to funding by Town Meeting, hereby mutually agree to the following terms and conditions of settlement for a successor Collective Bargaining Agreement that will be in effect from July 1, 2017 to June 30, 2020.

(1) Article 6, Hours of Work

On a one year trial basis (beginning July 1, 2017), on Mondays only, the regular hours of work for customer service reps who work the second shift (currently 10:45 AM to 7:00 PM) will be from 9:45 AM to 6:00 PM. After one year, the Town may move back to the previous schedule for Monday (10:45 AM to 7:00 PM) should it decide to do so, at its discretion.

(2) Article 11, Section 3, Sick Leave, Buy-Back, and Emergency Leave

Change minimum increment for personal time from 2 hour increments to 1 hour increments

(3) Article 11, Sick Leave, Buy-Back, and Emergency Leave

Modify the second sentence of Section 1 by deleting the stricken language and adding the italicized language, as follows:

Said sick leave may accumulate to a total of ~~250~~ 280 days.

(4) Article 13, Funeral Leave

Add 5 days of funeral leave for step-parents (same as parents)

(5) Article 15, Uniforms and Protective Clothing

Add new paragraph at the end of this Article:

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"Bargaining Unit employees who do not receive an allowance for reimbursement of uniforms or protective clothing will be eligible for reimbursement of up to \$250 every two years (measured from July 1, 2017 forward) for the purchase of prescription eyewear."

(6) Article 22, Night Differential

Increase night differential from \$1.25 per hour to \$1.50 per hour.

(7) Article 27, Wage Increase

Delete the first three (3) paragraphs of Article 27 and replace with the following:

"Effective July 1, 2017, the base wage for all employees covered by this Agreement shall be increased by two and a half percent (2.5%).

Effective July 1, 2018, the base wage for all employees covered by this Agreement shall be increased by two and a half percent (2.5%).

Effective July 1, 2019, the base wage for all employees covered by this Agreement shall be increased by two and a half percent (2.5%)."

(8) Article 31, Licenses

Increase CDL rate from \$.95 per hour to \$1.50 per hour

(9) Add New Article – Parental Leave

"Parental Leave

The Town complies with all applicable state and federal laws related to parental leave, including the FMLA and M.G.L. c. 149, s. 105D. The first four (4) weeks of such leave shall be with pay. After the first four (4) weeks, the remainder of such leave shall be unpaid; however, employees may substitute accrued paid leave (vacation, personal, or, where applicable, sick leave) in accordance with the Town's FMLA policy. Accrued sick leave benefits and health insurance benefits shall be provided for maternity leave purposes under the same terms and conditions which apply to other temporary medical disabilities."

(10) Correction to Senior Broadband Technician (W14C) pay-scale:

Eliminate Step 1; add \$3.00 to current Steps 2-5

Effective July 1, 2017 (prior to addition of COLA), W14C Steps will read as follows:

LIGHT/BROADBAND
2054

Step 2: \$31.24
Step 3: \$31.73
Step 4: \$32.19
Step 5: \$33.24
Step 6: \$35.59
Step 7: \$38.10

(11) **Agreement to review possible title change for cable technicians**

The Town agrees to review the Union's request to retitle the position of "cable technician" to "cable lineman."

(12) **Housekeeping**

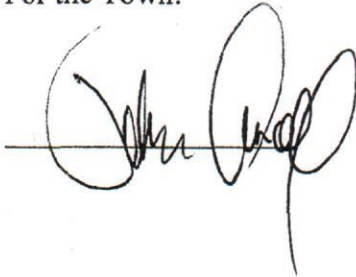
- Table of Contents
 - Delete "Attendance Incentive" (removed last contract).
- Article 11A, Sick Leave Advance
 - Remove the first sentence, "[The parties agree that this provision shall be on trial for the duration of this CBA and shall then be subject to negotiations at the conclusion of this Agreement.]"
- Article 14, Health and Wealth Fare
 - Replace the text in Article 14 below to account for September 15, 2014 Agreement between Town and PEC:
 - "The Town will continue to offer health insurance to eligible employees through the Commonwealth's Group Insurance Commission pursuant to the terms of the Agreements between the Town and the Public Employee Committee dated October 8, 2008 and September 15, 2014, and any successor agreement thereto."
- Article 17, Miscellaneous Provisions, section 3, No discrimination
 - Add the following language to the list of protected categories: "disability, sexual orientation, sexual identity, and any other state or federally protected categories."
- Article 30, Equal Opportunity
 - Update to reflect amended text of M.G.L. c. 149, s. 105D (which extends parental rights to men)

- Appendix A: Classification Titles

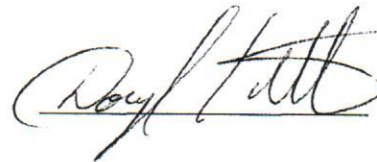
- Update with corrections and reclassifications

- W-12A – Add Broadband Technician II (was an error that it is not in the list)
 - W-12AC – the A is a typo, remove the A and add “I” at the end of “Broadband Technician
 - W-14 Lineman should be steps 1 – 3, First Class Lineman should be step 4, Working Foreman Lineman should be step 5 (made it only five steps last round but the appendix was not updated)

For the Town:



For the Union



19

990898v1

TOTAL IMPACT \$108,668

LIGHT / BROADBAND

4 OF 4

MEMORANDUM OF AGREEMENT
Between the
TOWN OF NORWOOD
and
NORWOOD POLICE UNION, MCOP, IUPA, AFL-CIO

January 25, 2017

The Negotiating Subcommittee of the Town of Norwood ("the Town") and the Negotiating Team of the Norwood Police Union, MCOP, IUPA, AFL-CIO, Norwood Police Union ("the Union"), both acting subject to the ratification of this Memorandum of Agreement by their full memberships, to whom both the Negotiating Subcommittee and the Negotiating Team agree to recommend acceptance, and subject to funding by Town Meeting, hereby mutually agree to the following terms and conditions of settlement for a successor Collective Bargaining Agreement that will be in effect from July 1, 2017 to June 30, 2020.

1. All terms and provisions of the predecessor Collective Bargaining Agreement which was effective from July 1, 2014 to June 30, 2017 shall, except to the extent modified by this Agreement, be carried over intact into the successor Collective Bargaining Agreement. All references to dates in the successor Collective Bargaining Agreement shall be changed to reflect the term of the successor Agreement unless otherwise provided for in this Agreement.
2. Unless otherwise specified herein, all modifications will take effect as of the effective date of the successor agreement. Any written interim agreements that have been entered into by the parties since the ratification of the predecessor Collective Bargaining Agreement and that require the modification of existing contract language shall be incorporated into the new Collective Bargaining Agreement.
3. **ARTICLE VI – Vacations**

Add the following language at the end of Section 1:

Patrol officers hired as transfers will be granted vacation time based on their previous continuous creditable service with another police or police related government agency (state, federal or municipal). Such service must be verified through the transferring patrol officer's

POLICE PATROL
P 10F 3

previous employers using a form established by the Human Resources Department. Transfers will be placed in the above mentioned schedule based on their verified previous service and granted a prorated amount of vacation time during their first year of employment. This prorated amount of vacation time granted during the first year cannot be used during the first 90 days unless for emergency purposes and approved by the Chief and/or his designee.

4. ARTICLE IX – Private Details

- a. Modify Section 3, Paragraph 3 to reflect a liquor detail rate of 1.5 times the basic detail rate. At the discretion of the Chief, this increased liquor detail rate may be waived on a case-by-case basis, and the rate for such details shall continue to be \$3.00 per hour in addition to the basic detail rate.
- b. Modify Section 3, Paragraph 4 to reflect a detail rate for strikes or lock-outs of 2.0 times the basic detail rate.
- c. Modify Section 3, Paragraph 6 to reflect a detail rate of 2.0 times the basic detail rate for details on any of the twelve (12) holidays listed in Article XV, Section 1.
- d. Add a new Paragraph to Section 3 reflecting a detail rate of 1.5 times the basic detail rate for all hours worked between 7:00pm and 7:00am on details.

5. ARTICLE XVII – Education Incentive

- a. Increase the Education Incentive amounts in Section 3 by the following amounts in each year of the contract:

Associates' Degree: \$200

Bachelors' Degree: \$400

Masters' Degree: \$500

- b. Modify the second paragraph of Section 3 by replacing "and who has served one year following graduation from the police academy" with "and who has successfully completed Field Training, as determined by the Chief."

6. ARTICLE VII - Union Leave

Modify Section 3 to reflect agreement to allow two union executive board members time off for MCOP Convention, at discretion of Chief subject to staffing needs.

7. ARTICLE VIII – Clothing Allowance

Increase clothing allowance in Section 2 from \$1,000 to \$1,200 annually.

8. Appendix A – Wages

Apply the following wage increases to the base salaries in Appendix A:

Effective July 1, 2017: 2.5%

Effective July 1, 2018: 2.5%

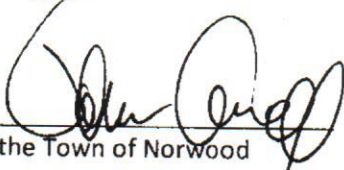
Effective July 1, 2019: 2.5%

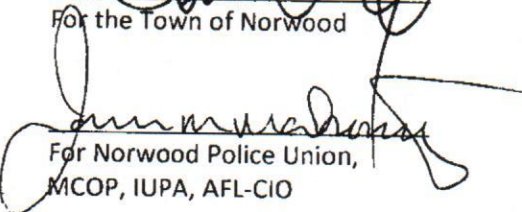
9. **Housekeeping**

The Parties agree to work together in good faith during the creation of the successor collective bargaining agreement to make housekeeping changes, which shall include:

- a. Necessary updates to keep the contract in accordance with current law
- b. Language changes reflecting the Department's withdrawal from Civil Service
- c. Correction of agreed upon typographical errors and outdated language.

WHEREFORE, intending to be bound, the parties have executed this Agreement this 25th day of January, 2017.


For the Town of Norwood


For Norwood Police Union,
MCOP, IUPA, AFL-CIO

(22)

TOTAL IMPACT
\$ 152,582

POLICE PATROL
P 3 OF 3

MEMORANDUM OF AGREEMENT
Between the
TOWN OF NORWOOD and the
NORWOOD SUPERIOR OFFICERS UNION, IBPO Local 438

April 19, 2017

The Negotiating Subcommittee of the Town of Norwood ("the Town") and the Negotiating Team of the Norwood Superior Officers Union, IBPO Local 438 ("the Union"), both acting subject to the ratification of this Memorandum of Agreement by their full memberships, to whom both the Negotiating Subcommittee and the Negotiating Team agree to recommend acceptance, and subject to funding by Town Meeting, hereby mutually agree to the following terms and conditions of settlement for a successor Collective Bargaining Agreement that will be in effect from July 1, 2017 to June 30, 2020.

1. All terms and provisions of the predecessor Collective Bargaining Agreement which was effective from July 1, 2014 to June 30, 2017 shall, except to the extent modified by this Agreement, be carried over intact into the successor Collective Bargaining Agreement. All references to dates in the successor Collective Bargaining Agreement shall be changed to reflect the terms of the successor Agreement unless otherwise provided for in this Agreement.
2. Unless specified herein, all modifications will take effect as of the effective date of the successor agreement. Any written interim agreements that have been entered into by the parties since the ratification of the predecessor Collective Bargaining Agreement and that require the modification of existing contract language shall be incorporated into the new Collective Bargaining Agreement.
3. **ARTICLE VIII, Section 2 – Clothing Allowance**
Increase annual clothing allowance from \$1,050 to \$1,250.
4. **ARTICLE XVII, Section 3 – Educational Incentive**
Increase the annual education incentive payments listed in Section 3 by the following amounts in each contract year:

<u>Position</u>	<u>Degree</u>	<u>Amount of Increase</u>
Sergeant (PF2)	Associate's	\$200.00
	Bachelor's	\$400.00
	Master's	\$500.00
Det. Sergeant (PF3)	Associate's	\$225.00
	Bachelor's	\$450.00
	Master's	\$550.00**
Lieutenant (PF5)	Associate's	\$250.00
	Bachelor's	\$525.00
	Master's	\$650.00

**All increases above shall be added to the amounts appearing in Article XVII, Section 3 of the parties' existing 2014-2017 contract, with one exception as follows. The Master's Degree education incentive payment for the position of Detective Sergeant (PF3), shall first be adjusted upward to \$20,700, which shall serve as the base for the initial increase outlined above, and all subsequent increases. Thus, the education incentive for 2018 for said position and degree shall be \$21,250 (\$20,700 + \$550).

5. ARTICLE X – Wages

- a. Eliminate Grade PF4 from the classifications listed in the wage scales. Existing PF4 positions become PF5 positions.
- b. In Section 3 (Night Differential), change all references to "officers" or "superior officers" to "Sergeants."
- c. Replace the first three paragraphs in Section 1 with the following sentence:

Bargaining unit employees will be compensated in accordance with the wage scales attached to this Agreement.

For purposes of calculating the wage scales for Fiscal Years 2018, 2019, and 2020, the following "projected wage scales" shall be used, which are based on an estimate of the 75th percentile of comparable communities. These "projected wage scales" are for calculation purposes only, and there will be no retroactive adjustment to officers' salaries prior to July 1, 2017.

<u>Projected</u>					
<u>FY17</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
Sergeant	\$71,728.01	\$73,162.57	\$74,625.82	\$76,118.34	\$79,161.93
Lieutenant	\$84,401.96	\$87,778.04	\$91,289.16	\$94,940.73	\$101,866.50

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Police Superior
P 20F3

Effective July 1, 2017, there shall be a 2.5% increase added to the salary figures in the "projected wage scales" above. The actual salary scales for Fiscal Year 2018 shall be as follows:

<u>Actual</u>					
<u>FY18</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
Sergeant	\$73,521.21	\$74,991.63	\$76,491.47	\$78,021.30	\$81,140.98
Lieutenant	\$86,512.01	\$89,972.49	\$93,571.39	\$97,314.25	\$104,413.16

Effective July 1, 2018, there shall be a 2.5% increase added to the wage scales which were in effect on June 30, 2018.

Effective July 1, 2019, there shall be a 2.5% increase added to the wage scales which were in effect on June 30, 2019.

6. HOUSEKEEPING


The Parties agree to work together in good faith during the creation of the successor collective bargaining agreement to make housekeeping changes, which shall include:

- Necessary updates to keep contract in accordance with current law.
- Language changes reflecting the Department's withdrawal from Civil Service.
- Correction of agreed-upon typographical errors and outdated contract language.

WHEREFORE, intending to be bound, the parties have executed this Agreement this 19th day of April, 2017.



For the Town of Norwood



For Norwood Superior Officers Union,
IBPO Local 438

Firefighters

MEMORANDUM OF AGREEMENT

Between the
TOWN OF NORWOOD and
LOCAL 1631, I.A.F.F.

May 11, 2017

The Negotiating Subcommittee of the Town of Norwood ("the Town") and the Negotiating Team of Local 1631, I.A.F.F. ("the Union"), both acting subject to the ratification of this Memorandum of Agreement by their full memberships, to whom both the Negotiating Subcommittee and the Negotiating Team agree to recommend acceptance, and acting subject to funding by Town Meeting, hereby mutually agree to the following terms and conditions of settlement for a successor Collective Bargaining Agreement that will be in effect from July 1, 2017 to June 30, 2020.

1. All terms and provisions of the predecessor Collective Bargaining Agreement which was effective from July 1, 2014 to June 30, 2017 shall, except to the extent modified by this Agreement, be carried over intact into the successor Collective Bargaining Agreement. All references to dates in the successor Collective Bargaining Agreement shall be changed to reflect the terms of the successor Agreement unless otherwise provided for in this Agreement.
2. Unless specified herein, all modifications will take effect as of the effective date of the successor agreement. Any written interim agreements that have been entered into by the parties since the ratification of the predecessor Collective Bargaining Agreement and that require the modification of existing contract language shall be incorporated into the new Collective Bargaining Agreement.
3. **ARTICLE VI, Section 2 – Paid Holidays**

Add the following language to Section 2:

FF
P 1 OF 5

A firefighter who uses sick leave during the 24-hour tour which commences on the day of a paid holiday, or on the 24-hour tours which commence on the day immediately preceding or the day immediately following the holiday, shall not be eligible to receive holiday pay for that holiday. The preceding sentence shall not apply to a firefighter who is out of work on a long-term absence, which shall be defined as an absence of thirty (30) days or more.

4. **ARTICLE XI, Section 1 – Clothing Allowance**

Effective July 1, 2017, clothing allowance will no longer be paid directly to employees. Each employee will be allotted an \$850.00 voucher to use for the purchase of approved clothing. The Chief and the Union President will consult regarding the choice of vendor(s).

Section 1 will be modified to read as follows:

Each firefighter and officer shall be allowed an eight hundred fifty dollar (\$850.00) clothing allowance voucher annually to be used for work clothes for fire department use only.

5. **ARTICLE XIV, Section 1 – Sick Leave**

Revise third and fourth sentences of Section 1 as follows (new language and deletions):

Employees using sick leave in excess of two 24-hour tours in any thirty day period, five shifts (day or night) in a six month period, or whose attendance otherwise shows a pattern of potential abuse shall be interviewed by the Chief in the presence of a Union representative to ascertain the cause. Following such interview, the Chief may require a doctor's certificate or other satisfactory medical evidence of illness during the three month period for each additional sick leave shift for a period of up to six months following the interview.

6. **ARTICLE VIII, Section 3 – Longevity**

Increase lump sum longevity payments at each level as follows:

July 1, 2017: \$100 increase

July 1, 2018: \$100 increase

July 1, 2019: \$50 increase

7. **ARTICLE VIII, Section 7 – Details**

Modify Section 7 to read as follows:

FF
P 2 OF 5

Whenever the Chief issues a permit under the Massachusetts Fire Prevention Regulations, and determines that a fire watch or detail is necessary, it shall first be offered to members of the bargaining unit. The hourly detail rate will be the top step Senior Firefighter overtime rate, plus \$1.00. If no member of the bargaining unit is willing to accept a detail assignment, the detail may be filled with a firefighter from outside the department.

8. ARTICLE XIX, Section 1 – Academy or Other Training

Add the following new language:

Newly-hired firefighters must successfully complete the Massachusetts State Fire Academy or other equivalent training approved by the Chief, and obtain Firefighter I & II certification, prior to riding on any firefighting apparatus. Prior to obtaining such certification, newly-hired firefighters will perform EMS duties as directed by the Chief.

9. ARTICLE XIII, Section 1 – Firefighter Education Incentive

Increase Education Incentive payments for both Associate's Degree and Bachelor's Degrees in Firefighter Science as follows:

July 1, 2017: \$500 increase

July 1, 2018: \$300 increase

July 1, 2019: \$200 increase

10. ARTICLE XV, Section 1 – BLS Coordinator

Modify last paragraph of Section 1 to read as follows:

In addition, the person designated by the Chief to serve as the BLS Coordinator shall receive an additional stipend of nine percent (9%) of a firefighter's base wage at maximum. The BLS Coordinator must meet and maintain minimum training, experience, and certification requirements as established by the Fire Chief.

11. ARTICLE XV, Section 1 – EMT Certification

The language of Article XV, Section 1 will be modified in order to express the following stipends

- Members certified as EMT or EMTP not assigned to ambulance – 5.5% stipend
- Members certified as EMTP assigned to ALS ambulance – 12.5% stipend
- Members certified as EMT assigned to BLS ambulance – 8.0% stipend

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FF
P 3 OF 5

12. ARTICLE VIII, Section 1 – Salaries

The following increases will be made to the salary schedules referenced in Article VIII, Section 1:

Effective July 1, 2017 – 2.5%

Effective July 1, 2018 – 2.5%

Effective July 1, 2019 – 2.5%

13. Payment of Certain Stipends

Effective July 1, 2018, the following annual stipends will be paid over the course of a fiscal year, in 48 equal increments: Longevity; Night & Weekend Differential; Education Incentive; EMT and Paramedic stipends.

Also effective July 1, 2018, Holiday Pay will no longer be paid twice annually. Pay for a given holiday will be paid in the pay period following the week in which the holiday occurs.

Changes necessary to implement the above will be made to the applicable contract articles.

14. COMPENSATION STUDY

The parties agree that, during Fiscal Year 2018, the Town will complete a survey of Firefighter compensation in comparable communities. The communities to be used in said study will be the communities which have been designated as comparable communities by the Town of Norwood Personnel Board (Arlington, Attleboro, Beverly, Braintree, Burlington, Danvers, Lexington, Natick, Needham, Randolph, Tewksbury, Wellesley). The survey will examine the total compensation of firefighters in Norwood and comparable communities, which shall include but not be limited to: base salary, longevity, senior pay, night & weekend differential, clothing and/or cleaning allowance, EMT and Paramedic stipends, education incentive, and other forms of compensation.

The purpose of the survey will be to determine the relationship of the total compensation of Norwood firefighters to the 75th percentile of comparable communities. Should the survey show that the total compensation of Norwood firefighters are below the 75th percentile of comparable communities, the parties agree to reopen the FY 2018-2020 collective bargaining agreement for the limited purpose of negotiating over such compensation.

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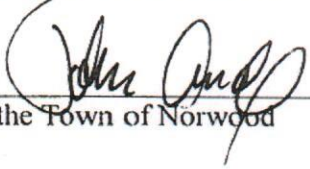
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P4 of 5


15. HOUSEKEEPING

The Parties agree to work together in good faith during the creation of the successor collective bargaining agreement to make housekeeping changes, which shall include:

- a. Necessary updates to keep contract in accordance with current law.
- b. Correction of agreed-upon typographical errors and outdated contract language.

11th WHEREFORE, intending to be bound, the parties have executed this Agreement this day of May, 2017.


For the Town of Norwood


For Local 1631, I.A.F.F.



Morrill Memorial Library

Charlotte Canelli, Library Director

33 Walpole Street

Norwood, MA 02062

781-769-0200

www.norwoodlibrary.org

Library Board of Trustees

Susan Pipes, Chair

Sarah Begg

John Hall

Deborah Henry

Patricia Hines

Cashman Kerr Prince

May 10, 2017

Town Meeting Members

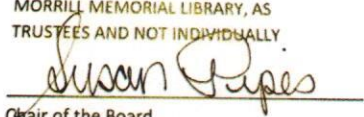
The Board of Library Trustees has been asked to provide the following information to Town Meeting Members for the Annual Town Meeting.

In May of 2016, the former Staff Association of the Morrill Memorial Library reorganized as AFSCME Local 1451 of AFSCME Council 93. The 19-member union began negotiating an FY18-FY20 contract in the fall of 2016. On January 6, 2017, the union voted to accept the terms of the new contract per the Memorandum of Agreement.

The terms of the new agreement effective July 2, 2017 through June 30, 2020 include:

- Various clarification of contract language regarding flex time, probationary period, the Sick Leave Bank policy, grievance procedure, vacancies and promotions, and consideration of employees ability, education, length of service, past performance and training in the event of a layoff.
- Changes to the vacation benefit based on years of service.
- A 2.5% COLA was given for each of the three years of the contract.
- The Longevity benefit increased by \$50 to \$550 after 10 years; \$700 after 15 years; and \$800 after 20 years.
- Library staff will receive a \$250 annual allowance for prescription eyewear with submission of a receipt.
- Reimbursement for courses increased to \$500 per year with additional reimbursement if the Tuition Reimbursement account is unused.

TRUSTEES OF THE BOARD OF
MORRILL MEMORIAL LIBRARY, AS
TRUSTEES AND NOT INDIVIDUALLY


Chair of the Board

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LAST PAGE