1. BET HR Comm. Meeting Agenda
   Documents:
   BET_HR_COMM_MEETING_AGENDA_02-24-20.PDF

2. REVISED BET HR Comm. Meeting Agenda
   Documents:
   REVISED_BET_HR_COMM_MEETING_AGENDA_02-24-20.PDF

3. SUB TO APP BET HR Comm. Meeting Minutes
   Documents:
   SUB_TO_APP_BET_HR_COMM_MEETING_MINUTES_02-24-20.PDF

4. APPROVED BET HR Comm. Meeting Minutes
   Documents:
   APPROVED_BET_HR_COMM_MEETING_MINUTES_02-24-20.PDF
TOWN OF GREENWICH
BOARD OF ESTIMATE & TAXATION

HUMAN RESOURCES COMMITTEE MEETING
Monday, February 24, 2020
Cone Room, 2nd Floor
8:30 A.M.

AGENDA

1. Update from Director, Environmental Affairs

2. Review of Dockmaster positions with Director of Parks and Recreation

3. M&C salary increase discussion/recommendation for FY21; discussion/recommendation for MC benefit contributions

4. Registrars of Voters salary increase discussion/recommendation to BET Budget Committee

5. Discussion/recommendation for any proposed position additions/deletions to headcount in the FY21 budget

6. HR Reports:
   - Workers’ Compensation Incident and Expense Reports
   - Vacant and Posted Position Listing

7. Adjournment

Next Meeting – Tuesday, March 11, 2020, at 8:30 A.M. in the Parks and Recreation Conference Room, 2nd Floor, Town Hall.
1. Update from Director, Environmental Affairs

2. Review of Dockmaster positions with Director of Parks and Recreation

3. Update from Commission on Aging

4. M&C salary increase discussion/recommendation for FY21; discussion/recommendation for MC benefit contributions

5. Registrars of Voters salary increase discussion/recommendation to BET Budget Committee

6. Discussion/recommendation for any proposed position additions/deletions to headcount in the FY21 budget

7. HR Reports:
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   - Vacant and Posted Position Listing

8. Adjournment

Next Meeting – Tuesday, March 11, 2020, at 8:30 A.M. in the Parks and Recreation Conference Room, 2nd Floor, Town Hall.
1. **Update from Director of Environmental Affairs**

Director Sesto provided an overview of the recently consolidated Conservation and Inlands, Wetlands & Waterways Departments. She explained that the professional benefits for the staff included a broadened understanding of how the work served the Town’s environmental engagement and opportunities for upward mobility. The Committee asked for more information about her recommendation that the Town create an Energy Commission that would be sponsored by and located in the Office of the First Selectman (OFS). The Commission would consist of seven (7) volunteers and ex-officio appointees from the Board of Education (BOE), Representative Town Meeting (RTM), Department of Public Works (DPW) and the Board of Estimate & Taxation (BET) selected for their knowledge of the energy industry and its financial structure, and the savings to be gained by the Town. Appointments would be made based on the new Commission’s priorities: upgrading the Town’s energy equipment and its application to open space and the Planning of Conservation and Development (POCD); public education; identifying stakeholders; and a sea-level study. Initial tasks were described as a town-wide energy audit and the pursuit of grants to support the Commission’s mission. Ms. Sesto indicated that initially no additional budget allocations would be necessary for the new Commission as it would lean on existing departments for expertise/resources.

2. **Review of Dockmaster positions with Director of Parks and Recreation**

Director Siciliano explained the evolution of staffing for the Marine and Facility Operations Division and the responsibilities and qualifications needed for the 2 full-time and 2 seasonal
Dockmaster positions. He described the year-round activity of the Division between November 15th and April 15th to familiarize the Committee with the revenue production of $864,000 and expenses of $625,000.

Committee Chair Fassuliotis asked for a motion to change the Order of Business to move Item #5 Registrars of Voters to the next Item on the Agenda.

Upon a motion by Ms. Hess, seconded by Ms. Krumeich, the Committee voted 4-0-0 to change the Order of Business. Motion carried.

5. **Registrars of Voters salary increase discussion/recommendation to BET Budget Committee**

The Committee discussed increasing the salary of the Registrars of Voters from $38,115 each to $52,000 each. After reviewing salaries of Registrars of Voters from Greenwich comparable CT towns, and given the complexity of the position and the knowledge and education credentials needed to fulfill these part time positions in comparison to the salaries of Greenwich’s Town Clerk and Tax Collector, the Committee considered adjusting the compensation at an equitable professional level and eliminating the piecework stipends. The Committee commented that the change would continue to encourage people with exceptional qualifications to pursue these part time positions.

Upon a motion by Ms. Hess, seconded by Ms. Krumeich, the Committee voted 4-0-0 to change compensation for the part time position to $52,000 for each Registrar and discontinue the stipend for non-general elections. The application is recommended to the full BET as a Routine application.

Motion carried.

4. **M&C salary increase discussion/recommendation for FY21**

Ms. Fassuliotis made a motion, seconded by Ms. Hess, to discuss the following M&C compensation changes:

**Motion:** to recommend a 2% increase in the M&C Compensation Pool and forward that recommendation to the BET Budget Committee:

Compensation shall be based on the following principles:

- Receive the maximum increase for consistently going beyond standard expectations and standing out as a performance leader and/or demonstrating performance in a special role or project. An employee who meets either or both of these criteria and does so in an exceptional manner to receive the maximum increase

- An employee who meets either or both of these criteria and does so in an excellent manner to receive the maximum increase less 0.5%

- An employee who meets expectations to receive the maximum increase less 1.0% and shall not be eligible for the one-time bonus

- An employee who does not meet expectations shall not be eligible for a salary increase
The Committee discussed the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) BET Budget Guidelines and the structure of the Motion’s proposed increase and the compensation for similar positions in Greenwich’s comparable CT towns. While CPI-W is currently 2.5%, Ms Fassuliotis noted various caveats noted with the release of the higher number. Comments were made about the actual number of employees who fell into each discreet compensation level, the comparison to salaries and healthcare contribution of the Town’s union employees and the salary recommendations by volunteer Boards and Commissions for their staff person in recognition of the value of the 54 M&C employees’ contribution.

Ms. Krummich made a motion, seconded by Ms. Kreuzer, to amend the motion to a salary increase of 2.5%. The Committee voted 1-3-0. Motion failed.

Ms. Kreuzer made a motion, seconded by Ms. Krummich to amend the salary increase to 2.0% and a one-time 0.5% bonus. The Committee voted 2-2-0 (Opposed: Fassuliotis, Hess). Motion failed.

Upon the original motion by Ms. Fassuliotis, seconded by Ms. Hess, the Committee voted 3-1-0 (Opposed: Kreuzer) to recommend a 2% increase in the M&C Compensation Pool and recommend a salary increase based on the following principles:

- Receive the maximum increase for consistently going beyond standard expectations and standing out as a performance leader and/or demonstrating performance in a special role or project. An employee who meets either or both of these criteria and does so in an exceptional manner to receive the maximum increase
- An employee who meets either or both of these criteria and does so in an excellent manner to receive the maximum increase less 0.5%.
- An employee who meets expectations to receive the maximum increase less 1.0%
- An employee who does not meet expectations shall not be eligible for a salary increase

Motion carried.

3. **Update from the Commission on Aging**

The Commission Secretary of the Board of Directors Dougherty requested a budget contribution of $10,000 to be combined with $5,000 in the Commission on Aging Budget to support a part time clerical staff person for the increased data collection required to continue meeting the documentation requirements for the Town’s national accreditation as a certified AARP Age and Dementia Friendly Community.

6. **Discussion/recommendation for any proposed position additions/deletions to headcount in FY21 budget**

- **Greenwich Avenue Traffic Control**
  Upon a motion by Ms. Kreuzer, seconded by Ms. Krummich, to restore the 3 FTEs in Police Department TOO (Table of Organization) (217-2500 / Police – Uniform...
Police / Police Officer). The resulting FTEs would be 65 from proposed 62 and total FTEs would now be 182 from proposed 179.

Discussion ensued on whether removal of Police Officers on Greenwich Avenue, which corresponded with the decrease of FTE in First Selectman’s Police Department budget was premature without a traffic study of the area, as well as proposal for concrete safety measures. Additional discussion focused on support for the First Selectman’s plan.

The Committee voted 2-2-0 (Opposed: Fassuliotis, Hess) Motion failed.

- **Consolidation of Health and Human Services Departments**
  Ms. Hess proposed that it might be timely upon Dr. Barry’s upcoming retirement, to consider combining the Health Department with the Human Services Department. Ms. Fassuliotis offered to follow-up with the First Selectman to learn his preference.

7. **Contribution to Healthcare Benefits by MC.**
Motion by Karen Fassuliotis, seconded by Debra Hess to increase the contribution to health benefits by MC employees from 10% to 12.5%. MC contribution to health care benefits has not changed in many years. Other town workers are being asked to contribute more to rising healthcare costs. Discussions centered around whether the BET has authority to request this. Ms. Pepe stated that she asked for a legal opinion. The Chair expressed the opinion that the BET had this authority. Discussion ensued about the cost to MC employees based on the increased proposed. Roland Geiger presented the numbers to the Committee.

   A motion was made by Debra Hess, seconded by Ms. Kreuzer to amended the motion to increase the contribution to healthcare benefits by MC employees from 10% to 11%. The motion passed 4-0-0.

   A vote was taken on the motion as amended. The Committee voted 3-1-0 (Krumeich opposed). Motion, as amended, passed.

8. **HR Reports**

- **Workers Compensation Incident and Expense Reports**
  Mr. Mynarski reported that to date, there is a surplus of $318,000 in the Workers Compensation budget. He noted that the Budget had been reduced in each of the past three years and he cautioned of the risk in considering another reduction. He credited the Human Resource Department Safety Analyst and the First Selectman’s Safety Committee with the safer working environment.

- **Vacant and Posted Position Listing**
  The Committee questioned the legality of the Labor Relations position reporting to the HR Department rather than directly reporting to the Office of the First Selectman (OFS). Ms. Mahoney will follow-up with OFS and the Law Department to clarify the reporting structure.

  The Committee questioned whether the TOO in the Law Department would change or if the two vacant positions in the department would remain unfilled. Ms. Mahoney will follow-up.
9. **Adjournment**

Upon a motion by Ms. Krumeich, seconded by Ms. Hess, the Committee voted 4-0-0 to adjourn the meeting at 10:36 A.M. Motion carried.

The next Regular Meeting of the BET Human Resources Committee is scheduled for Tuesday, March 11, 2020 at 8:30 A.M. in the Parks & Recreation Conference Room.

Respectfully submitted,

_________________________________________
Catherine Sidor, Recording Secretary

_________________________________________
Karen Fassuliotis, HR Committee Chair

SUBJECT TO APPROVAL
The Chair called the meeting to order at 8:32 A.M.

1. **Update from Director of Environmental Affairs**

   Director Sesto provided an overview of the recently consolidated Conservation and Inlands, Wetlands & Waterways Departments. She explained that the professional benefits for the staff included a broadened understanding of how the work served the Town's environmental engagement and opportunities for upward mobility.

   The Committee asked for more information about Director Sesto's recommendation that the Town create an Energy Commission that would be sponsored by and located in the Office of the First Selectman (OFS). The Commission would consist of seven (7) volunteers and ex-officio appointees from the Board of Education (BOE), Representative Town Meeting (RTM), Department of Public Works (DPW) and the Board of Estimate & Taxation (BET) selected for their knowledge of the energy industry and its financial structure, and the savings to be gained by the Town. Appointments would be made based on the new Commission's priorities: upgrading the Town's energy equipment and its application to open space and the Planning of Conservation and Development (POCD); public education; identifying stakeholders; and a sea-level study. Initial tasks were described as a town-wide energy audit and the pursuit of grants to support the Commission's mission. Ms. Sesto indicated that initially no additional budget allocations would be necessary for the new Commission as it would lean on existing departments for expertise/resources.

2. **Review of Dockmaster positions with Director of Parks and Recreation**

   Director Siciliano explained the evolution of staffing for the Marine and Facility Operations Division and the responsibilities and qualifications needed for the 2 full-time and 2 seasonal
Dockmaster positions. He described the year-round activity of the Division between November 15th and April 15th to familiarize the Committee with the revenue production of $864,000 and expenses of $625,000.

The Chair asked for a motion to change the Order of Business to move Item #5 Registrars of Voters to the next Item on the Agenda.

Upon a motion by Ms. Hess, seconded by Ms. Krumeich, the Committee voted 4-0-0 to change the Order of Business. Motion carried.

5. Registrars of Voters salary increase discussion/recommendation to BET Budget Committee

The Committee discussed increasing the salary of the Registrars of Voters from $38,115 each to $52,000 each. After reviewing salaries of Registrars of Voters from Greenwich comparable CT towns, and given the complexity of the position and the knowledge and education credentials needed to fulfill these part-time positions in comparison to the salaries of Greenwich’s Town Clerk and Tax Collector, the Committee considered adjusting the compensation at an equitable professional level and eliminating the stipends available for primaries. The Committee commented that the change would continue to encourage people with exceptional qualifications to pursue these part-time positions.

Upon a motion by Ms. Hess, seconded by Ms. Krumeich, the Committee voted 4-0-0 to change compensation for the part-time position to $52,000 for each Registrar and discontinue the stipend for non-general elections. Motion carried.

The Committee thereby agreed to recommend to the full BET the change in compensation for the Registrar of Voters.

4. M&C salary increase discussion/recommendation for FY21

Ms. Fassuliotis made a motion, seconded by Ms. Hess, to discuss the following M&C compensation changes:

Motion: to recommend a 2% increase in the M&C Compensation Pool and forward that recommendation to the BET Budget Committee.

Compensation shall be based on the following principles:
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- An employee who meets either or both of these criteria and does so in an excellent manner to receive the maximum increase less 0.5%
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An employee who does not meet expectations shall not be eligible for a salary increase.

The Committee discussed the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W), BET Budget Guidelines and the structure of the Motion's proposed increase and the compensation for similar positions in Greenwich's comparable CT towns. While CPI-W is currently 2.5%, Various caveats were noted with the release of the higher number. Comments were made about the actual number of employees who fell into each discreet compensation level, the comparison to salaries and healthcare contribution of the Town's union employees and the salary recommendations by volunteer Boards and Commissions for their staff person in recognition of the value of the 54 M&C employees' contribution.

Ms. Krumeich made a motion, seconded by Ms. Kreuzer, to amend the motion to a salary increase of 2.5%. The Committee voted 1-3-0. Motion failed.

Ms. Kreuzer made a motion, seconded by Ms. Krumeich to amend the salary increase to 2.0% and a one-time 0.5% bonus. The Committee voted 2-2-0 (Opposed: Fassuliotis, Hess). Motion failed.

Upon the original motion by Ms. Fassuliotis, seconded by Ms. Hess, the Committee voted 3-1-0 (Opposed: Kreuzer) to recommend a 2% increase in the M&C Compensation Pool and recommend a salary increase based on the following principles:

- Receive the maximum increase for consistently going beyond standard expectations and standing out as a performance leader and/or demonstrating performance in a special role or project. An employee who meets either or both of these criteria and does so in an exceptional manner to receive the maximum increase
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- An employee who does not meet expectations shall not be eligible for a salary increase

Motion carried.

3. **Update from the Commission on Aging**

The Commission Secretary of the Board of Directors Dougherty requested a budget contribution of $10,000 to be combined with $5,000 in the Commission on Aging Budget to support a part-time clerical staff person for the increased data collection required to continue meeting the documentation requirements for the Town's national accreditation as a certified World Health Organization and AARP Age and Dementia Friendly Community.
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  Discussion ensued on whether removal of Police Officers on Greenwich Avenue, which corresponded with the decrease of FTE in First Selectman’s Police Department budget was premature without a traffic study of the area, as well as proposal for concrete safety measures. The resulting FTEs would be 65 from proposed 62 and total FTEs would now be 182 from proposed 179. Additional discussion focused on support for the First Selectman’s plan.

  The Committee voted 2-2-0 (Opposed: Fassuliotis, Hess). Motion failed.

- **Consolidation of Health and Human Services Departments**

  Ms. Hess proposed that it might be timely upon Dr. Barry’s upcoming retirement, to consider combining the Health Department with the Human Services Department. Ms. Fassuliotis offered to follow-up with the First Selectman to learn his preference.

7. **Contribution to Healthcare Benefits by M&C.**

   Upon a motion by Ms. Fassuliotis, seconded by Ms. Hess the Committee took up a discussion to increase the contribution to healthcare benefits by M&C employees from 10% to 12.5%.

   M&C contribution to health care benefits has not changed in many years. Other town workers are being asked to contribute more to rising healthcare costs. Discussions centered around whether the BET has authority to request this change. Ms. Pepe stated that the Town Attorney has been asked for a legal opinion. The Chair expressed the opinion that the BET had this authority. Discussion ensued about the cost to M&C employees based on the increase proposed. Budget Director Gieger presented the numbers to the Committee.

   Upon a motion by Ms. Hess, seconded by Ms. Kreuzer, the Committee voted 4-0-0 to amend the motion to increase the contribution to healthcare benefits by M&C employees from 10% to 11%. Motion carried.

   Upon a motion by Ms. Hess, seconded by Ms. Kreuzer, the Committee voted 3-1-0 (Krumeich opposed) to approve the motion, as amended. Motion carried.

8. **HR Reports**

- **Workers Compensation Incident and Expense Reports**

  Mr. Mynarski reported that to date, there is a surplus of $318,000 in the Workers Compensation budget. He noted that the Budget had been reduced in each of the past
three years and he cautioned of the risk in considering another reduction. He credited the Human Resource Department Safety Analyst and the First Selectman's Safety Committee with the safer working environment.

- **Vacant and Posted Position Listing**
  The Committee questioned the legality of the Collective Bargaining Specialist position reporting to the HR Department rather than directly reporting to the Office of the First Selectman (OFS) as referenced in the Town Charter. Ms. Mahoney will follow-up with OFS and the Law Department to clarify the reporting structure.

  The Committee questioned whether the TOO in the Law Department would change or if the two vacant positions in the Department would remain unfilled. Ms. Mahoney will follow-up.

9. **Adjournment**

   Upon a motion by Ms. Krumeich, seconded by Ms. Hess, the Committee voted 4-0-0 to adjourn the meeting at 10:36 A.M. Motion carried.

   The next Regular Meeting of the BET Human Resources Committee is scheduled for Tuesday, March 11, 2020, at 8:30 A.M. in the Parks & Recreation Conference Room.

Respectfully submitted,

Catherine Sidor, Recording Secretary

Karen Fassuliotis, HR Committee Chair