

**MEMORANDUM OF AGREEMENT  
BETWEEN  
THE TOWN OF TRURO  
AND  
MASSACHUSETTS LABORERS DISTRICT COUNCIL  
ON BEHALF OF THE  
TRURO PUBLIC EMPLOYEES' LOCAL  
UNION, SUPERVISOR/DEPARTMENT  
HEAD UNIT AND EMPLOYEE UNIT**

**JUNE 30, 2025**

Now comes the Town of Truro (“the Town”) acting by and through its Town Manager and the Massachusetts Laborers' District Council of the Laborers' International Union of North America, AFL-CIO, (“the Union”) and agree as follows:

WHEREAS, the Town and the Union are parties to a Collective Bargaining Agreement that expires on June 30, 2025;

WHEREAS, the Town and the Union have reached an successor collective bargaining agreement subject to ratification by the Union and the Select Board and funding at Town Meeting;

NOW THEREFORE, the parties agree as follows:

1. The existing contract shall continue in force and effect and its terms, except to the extent specifically amended as below, and shall be incorporated with the successor agreement.

The collective bargaining agreement represents the entire written agreement between the parties.

2. Article 2 be amended to reflect accurate employee titles, specifically by deleting

“Council on Aging Director” and by adding “Deputy Community Services Director:

Council on Aging” and “Deputy Community Services Director: Recreation & Beach” to

the “Supervisors/Department Heads” section and deleting “Office Assistant 4 (Assistant

to the Treasurer/Deputy Collector, and Assistant to the Town Accountant”, “Council on Aging/Recreation Office Assistant 2”, “Office Assistant 3 (Assessor’s Clerk and Conservation/Health/Building Clerk)”, “Office Assistant 3 (Financial and Executive Staff Support)” and “Office Assistant 1; and Conservation/Health/Building part time Office Assistant” and adding “Assistant Accountant”, “Office Assistant for Office of Treasurer/Collector of Taxes”, “Community Services Office Assistant”, “Assessing Clerk”, Conservation/Health/Building Office Assistant”, and “Planning Assistant” in the “Other Town Hall Employees” section.

3. To add to the beginning of the first sentence in section 16.2 “Unless the agreed upon job description includes reference to evening, weekend, and/or holiday hours,” and picks up with “generally, the work week for full-time employee is....”
4. To adopt the Town of Truro Flex Time policy and the addition of new section 16.11 that states “Fair Labor Standards Act exempt employees are expected to work the hours required to complete the duties of the position and shall adhere to the Town of Truro Flex Time policy. Flex hours shall be earned at a one-to-one rate (one hour of flex time earned for each hour over 40 earned in any workweek. Such work will only be authorized by the Department Head, or in cases of Department Heads earning flex time, authorization by the Town Manager is required. Flex time may not be carried over for more than 2 pay periods.”
5. Section 19.4.4 be amended to fix the typo in the first word of the second sentence, with should read “In” and that Section 21.4 be amended to fix the typo “L5”, which should read “1.5”.

6. Section 19.3.4 be amended to add a clause at the end of the second sentence that states, “, or \$10,000, whichever is less.” and to remove the 200 day cap in Article 19.3  
Accumulation of Sick Leave Credits.
7. To change all referenced to the “Board of Selectmen” to “Select Board.”
8. To delete “Substitution of Paid Leave” paragraphs 1 and 2 and the first clause of the third paragraph (“If leave is taken because of an employee’s own serious health condition” and to start the section with the remaining part of the sentence, “Eligible employees must first exhaust their accrued paid sick leave, personal days and vacation.” And further to change section B under “Certification Requirement” to say “b. Employees must complete the Town’s Application For, Or Notification Of, Qualifying Family Or Medical Leave (FMLA) Protection form.” And further to delete the “Employee’s Certification” section.
9. Subject to agreement by all town and school unions, and the union will participate in the Insurance Advisory Committee (MGL c 32B section 3) to add a Health Saving Account (HSA) Qualified High-Deductible Plan to the current health care plan offerings of the Town effective July 1, 2026.
10. Subject to agreement by all town and school unions, and the union will participate in the Insurance Advisory Committee (MGL c 32B section 3) to increase the Town’s share of health insurance to 70% (employee share to 30%) and to increase the opt-out to \$2,500 for single plans and \$5,000 for family plans, effective July 1, 2026, and will adjust Article 24.1 to reflect this change.
11. The process of placement and offer of housing to employees by the Town is not subject to any further negotiation or grievance and arbitration as noted in Article 36: Grievance Procedure of the Collective Bargaining Agreement. The parties agree that all members in

housing units provided by the Town are subject to the terms and conditions of a license agreement and will not be a part of collective bargaining.

12. A cost-of-living adjustment will be applied to the current wage scales in the amount of 3% in FY2026 (July 1, 2025- June 30, 2026), 2% in FY2027 (July 1, 2026- June 30, 2027), and 2% in FY2028 (July 1, 2027- June 30, 2028) and a new step will be added for each of the three years of this agreement that adds steps 11 (on July 1, 2025), 12 (on July 1, 2026), and 13 (on July 1, 2027) with 3% between each of these steps, as shown below:
- <<SEE ATTACHED TABLES>>

13. Article 13.1.2 be amended to delete the sentence “No employee shall be eligible for more than one step increase per year.”

14. Article 14 be amended to increase longevity to \$400 upon completion of the 5<sup>th</sup> year of serve, and \$100 for each yearly increment after. After 20 years of service, the yearly increments increase to \$140 and after 25 years of service, the yearly increments increase to \$170.

15. Article 18.2 be amended as follows:

18.2 All permanent (full-time) employees shall be entitled to vacation leave each year on the following basis:

| <b>Years of Service</b> | <b>Days of Vac Per Month</b> | <b>Max. Accrual</b> |
|-------------------------|------------------------------|---------------------|
| 0-1                     | 1.1                          | 20                  |
| 1-2                     | 1.2                          | 20                  |
| 2-3                     | 1.3                          | 20                  |
| 3-4                     | 1.4                          | 20                  |
| 4-5                     | 1.5                          | 25                  |
| 5-6                     | 1.6                          | 25                  |
| 6-7                     | 1.7                          | 25                  |
| 7-8                     | 1.8                          | 25                  |
| 8-9                     | 1.9                          | 25                  |

|       |     |    |
|-------|-----|----|
| 9-10  | 2.0 | 30 |
| 10-11 | 2.1 | 30 |
| 11-12 | 2.2 | 30 |
| 12-13 | 2.3 | 30 |
| 13-14 | 2.4 | 30 |
| 14-15 | 2.5 | 30 |
| 15+   | 2.6 | 30 |

(rest of section remains intact)

16. Article 18.4 amended to state, "Vacations shall be granted by the Department Head (or by the Town Manager in the case of a Department Head) at such time as in their opinion will cause the least interference with the performance of regular work of the affected Department."
17. Article 19.1 amend the second sentence to state, "However, sick leave use prior to an employee reaching six (6) months employment may be granted at the discretion of the Department Head (or by the Town Manager in the case of a Department Head."
18. Article 19.3.4 amended to delete "at the discretion of the Town Manager" from the second sentence and amend "last pay date of the fiscal year" in the final sentence of the section to say "first pay period in June."
19. Article 19.9 amend the first sentence to replace "three (3) consecutive days" with "five (5) consecutive days."
20. Article 19.10 amend second sentence to state, "Such requests require Department Head approval (or by the Town Manager in the case of a Department Head)."
21. Article 21.2 amended to state "Personal days shall be taken in increments of at least one (1) hour."
22. A one-time signing bonus of \$500.00 will be paid to each member on a payroll within (3) weeks of complete execution of the agreement.

23. The parties agree to amend Duration to stipulate that the term of the contract will be July 1, 2025 to June 30, 2028.

For the Town:

Kelly Clark

Acting Town Manager, on behalf of the Truro Select Board

For the Union:

Michael Kaelberer

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| Job Title   | New Grade |
|---|-----------|
| <b>Directors and Senior Managers</b>                        |           |
| Information Technology Director                             | 9         |
| Principal Assessor  | 8         |
| <b>Supervisors and Advanced Technical</b>                   |           |
| Assistant Community Services Director: Recreation and Beach | 6         |
| Assistant Community Services Director: Council on Aging     |           |
| Council on Aging Outreach Coordinator                       | 5         |
| Assistant Health & Conservation Agent                       |           |
| Assistant to the Town Accountant                            | 4         |
| Office Manager  |           |
| <b>Administrative and Technical</b>                         |           |
| Office Assistant 3/Town Planner and Land Use Counsel        | 3         |
| Transportation Coordinator                                  |           |
| Assistant Assessor/Data Collector                           |           |
| Office Assistant 3/Treasurer/Collector's Office             | 2         |
| Office Assistant 2  | 1         |
| Assessing Clerk   |           |
| Office Assistant 2 - Building, Conservation & Health        |           |
| Office Assistant 2 - Conservation & Health                  |           |

## Comp Scales

FY2026 - 3%

### Administrative and Technical

5% Between Each Grade and a 30% Range Spread

| Grade      | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11   |
|------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|-----------|
| 1 - Annual | 55,173 | 56,828 | 58,533 | 60,289 | 62,098 | 63,961 | 65,880 | 67,856 | 69,892 | 71,988  | 74,148    |
| 1 - Hourly | 26.53  | 27.32  | 28.14  | 28.99  | 29.85  | 30.75  | 31.67  | 32.62  | 33.60  | 34.61   | 35.65     |
| 2 - Annual | 57,932 | 59,670 | 61,460 | 63,304 | 65,203 | 67,159 | 69,174 | 71,249 | 73,386 | 75,588  | 77,855.43 |
| 2 - Hourly | 27.85  | 28.69  | 29.55  | 30.43  | 31.35  | 32.29  | 33.26  | 34.25  | 35.28  | 36.34   | 37.43     |
| 3 - Annual | 60,828 | 62,653 | 64,533 | 66,469 | 68,463 | 70,517 | 72,632 | 74,811 | 77,056 | 79,367  | 81,748.20 |
| 3 - Hourly | 29.24  | 30.12  | 31.03  | 31.96  | 32.91  | 33.90  | 34.92  | 35.97  | 37.05  | 38.16   | 39.30     |

### Supervisors and Advanced Technical

10% Between Each Grade and a 30% Range Spread

| Grade      | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
|------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|
| 4 - Annual | 64,090 | 66,013 | 67,993 | 70,033 | 72,134 | 74,298 | 76,527 | 78,823 | 81,187 | 83,623  | 86,132  |
| 4 - Hourly | 30.81  | 31.74  | 32.69  | 33.67  | 34.68  | 35.72  | 36.79  | 37.90  | 39.03  | 40.20   | 41.41   |
| 5 - Annual | 70,499 | 72,614 | 74,792 | 77,036 | 79,347 | 81,728 | 84,179 | 86,705 | 89,306 | 91,985  | 94,745  |
| 5 - Hourly | 33.89  | 34.91  | 35.96  | 37.04  | 38.15  | 39.29  | 40.47  | 41.69  | 42.94  | 44.22   | 45.55   |
| 6 - Annual | 77,549 | 79,875 | 82,272 | 84,740 | 87,282 | 89,900 | 92,597 | 95,375 | 98,237 | 101,184 | 104,219 |
| 6 - Hourly | 37.28  | 38.40  | 39.55  | 40.74  | 41.96  | 43.22  | 44.52  | 45.85  | 47.23  | 48.65   | 50.11   |

### Directors and Senior Managers

10% Between Each Grade and a 30% Range Spread

| Grade      | Step 1  | Step 2  | Step 3  | Step 4  | Step 5  | Step 6  | Step 7  | Step 8  | Step 9  | Step 10 | Step 11 |
|------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 8 - Annual | 94,742  | 97,584  | 100,511 | 103,527 | 106,633 | 109,832 | 113,127 | 116,520 | 120,016 | 123,616 | 127,325 |
| 8 - Hourly | 45.55   | 46.92   | 48.32   | 49.77   | 51.27   | 52.80   | 54.39   | 56.02   | 57.70   | 59.43   | 61.21   |
| 9 - Annual | 104,216 | 107,342 | 110,563 | 113,879 | 117,296 | 120,815 | 124,439 | 128,172 | 132,018 | 135,978 | 140,057 |
| 9 - Hourly | 50.10   | 51.61   | 53.16   | 54.75   | 56.39   | 58.08   | 59.83   | 61.62   | 63.47   | 65.37   | 67.34   |

## Comp Scales

FY2027 - 2%

### Administrative and Technical

5% Between Each Grade and a 30% Range Spread

| Grade      | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11   | Step 12   |
|------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|-----------|-----------|
| 1 - Annual | 56,277 | 57,965 | 59,704 | 61,495 | 63,340 | 65,240 | 67,197 | 69,213 | 71,289 | 73,428  | 75,631    | 77,900    |
| 1 - Hourly | 27.06  | 27.87  | 28.70  | 29.56  | 30.45  | 31.37  | 32.31  | 33.28  | 34.27  | 35.30   | 36.36     | 37.45     |
| 2 - Annual | 59,090 | 60,863 | 62,689 | 64,570 | 66,507 | 68,502 | 70,557 | 72,674 | 74,854 | 77,100  | 79,412.54 | 81,794.92 |
| 2 - Hourly | 28.41  | 29.26  | 30.14  | 31.04  | 31.97  | 32.93  | 33.92  | 34.94  | 35.99  | 37.07   | 38.18     | 39.32     |
| 3 - Annual | 62,045 | 63,906 | 65,823 | 67,798 | 69,832 | 71,927 | 74,085 | 76,307 | 78,597 | 80,955  | 83,383.17 | 85,884.66 |
| 3 - Hourly | 29.83  | 30.72  | 31.65  | 32.60  | 33.57  | 34.58  | 35.62  | 36.69  | 37.79  | 38.92   | 40.08     | 41.29     |

### Supervisors and Advanced Technical

10% Between Each Grade and a 30% Range Spread

| Grade      | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9  | Step 10 | Step 11 | Step 12 |
|------------|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|---------|---------|
| 4 - Annual | 65,372 | 67,333 | 69,353 | 71,433 | 73,576 | 75,784 | 78,057 | 80,399 | 82,811  | 85,295  | 87,854  | 90,490  |
| 4 - Hourly | 31.43  | 32.37  | 33.34  | 34.34  | 35.37  | 36.43  | 37.53  | 38.65  | 39.81   | 41.01   | 42.24   | 43.50   |
| 5 - Annual | 71,909 | 74,066 | 76,288 | 78,577 | 80,934 | 83,362 | 85,863 | 88,439 | 91,092  | 93,825  | 96,640  | 99,539  |
| 5 - Hourly | 34.57  | 35.61  | 36.68  | 37.78  | 38.91  | 40.08  | 41.28  | 42.52  | 43.79   | 45.11   | 46.46   | 47.86   |
| 6 - Annual | 79,100 | 81,473 | 83,917 | 86,435 | 89,028 | 91,698 | 94,449 | 97,283 | 100,201 | 103,207 | 106,304 | 109,493 |
| 6 - Hourly | 38.03  | 39.17  | 40.34  | 41.56  | 42.80  | 44.09  | 45.41  | 46.77  | 48.17   | 49.62   | 51.11   | 52.64   |

### Directors and Senior Managers

10% Between Each Grade and a 30% Range Spread

| Grade      | Step 1  | Step 2  | Step 3  | Step 4  | Step 5  | Step 6  | Step 7  | Step 8  | Step 9  | Step 10 | Step 11 | Step 12 |
|------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 8 - Annual | 96,637  | 99,536  | 102,522 | 105,597 | 108,765 | 112,028 | 115,389 | 118,851 | 122,416 | 126,089 | 129,871 | 133,768 |
| 8 - Hourly | 46.46   | 47.85   | 49.29   | 50.77   | 52.29   | 53.86   | 55.48   | 57.14   | 58.85   | 60.62   | 62.44   | 64.31   |
| 9 - Annual | 106,300 | 109,489 | 112,774 | 116,157 | 119,642 | 123,231 | 126,928 | 130,736 | 134,658 | 138,698 | 142,859 | 147,144 |
| 9 - Hourly | 51.11   | 52.64   | 54.22   | 55.84   | 57.52   | 59.25   | 61.02   | 62.85   | 64.74   | 66.68   | 68.68   | 70.74   |

## Comp Scales FY2028 - 2%

### Administrative and Technical

*5% Between Each Grade and a 30% Range Spread*

| Grade      | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11   | Step 12   | Step 13   |
|------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|-----------|-----------|-----------|
| 1 - Annual | 57,402 | 59,124 | 60,898 | 62,725 | 64,607 | 66,545 | 68,541 | 70,597 | 72,715 | 74,897  | 77,144    | 79,458    | 81,842    |
| 1 - Hourly | 27.60  | 28.43  | 29.28  | 30.16  | 31.06  | 31.99  | 32.95  | 33.94  | 34.96  | 36.01   | 37.09     | 38.20     | 39.35     |
| 2 - Annual | 60,272 | 62,080 | 63,943 | 65,861 | 67,837 | 69,872 | 71,968 | 74,127 | 76,351 | 78,642  | 81,000.79 | 83,430.82 | 85,933.74 |
| 2 - Hourly | 28.98  | 29.85  | 30.74  | 31.66  | 32.61  | 33.59  | 34.60  | 35.64  | 36.71  | 37.81   | 38.94     | 40.11     | 41.31     |
| 3 - Annual | 63,286 | 65,184 | 67,140 | 69,154 | 71,229 | 73,366 | 75,567 | 77,834 | 80,169 | 82,574  | 85,050.83 | 87,602.36 | 90,230.43 |
| 3 - Hourly | 30.43  | 31.34  | 32.28  | 33.25  | 34.24  | 35.27  | 36.33  | 37.42  | 38.54  | 39.70   | 40.88     | 42.12     | 43.38     |

### Supervisors and Advanced Technical

*10% Between Each Grade and a 30% Range Spread*

| Grade      | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9  | Step 10 | Step 11 | Step 12 | Step 13 |
|------------|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|---------|---------|---------|
| 4 - Annual | 66,679 | 68,680 | 70,740 | 72,862 | 75,048 | 77,299 | 79,618 | 82,007 | 84,467  | 87,001  | 89,611  | 92,300  | 95,069  |
| 4 - Hourly | 32.06  | 33.02  | 34.01  | 35.03  | 36.08  | 37.16  | 38.28  | 39.43  | 40.61   | 41.83   | 43.08   | 44.37   | 45.71   |
| 5 - Annual | 73,347 | 75,548 | 77,814 | 80,148 | 82,553 | 85,029 | 87,580 | 90,208 | 92,914  | 95,701  | 98,572  | 101,530 | 104,575 |
| 5 - Hourly | 35.26  | 36.32  | 37.41  | 38.53  | 39.69  | 40.88  | 42.11  | 43.37  | 44.67   | 46.01   | 47.39   | 48.81   | 50.28   |
| 6 - Annual | 80,682 | 83,102 | 85,595 | 88,163 | 90,808 | 93,532 | 96,338 | 99,228 | 102,205 | 105,271 | 108,430 | 111,683 | 115,033 |
| 6 - Hourly | 38.79  | 39.95  | 41.15  | 42.39  | 43.66  | 44.97  | 46.32  | 47.71  | 49.14   | 50.61   | 52.13   | 53.69   | 55.30   |

### Directors and Senior Managers

*10% Between Each Grade and a 30% Range Spread*

| Grade      | Step 1  | Step 2  | Step 3  | Step 4  | Step 5  | Step 6  | Step 7  | Step 8  | Step 9  | Step 10 | Step 11 | Step 12 | Step 13 |
|------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 8 - Annual | 98,569  | 101,526 | 104,572 | 107,709 | 110,941 | 114,269 | 117,697 | 121,228 | 124,865 | 128,611 | 132,469 | 136,443 | 140,536 |
| 8 - Hourly | 47.39   | 48.81   | 50.28   | 51.78   | 53.34   | 54.94   | 56.59   | 58.28   | 60.03   | 61.83   | 63.69   | 65.60   | 67.57   |
| 9 - Annual | 108,426 | 111,679 | 115,029 | 118,480 | 122,035 | 125,696 | 129,467 | 133,351 | 137,351 | 141,472 | 145,716 | 150,087 | 154,590 |
| 9 - Hourly | 52.13   | 53.69   | 55.30   | 56.96   | 58.67   | 60.43   | 62.24   | 64.11   | 66.03   | 68.02   | 70.06   | 72.16   | 74.32   |