



## **Town of Bridgewater** **Budget & Finance Committee**

October 7, 2025

6:15 PM

66 Central Square

Academy Building

Conference Room 201A/2nd Floor

### **MEETING AGENDA**

*A quorum of the Town Council may be in attendance*

- A. Call to Order**
- B. Approval of Meeting Minutes**
  - a) September 16, 2025 Meeting Minutes
- C. Public Comment**
- D. Legislation Referred**
  - a) Order O-FY26-022: Bridgewater DPW Union, AFSCME Local 1700 Collective Bargaining Contract Ratification
  - b) Order O-FY26-023: Bridgewater DPW Union, AFSCME Local 1700 Collective Contract Appropriation Transfer
  - c) Order O-FY26-024: Bridgewater Public Library Staff Association Collective Bargaining Contract Ratification
  - d) Order O-FY26-025: Bridgewater Public Library Staff Association Collective Contract Appropriation Transfer
- E. Public Comment**
- F. Adjournment of Meeting**



## Town of Bridgewater Budget & Finance Committee

September 16, 2025

6:15 PM

66 Central Square

Academy Building

Conference Room 201A/2nd Floor

### MEETING MINUTES

*A Quorum of the Town Council may be in attendance.*

#### **A. Call to Order**

Councilor Murphy called the meeting to order at 6:15pm. The meeting took place in Conference Room 201A, 2<sup>nd</sup> Floor of the Academy Building.

Committee members present: Councilor McGrath, Councilor Loreti and Councilor Murphy.

Also in attendance was Town Manager Justin Casanova-Davis and Finance Director Laurie Guerrini.

Councilor Linde and Councilor Ellenberg were also in attendance.

#### **B. Approval of Meeting Minutes**

##### a) August 5, 2025 Meeting Minutes

*Councilor Loreti made a motion to approve the August 5, 2025 meeting minutes, which was duly seconded by Councilor McGrath.*

A voice vote was taken with the results as follows: Loreti – Yea; McGrath – Yea; Murphy – Yea. Motion passed 3-0.

#### **C. Public Comment - None**

#### **D. Legislation Referred**

##### a) Order O-FY26-014: Transfer Order - CPC First Parish Unitarian Church Window Project

Finance Director Guerrini noted that this is an annual donation from a foundation in Brockton; have been donating every year for the past ten years. Donations must be spent on elders, no building expenses or salaries.

Councilor Murphy asked what the money was spent on last year and Ms. Guerrini noted that every year the Senior Center has to send a report but last year was for events, programs to assist the seniors. Valentine dances, dinners. Etc.

Town Manager Casanova-Davis noted that in their letter they pointed out that we did not provide that for last year and it was noted that there was staffing changes and we notified them that it would be provided in the future.

*Councilor Loreti made a motion to recommend Order O-FY26-014, which was duly seconded by Councilor McGrath.*

A voice vote was taken with the results as follows: Loreti – Yea; McGrath – Yea; Murphy – Yea. Motion passed 3-0.

b) Order O-FY26-018: Acceptance of Donation – Howard Foundation

Ms. Guerrini noted that when money is donated to the Town the Town council has to accept it. This is money being donated to the parks and Recreation for a park bench in Stiles and Hart. The location will be provided.

Town Manager Casanova-Davis noted that we do not have a bench policy but will make sure that benches that are put in place are uniform and will ask that the funds are donated and not the bench.

Councilor Loreti asked if there is a formal agreement between those that donate for benches and Ms. Guerrini noted that this is the first so not sure why we do not have something in place. Will be putting a policy in place going forward.

*Councilor Loreti made a motion to recommend Order O-FY26-018, which was duly seconded by Councilor McGrath.*

A voice vote was taken with the results as follows: Loreti – Yea; McGrath – Yea; Murphy – Yea. Motion passed 3-0.

c) Order O-FY26-019: Acceptance of Donation to Parks & Recreation Department - Ron Enos

Ms. Guerrini noted that when money is donating to the Town the Town council has to accept it. This is money being donated to the parks and Recreation for a park bench in Stiles and Hart. The location will be provided.

Town Manager Casanova-Davis noted that we do not have a bench policy but will make sure that benches that are put in place are uniform and will ask that the funds are donated and not the bench.

Councilor Loreti asked if there is a formal agreement between those that donate for benches and Ms. Guerrini noted that this is the first so not sure why we do not have something in place. Will be putting a policy in place going forward.

*Councilor Loreti made a motion to recommend Order O-FY26-019, which was duly seconded by Councilor McGrath.*

A voice vote was taken with the results as follows: Loreti – Yea; McGrath – Yea; Murphy – Yea. Motion passed 3-0.

- d) Order O-FY26-020: Acceptance of Gift - Bridgewater State University  
Councilor Murphy noted that President Clark did a great presentation last meeting.

Ms. Guerrini noted that over the last 10 years BSU has donated approximately \$600K which is divided into thirds for Fire, Police and DPW.

*Councilor Loreti made a motion to recommend Order O-FY26-020, which was duly seconded by Councilor McGrath.*

A voice vote was taken with the results as follows: Loreti – Yea; McGrath – Yea; Murphy – Yea.  
Motion passed 3-0.

**E. Discussion**

- a) G/L Report

Councilor Murphy noted that he has asked the Finance Director to share the general ledger to show where we are at.

Ms. Guerrini noted that typically in the beginning of the year they are working on closing the previous year and starting the new year. Recently just closed August. Trying to improve the process of reporting with more information. The reports will be shared on the website. Tracking everything with the departments, watching their budgets.

Councilor Loreti noted that building permits have collected \$115k do we know what projects are moving forward? Ms. Guerrini noted that they do not know yet, will break that down when we get into quarterly reporting.

Town Manager Casanova-Davis noted that many municipalities were conservative with building and fees because of the economy.

Councilor McGrath asked where the parking fees come from and Ms. Guerrini noted that the fees come in monthly, from parking tickets given by the police department. There are also other fees paid to the police department such as fees for details; reports, etc.

Councilor Loreti asked why the police holiday line is at 28% budget, ahead of schedule and Ms. Guerrini noted that it might be a few officers cashing in on their holidays, those they have not used or taken.

**F. Public Comment**

Councilor Linde noted that at one point in time he thought we had a \$1M deficit. Town Manager Casanova-Davis noted that they would check on that, if that were the case it would be part of an executive summary.

Councilor Ellenberg asked where the \$200k plus that came from Plymouth County at the last meeting went and Ms. Guerrini noted that it was put towards the capital project for the wells.

Councilor Ellenberg asked how much was in that project capital fund and Ms. Guerrini noted that the town went out and borrowed so that is sitting in the fund right now and the newest check is there also, specifically for Wells 5 and 9.

**G. Adjournment of Meeting**

*Councilor Loreti made a motion to adjourn, which was duly seconded by Councilor McGrath.*

A voice vote was taken with the results as follows: Loreti – Yea; McGrath – Yea; Murphy – Yea.  
Motion passed 3-0.

Meeting adjourned at 6:43pm.



# Bridgewater Town Council

Introduced By: Town Manager  
 Date Introduced: 9/16/2025  
 First Reading: 9/16/2025  
 Second Reading:  
 Amendments Adopted:  
 Third Reading:  
 Date Adopted:  
 Date Effective:

## Order O-FY26-022: Bridgewater DPW Union, AFSCME Local 1700 Collective Bargaining Contract Ratification

ORDERED, in accordance with section 4-2 (15) of the Bridgewater Home Rule Charter, that the Town Council assembled vote to approve the negotiated agreement covering July 1, 2025 through June 30, 2028 with the Bridgewater DPW Union, AFSCME Local 1700.

### Explanation:

*The Town Manager negotiated an agreement with the Bridgewater DPW Union, AFSCME Local 1700. An affirmative vote of the Council will approve the contract as presented. A concurrent transfer request will fund the appropriation thereof.*

### Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
•	•
•	•
•	•

Attachments: 1. MOA - AFSCME 07.01.2025-06.30.2028

NOT FOR ACTION - FIRST READING  
 REFER TO BUDGET & FINANCE AND FINANCE COMMITTEE

**MEMORANDUM OF UNDERSTANDING  
BETWEEN TOWN OF BRIDGEWATER AND THE  
BRIDGEWATER DPW UNION, AFSCME LOCAL 1700**

*WHEREAS, the Town of Bridgewater ("Town") and the Bridgewater Department of Public Works Union, AFSCME Local 1700 ("Union") have met in good faith and agreed to a successor collective bargaining agreement, pursuant to G.L. c. 150E, subject to ratification by both parties.*

***NOW THEREFORE,** the parties have agreed to the following changes to the collective bargaining agreement:*

1. Article XX – Term, Amendment and Modification of Agreement

- a. Update CBA duration to reflect a three (3) term of July 1, 2025, through June 30, 2028.

2. Article XXV - Wages: The Town and the Union have met and agreed to implement lower than previously offered COLA increases in order to avoid a reduction in force or reduction in hours for current bargaining unit members as a result of the budgetary deficit of \$849,000 for FY26 resulting from the budget appropriation adopted by the Town Council on June 30, 2025. In consideration of this reduction in COLA, the Town agrees that there will be no reduction in force or reduction in hours to current union employees due to the aforementioned FY26 budgetary deficit, subject to the following provisions:

- a. July 1, 2025 – 1% increase to all base wages
- b. July 1, 2026 – 1% increase to all base wages
- c. January 1, 2027 – 1% increase to all base wages
- d. July 1, 2027 – 1.5% increase to all base wages

The parties acknowledge and agree that should there be a budgetary deficit beyond what is described in this agreement, the Town will meet its bargaining obligations pursuant to G.L. Ch. 150E.

3. Article 16 - Vacations:

- a. Modify Article 16 as follows:

Every employee occupying a full-time position, or a part-time position in which he has been in continuous service of the Town **shall be granted paid vacation leave at the following rates:**

<b>Year of Service</b>	<b>Vacation Time</b>
<b>1 - 5</b>	<b>2 weeks</b>
<b>6 - 10</b>	<b>3 weeks</b>
<b>11- 15</b>	<b>4 weeks</b>
<b>16 - 20</b>	<b>5 weeks</b>
<b>21</b>	<b>5 weeks + 1 day</b>
<b>22</b>	<b>5 weeks + 2 days</b>
<b>23</b>	<b>5 weeks + 3 days</b>
<b>24</b>	<b>5 weeks + 4 days</b>
<b>25 and above</b>	<b>6 weeks</b>

for twelve (12) months, shall be granted two (2) weeks vacation leave with pay, three (3) weeks vacation after five (5) years, four (4) weeks vacation after ten (10) years and five (5) weeks vacation after fifteen (15) years, five (5) weeks, plus one (1) day after twenty-one (21) years, five (5) weeks plus two (2) days after twenty-two (22) years, five (5) weeks plus three (3) days after twenty-three (23) years, five (5) weeks plus four (4) days after twenty-four years, six (6) weeks after twenty-five (25) years, to be effective following the Anniversary date. Such vacation shall be granted by the Head of the Department of the Town at such time as in his opinion will cause the least amount of interference with the performance of the regular work of the Town. Vacations must be taken in the year in which they are due, two (2) weeks of which may be extended to be taken by June 30th. However, vacation shall not accumulate from year to year.

**Vacation leave shall be issued on January 1 of each year and shall expire upon the following December 31, except for the following provisions:**

**Any employee who has accrued vacation time on December 31st shall be permitted to carryover up to two (2) weeks of vacation time. This carried over vacation time shall expire on July 1st.**

**Effective December 31, 2027 and each year thereafter: Employees will be permitted to carry over one (1) week of vacation into the following year, which must be used prior to June 30<sup>th</sup>. with written approval by the Department Head provided that sufficient notice (before December 31st) is submitted to Human Resources. Any exceptions will need to be approved by the DPW Director and Director of Human Resources.**

**Employees shall not be eligible to accrue or use vacation leave during their probationary period. On the first pay period after the expiration/conclusion of an employee's probationary period, the employee shall be credited with the one (1) year employee vacation time pro-rated from the hire date through December 31 of the current year.**

Regular part-time employees shall be entitled to an amount of vacation in the ratio that their part-time employment bears to full-time employment; said vacation shall not exceed two (2) weeks or over forty (40) hours per week.

Vacations with pay shall not be granted to temporary employees.

**Employees reaching a new vacation accrual milestone based on their years of service shall receive a prorated amount of the new vacation accrual rate for the period from their anniversary date through December 31 of the current year.**

Upon the death of an employee eligible for vacation leave, payment shall be made to the estate or heirs of the deceased for that portion of the vacation accrued in the calendar year prior to the death in which the number of days bears to the total working days in such year.

**Employees who separate from employment for any reason shall be issued compensation for any unused accrued vacation time at a pro-rated rate based upon the number of weeks worked in the year.** ~~Employees eligible for vacation leave whose services are terminated by dismissal through no fault or delinquency of their own, or by retirement, or by entrance into the Armed Forces, shall be paid for that proportion of the vacation accrued in the calendar year during which such termination occurred, which the number of days worked bears to the number of working days in such calendar year.~~

Absences on account of sickness in excess of that authorized under ARTICLE XVII or for personal reasons not provided therein may, at the discretion of the Department Head, be charged to vacation.

b. In acknowledgement of the changes listed above, the Town and the Union agree that the following bargaining unit employees will be subject to the following vacation carry over provisions:

- i. Michael Harris will be permitted to carry over four (4) weeks of vacation leave on December 31, 2025 and three (3) weeks of vacation leave on December 31, 2026, after which time he will be subject to the carryover provisions in Article 16 above.
- ii. Brian Hurley will be permitted to carry over two (2) weeks of vacation leave on December 31, 2025 and two (2) weeks of vacation leave on December 31, 2026, after which time he will be subject to the carryover provisions in Article 16 above

4. Article 17 – Sick Leave: Modify Article 17 as follows:

Sick leave with pay shall be granted to full-time employees under regular salary basis, such sick leave to be limited to fifteen (15) days annually, provided sick leave may be granted during the first year of full-time employment not to exceed one and one-quarter (1 ¼) days for each month

of service. This rule shall not apply to employees paid on a per diem basis. **Probationary employees are entitled to accrue and use sick leave.**

Notice of absence on account of sick leave shall be given on the first day of such absence to the Department Head.

The Department shall note all absences on the payroll. Sick leave notices must be submitted by each employee, for each day from the first day in order to be compensated for the sick leave.

If out **on sick leave** three (3) **days** or longer, a **note from the employee's health care provider may be required** ~~Doctor's Certificate may be requested to be submitted with sick leave notice.~~ ~~Doctor's Medical~~ bills are paid by the employee.

If the Department Head has reason to believe that sick leave is being abused, the Department Head may require **a note from the employee's health care provider** satisfactory medical evidence from the employee (see Appendix Request for Medical Verification form, Certification of Health Care Provider for Employee's Serious Health Condition (FMLA), and Appendix Certification of Health Care Provider for Family Member's Serious Health Condition). **Sick leave abuse includes but is not limited to the following: excessive use of sick leave, pattern of absences before or after vacation periods, holidays, weekends or other days off.**

This request shall be reduced to writing and shall cite specific reasons for the request.

When medical evidence is requested, such request shall be made as promptly as possible. To the extent practicable, the employee shall receive prior notice that the Department head believes he/she is abusing sick leave and that he/she may be required to produce medical evidence for future use of sick leave.

After being out in excess of five (5) consecutive workdays employee must have a **note from their health care provider** ~~Doctor's Examination and Certificate~~ stating employee is capable of returning to work. If the absence is due to an illness, the employee's own **health care provider** ~~Doctor~~ may certify a return to work. If the absence is due to a workplace injury, the **Town and employee shall follow the processes set forth in the Town's Work Place Injuries & Accidents and Worker's Compensation Insurance Policies, as well as applicable laws.** ~~may send the employee to the Town doctor. Sick leave notice shall be sent to the payroll officer with the marked payroll stating employee has been paid for sick leave.~~

Sick leave shall not in any case be granted for more than fifteen (15) days any one year except with the approval of the Town Manager.

The employee may also elect only to receive the worker's compensation. No deductions are made from the worker's compensation check and therefore the employee must make arrangements for voluntary deductions such as health insurance.

The salary compensation under worker's compensation is calculated at 60% of the average weekly wage of the employee. If an employee has accumulated leave and requests to do so, the 40% difference between the worker's compensation pay and their regular pay may be charged to accumulated sick vacation, or compensatory time leave so that the employee receives 100% of his/her weekly gross payroll. Voluntary deductions such as health insurance shall be made from the 40% charged to the employee's accumulated time.

All sick days accumulated at the time of retirement or ~~severance~~ **separation** from employment for any reason other than disciplinary shall be compensated at the rate of twenty- five percent (25%) per day at the time of retirement. Employees hired on or after July 1, 2012 will not be eligible for buyback option.

This will be effective with sick leave accrued after August 29, 1984.

An Appointing Authority shall grant to any employee who **meets the eligibility requirements leave under the Family and Medical Leave Act, in accordance with the Town's Family & Medical Leave Policy and** has completed his/her probationary period or who has been employed at least three (3) consecutive months, an unpaid leave of absence for up to twenty-six (26) weeks to care for a spouse, child or parent who has a serious health condition or for a serious health condition which prevents the employee from being able to perform the functions of her/his position. For this leave, under the Family and Medical Leave Act, 29 U.S.C. 2611 et seq., and accompanying regulations, 29 C.F.R. Part 825, the Employer will request medical certification at the time the employee gives notice of the need for the leave or within five (5) business days thereafter, or in the case of the unforeseen leave, within five (5) business days after the leave commences. In the event of an unanticipated illness, an employee who returns to work within eight (5) working days of the beginning of their absence will not be required to return doctors certification.

If the employee has accrued sick leave, personal leave, compensatory leave, or vacation leave credits at the commencement of his/her medical leave, that employee shall use such leave credits for which he/she may be eligible under the sick leave, personal leave or vacation leave provisions of this Agreement.

At the expiration of the medical leave, the employee shall be returned to the same or equivalent position with the same status, pay and length of service credit as of the date of her/his leave. If during the period of the leave, employees in an equivalent position have been laid-off through no fault of their own, the Employer will extend the same rights or benefits, if any, extended to employees of equal length of service in the equivalent position in the department.

Emergency medical treatment for employees injured during performance of assigned work. Employees who have returned to regular duty or light duty after having been injured during the performance of assigned work will be permitted reasonable time off without loss of pay for the purpose of attending follow-up physician's appointments, which cannot be scheduled during off-duty hours.

During the time an employee is on medical leave, the employee shall be entitled to group health insurance coverage benefits on the same terms and conditions in effect at the time the leave began, provided the employee continue to pay the required employee share of premium while on leave. If the employee fails to return from leave, the Town may recover the cost it incurred in maintaining insurance coverage under its group health plan for the duration of the employee's leave, in compliance with the requirements set forth under the FMLA and regulations thereunder.

For the purposes of this Section, a rolling twelve (12) month period will be used, measured backward from the date the leave is used.

5. Article 23 – License Compensation: Increase all license stipends in Article 23 as follows (the amounts below reflect a 25% increase):

Roadways Department

- Master Hoisting License: **\$1,000**
- 2A endorsement: **\$187.50**
- Mower 4G: **\$187.50**
- Catch Basin 4E: **\$187.50**
- Forklift 1C: **\$187.50**
- Gantry Crane 1A: **\$187.50**
- Class A CDL: **\$625.00**
- Welding/Gas burning safety certificates: **\$125**
- ASE Certifications – T1 through T5: **\$125** each
- ASE Certifications – A1 through A9: **\$125**each
- Pesticide License \$250.00

**\*Recreation Department employees may be eligible for Roadway Department stipends with prior approval from the DPW Director. The DPW Director has sole discretion to determine how many licenses shall be issued to Recreation Department employees and to whom said license shall be issued.**

Water Supply Department

- Backflow License: **\$938**
- Cross Connection License: **\$625**
- OSHA class 2 asbestos-cement pipe certification: **\$312.50**

The Superintendent shall determine how many licenses shall be issues and to whom said license shall be issued.

- Water Supply – Distribution License Stipends
  - Grade D1: **\$250**
  - Grade D2: **\$1,125**
  - Grade D3: **\$ 1,500**
  - Grade D4: **\$2250**
- Water Supply Department – Water Treatment Stipends
  - Grade T1: **\$750**
  - Grade T2: **\$1,250**
  - Grade T3: **\$1,875**
  - Grade T4: **\$2,250**

Water Pollution Control Department

- Water Pollution Control – Wastewater Treatment Stipends
  - Grade 2: **\$375**
  - Grade 3: **\$625**
  - Grade 4: **\$1,000**
  - Grade 5: **\$1,250**
  - Grade 6: **\$1,750**
  - Grade 7: **\$2,125**
  
- Water Pollution Control Department – Collection System Stipends
  - Grade 1: **\$312.50**
  - Grade 2: **\$437.50**
  - Grade 3: **\$625**
  - Grade 4: **\$875**
  
- Article 23 – Classification Plan and Pay Rates: Effective July 1, 2025, 2.5% increase to base wages in Step 12 (this is in addition to the COLA increase to all steps)
  
- Housekeeping:
  - a. The Union and the Town agree to correct any grammatical, typographical, or formatting errors throughout the contract. Obsolete language will also be updated or deleted as necessary.
  
  - b. Integrate the MOU regarding the Town Mechanic and Chief Mechanic, dated June 25, 2024.

**Water Department On-Call Policy**

The Town acknowledges the desire to establish clear and equitable on-call procedures for the Water Department. The Town commits to work collaboratively with the union to attempt to develop a fair and sustainable on-call policy that reflects departmental needs, employee considerations, and operational best practices for the Town, within four months of hiring a Water Superintendent.

This Agreement has been duly executed by authorized representatives of the Town of Bridgewater and the Bridgewater Administrative Association.

IN WITNESS WHEREOF, the Union and the Town, by their authorized representatives, have set their hands to this Memorandum of Agreement on this 3 day of September 2025.

**FOR THE UNION**

*[Signature]*  
*[Signature]*  
*[Signature]*  
*Michael Harris*  
*Corey [Signature]*

**FOR THE TOWN**

*[Signature]*



# Bridgewater Town Council

Introduced By: Town Manager  
 Date Introduced: 9/16/2025  
 First Reading: 9/16/2025  
 Second Reading:  
 Amendments Adopted:  
 Third Reading:  
 Date Adopted:  
 Date Effective:

## Order O-FY26-023: Bridgewater DPW Union, AFSCME Local 1700 Collective Contract Appropriation Transfer

**ORDERED**, Pursuant to Section 6-4 of the Town of Bridgewater Charter, that the Town Council of Bridgewater, Massachusetts in Town Council assembled vote to appropriate and transfer from below schedule Source of Funds to below schedule Use of Funds:

**Description:** settlement of Bridgewater DPW Union, AFSCME Local 1700 contract FY26 - FY28

Source of Funds	Account No.	GL Account Description	Amount
General Fund Wage Adjustment CBA	01335001-510020	WAGE ADJUSTMENT	\$ 11,000.00
WTR Retained Earnings	6200-359000	TRANSFER TO EF SALARY	\$ 19,000.00
SWR Retained Earnings	6100-359000	TRANSFER TO EF SALARY	\$ 10,000.00
<b>Total:</b>			<b>\$ 40,000.00</b>
Use of Funds	Account No.	GL Account Description	Amount
Salaries Highway	04205001	Salary Contractual Pay	\$ 10,300.00
Salaries Recreation	06305001	Salary Contractual Pay	\$ 700.00
Salaries Water	62005001	Salary Contractual Pay	\$ 19,000.00
Salaries Sewer	61005001	Salary Contractual Pay	\$ 10,000.00
<b>Total</b>			<b>\$ 40,000.00</b>

NOT FOR ACTION - FIRST READING  
 REFER TO BUDGET & FINANCE AND FINANCE COMMITTEE

**Committee Referrals and Dispositions:**

Referral(s)	Disposition(s)
•	•
•	•
•	•

Attachments:           None



# Bridgewater Town Council

Introduced By: Town Manager  
 Date Introduced: 9/16/2025  
 First Reading: 9/16/2025  
 Second Reading:  
 Amendments Adopted:  
 Third Reading:  
 Date Adopted:  
 Date Effective:

## Order O-FY26-024: Bridgewater Public Library Staff Association Collective Bargaining Contract Ratification

**ORDERED**, in accordance with section 4-2 (15) of the Bridgewater Home Rule Charter, that the Town Council assembled vote to approve the negotiated agreement covering July 1, 2024 through June 30, 2027 with the Bridgewater Public Library Staff Association.

**Explanation:**

*The Town Manager negotiated an agreement with the Bridgewater Public Library Staff Association. An affirmative vote of the Council will approve the contract as presented. A concurrent transfer request will fund the appropriation thereof.*

**Committee Referrals and Dispositions:**

Referral(s)	Disposition(s)
•	•
•	•
•	•

Attachments: 1. MOA - BPLSA 07.01.2024-06.30.2027

NOT FOR ACTION - FIRST READING  
 REFER TO BUDGET & FINANCE AND FINANCE COMMITTEE

**Memorandum of Agreement**

**between**

**The Town of Bridgewater**

**and**

**The Bridgewater Public Library Staff Association**

This Memorandum of Agreement is entered into by and between the Town of Bridgewater (hereinafter the “Town”) and the Bridgewater Public Library Association (hereinafter the “Association”).

WHEREAS, the Town and the Association are parties to a Collective Bargaining Agreement for the period July 1, 2021 through June 30, 2024; and,

WHEREAS, the Town and the Association have, pursuant to Massachusetts General Laws Chapter 150E, negotiated the terms for a successor agreement to be effective July 1, 2024.

NOW, THEREFORE, the Negotiating Team of the Town, acting subject to the ratification of this Memorandum of Agreement by the Town Select Board, and the Negotiating Team of the Association, acting subject to the ratification of this Agreement by the membership of the Bridgewater Public Library Association agree as follows:

The terms and conditions of employment set forth in the collective bargaining agreement for the period July 1, 2021 through June 30, 2024 shall remain in full force and effect for the period July 1, 2024 through June 30, 2027, except as modified below.

1. 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 document.

**2. Article 2 – Union Dues & Agency Fee**

Delete Articles 2.1 and 2.3

**3. Article 4 – Grievance Procedure**

*Amend to read as follows:*

4.10 Discipline. Employees shall have the right to have a Union Steward or representative present in any disciplinary action including reprimand. Reprimand of an employee shall be done in a manner so as not to embarrass the employee. Employee’s personnel file shall be available to the employee. Employees shall be notified of

reprimands via their town email (the Town will ensure each employee is assigned a Town email address).

**4. Article 6 – Salaries, Overtime, 2<sup>nd</sup> Weather Emergencies:**

*Amend to read as follows:*

6.2 Full-time employees covered by this Agreement shall be paid overtime at the rate of one and one-half (1 ½) times the regular rate of pay for authorized work in excess of the employee's normal work day or work week, or, or by mutual consent between the employee and Director, they shall be granted compensatory time off calculated at the rate of one and one-half (1 ½) hours for each hour worked in excess of the normal work week. Use of accrued compensatory time shall be scheduled in advance and approved by the Library Director. A full-time employee may elect to work additional hours in excess of the employer's normal work day or work week in order to receive compensatory time for personal use, at the regular hourly rate, as has been the past practice and procedure, subject to the approval of the Department Head and the Library Director.

**5. Article 7 – Hours of Work**

*Amend to read as follows:*

7.0 The full-time work week shall consist of thirty-five (35) hours, exclusive of lunch. Full-time workday shall consist of seven (7) hours, exclusive of lunch. After one year of employment, permanent part-time employees who work twenty (20) or more hours on an annualized basis shall be eligible for all benefits except, over-time, and compensation for holidays not scheduled to work, prorated to their hours of work.

A new hire will be entitled to all benefits after ninety (90) working days of service. Benefits will be averaged on a pro rata basis for the each month worked during the aforesaid consecutive twelve (12) month period. Thereafter, benefits will be calculated by calendar

Employees whose hours are increased to thirty-five (35) per week are entitled to full-time benefits on the day those full-time hours begin. Part-time employees whose hours are increased to twenty (20) hours or more per week will be accorded all benefits except, overtime, and compensation for holidays not scheduled to work on the day their new hours begin.

**6. Article 9.0 – Holidays:**

*Amend to read as follows:*

9.0 All full-time and permanent part-time employees, as defined in Article 7.0, working twenty (20) or more hours covered by this Contract who are regularly employed, shall

receive regular compensation for the number of hours scheduled to work for the following holidays:

New Year's Day  
Martin Luther King Jr. Day  
Washington's Birthday  
Patriot's Day  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day/Indigenous Peoples Day  
Veteran's Day  
Thanksgiving's Day  
Day after Thanksgiving  
Christmas Day  
Juneteenth

or the following day, when any of the above holidays occur on Sunday, notwithstanding any other provisions of this Agreement. One half (1/2) day before Christmas, and one-half (1/2) day before New Years are discretionary days that may be granted as time off as determined by the Library Director. If Town Hall closes early, the Library will also close early. If Christmas Eve falls on a Saturday, the Library will be closed.

## 7. **Article 10 – Vacations**

*Amend to read as follows:*

10.0 Every Full-time and permanent part-time employee, as defined in Article 7.0, shall be granted vacation leave in accordance with the provisions of this Article. Employees shall not be eligible to accrue or use vacation leave during their probationary period. On the first pay period after the expiration/conclusion of an employee's probationary period, the employee shall be credited with one (1) year employee vacation time pro-rated from the hire date through December 31 of the current year.

Vacation leave shall be issued on January 1 of each year and shall expire upon the following December 31, except for the following provisions:

Any employee who has accrued vacation time on December 31, 2025 shall be permitted to carryover up to two (2) weeks of vacation time. This carried over vacation time shall expire on July 1, 2026.

Effective December 31, 2026 and each year thereafter: Employees will be permitted to carry over one (1) week of vacation into the following year, which must be used prior to April 30<sup>th</sup> with written approval by the Department Head provided that sufficient notice (before December 31st) is submitted to Human Resources.-

Employees reaching a new vacation accrual milestone based on their years of service shall receive a prorated amount of the new vacation accrual rate for the period from their anniversary date through December 31 of the current year.

10.1 In scheduling vacations, preference should be given to employees on the basis of years of employment in the department whenever possible. Such vacations shall be granted by the Library Director at such times as is in his/her opinion will cause the least interference with the performance of the regular work of the library.

10.2 Full-time employees, as defined in Article 7.0, shall be granted vacation leave in accordance with the following:

Complete Years of Service	Vacation Time
1 - 5	3 weeks
6 - 10	4 weeks
11 - 20	5 weeks
21 and above	6 weeks

Permanent part-time employees, as defined in Article 7.0 (with more than ninety (90) working days of service with the town) shall be entitled to the above amount of vacation in the ratio that their part-time employment bears to full-time employment. Said vacation shall not exceed three (3) weeks or thirty-five (35) hours per week. Other part-time employees are excluded from vacation benefits.

10.3 Leave for military duty shall be without loss of regular pay in accordance with Section 52A of Chapter 149 of the General Laws.

10.4 Eligible employees who have fulfilled requirements for a vacation and whose service is terminated, or by resignation or retirement, or death, who have not been granted vacation to which they are entitled, shall be paid an amount in lieu of the vacation due, pro-rated to the number of months worked.

10.5 If a holiday credit falls within the vacation period, it shall not count as part of the vacation allowance.

## 8. Article 11 – Sick Leave

*Amend to read as follows:*

11.0 Employees who are regularly scheduled to work at least ten (10) hours per week shall be entitled to paid sick leave at the rate of fifteen (15) days per calendar year, to be pro-rated according to hours of work for part-time employees and credited on January 1. For employees of less than one year of service, sick leave shall be accumulated at the rate of one and one-quarter (1 1/4) days per month, for a full month served prior to the employee's first January 1. On the new employee's January 1, he/she shall then be credited with fifteen (15) days for the upcoming calendar year.

**9. Article 11 – Sick Leave**

*Amend to read as follows:*

11.2 Upon return to work following an absence in excess of three (3) consecutive work days, an employee may be required to undergo a medical examination to determine his/her fitness for work. In cases of illness, such above mentioned physical examination shall be conducted by the employee's own physician, at the employer's expense. In cases of injury related to the actual performance of duty, such examination shall be conducted in accordance with the following:

Employees who sustain work related injuries or illnesses shall inform their supervisor immediately. Supervisors/Department heads shall notify Human Resources of the injury or illness. No matter how minor an on the job injury may appear, it must be reported immediately. Some examples include, but are not limited to, slips, trips, falls, near misses, malfunctioning or damaged equipment, citizen or visitor injury, theft, threats or actions of violence. The employee, in conjunction with their supervisor and/or department head, must submit a completed accident or property damage report within twenty-four (24) hours of the incident. This will ensure compliance with OSHA and enable an eligible employee to qualify for coverage as quickly as possible

The Town will maintain Workers' Compensation insurance to cover injuries or illnesses that arise out of employment and occur during the course of employment pursuant to Massachusetts General Laws Chapter 152. This insurance provides medical, surgical, or hospital treatment in addition to payment for lost earnings that result from work-related injuries. Any employee who suffers an on-the-job injury or illness, no matter how minor, must report that injury or illness to the appropriate supervisor and/or Department head and the Town Manager's Office. Injuries that occur during an employee's voluntary participation in any off duty recreational, social, or athletic activity are not compensable under the Massachusetts Workers' Compensation Act. The salary compensation under worker's compensation is calculated at 60% of the average weekly wage of the employee.

If an employee has accumulated leave and requests to do so, the difference between the worker's compensation pay and their regular pay may be charged to accumulated sick, vacation, or compensatory time leave so that the employee receives 100% of his/her weekly gross payroll. The employee may also elect only to receive the worker's compensation. No deductions are made from the worker's compensation check and therefore the employee must make arrangements for voluntary deductions such as health insurance

**10. Article 12 – Maternity/Paternity leave**

*Amend to read as follows:*

12.0 Parental leave. Pursuant to M.G.L. Chapter 149, Section 105D, an employee who has successfully completed three (3) months of employment shall be entitled to eight 8 weeks of parental leave for the purpose of birth of a child or for the placement of a child

under the age of eighteen (18), or under the age of twenty-three (23) if the child is mentally or physically disabled, for adoption with the employee who is adopting or intending to adopt the child; provided, however, that any two (2) employees of the same employer shall only be entitled to eight (8) weeks of parental leave in aggregate for the birth or adoption of the same child. Employees may utilize any accumulated leave time for parental leave.

**11. Article 14 – Bereavement Leave**

*Amend to read as follows:*

14.0 Leave with pay, not to exceed five (5) working days, shall be granted to all employees covered by this Agreement in the event of the death of the following: the employee's spouse, child, miscarriage, parent, brother, or sister. Leave with pay not to exceed three (3) days shall be granted to all employees in the event of the death of a grandparent, parent-in-law, aunt, uncle, brother-in-law, sister-in-law, niece, nephew, first cousin, or any person living in the employee's household. For the purposes of this section, mother, father, sister, brother; and child shall include step-mother, step-father, step-sister, step-brother; and step-child.

**12. Article 17 – Group Insurance**

*Amend to read as follows:*

17.1 The Town will pay eighty percent (80%) of each employee's premium and the employee will pay twenty percent (20%). New employees hired after the ratification of this agreement will share the cost of health insurance premiums; with the Town contributing 75% of the cost and new employees contributing 25%.

**13. Article 20 – Working Area Conditions**

*Amend to read as follows:*

20.0 Clean, well lit, air conditioned, and well-ventilated work areas shall be provided for all employees. Employees shall be relocated to another area in the library where said conditions don't exist.

**14. Article 20 – Working Area Conditions**

*Amend to read as follows:*

20.2 During Monday – Friday the Library will be closed whenever town hall is closed for inclement weather. On Saturdays the library will be closed at the discretion of the Director. If the Director decides to close, an announcement will be placed on the public telephone system of the Library by 7:00 a.m. followed by an e-mail notification to employees. Email shall suffice in the event the phone service is experiencing difficulties.

If no announcement is made by 7:00 am, employees are to assume that the library is open.

When the library is closed due to inclement weather, employees scheduled to work will be paid their regular rate of pay.

**15. Article 22 – Miscellaneous**

*Delete section 22.6, renumber accordingly*

**16. Article 23 – Longevity**

*Amend to read as follows:*

23.1 As a reward for cumulative years of service in the employ of the Town, a full-time employee shall receive a permanent longevity payment according to the following guidelines:

After 10 years of continuous service	\$500
After 15 years of continuous service	\$650
After 20 years of continuous service	\$1000
After 25 years of continuous service	\$1,300
After 30 years of continuous service	\$1,600
After 35 years of continuous service	\$1,900

A longevity payment shall be made to all part-time employees regularly working 20 or more hours according to the following guidelines:

After 15 years of continuous service	\$100
After 20 years of continuous service	\$200
After 25 years of continuous service	\$300
After 30 years of continuous service	\$400
After 35 years of continuous service	\$500

**17. Article 24 – Wages**

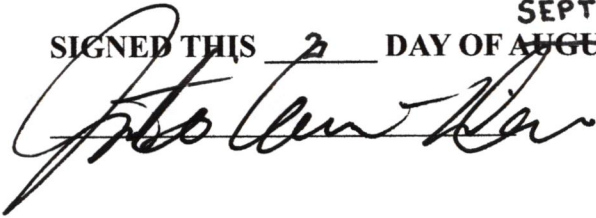
Effective July 1, 2024:	2 % increase to each step on the salary schedule
Effective July 1, 2025:	1 % increase to each step on the salary schedule
Effective July 1, 2026:	1% increase to each step on the salary schedule
Effective January 1, 2027:	1% increase to each step on the salary schedule

**18. Article 31 – Duration**


*Amend to read as follows:*

Duration of the Agreement shall be effective as of July 1, 2024, and shall continue until June 30, 2027, and shall be automatically renewed from year to year thereafter, unless either party services upon the other written notice of the desire to modify or terminate this Agreement. If such notice is served, negotiations shall commence between the parties of February 1, 2027.

SIGNED THIS 2 DAY OF ~~AUGUST~~ <sup>SEPTEMBER</sup> 2025



Vanessa Eastwood



\_\_\_\_\_  
For the Town

\_\_\_\_\_  
For the Association



# Bridgewater Town Council

Introduced By: Town Manager  
 Date Introduced: 9/16/2025  
 First Reading: 9/16/2025  
 Second Reading:  
 Amendments Adopted:  
 Third Reading:  
 Date Adopted:  
 Date Effective:

## Order O-FY26-025: Bridgewater Public Library Staff Association Collective Contract Appropriation Transfer

**ORDERED**, Pursuant to Section 6-4 of the Town of Bridgewater Charter, that the Town Council of Bridgewater, Massachusetts in Town Council assembled vote to appropriate and transfer from below schedule Source of Funds to below schedule Use of Funds:

**Description:** Settlement of Bridgewater Public Library Staff Association Contract FY25-FY27.

Source of Funds	Account No.	GL Account Description	Amount
Other One Time Stabilization Fund	80135-596100	TRANSFER TO GF	\$ 8,043.00
General Fund Wage Adjustment CBA	01335001-510020	WAGE ADJUSTMENT	\$ 4,500.00
<b>Total:</b>			<b>\$12,543.00</b>
Use of Funds	Account No.	GL Account Description	Amount
Salaries Library Prior Year FY25	06105001-510001	Salary Contractual Pay	\$ 8,043.00
Salaries Library Current Year FY26	06105001-510001	Salary Contractual Pay	\$ 4,500.00
<b>Total:</b>			<b>\$12,543.00</b>

NOT FOR ACTION - FIRST READING  
 REFER TO BUDGET & FINANCE AND FINANCE COMMITTEE

**Committee Referrals and Dispositions:**

<b>Referral(s)</b>	<b>Disposition(s)</b>
•	•
•	•
•	•

Attachments:               None