

1. BET HR Comm. Meeting Documents

Documents:

[APPROVED\\_BET\\_HR\\_COMM\\_MTG\\_MINUTES\\_07-12-11.PDF](#)  
[BET\\_HR\\_COMM\\_MTG\\_AGENDA\\_07-12-11.PDF](#)  
[SUB\\_TO\\_APP\\_BET\\_HR\\_COMM\\_MTG\\_MINUTES\\_07-12-11.PDF](#)

TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION  
REGULAR MEETING  
HUMAN RESOURCES COMMITTEE  
MINUTES – Cone Room

Tuesday, July 12, 2011

Committee: Jim Campbell, Chairman; Michael Mason, Randall Huffman,  
Laurence Simon

Selectmen: Peter Tesei, First Selectman

Staff: Peter Mynarski, Comptroller; Maureen Kast, Human Resources Director;  
Regina Williams, Human Resources Assistant Director, Board of  
Education; John Crary, Town Administrator; Dustin Anderson, Executive  
Assistant, Selectmen's Office; Diane Fox, Director, Planning & Zoning  
Commission

Other: Donald Heller, Chairman, Planning & Zoning Board

The meeting was called to order at 4:05 P.M.

**1. Approval of Human Resources Committee Meeting Minutes**

Upon a motion by Mr. Simon, seconded by Mr. Mason, the Committee  
voted 4-0 to approve the minutes from the May 10, 2011, Regular Human  
Resources Committee Meeting.

**2. Review of monthly HR Reports May and June 2011**

Retirement Incentive Savings

The Committee reviewed the Retirement Incentive Savings through May 31, 2011 and Retiree Costs as of May 31, 2011, which showed a monthly savings of \$160,197.31 for May, 2011 and \$1,436,535.09 total savings over break even and the Retirement Incentive Savings through June 30, 2011 and Retiree Costs as of June 30, 2011, which showed a monthly savings of \$162,118.17 for June, 2011 and \$1,598,653.26 total savings over break even

Vacant Position Listing

The Committee reviewed the Vacant Position Listing as of June 6, 2011, which showed a total of 37 vacancies and the Vacant Position Listing as of July 1, 2011, which showed a total of 42 vacancies. A discussion followed regarding the length of time, the Police Officer vacancies, the Highway Department reorganization, and the Nathaniel Witherell Social Services position.

## Unemployment Expense

The Committee reviewed the TOG Unemployment Expense by Category, showing FY 2010-2011 vs. FY 2009-2010 through March 31, 2011 and April 30, 2011; and the Unemployment Charges by Department as of March 2011 and April 2011, showing FY 2010-2011 vs. FY 2009-2010.

Mr. Mason requested a monthly Workers Compensation report, to include retirees and terminated employees. A discussion followed regarding types of disability claims and payments involving retirees and terminated employees.

### **3. Planning & Zoning Discussion of Proposed Additional Zoning Enforcement Staff**

#### PZ-1 Planning & Zoning - Additional Part-time Position

Ms. Fox explained the need for an additional part-time administrative clerical position in the Zoning Enforcement office, in order to assist with customer service and in particular with data entry for the CityView Zoning Permit software. Ms. Fox also gave overviews of the complaint process, the use of CityView, and the new Zoning permit application and fee process. Ms. Fox noted that additional revenues from the new permit application fees instituted as of January 1, 2011 totaled approximately \$100,000 for the first six months of calendar year 2011, and she expected that rate of collection to continue going forward.

A discussion followed regarding the new permit revenues, increased workload, part-time vs. fulltime employees' costs and benefits, requirements and qualifications, and funding.

Upon a motion by Mr. Simon, seconded by Mr. Huffman, the Committee voted 4-0 to recommend to the BET to authorize the funding for a permanent part-time position of an Administrative Staff Assistant 2 in the Planning & Zoning Department, Zoning Enforcement Office.

### **4. M/C Employee Performance Based Salary Adjustments**

Ms. Kast shared the Calculations of M/C Employees Raises for FY 2011-2012 with the Committee. Ms. Kast stated that there remain a small number of performance reviews that have not been submitted to the Human Resources Department; those employees have been included in the grid, using their ratings from last year, and will be adjusted upon receipt of the actual performance reviews for this year. Ms. Kast gave an overview of the performance evaluation and rating process. A discussion followed regarding the ratings, goals, the pay plan, comparable salaries, and general increases.

### **5. Other Business**

#### Defined Contribution Plan


The Committee discussed the defined contribution plan and fiduciary responsibility.

Administrative Consolidation Study

The Committee discussed the proposed Administration Consolidated Study. Mr. Crary stated that Mr. Cava is currently in the process of negotiating with the union, and that Ms. Kast has prepared a job description regarding a floater position. Ms. Kast stated that once the final issues with the union have been settled, the First Selectman and Town Administrator must determine the scope of the pilot program. A discussion followed regarding addition of the 311 concept to the plan.

There being no further business before the Committee, the meeting was adjourned at 5:20 P.M.

  
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Maria Bocchino, Recording Secretary

  
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Jim Campbell, HR Committee Chairman



**TOWN OF GREENWICH  
BOARD OF ESTIMATE & TAXATION**

**HUMAN RESOURCES COMMITTEE MEETING**

**Tuesday, July 12, 2011  
4:00 PM  
Cone Room – Second Floor**

**AGENDA**

1. Approval of HR Committee May 10, 2011 Minutes
2. May 2011 HR Reports
3. June 2011 HR Reports
4. P+Z: Discussion of Proposed Additional Zoning Enforcement Staff
5. M/C Employee Performance-Based Salary Adjustments
6. Other Business
7. Adjournment

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SUBJECT TO APPROVAL