

Cemetery Discussion Timeline

October 4, 2013

TA Memorandum seeking guidance on FY15 budget initiatives, including, “Cemetery operations - Karen is proposing to privatize the maintenance of the cemetery. Would result in the elimination of three positions, but at least two of the positions will likely be assimilated into other positions due to retirements. Would save significant funds, and reduce our future OPEB costs.”

(BOS/JFR) October 4, 2013: **“Are there any service issues associated with the cemetery going private? In other words, would there be an unnoticed seamless transition?”**

January 29, 2014

TA Memorandum (noted to be strictly informational) attaching key points of FY15 budget, including,

“Public Works is seeking to privatize cemetery operations, which would result in a savings and the layoff of one position. Other positions would be assimilated into openings created by retirements.”

(BOS/JFR) February 4, 2014: **“What are the practical impacts of such privatization? How will the level of service be different/better? What cost savings does it result in, and will residents have a seamless transition?”**

February 7, 2014

TA Memorandum outlining positive strides of FY15 budget, includes, “this does not appear to be the year to talk about privatizing the cemetery which may result in a lay off.”

(BOS/JFR) February 7, 2014: **“If (1) it can be justified, (2) there will be a seamless transition, (3) the residents will not even see any sort of disruption of service, and (4), we save \$60,000” not in favor of delay.**

TA: February 7, 2014: “At the end of the day, there is another probably retirement coming in June at DPW, which will mean no layoff, just shifting around the staff. So that would take that issue off the table.”

March 10, 2014 and March 24, 2014 TA Memoranda

“Privatization of cemetery maintenance – Another initiative is to keep the DPW at a virtual level budget for FY15 by privatizing the Cemetery maintenance. Cemetery administrative operations, records retention, burials and grounds maintenance planning will still be the responsibility of the DPW, however most grounds maintenance would be contracted out under this plan. Current staff retirements allow an opportunity to pursue this with a possibility of no layoffs. The savings of this plan would be approximately \$60,000 - not including future OPEB costs or benefit savings.”

April 15, 2014

DPW Letter to Union:

This letter is to give you official notice of a potential change in Public Works (DPW) operations. As we discussed at the Supervisor's meeting on October 10, 2013, Town Departments were asked to provide two budgets, a level service budget and a level funded budget. At our December 5, 2013 Supervisor's meeting, I explained that in order to meet the level funded budget the DPW provided a budget that outsources grounds maintenance at the Cemetery. The budget transfers other Cemetery operational work, such as burials and foundation work to other DPW Divisions and all administrative work to the DPW administrative office. Ultimately this change eliminates 2 positions at the DPW and results in a level funded budget that is \$73,025 less than the level service budget.

The Board of Selectmen and the Advisory Board are supporting the level funded budget at the Annual Town Meeting on April 16, 2014. If voted, the level funded budget will become the DPW's operating budget on July 1, 2014. Therefore, as of July 1, 2014, the DPW will be reduced by 2 positions. Based on our current staffing, that translates to one lay-off as of July 1, 2014.

Signed, Karen Galligan, cc: Mark Purple

April 16, 2014 (Town Meeting, day one)

Budget Presentation to TM (not given):

"Public Works submitted a budget with no increase over their FY14 submittal. This was achieved as a result of changes to various operations, the primary change being the privatization of Cemetery maintenance. All other administrative and operational functions under the Cemetery will remain with DPW, however this maintenance change will result in savings to the Town of approximately \$60,000 annually."

April 24, 2014

DPW Superintendent verbally informed that the anticipated employee retirement was not going to happen before July 1, 2014.

April 25, 2014

DPW Superintendent hand-delivered letter and spoke with Cemetery Supervisor about her layoff effective July 1, 2014.

April 26, 2014

11: 45 a.m. JFR receipt of email from resident re: layoff of employee.

2:43 p.m. JFR Response: "(Name redacted), I am unaware of any changes at the cemetery but will inquire with Karen and Purple on Monday and get back to you."