

OFFICE OF THE TOWN
MANAGER



Richard D. Carney
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100 Maple Avenue
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Town of Shrewsbury
MASSACHUSETTS 01545-5398

May 5, 2016

To: Town Meeting Members
From: Daniel J. Morgado
Re: Annual Town Meeting – May 16, 2016, at 7:00 PM

Enclosed please find the Report and Recommendations of the Finance Committee relative to the May 16, 2016, Annual Town Meeting. Also enclosed is a memo from the Personnel Board relative to Articles 3 and 4 on the warrant.

Attached are the following materials:

1. A status report of current balances of special appropriations.
2. A memorandum dated May 5, 2016, from Kristen Las relative to Articles 16 and 17.
3. Maps illustrating the subject matter for Articles 18 and 26.

The above listed materials together with the information contained within the Finance Committee Report reflect the current status of the various articles as of this printing.

You are also directed to the latest budget and fiscal information that can be viewed at <https://shrewsburyma.gov/Archive.aspx?AMID=37>.

On Thursday, May 12, 2016, the Annual Pre-Town Meeting will take place in the Selectmen's Meeting Room starting at 7:00 PM. All Town Meeting Members and interested citizens are invited to attend this meeting when additional explanation and information will be available.

If during the review of any of the materials associated with this warrant you should have any questions, please feel free to contact me directly.

Cc Board of Selectmen
Finance Committee
Town Moderator
Town Counsel

Warrant Article Appropriation Balances	4/19/2016
<u>01012310 Town Manager WarArt</u>	
585895 Shrews Dev Corp	\$30,000.00
<u>01016210 ElectRegistration WarArt</u>	
551340 Replace Voting Machines	\$535.34
<u>01017110 Conservation WarArt</u>	
570000 Other Charges & Expend	\$114,508.09 ****
585850 Repairs to Dam	\$25,479.72
<u>01019210 Public Bldg WarArt</u>	
571270 Replace Carpets-Modulars	\$14,140.00
571430 Security Upgrades	\$10,419.00
571440 Design Dev Spring	\$69,934.48
582110 Replace Tile - Spring	\$3,571.35
582120 Int Paint Floral	\$17,800.00
571300 Spring St. Roofs	\$12,594.00
585540 Re-Seam School Roofs	\$37,957.26
<u>01021010 Police WarArt</u>	
585680 Purchase Cruisers	\$5,960.96
<u>01022010 Fire WarArt</u>	
580280 Replace Fire Engine	\$601,500.00
<u>01041110 Engineer WarArt</u>	
570610 GIS Program	\$208,010.48
571450 Eng/Plan Office Re-design	\$25,000.00
585170 Public Ways	\$712,827.13
585893 Lake St WWTP	\$100,000.00
585894 Stormwater Mgmt	\$24,327.23
<u>01042110 Highway WarArt</u>	
585160 Storm Drain	\$45,969.83
585180 Sidewalks	\$11,474.49
<u>01045010 Water WarArt</u>	
571320 Water Mains Maple/Westview	\$4,392.94
571370 CB Rubber Track Excavator	\$13,275.76
571420 Test Manganese	\$630.21
571490 Rep/Rep Home Farm	\$330,000.00
571510 Prelim Des Wat/Sew	\$75,000.00
571530 WMA/WMP	\$56,750.00
571540 Oakland Ave	\$250,000.00
571550 Poor Farm Brook	\$5,000.00
580090 New Water Meters	\$951,087.65
580570 Oak S. Quinsig	\$7,719.07
580580 Lambert Well 3-1	\$94,656.36
582040 Water Supply Permitting	\$163,538.32
582050 Capital Efficiency Plan	\$10,000.00
582080 Main St/Circle/Gage	\$55,415.93
585360 Study Water Plant Upgrade	\$70,000.00
585820 Water Conservation	\$12,686.58
585890 Replace Pickup Truck	\$3,965.00
<u>01049110 Cem WarArt</u>	
571570 Construct Columbaria	\$67,300.00
<u>01054910 Comm on Disabilities WarArt</u>	
570180 Building Improvement	\$8,067.42
<u>01065010 ParkRec WarArt</u>	
571520 Rep/Res HS Fields	\$101,357.00
Grand Total	<u>\$4,352,851.60</u>

**** Bond Proceeds



TOWN OF SHREWSBURY
Richard D. Carney Municipal Office Building
100 Maple Avenue
Shrewsbury, Massachusetts 01545-5338

MEMORANDUM

TO: Shrewsbury Town Meeting Members
FROM: Kristen D. Las, AICP, Asst Town Manager/Economic Development Coordinator
Matt Sarcione, Assistant Town Planner
SUBJECT: Proposed Zoning Amendments, May 2016 ATM
Articles 16 & 17
DATE: May 5, 2016

The Planning Board has held public hearings regarding changes to the zoning bylaw associated with two family dwellings. Two family dwellings are allowed by right in the following zoning districts: Residence B-2, Multi-family 1, Multi-family 2, Apartment, Limited Business and Neighborhood Business.

The Planning Board has requested that the following articles be placed on the May 2016 Annual Town Meeting Warrant. The Planning Department proposes the following motions and discussion items for these articles for your consideration.

Article 16

This article seeks to amend the Zoning By-Law of the Town of Shrewsbury Section VII.F.3.a – Site Plan Approval by the Planning Board by deleting:

- a. All Multi-family developments/buildings; any drive-up window; any outdoor display area; or any non-residential use which requires twenty (20) or more parking spaces in accordance with Section VII.D; or if the proposed development contains buildings/structures with gross floor areas exceeding twenty thousand (20,000) square feet; or the expansion of existing structures and uses exceeding in total (old and new) twenty (20) parking spaces or twenty-thousand (20,000) square feet of floor area. A Large-Scale Ground-Mounted Solar Photovoltaic Installation is subject to Site Plan Review in accordance with Section VII.F.3 and Section VII.R.

then in turn replacing with:

- a. **The following are subject to Site Plan Approval by the Planning Board**
 1. All Multi-family developments/buildings
 2. Any two family dwellings
 3. Any drive-up window
 4. Any outdoor display area
 5. Any non-residential use which requires twenty (20) or more parking spaces in accordance with Section VII.D, or if the proposed development contains buildings/structures with gross floor areas exceeding twenty thousand (20,000) square feet, or the expansion of existing structures and uses

exceeding in total (old and new) twenty (20) parking spaces or twenty thousand (20,000) square feet of floor area

- 6. A Large Scale Ground Mounted Solar Photovoltaic Installation is subject to Site Plan Review in accordance with Section VII.F.3 and Section VII.R

Currently, the construction of a two family dwelling only requires a building permit. The Building Department and Planning and Economic Development Department are seeing a series of issues with two family dwellings being constructed without review of grading, stormwater management, utilities, massing and other aspects. The review of two family dwellings by the Planning Board under Site Plan Approval will allow for adequate review of grading, stormwater management, utilities, massing and other aspects, as well as allow for abutter review and comment at a public hearing.

Article 17

This article seeks to amend the Zoning By-Law of the Town of Shrewsbury Section VII, Table II2 – Dimensional Table as follows:

District	Lot Area SF	Lot Frontage (ft)	Front Yard (ft)	Side Yard (ft)	Rear Yard (ft)	Height (ft)	Number Stories
Residence B-2 Two Family (existing)	16,000	125	30	10	40	35	2-1/2
<i>Residence B-2 Two Family (proposed)</i>	<i>20,000</i>	<i>150</i>	<i>30</i>	<i>30</i>	<i>50</i>	<i>35</i>	<i>2 ½</i>

District	Lot Area SF	Lot Frontage (ft)	Front Yard (ft)	Side Yard (ft)	Rear Yard (ft)	Height (ft)	Number Stories
Multi-Family Two Family (existing)	16,000	125	30	10	40 ¹	35	2-1/2
<i>Multi-Family Two Family (proposed)</i>	<i>20,000</i>	<i>150</i>	<i>30</i>	<i>30</i>	<i>50¹</i>	<i>35</i>	<i>2 ½</i>

District	Lot Area SF	Lot Frontage (ft)	Front Yard (ft)	Side Yard (ft)	Rear Yard (ft)	Height (ft)	Number Stories
Apartment Two Family (existing)	16,000	125	30	10	40	35	2-1/2
<i>Apartment Two Family (proposed)</i>	<i>20,000</i>	<i>150</i>	<i>30</i>	<i>30</i>	<i>50</i>	<i>35</i>	<i>2 ½</i>

¹ Where the rear property line abuts or is located within a residential district, a buffer zone of at least ten feet in width shall be provided along the entire rear yard. Within said buffer, no commercial building or parking areas shall be permitted. Said landscaping shall be in accordance with Section VII.D.2.d.(2).

District	Lot Area SF	Lot Frontage (ft)	Front Yard (ft)	Side Yard (ft)	Rear Yard (ft)	Height (ft)	Number Stories
Limited Business All Uses (existing)	12,500	100	15 ²	15 ³	15 ³	35	2 1/2
<i>Limited Business Two Family (proposed)</i>	<i>20,000</i>	<i>150</i>	<i>30</i>	<i>30</i>	<i>50</i>	<i>35</i>	<i>2 ½</i>

District	Lot Area SF	Lot Frontage (ft)	Front Yard (ft)	Side Yard (ft)	Rear Yard (ft)	Height (ft)	Number Stories
Neighborhood Business All Uses (existing)	25,000	150	50	50	50	15	2 ½
<i>Neighborhood Business Two Family (proposed)</i>	<i>25,000</i>	<i>150</i>	<i>50</i>	<i>50</i>	<i>50</i>	<i>15</i>	<i>2 ½</i>

Requiring larger lot area, frontage and front/side/rear setbacks for two family dwellings will allow for these types of projects to be built, but on larger lots than they are today with greater setbacks. The proposed change is intended to preserve the scale, density and feel of existing neighborhoods.

We have also attached to this memorandum, a series of photographs and plot plans showing two family dwellings that were constructed recently with the existing zoning and how out of character of the neighborhood they appear.

The Planning Board will file their recommendations with the Town Clerk and the Finance Committee on Articles 16 and 17 at the conclusion of their public hearings on May 5, 2016.

If you have any questions regarding these articles, please feel free to contact Kristen Las ahead of Town Meeting. Additionally, she will be in attendance at Town Meeting to answer any questions that arise at that time.

² Except 50 feet when fronting on Route 20.

³ Except 50 feet when abutting a Residential District.

I CERTIFY THAT THIS PLAN HAS BEEN PREPARED IN CONFORMITY WITH THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS OF THE COMMONWEALTH OF MASSACHUSETTS

DATE



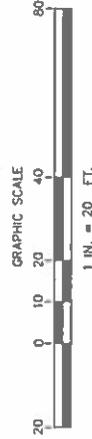
Todd Chapin

RESERVED FOR REGISTRY OF DEEDS USE ONLY

PLAN REFERENCE WORCESTER DISTRICT REGISTRY OF DEEDS
 PLAN BOOK 735, PLAN 17
 PLAN BOOK 803, PLAN 103
 PLAN BOOK 850, PLAN 17

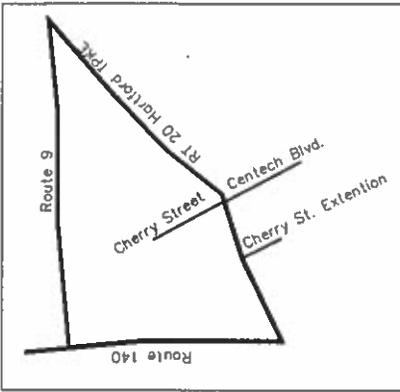
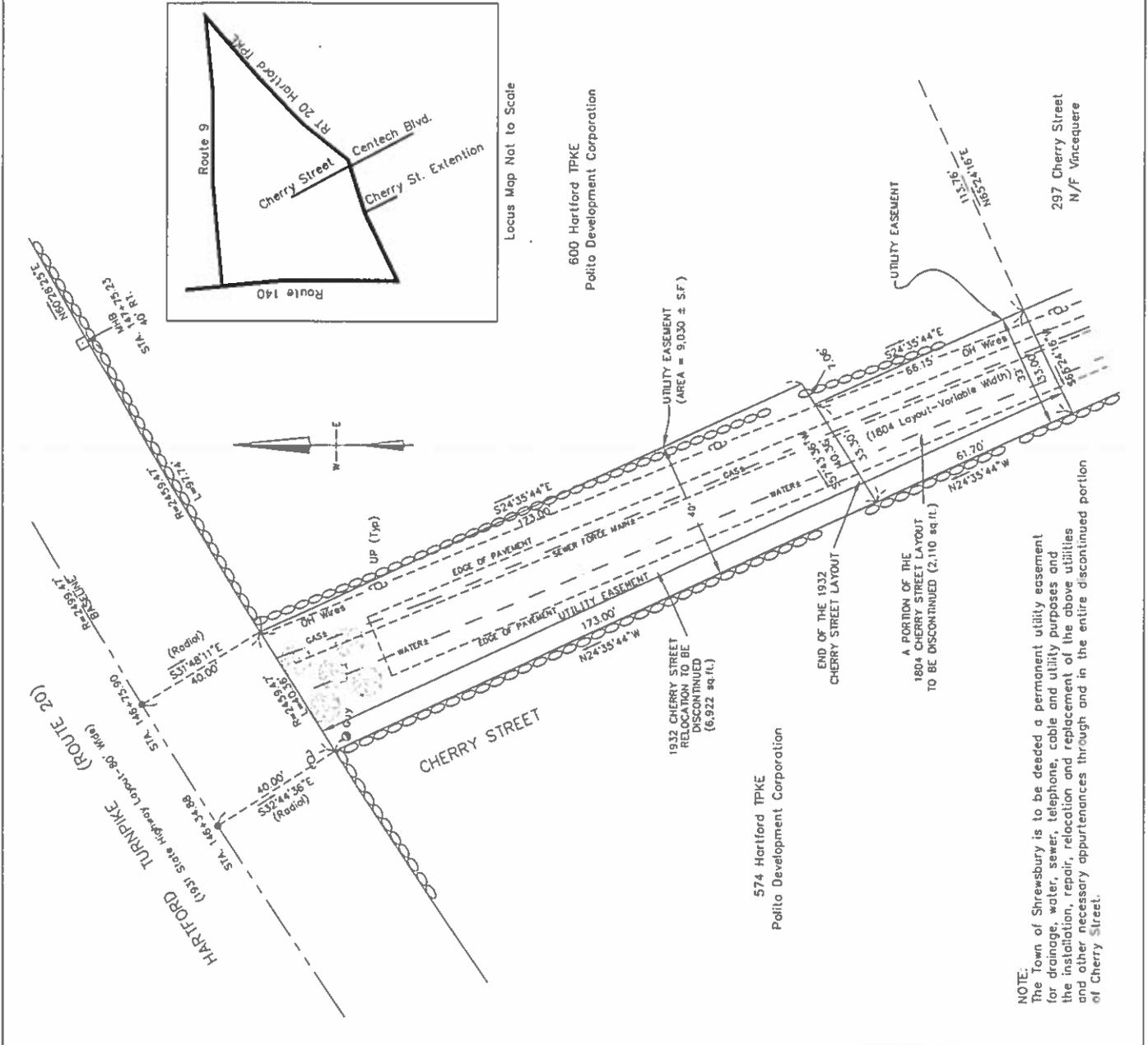
Discontinuance of a Portion of Cherry Street and Conveyance of Utility Easement

In
 Shrewsbury, Massachusetts



Scale: 1" = 20'
 January 4, 2016
 Revised April 15, 2016

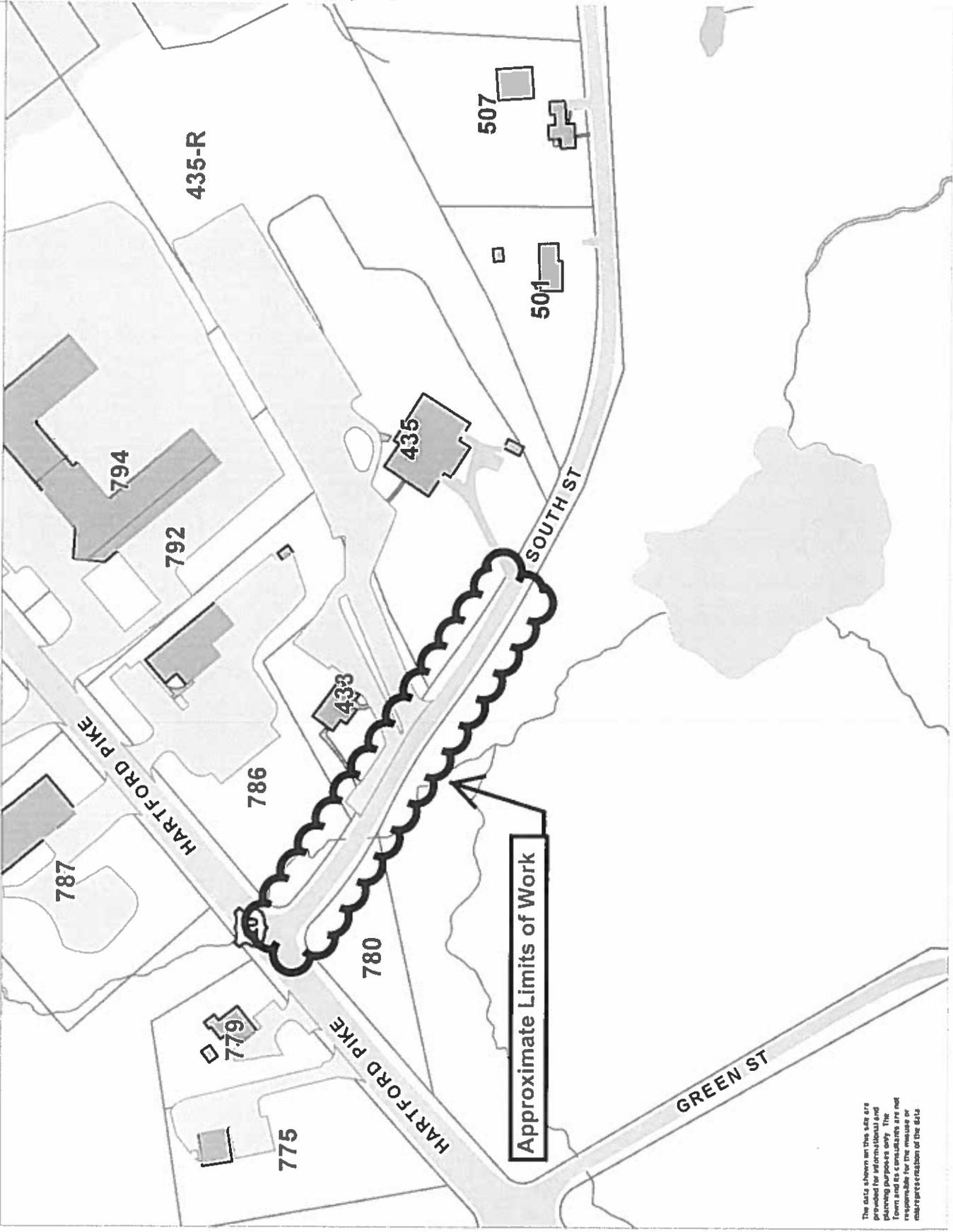
Atlas Land Surveying, Inc.
 8 Moore Lane, Northborough, Ma. 01532
 508-523-4559



NOTE:
 The Town of Shrewsbury is to be deeded a permanent utility easement for drainage, water, sewer, telephone, cable and utility purposes and the installation, repair, relocation and replacement of the above utilities and other necessary appurtenances through and in the entire discontinued portion of Cherry Street.



- Parking Areas
- Sidewalks and Walkways
 - Public Sidewalks
 - Private Sidewalks
- Driveways
- Paved Driveways
- Unpaved Driveways
- Roads
 - Paved Roads
 - Unpaved Roads
- Parcels
- Buildings 2013
- USA Highways
- State Routes
- US Highways
- Numbered Routes
- Town Boundary
- Abutting Towns
- Road Centerlines
- Lakes and Ponds
- Ponds
- Streams
- Wet Area
- Streams and Brooks



The data shown on this site are provided for informational and planning purposes only. The Town and its consultants are not responsible for the misuse or misinterpretation of the data.



Printed on 05/02/2016 at 02:17 PM



TOWN OF SHREWSBURY

Richard D. Carney Municipal Office Building
100 Maple Avenue
Shrewsbury, Massachusetts 01545-5398

May 4, 2016

To: Town Meeting Members

From: Personnel Board

Re: Articles 3 & 4 – Annual Town Meeting

The Personnel Board looks forward to presenting its recommendations to you at Town Meeting on Monday, May 16, 2016, under Articles 3 and 4 of the Annual Town Meeting Warrant.

The Board's recommendations for FY2017 are summarized as follows:

1. A continuation of step increases per previously established upgrades including step increases associated with new hires per contract and the Personnel By-Law.
2. A 2% increase for the (A), (PT), (DH), (M), and (R) schedules effective July 1, 2016.
3. Changes to the Personnel By-Law involving Sections 7, 18 and 19.

Before detailing each of the recommendations, it is important to review the principles the Board is guided by in making its annual recommendations. These principles are summarized as follows:

1. To compensate fairly and as equitably as possible, all pay classifications using a formal classification system as applied by a neutral third party.
2. To compensate individual personnel to within 90% to 100% of the maximum median and to seek for an entire class of employees placement in the 95% to 100% range.
3. To be concerned with the minimum side of compensation ranges only when recruitment becomes a problem.
4. That internal equity carries more weight than external equity when dealing with classification issues due to the unique organizational structure of the Town.

Mindful of the actions taken in previous years, the Board monitored closely in FY 2016 each of the salary schedules. In making its recommendations, the Board also took into consideration the results of recent union settlements, as well as the salary increases planned for FY 2017 by the group of comparable communities commonly considered by the Board.

The basis of each recommendation is as follows:

1. Continuation of Step Increases – Built into the recommendations of the Town Manager in his January 29, 2016 budget filing are step increases associated with the normal process of moving new hires through steps. Of the 87.0 FTEs subject to the Personnel By-Law, only 22.83 FTEs have not reached top step. The associated costs are:

	Value of Steps	FTEs
Per Contract	\$24,867	19.00
Per By-Law	\$29,645	22.83
TOTAL	\$54,512	52.90

The Personnel Board fully endorses and supports these step increases as it has in the past.

2. A 2% Increase for the (A), (PT), (DH), (M) and (R) Schedules. The Personnel Board acknowledges the extraordinary work of our employees, and recommends a general salary increase of 2% for the Administrative (A), Professional-Technical (PT), Department Head (DH), Miscellaneous (M), and Recreation (R) schedules.

Following is a chart which summarizes the compensation adjustment history of the non-union groups since FY 2010:

Year	A / PT	DH	M
FY 2016	2.00%	2.00%	2.00%
FY 2015	2.00%	2.00%	2.00%
FY 2014	0.00%	0.00%	0.00%
FY 2013	2.00%	2.00%	2.00%
FY 2012	2.00% (mid)	0.00%	0.00%
FY 2011	2.00% (mid)	2.00% (mid)	2.00% (mid)
FY 2010	0.00%	0.00%	0.00%

The Board believes that a 2% increase for FY 2017 is warranted and appropriate, and will prevent these employee groups from falling below 90% of the maximum median of the comparable communities studied each year, and maintain the competitive position and goodwill that the Town gained in making significant changes to the Classification and Salary Schedule in recent years.

In further support of the Board’s current recommendation, Mrs. Las has identified and presented the following information regarding COLA increases being granted by comparable communities for FY 2017 to date:

Survey of Anticipated COLA's for FY 2017 - as of April 13, 2016			
	DH	PT / A	Notes
Auburn			Doesn't anticipate finalization until 6/30/2016
Chelmsford	2.00%	2.00%	
Danvers	2.00% or 2.25%	2.25%	Department heads are on an MBO type system.
Framingham	1.00%	1.00%	
Franklin	2.00%	2.00%	2% Union
Grafton	2.50%	2.50%	
Holden	2.00%	2.00%	2% for both union and non-union employees
Hudson	1.75%	1.75%	
Natick	2.00%	2.00%	
Needham			Doesn't anticipate finalization until 6/30/2016
Northborough			Doesn't anticipate finalization until 6/30/2016
Reading			Doesn't anticipate finalization until 6/30/2016
Tewksbury	2.50%	2.50%	
Westborough	2.00%	2.00%	
Worcester			Doesn't anticipate finalization until 6/30/2016

Additionally, the Personnel Board takes into consideration the salary settlements reached by the Town Manager and School Committee with the various union groups since FY 2010 summarized below (see Exhibit A for the full listing), which further supports the Board's recommendation:

Unit	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY 10 to FY 16	FY17
Department Heads (DH)	0.00%	2.00%	0.00%	2.00%	0.00%	2.00%	2.00%	8.00%	
Professional, Administrative and Technical (PAT)	0.00%	2.00%	2.00%	2.00%	0.00%	2.00%	2.00%	10.00%	
Police Officers	3.50%	0.00%	0.00%	0.00%	2.00%	1.00%/1.00%	1.00%/1.00%	9.50%	
Police Superior Officers	3.50%	0.00%	0.00%	0.00%	2.00%	1.00%/1.00%	1.00%/1.00%	9.50%	
Custodians	3.00%	0.00%	2.00%	2.00%	2.00%	1.00%	1.00%/1.00%	12.00%	1.00%/1.00%
Dispatchers	0.00%	2.00%	2.00%	2.00%	2.00%	1.00%/1.00%	1.00%/1.00%	12.00%	
Public Works	2.00%	0.00%	2.00%	2.00%	2.00%	1.00%	1.00%/1.00%	11.00%	1.00%/1.00%

Unit	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY 10 to FY 16	FY17
Firefighters	3.50%	0.00%	0.50%	2.00%	2.00%	1.00%/1.00%	2.00%	12.00%	
Teachers	0.00% & midyear step (Top step 2.00% midyear)	0.00% & midyear step (Top step \$500 midyear & \$386 one-time payment)	1.00%	2.50%/0.50%	0%*	1.75%**	1.5%/0.5%	9.75**%	
Cafeteria Workers	0.00%	0.00%	0.00%	1.48%	1.98%	2.02%	1.75%	7.23%	
School Paraprofessionals	2.50%	2.50%	1.00%	0.00%	1.50%	1.50%	1.85%	10.85%	1.95%

* Step Adjustment (addition of new Step 13)

** Step Adjustment (reduction of amount on Step 12)

The Board also closely studied the annual change in the Consumer Price Index (CPI) as maintained by the Department of Labor. The average yearly CPI increases since 2010 supports the Board's recommendation for a 2% adjustment for FY 2017 as detailed in the below chart.

Year	CPI-U: Northeast All Urban Consumers (January)		CPI-W: Northeast Urban Wage Earners/Clerical (January)		Town of Shrewsbury Increases	
	Annual	% Change	Annual	Change	DH	A/PT
2010	232.294	3.0%	229.744	3.6%	0.00%	0.00%
2011	235.969	1.6%	233.914	1.8%	2.00% (mid)	2.00% (mid)
2012	242.879	2.9%	241.321	3.2%	0.00%	2.00% (mid)
2013	247.277	1.8%	245.524	1.7%	2.00%	2.00%
2014	251.045	1.5%	249.151	1.5%	0.00%	0.00%
2015	250.016	-0.4%	246.795	-0.9%	2.00%	2.00%
2016	251.739	0.7%	248.035	0.5%	2.00%	2.00%
Ave 2011 – 2016		1.35%		1.29%	1.33%	1.67%

The value of any increase between 1% and 2% is detailed in the following table:

Group	Base Payroll	FTE	1.00%	1.50%	2.00%
Department Head (DH)	\$1,485,331	16.00	\$14,853	\$22,280	\$29,707
Professional-Technical (PT)	\$1,780,292	30.88	\$17,803	\$26,704	\$35,606
Administrative (A)	\$1,465,197	34.57	\$14,652	\$21,978	\$29,304
Drivers / Seasonal (M)	\$134,087	5.55	\$1,341	\$2,011	\$2,682
Total	\$4,864,907	87.00	\$48,649	\$72,974	\$97,298

3. Changes to the Personnel By-Law – The Personnel Board was asked by the Town Manager to consider the following changes to the Personnel By-Law:

1. Section 7 – Compensation Plan – Mr. Morgado is proposing adding a new paragraph C to allow for the Personnel Board to grant additional compensation, payments or other benefits to employees that are granted to the underlying collective bargaining agreement as a matter of equity.

This has become an issue primarily with the Town’s line supervisors in the public works (previously unionized) and public facilities departments. The most recent example is members of the Water and Sewer Department that hold certain licenses are paid an additional \$0.35 per hour. This additional amount closes the gap between Maintenance Craftsmen (W-6) and the Foreman - Water and Sewer (PT-3). Other instances may include reimbursements for certain licenses, expenses, clothing and boot allowances.

If adopted by Town Meeting, the following will be the revised Section 7 (new text in **bold**):

SECTION 7. COMPENSATION PLAN

a) The Compensation Plan shall consist of Schedules A through D in Section 12 which provide minimum and maximum salaries or wages or single rate salaries or wages for the position classes in the Classification Plan. The salary range of a position class shall be the salary range of all positions allocated to the class.

b) The compensation of employees rendering intermittent or casual services shall be determined by the Town Manager, subject to the availability of appropriated funds and subject to review and approval by the Personnel Board.

c) Upon the recommendation of the Department Head and Town Manager and subject to the written approval of the Personnel Board, employees covered under this by-law may receive additional compensation, payments or other benefits to equalize them with employees that are covered by collective bargaining agreements within the employee's department.

2. Section 18 – Vacation Leave – Upon the request of Mr. Hale, Mr. Morgado is proposing to broaden the provision of Section 18(h.) to include **all** employees. There are instances where recruiting technical personnel may require the granting of additional vacation leave. The current provision allows for additional vacation leave to be granted only for Department Heads.

If adopted by Town Meeting, the following will be the revised Section 18 (new text in bold after striking the words “department heads” and “1988”):

Section 18 – Vacation Leave

h) Notwithstanding the aforementioned sections, the vacation leave for ~~department heads~~ **employees** hired after July 1, ~~1988~~ **2016** shall be determined by the appointing authority subject to the approval of the Personnel Board. Said vacation leave shall not exceed the maximum amount of vacation leave set forth in Section 18a.

3. Section 19 – Sick Leave – Mr. Morgado is also proposing to introduce a new Sick Leave Plan III for employees hired on or after June 30, 2016. He is of the opinion that while Sick Leave Plan II provides excellent results for both employees and the Town, there are three primary issues that he wishes to address with this proposal:
 - The incentive to use the sixth day in order to be re-credited sick days that are later cashed out or used.
 - The richness of the disability payments being for 52 weeks regardless of tenure.
 - Employees being able to access the program after only 21 days back to work.

The differences between Sick Leave Plan II and Sick Leave Plan III are detailed in the chart below.

Item	Plan II	Plan III
Eligible Employees	Employees hired after July 1, 1983, working at least 18.75 hrs/wk	Employees hired on or after June 30, 2016, working at least 18.75 hrs/wk
Benefit	80% of regular weekly compensation not to exceed 52 weeks.	80% of regular weekly compensation limited by years of service: Less than one year – 0 weeks One to five years – 15 weeks Five to ten years - 30 weeks Over 10 years – 52 weeks
Time period before benefit can be accessed once again	21 days	90 days
Bonus payment if disability income is paid during year	Yes	No

The cost of Sick Leave Plan II comes in the form of the annual sick leave bonus paid each January and the indemnification to those that access the short term disability benefit:

Municipal Department Costs for Sick Leave Bonus		
Year	Cash Payment	Number of Employees
FY 2012	\$47,603	48
FY 2013	\$42,808	41
FY 2014	\$44,168	46
FY 2015	\$40,168	41
FY 2016	\$42,648	41
	\$217,395	
	*No value shown for conversion to vacation	

Municipal Costs for Indemnity		
Year	Gross Pay	Number of Instances
FY 2012	\$28,929	9
FY 2013	\$84,667	17
FY 2014	\$83,448	13
FY 2015	\$42,535	17
	\$239,579	56

Memorandum
Town Meeting Members
May 4, 2016
Page 8 of 8

During this period, one person was out for the entire 52 weeks. Of the 37 employees that participated in the short-term disability, 25 participated just once; 8 twice and 5 three times.

Attached as Exhibit B is the suggested language for Sick Leave Plan III.

The Personnel Board will be available at Town Meeting to answer any questions.

Attachments

Exhibit A – Summary of Contract/Salary Settlements

Exhibit B – Sick Leave Plan III

FY 2017 Salary Schedule

Exhibit A
Summary of Contract/Salary Settlements
Fiscal Years 1999 to 2017

Unit	FY 99	FY 00	FY 01	FY 02	FY 03	FY 04	FY 05	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	Comments
Department Heads (DH)	3.00%	3.50%	3.00%	3.50%	3.00%	3.50%	3.00%	3.00%	3.00%	2.00%	2.50%	0.00%	2.00%	0.00%	2.00%	0.00%	2.00%			New Classification Plan in FY 99; Additional 2% market adjustment in FY 04; 2% on 1/1/2011
Professional, Administrative and Technical (PAT)	3.00%	3.50%	3.00%	3.50%	3.00%	3.50%	3.00%	3.00%	3.00%	2.00%	2.50%	0.00%	2.00%	2.00%	2.00%	0.00%	2.00%			Additional 2% market adjustment in FY 01 & FY 06 (effective April 1st); 2% on 1/1/2011; 2% on 1/1/2012
Police Officers	3.50%	3.0%	3.0%/1.0%	3.50%	3.00%	3.50%	2%/1%	3.00%	3.0%/1.0%	2.00%	2.50%	3.50%	0.00%	0.00%	0.00%	2.00%	1.00%/1.00%	1.00%/1.00%		Officers received holiday benefit equal to 1% in FY 04; additional 1% in 07 effective last day of contract. Quinn Payment guarantee of 33%-75%-100% FY 11, FY 12 & FY 13
Police Superior Officers	3.50%	3.0%	3.0%/1.0%	3.50%	3.00%	3.00%	2.0%/1.0%	3.00%	3.0%/1.0%	2.00%	2.50%	3.00%	0.00%	0.00%	0.00%	2.00%	1.00%/1.00%	1.00%/1.00%		Additional 1% in 07 effective 1/1/07. Quinn Payment guarantee of 33%-75%-100% FY 11, FY 12 & FY 13
Custodians	3.50%	3.00%	3.00%	3.50%	3.00%	3.00%	3.00%	3.00%	3.00%	2.00%	2.50%	3.00%	0.00%	2.00%	2.00%	2.00%	1.00%	1.00%		Custodians received 5% adjustment in FY 02; FY 12 is effective 1/1/2012; \$0.60/hr additional for (1)W-6 effective 7/1/2015
Dispatchers	3.50%	3.0%	3.5%	3.50%	3.00%	3.00%	3.00%	9.10%	3.00%	2.00%	2.50%	0.00%	2.00%	2.00%	2.00%	2.00%	1.00%/1.00%	1.00%		In May of 2006 adjustment made to dispatchers resulting from Personnel Board Pay Study; 2% on 1/1/2011; 1/1/2012
Public Works	3.50%	3.0%	3.5%	3.50%	3.00%	3.50%	3.00%	3.00%	3.00%	2.00%	2.00%	2.00%	0.00%	2.00%	2.00%	2.00%	1.00%/1.00%	1.00%		Reclassifications to Parks and Water positions in FY 09 and FY 10; FY 12 is effective 1/1/2012; 40.35hr additional for Water & Sewer W-6 effective 7/1/2015
Firefighters	3.50%	3.0%	3.0%/1.0%	3.50%	3.00%	3.50%	2.0%/1.0%	3.00%	3.0%/1.0%	2.00%	2.50%	3.50%	0.00%	0.50%	2.00%	2.00%	1.00%/1.00%	2.00%		FF's received a training stipend equal to 1% in FY 04; additional 1% in 07 effective last day of contract. The .5% in FY 2012 was effective on 1/1/2012
Teachers	4.0%	4.0%	4.0%	4.00%	4.00%	3.00%	3.00%	3.00%	2.00%	2.50%	3.50%	0.00% & midyear step (Top step \$500)	0.00% & midyear step (Top step \$388 one-time payment)	1.00%	2.50%/0.50%	0%	1.75%**	1.5%/0.5%		All Steps frozen in FY 07; FY 13 0.25% effective last day of contract; FY 14 added new top Step 13 at \$1,000 above Step 12 & increased Step 11 by \$2,000; FY 15 decreases Step 12 by \$3,000
Callcenter Workers							2.96%	3.00%	1.97%	2.48%	2.96%	0.00%	0.00%	0.00%	1.48%	1.98%	2.02%			No salary increase and no steps in FY 2013
School Paraprofessionals											2.00%	2.50%	2.50%	1.00%	0.00%	1.50%				

*Step Adjustment (addition of new Step 13)

** Step Adjustment (reduction of amount on Step 12)

Exhibit B
Plan No. 3 - Disability Income

a) Personnel in full-time or part-time employment (18.75 hours or more per week for the full calendar year) occupying positions subject to this bylaw hired after June 30, 2016, are subject to Plan No. 3.

b) Personnel in full-time or part-time employment (18.75 hours or more per week for the full calendar year) occupying positions subject to this bylaw hired after June 30, 2016, shall receive no sick leave credits for the first two (2) months of employment. After the first two (2) months of employment, an employee earns a one-half (1/2) day of sick leave credit for each successive month, not to exceed five (5) days, until January 1 of the following year.

c) All personnel subject to this plan shall receive yearly sick leave credits in the amount of five (5) days effective January 1.

d) For extended absences due to sickness or non-industrial injury, an employee becomes eligible for disability coverage on the sixth (6th) consecutive work-day an employee is absent. The Town will pay eighty percent (80%) of regular weekly compensation retroactive to the first day of the employee's absence for a period of time as set forth below:

For less than 1 year of service – Zero (0) weeks

For 1 year to 5 years inclusive of service – Fifteen (15) weeks

For more than 5 years to 10 years inclusive of service – Thirty (30) weeks

For more than 10 years of service – Fifty-two (52) weeks

Said sick leave credits shall be determined from the records of the Town Accountant. An employee who qualifies for this disability plan and who has used sick leave credits in the initial days of the absence will be given credit for all of those days used for that particular absence less one. Under no circumstances shall an employee receive disability benefits for the same day(s) for which sick leave credit was used.

e) An employee who has utilized disability coverage under this plan shall, upon termination of said coverage, be ineligible for future coverage under the disability provisions of this plan until he or she has had ninety (90) consecutive days in a payroll status. An employee who experiences the recurrence of a sickness or non-industrial injury for which he did not exhaust his disability coverage and who fails to satisfy the 90-day requirement shall be eligible for coverage under section (d) for a period of time not to exceed the balance of the initial coverage.

f) An employee must be under the care of a physician to receive disability benefits.

g) On December 31 of each year, eligible employees have the option of receiving one (1) vacation leave day, or portion thereof, for each day, or portion thereof, of unused sick leave days, one (1) sick leave day, or portion thereof, for each day, or portion thereof of unused sick leave

days or of being paid a bonus equal to one day's pay for each unused sick leave day, or portion thereof, to a maximum of five (5) days. Vacation leave days resulting from unused sick leave days cannot be carried beyond one year except as provided in Section 18c. Unused sick leave bonus payments shall not be considered as regular compensation. Any employee that was paid disability coverage as of December 31 of each year as outlined in paragraph (d.) above is not eligible for the benefit outlined in this paragraph.

h) Notwithstanding the aforementioned provisions, employees injured in the performance of their assigned duties which injury qualifies them for Worker's Compensation shall receive one (1) week of additional compensation for each three (3) months of continuous service up to a maximum accumulation of fifty-two (52) weeks. Said additional compensation when added to the amount of Worker's Compensation, shall result in the payment to the employee of his or her full salary.

i) Notwithstanding the aforementioned sections, department heads hired after June 30, 2016 shall receive a one time sick leave credit not exceeding five (5) days, determined by the appointing authority subject to the approval of the Personnel Board.

FY 17

TOWN OF SHREWSBURY MA
SALARY SCHEDULE
WEEKLY
 Effective July 1, 2016

SCHEDULE A

Yearly rates computed at appropriate weekly rate X 52.2
 Hourly rate computed at weekly rate / 37.5

Grade		Steps				
		A	B	C	D	E
A-1	H	15.93	16.64	17.39	18.17	18.99
	W	597.21	624.09	652.17	681.54	712.21
	Y	31,174.43	32,577.54	34,043.53	35,576.17	37,177.31
A-2	H	17.73	18.52	19.36	20.23	21.14
	W	664.72	694.62	725.91	758.56	792.69
	Y	34,698.64	36,259.42	37,892.47	39,596.86	41,378.21
A-3	H	19.73	20.62	21.55	22.51	23.53
	W	739.84	773.14	807.95	844.31	882.28
	Y	38,619.85	40,358.01	42,175.02	44,072.73	46,054.92
A-4	H	20.82	21.75	22.73	23.75	24.82
	W	780.57	815.66	852.36	890.69	930.81
	Y	40,745.63	42,577.65	44,493.20	46,494.16	48,588.03

Grade		Steps				
		A	B	C	D	E
PT-1	H	23.17	24.21	25.30	26.44	27.63
	W	868.78	907.83	948.70	991.41	1,036.00
	Y	45,350.09	47,388.59	49,521.89	51,751.84	54,079.42
PT-2	H	24.44	25.54	26.69	27.89	29.15
	W	916.53	957.79	1,000.89	1,045.91	1,092.98
	Y	47,842.85	49,996.78	52,246.47	54,596.56	57,053.65
PT-3	H	25.79	26.95	28.16	29.43	30.75
	W	966.94	1,010.47	1,055.94	1,103.48	1,153.12
	Y	50,474.50	52,746.70	55,120.25	57,601.75	60,193.05
PT-4	H	27.20	28.43	29.71	31.04	32.44
	W	1,020.13	1,066.05	1,114.00	1,164.15	1,216.54
	Y	53,250.69	55,647.71	58,150.79	60,768.38	63,503.27
PT-5	H	28.70	29.99	31.34	32.75	34.23
	W	1,076.24	1,124.68	1,175.27	1,228.15	1,283.46
	Y	56,179.86	58,708.29	61,349.32	64,109.56	66,996.49
PT-6	H	30.28	31.64	33.06	34.55	36.11
	W	1,135.41	1,186.53	1,239.91	1,295.72	1,354.01
	Y	59,268.59	61,936.85	64,723.36	67,636.59	70,679.31
PT-7	H	31.94	33.38	34.88	36.45	38.09
	W	1,197.87	1,251.80	1,308.13	1,366.97	1,428.50
	Y	62,529.06	65,343.73	68,284.17	71,356.00	74,567.67
PT-8	H	33.70	35.22	36.80	38.46	40.19
	W	1,263.73	1,320.64	1,380.04	1,442.18	1,507.09
	Y	65,966.93	68,937.39	72,038.32	75,281.91	78,670.02
PT-9	H	35.55	37.15	38.83	40.57	42.40
	W	1,333.26	1,393.28	1,455.97	1,521.49	1,589.94
	Y	69,596.25	72,729.08	76,001.76	79,421.79	82,994.79

FY 17

**TOWN OF SHREWSBURY MA
SALARY SCHEDULE
DEPARTMENT HEADS
Effective July 1, 2016**

SCHEDULE B

Weekly rate based on 52.2 weeks

Grade		A	B	Steps C	D	E
DH-1	WEEKLY	958.12	1,001.23	1,046.28	1,093.36	1,142.56
	ANNUAL	50,013.88	52,264.20	54,615.90	57,073.54	59,641.66
DH-2	WEEKLY	1,058.46	1,106.09	1,155.87	1,207.88	1,262.23
	ANNUAL	55,251.50	57,737.89	60,336.27	63,051.18	65,888.66
DH-3	WEEKLY	1,322.48	1,382.00	1,444.18	1,509.15	1,577.08
	ANNUAL	69,033.35	72,140.21	75,386.29	78,777.65	82,323.37
DH-4	WEEKLY	1,461.08	1,526.81	1,595.51	1,667.32	1,742.35
	ANNUAL	76,268.56	79,699.27	83,285.85	87,034.35	90,950.84
DH-5	WEEKLY	1,607.20	1,679.53	1,755.08	1,834.08	1,916.62
	ANNUAL	83,895.72	87,671.46	91,615.19	95,739.00	100,047.44
DH-6	WEEKLY	1,768.73	1,848.31	1,931.49	2,018.40	2,109.23
	ANNUAL	92,327.97	96,482.04	100,823.77	105,360.72	110,101.97

TOWN OF SHREWSBURY MA
 SALARY SCHEDULE
 MISCELLANEOUS
 Effective July 1, 2016

HOURLY RATES

Grade	Classification	1st	2nd	Year 3rd	4th	5th
M-1	Library Page	8.83	9.38	9.94		
M-2		10.25	10.89	11.53		
M-3	Building Custodian (monitoring duties SHS) Motor Equipment Operator I (COA Van Driver hired after 6/30/09)	11.72	12.28	12.91		
M-4	Student Engineer	12.81	14.13	15.67	17.10	18.58
M-5	Motor Equipment Operator II (COA Van Driver hired before 7/1/09)	14.97	15.61	16.38	17.17	
M-6	Seasonal Laborer	14.97				
M-7	Student Laborer	10.86				

Grade	Classification	Steps		
		A	B	C
R-1	Recreation Attendant	8.49	9.02	9.55
R-2	Recreation Assistant	10.08	10.87	11.66
R-3	Recreation Leader	12.54	13.28	14.10
R-4	Senior Recreation Leader	14.10	15.74	16.46
RA-1	Lifeguard	12.54	13.28	14.10
RA-2	Aquatic Instructor	13.81	14.61	15.30

FY 17

TOWN OF SHREWSBURY MA
ASSIGNMENT OF POSITION CLASSES TO COMPENSATION GRADE
WEEKLY
Effective July 1, 2016

SCHEDULE D

Annual salaries computed at the appropriate weekly salary X 52.2

Grade		Minimum	Maximum	Position
A-1	W	597.21	712.21	Office Assistant
	Y	31,174.43	37,177.31	
A-2	W	664.72	792.69	Administrative Assistant I
	Y	34,698.64	41,378.21	
A-3	W	739.84	882.28	Administrative Assistant II
	Y	38,619.85	46,054.92	
A-4	W	780.57	930.81	Administrative Assistant III
	Y	40,745.63	48,588.03	Animal Control Officer

TOWN OF SHREWSBURY MA
ASSIGNMENT OF POSITION CLASSES TO COMPENSATION GRADE
WEEKLY
Effective July 1, 2016

SCHEDULE D
continued

Annual salaries computed at the appropriate weekly salary X 52.2
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Grade		Minimum	Maximum	Position
PT-1	W	868.78	1,036.00	Library Associate
	Y	45,350.09	54,079.42	Assistant to Town Accountant Assistant Town Clerk Assistant to Principal Assessor
PT-2	W	916.53	1,092.98	Library Professional Associate
	Y	47,842.85	57,053.65	Assistant Treasurer and Collector Assistant Town Accountant Recreation Supervisor Sanitary Inspector Foremen - Mechanic Assistant Plumbing Inspector
PT-3	W	966.94	1,153.12	Administrative Assistant to Town Manager
	Y	50,474.50	60,193.05	Asst Public Buildings Superintendent - Maintenance Asst Public Buildings Superintendent - Plant Manager Asst Public Buildings Superintendent - Custodial Foreman - Highway Foreman - Water and Sewer Foreman - Parks and Cemetery Assistant Building Inspector Assistant Planner
PT-4	W	1,020.13	1,216.54	Computer Support Specialist
	Y	53,250.69	63,503.27	Junior Civil Engineer/Field Inspector
PT-5	W	1,076.24	1,283.46	Assistant Library Director
	Y	56,179.86	66,996.49	GIS Coordinator Junior Civil Engineer/Conservation Junior Civil Engineer/Compliance
PT-6	W	1,135.41	1,354.01	Assistant to the Town Manager
	Y	59,268.59	70,679.31	Town Planner/Economic Development Coordinator
PT-7	W	1,197.87	1,428.50	Assistant Civil Engineer
	Y	62,529.06	74,567.67	
PT-8	W	1,263.73	1,507.09	Assistant Civil Engineer-Surveyor
	Y	65,966.93	78,670.02	
PT-9	W	1,333.26	1,589.94	Senior Civil Engineer
	Y	69,596.25	82,994.79	

FY 17

TOWN OF SHREWSBURY MA
ASSIGNMENT OF POSITION CLASSES TO COMPENSATION GRADE
DEPARTMENT HEADS
 Effective July 1, 2016

SCHEDULE E

Weekly rate based on 52.2 weeks

Grade		Minimum	Maximum	Position
DH-1	WEEKLY	958.12	1,142.56	
	ANNUAL	50,013.88	59,641.66	
DH-2	WEEKLY	1,058.46	1,262.23	
	ANNUAL	55,251.50	65,888.66	
DH-3	WEEKLY	1,322.48	1,577.08	Director of Council on Aging
	ANNUAL	69,033.35	82,323.37	Town Clerk
DH-4	WEEKLY	1,461.08	1,742.35	Director of Parks and Recreation
	ANNUAL	76,268.56	90,950.84	Director of Public Health Inspector of Buildings Principal Assessor Superintendent of Highways Town Accountant Treasurer/Collector Town Planner/Economic Development Coordinator Deputy Fire Chief
DH-5	WEEKLY	1,607.20	1,916.62	Assistant Town Manager
	ANNUAL	83,895.72	100,047.44	Library Director MIS Director Superintendent of Public Buildings Superintendent of Water/Sewer
DH-6	WEEKLY	1,768.73	2,109.23	Fire Chief
	ANNUAL	92,327.97	110,101.97	Police Chief Town Engineer