

1. BET HR Comm. Webinar Agenda

Documents:

[BET HR COMM WEBINAR AGENDA\\_7-14-2021.PDF](#)

2. BET HR Comm. Webinar Packet\_7-14-2021

Documents:

[BET HR COMM MEETING PACKET\\_7-14-2021.PDF](#)

3. SUB\_TO\_APP\_BET HR Comm. Meeting Minutes\_07-14-2021

Documents:

[SUB\\_TO\\_APP\\_BET HR COMM MINUTES\\_7-14-2021.PDF](#)

4. APPROVED\_BET HR Comm. Minutes\_07-14-2021

Documents:

[APPROVED\\_BET HR COMM MINUTES\\_7-14-2021.PDF](#)



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

**HUMAN RESOURCES COMMITTEE  
REGULAR MEETING  
Wednesday, July 14, 2021 - 8:30 A.M.**

Join Webinar:

<https://greenwichct.zoom.us/j/89484485021?pwd=ZlZWeIRnQ200TG1wSGw1TDBIYW5Zdz09>

Password: 3763089

US Dial-in: +1 646 518 9805

Webinar ID: 894 8448 5021

Password: 3763089

**AGENDA**

1. HR Reports
  - Vacant and Posted Vacant Position Listings
  - Workers Compensation Expense Report
2. Update from Committee Members on Deferred Retirement Option Program (DROP) and Any Other Options
3. Policy for Overpayment of Employees
4. Update on MC Reviews
5. Human Resources COVID-19 Update
  - Town
  - Board of Education
6. Approval of Minutes
  - June 2, 2021
7. Adjournment

Next Meeting – Friday September 17, 2021, at 8:30 AM which will be either a virtual meeting, hybrid or in-person meeting depending on the status of COVID19 and any COVID19 restrictions

*The Town complies with all applicable federal and state laws regarding non-discrimination, equal opportunity, affirmative action, and providing reasonable accommodations for persons with disabilities. If you require an accommodation to participate, please contact the Commissioner of Human Services at 203-622-3800 or [demetria.nelson@greenwichct.org](mailto:demetria.nelson@greenwichct.org) as soon as possible in advance of the event.*



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

**HUMAN RESOURCES COMMITTEE  
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**Town of Greenwich****Vacant Position Listing - July 2021**

<b><u>Department and Job Description</u></b>	<b><u>Grade</u></b>	<b><u>Vacancy Date</u></b>	<b><u>Comments</u></b>
<b>105 First Selectman's Office</b>			
Collective Bargaining Specialist	MC-8	1/15/2021	Position filled by Consultant
<b>109 Human Resources</b>			
HR Analyst	L-E	6/28/2021	Posted
<b>130 Finance</b>			
Assistant Budget and Systems Manager	L-C	6/30/2021	Posted
<b>135 Tax Assessor</b>			
Assistant Assessor	MC-7	12/2/2019	Position on hold
<b>200 Police Department</b>			
Police Officer	P-01	3/1/2021	Lateral Candidate In Background Check Process
Police Officer	P-01	5/1/2021	List to Department; Department Interviewing
Police Officer	P-01	6/14/2021	List to Department; Department Interviewing
Police Officer	P-01	7/1/2021	List to Department; Department Interviewing
Police Officer	P-01	7/1/2021	List to Department; Department Interviewing
<b>20008 Parking Services</b>			
Parking Facilities Technician	T-10	10/27/2019	Filled as Part-Time on trial basis (9/1/20)
<b>302 Public Works Engineering</b>			
Engineering Technician	G-A	8/1/2020	Job Description Under Review
<b>312 Public Works Highway</b>			
Highway Planning and Program Manager	L-C	12/28/2020	Job Description Under Review
Labor	T-4	6/21/2021	List to Department 1/28/20
<b>351 Building Inspection</b>			
Building Inspector	G-A	4/19/2021	List to Department 6/17/21
Plumbing Inspector	G-A	5/17/2021	Posted
<b>361 Sewer Division</b>			
Sewer Plant Operator 2	T-12	7/7/2017	Re-Posted
Sewer Plant Operator 2	T-12	4/1/2019	Re-Posted

<b>Department and Job Description</b>		<b>Grade</b>	<b>Vacancy Date</b>	<b>Comments</b>
	Sewer Collection Repairperson	T-9	11/9/2020	Posted
	Process Control Manager	L-C	1/23/2018	Position cannot be filled at this time
<b>380 Fleet</b>				
	Heavy Duty Mechanic Technician	T-13	4/24/2021	Re-Posted
<b>405 Health Department</b>				
	Health Department Operations Administrator	L-D	3/19/2021	Posted
<b>Nathaniel Witherell</b>				
	IT Support Specialist - NW	L-E	11/30/2020	List to Department 4/26/21
	Admissions Representative	L-E	2/12/2021	Position on Hold
	Building Maintenance Mechanic, NW	TNW	4/19/2021	Posted; Temp approved
	Building Maintenance Mechanic, NW	TNW	6/1/2021	Posted; Temp approved
<b>BOE - Administration</b>				
	Media Assistant @ GHS	G-E	11/25/2019	Position on Hold
	Media Assistant @ Central Middle School	G-E	1/6/2020	Position on Hold
	Media Assistant (10 month) @ Hamilton Avenue	G-E	7/1/2021	Transfer Posted
	PPS Data Specialist @ Havemeyer	G-D	3/25/2019	Grant Funded Position on Hold
	Asst. to Deputy Superintendent @ Havemeyer	G-A	1/1/2020	Position on Hold
	Accounting Clerk II @ Havemeyer	G-E	12/1/2020	List to Department 6/10/21; Department Interviewing
	School Health Services Clerk	G-F	12/7/2020	Conditional Offer Pending
	AA-School (11 months) @ ISD	G-B	6/28/2021	List to Department 6/25/21
	Administrative Staff Assistant II (Bilingual Spanish) @ Julian Curtiss	G-D	7/1/2021	List to Department 7/16/21
	School Health Nurse I (10 month) @ GHS	PHN1	7/1/2021	To be transfer posted
<b>BOE - Operation of Plants</b>				
	Custodian II @ Riverside School	T-07	3/5/2021	Transfer Posted
	Custodian II @ New Leb School	T-07	5/12/2021	List to Department 6/25/21
	Custodian II @ Julian Curtiss School	T-07	4/1/2021	Transfer Posted
	Custodian II @ Greenwich High School	T-07	5/10/2021	Conditional Offer Pending
	Custodian II @ Greenwich High School	T-07	6/25/2021	To be transfer posted

<b>Department and Job Description</b>		<b>Grade</b>	<b>Vacancy Date</b>	<b>Comments</b>
	Custodian II @ Old Greenwich School	T-07	7/1/2021	To be transfer posted
	Custodian II @ Glenville	T-07	7/1/2021	To be transfer posted
	Head Custodian @ Ham Ave School	T-12	5/1/2021	List to Department 4/5/21
<b>822 Parks &amp; Rec</b>				
	Park Gardener I	T-04	4/25/2021	Written Exam 6/16/21
<b>701 Greenwich Library</b>				
	Library Clerk	G-E	12/25/2020	List to Department 4/30/21
	Librarian III	L-C	2/1/2021	Awaiting request to fill
	Librarian I/II	L-F/E	7/1/2021	Position converting to Custodian II
<b>905 Fire Department</b>				
	Firefighter	F-03	3/1/2021	Conditional Offer Pending; Tentative Start Date 8/23/21
	Firefighter	F-03	6/14/2021	Conditional Offer Pending; Tentative Start Date 8/23/21
	Assistant Fire Chief	MC-8	7/1/2021	Department Interviewing
<b>Total Vacant Positions</b>		<b>50</b>		
<b>Upcoming Vacancies or Recruitments Underway</b>				
<b>BOE</b>				
	Accounting Clerk II @ Havemeyer (PPS Division)	G-C	8/1/2021	Job Description under review
	Director of Communications & Board of Education Liaison	MC-7	8/1/2021	Posted
<b>Parks &amp; Rec</b>				
	Recreation Supervisor	L-E	8/1/2021	Posted
<b>ROV</b>				
	Assistant Registrar of Voters	G-E	8/1/2021	Conditional Offer Pending
<b>Town Clerk</b>				
	Town Clerk Staff Assistant	G-D	N/A	Written Exam 7/14/21

**TOWN OF GREENWICH**  
**WORKER'S COMPENSATION ANALYSIS**  
**FY 20-21 - @ June 30, 2021**

#	PERIOD COVERED	MONTHLY	Y-T-D	BUDGET	Y-T-D	VARIANCE
1	July 1, 2020	\$10,221.57		\$36,057.00		
2	July 8, 2020	\$24,117.24		\$36,057.00		
3	July 15, 2020	\$16,369.54		\$36,057.00		
4	July 22, 2020	\$40,147.49		\$36,057.00		
5	July 29, 2020	\$25,409.12		\$36,057.00		
	sub-total	\$116,264.96	\$116,264.96	\$180,285.00	\$180,285.00	\$64,020.04
6	August 5, 2020	\$58,402.00		\$36,057.00		
7	August 12, 2020	\$93,352.34		\$36,057.00		
8	August 19, 2020	\$22,243.69		\$36,057.00		
9	August 26, 2020	\$56,251.40		\$36,057.00		
	sub-total	\$230,249.43	\$346,514.39	\$144,228.00	\$324,513.00	-\$22,001.39
10	September 2, 2020	\$36,330.65		\$36,057.00		
11	September 9, 2020	\$0.00		\$36,057.00		
12	September 16, 2020	\$0.00		\$36,057.00		
13	September 23, 2020	\$301,533.00		\$36,057.00		
14	September 30, 2020	\$70,418.18		\$36,057.00		
	OPEB Transfer	-\$352,166.22				
	sub-total	\$56,115.61	\$402,630.00	\$180,285.00	\$504,798.00	\$102,168.00
15	October 7, 2020	\$11,418.92		\$36,057.00		
16	October 16, 2020	\$38,447.39		\$36,057.00		
17	October 23, 2020	\$1,480.11		\$36,057.00		
18	October 30, 2020	\$33,061.84		\$36,057.00		
	sub-total	\$84,408.26	\$487,038.26	\$144,228.00	\$649,026.00	\$161,987.74
19	November 4, 2020	\$9,901.55		\$36,057.00		
20	November 11, 2020	\$20,684.59		\$36,057.00		
21	November 18, 2020	\$16,641.20		\$36,057.00		
22	November 25, 2020	\$47,666.91		\$36,057.00		
	sub-total	\$94,894.25	\$581,932.51	\$144,228.00	\$793,254.00	\$211,321.49
23	December 2, 2020	\$9,967.74		\$36,057.00		
24	December 9, 2020	\$2,435.30		\$36,057.00		
25	December 16, 2020	\$18,884.72		\$36,057.00		
26	December 23, 2020	\$62,039.45		\$36,057.00		
27	December 30, 2020	\$32,921.06		\$36,057.00		
	OPEB Transfer	-\$51,911.74				
	sub-total	\$74,336.53	\$656,269.04	\$180,285.00	\$973,539.00	\$317,269.96
28	January 6, 2021	\$45,052.89		\$36,057.00		
29	January 13, 2021	\$12,766.27		\$36,057.00		
30	January 20, 2021	\$21,755.89		\$36,057.00		
31	January 27, 2021	\$9,695.12		\$36,057.00		
	sub-total	\$89,270.17	\$745,539.21	\$144,228.00	\$1,117,767.00	\$372,227.79
32	February 3, 2021	\$30,982.13		\$36,057.00		
33	February 10, 2021	\$70,558.11		\$36,057.00		
34	February 17, 2021	\$30,861.05		\$36,057.00		
35	February 24, 2021	\$82,514.07		\$36,057.00		

**TOWN OF GREENWICH**  
**WORKER'S COMPENSATION ANALYSIS**  
**FY 20-21 - @ June 30, 2021**

	<i>sub-total</i>	\$214,915.36	\$960,454.57	\$144,228.00	\$1,261,995.00	\$301,540.43
36	March 3, 2021	\$45,800.18		\$36,057.00		
37	March 10, 2021	\$53,156.37		\$36,057.00		
38	March 17, 2021	\$43,042.54		\$36,057.00		
39	March 24, 2021	\$36,832.93		\$36,057.00		
40	March 31, 2021	\$37,967.40		\$36,057.00		
	OPEB Transfer	-\$50,376.01				
	<i>sub-total</i>	\$166,423.41	\$1,126,877.98	\$180,285.00	\$1,442,280.00	\$315,402.02
41	April 7, 2021	\$13,118.33		\$36,057.00		
42	April 14, 2021	\$36,713.75		\$36,057.00		
43	April 21, 2021	\$76,849.24		\$36,057.00		
44	April 28, 2021	\$44,325.13		\$36,057.00		
	<i>sub-total</i>	\$171,006.45	\$1,297,884.43	\$144,228.00	\$1,586,508.00	\$288,623.57
45	May 5, 2021	\$28,753.61		\$36,057.00		
46	May 12, 2021	\$15,521.25		\$36,057.00		
47	May 19, 2021	\$25,420.11		\$36,057.00		
48	May 26, 2021	\$24,677.88		\$36,057.00		
	<i>sub-total</i>	\$94,372.85	\$1,392,257.28	\$144,228.00	\$1,730,736.00	\$338,478.72
49	June 2, 2021	\$20,689.39		\$36,057.00		
50	June 9, 2021	\$34,778.75		\$36,057.00		
51	June 16, 2021	\$6,243.46		\$36,057.00		
52	June 23, 2021	\$71,517.42		\$36,057.00		
53	June 30, 2021	\$258,106.69		\$36.00		
	OPEB Transfer	-\$239,174.20				
	<i>sub-total</i>	\$152,161.51	\$1,544,418.79	\$144,264.00	\$1,875,000.00	\$330,581.21



## **Town of Greenwich Payroll Overpayment Policy**

It is the responsibility of all employees, both Town and Board of Education, to review their bi-weekly pay checks to ensure the accuracy of their pay. Employees should immediately report discrepancies in pay, including both overpayments and under payments, to their supervisor or to the Payroll Department. In the event the employee reports the overpayment to supervisory personnel in their department, the department supervision should immediately notify the Payroll Department. Should the employees' department or the Payroll Department discover the error, they will notify employees.

Employees are not legally entitled to receive more money than they have earned. Any overpayment represents a legal debt owed to the Town of Greenwich, and the Town has a duty and obligation to recover the funds.

When an employee has been overpaid, an overpayment recovery plan will be established to provide a method by which the overpayment can be recovered. The Payroll Manager and the Human Resources Department are responsible for coordinating the overpayment recovery process and setting up any payroll deductions. The Human Resources Department will provide a letter detailing the amount owed, options for repayment and a repayment agreement by which the employee consents to the overpayment amount and authorizes repayment.

Employees may repay overpayments by authorizing deductions from future pay checks or by a personal check. Specifically, overpayments may be collected in the following manner:

1. **One-time payroll deduction** - Full repayment of the amount owed via payroll deduction from the employee's next pay check.
2. **Recurring payroll deduction** - Recurring deductions from a set number of paychecks until the overpayment is paid in full. In the event the overpayment continued beyond 12 months, full repayment may be required within a 12-month period.
3. **Personal Check** - One-time payment in full or installment payments by personal check made payable to Town of Greenwich.

The process is complete when the full amount of the overpayment has been recovered and the employee's earnings record is adjusted accordingly.

Should the employee terminate employment before the full amount owed has been repaid, the employee will be responsible for paying off the balance at termination either through deduction from their final check or by personal check.

**TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION  
HUMAN RESOURCES COMMITTEE  
REGULAR MEETING MINUTES**

Wednesday, June 2, 2021  
Virtual Webinar Meeting

Committee: Karen Fassuliotis, Committee Chair; William Drake, Miriam Kreuzer, Elizabeth K. Krumeich

Staff: Michael Mason, BET Chairman; Carmela Budkins, Town Clerk; Erica Mahoney, Ass't Director, Human Resources (HR) Department (Dept); Peter Mynarski, Comptroller; Mary Pepe, Director, HR Dept

Board: Andy Duus, Laura Erickson, Leslie Moriarty, Jeffrey S. Ramer

RTM: Molly Saleeby (D-8)

Committee Chair, Ms. Fassuliotis, called the meeting to order at 8:30 A.M.

**Policy for Overpayment of Employees**

The Committee received an update on the recent errors discovered which resulted in the overpayment of stipends for certain firefighters and other union employees. Director Pepe explained that two errors had been made during the payroll system automation to ADP in 2016 causing overpayment to a small number of employees. The errors occurred during the customization of Police, Fire and BOE teacher industry-specific payroll integration into the Town's ADP payroll system. The data difference in one instance was a union contract reduction in the number of hours necessary to attain overtime, which resulted in three months of additional salary. The second instance was duplication of stipend payments to firefighters. Remedies for payback of both overpayment instances were developed by the HR Committee and letters were sent to all the affected employees. The Committee commented that it appeared that the retro collective bargaining agreement implementation caused some of the payroll issues and suggested that Director Pepe look at the current process to see what could be improved to prevent this from happening again. Ms. Pepe indicated that she will bring a draft policy for overpayment of employees for the next HR meeting for review and comment.

**Town Clerk request for additional Head Count:** By a vote of 4-0-0 the order of Business was changed to allow the Town Clerk to present her request for an additional headcount.

The Town Clerk, Ms. Budkins, explained that her department had an urgency to add staff to enable her office to keep up with the volume of work. The increased volume of work is due to increased RTM duties, the increased volume of absentee ballots and number of state filings, primaries, and the approaching local fall election. The Committee asked if technology enhancements or additional automation have been considered. Ms. Budkins indicated that there is technology being used currently. A member of the Committee suggested that, with the exception of benefits, the position would be salary neutral for the upcoming fiscal year after having consolidated the two part time employee positions.

Upon a motion by Mr. Drake, seconded by Ms. Krumeich, to approve the

addition of one full time position to the Town Clerk's staff based on the reduction of two part time positions. The Committee voted 4-0-0. Motion carried.

## **HR Reports**

- **Vacancy Report**

Ms. Mahoney highlighted the following items from the written HR Department's Vacancy report:

### **Town**

- **Collective Bargaining Specialist** – Only three applicants have responded to the position and were considered not qualified. Two tracks are simultaneously being considered to fill the position: an RFP, or the possibility of leaving the position temporarily vacant while working with an outside Law Firm for negotiations and arbitration.
- **Deputy Chief Police** – An internal applicant was promoted to fill the position, creating a vacancy in a Captain position. It is to be filled by one of three Lieutenants as internal candidates through promotion.
- **Public Works Communication Specialist** – The Department is rewriting the job description to fill a vacant position with a candidate with a public relations background to work on community messaging through traditional and social media about Parking Services, road closures and new projects.
- **Fire Assistant Chief** – Three internal and one external candidates' applications are being reviewed with the first round of interviews scheduled for the coming week.

### **BOE**

- **Custodial Positions** – Several positions are opening, and internal Custodial candidates are seeking to transfer to new schools. The BOE is eager to have the transferees in place so that schools are ready for September and custodians' vacations will have been taken during the summer.

- **Workers' Compensation Report**

Mr. Mynarski reported the Workers' Compensation Fund spending has a \$358 thousand surplus after 48 weeks. The Fund is trending well with the potential of a substantial surplus at year-end. He reminded the Committee that the FY2022 budget for Workers' Compensation has been reduced by \$100,000.

- **Unemployment Report**

Ms. Mahoney commented that although there had been a spike in unemployment claims due to COVID-19, furloughs and loss of hours on second jobs were often the reason. During the peak of unemployment benefit applications, the State was delayed charging employers and the Finance Department assisted in applying the \$666 thousand of credit received from the State. In total, the Town was actually responsible for only \$239 thousand of unemployment costs after applying the credits.

## **Update on Deferred Retirement Option Program (DROP) and Any Other Options**

Liaisons to the Pension Liability Special Project Team, Ms. Kreuzer and Mr. Drake, reported that Mr. Stump, the Town's external Actuary, had attended the previous meeting and has been asked to prepare graphic cost/impact schedules and recommendations on the four Retirement Program Options for the next meeting. Although the Committee has no firm deadline for concluding its work, it anticipates that it will be within 30-60 days.

## **COVID-19 Update**

- **Town**  
Ms. Mahoney updated the Committee on COVID protocols in Town Hall where masks are still required in common areas, subject to change of CDC instructions. Since the capacity of Conference Rooms are limited by social distancing, internal staff meeting can take place, but since the public must have the opportunity to attend BET and its Committee meetings, virtual and hybrid meetings will continue until further notice.
- **BOE**  
No update available.

## **Approval of BET HR Committee Meeting Minutes**

Upon a motion by Mr. Drake, seconded by Ms. Krumeich, to approve the Minutes of the Regular BET Human Resources Committee Meetings held on January 13, 2021, April 14, 2021, and May 6, 2021, the Committee voted 4-0-0. Motion carried. .

## **Adjournment**

Upon a motion by Mr. Drake, seconded by Ms. Krumeich, the Committee voted 4-0-0 to adjourn the meeting at 9:56 A.M. Motion carried.

Respectfully submitted,

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Catherine Sidor, Recording Secretary

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Karen Fassuliotis, HR Committee Chair

The next Regular Meeting of the BET Human Resources Committee is scheduled for Wednesday, July 14, 2021, at 8:30 A.M.

**TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION**

**HUMAN RESOURCES COMMITTEE  
REGULAR MEETING MINUTES**

Wednesday, July 14, 2021  
Virtual Webinar Meeting

Committee

Present: Karen Fassuliotis, Committee Chair; William Drake, Miriam Kreuzer,  
Elizabeth K. Krumeich

Staff: Erica Mahoney, Ass't Director, Human Resources (HR) Department (Dept);  
Peter Mynarski, Comptroller; Mary Pepe, Director, HR Dept

Board: Jeffrey S. Ramer

Committee Chair, Ms. Fassuliotis, called the meeting to order at 8:30 A.M.

**HR Reports**

- **Vacancy Report**

Ms. Pepe highlighted the following items from the written HR Department's Vacancy report:

**Town**

- **Assistant Fire Chief** – Second round of interviews will be conducted shortly.
- **Assistant Budget & Systems Manager** – Due to a recent out-of-state relocation, the Chair asked whether the Finance and HR Departments had or would consider reclassification of the position from LIUNA to M&C. Mr. Mynarski will follow up with HR Department to learn the impact on candidate selection.
- **Collective Bargaining Specialist** – After position posting, an RFP process and evaluation of skill priorities, the decision was made to hire a consultant with experience and familiarity with the Town's negotiation system. Several Committee members expressed concern about supporting resources and costs as well as access to a state-wide network to research settlement benchmarks. Ms. Pepe elaborated on the selection and approval process, availability of in-house resources and coverage of supporting costs. The Department is rewriting the job description to fill a vacant position with a candidate with a public relations background to work on community messaging through traditional and social media about Parking Services, road closures and new projects.

- **Workers' Compensation Report**

Mr. Mynarski reported the Workers' Compensation Fund finished the year with a \$330,000 surplus. Noting that \$100,000 had been reduced from FY22's budget appropriation, he indicated that this was the fifth-year it has been possible to make reductions. Two large settlements were recently concluded when the recipients left Town employment. Transferring retiree benefits to OPEB facilitates the option of settlements to eliminate future expenses.

### **Update from Committee Members on Deferred Retirement Option Program (DROP) and any other options**

Mr. Drake remarked that the 25% increase in the fiscal year-end value of the Retirement System portfolio reached the 80-90% funded range according to the Town Actuary; the need for any form of hyper- amortization is now unnecessary, although buy-outs may still be pursued. Using the 5-year smoothing method, the Town's annual contribution to the Retirement Fund would reduce from \$28.3 million in FY21, to \$13 million by FY 2027. The Working Committee's final report on the project will be presented at the September meeting.

### **Policy for Overpayment of Employees**

The Human Resources and Finance Departments have developed an Overpayment policy for employee repayment timeframe. A recent instance of overpayment was caused during the integration of Fire and Police programs with the updated ADP software. The Committee reviewed the policy and agreed that the HR Department could institute the policy immediately. Since the Policy was developed internally, the Law Department will review the draft. It will be included in the Finance Department annually revised manual

### **Update on M&C Reviews**

The annual M&C review process is almost complete. Five reviews are currently outstanding. Effective July 1, a two percent salary increase will be included in paychecks with the exclusion of three employees recently promoted. A member of the Committee suggested reassessing the structure because in several instances, union salaries were outpacing those of M&C employees.

### **COVID-19 Update**

- **Town**

Ms. Pepe updated the Committee on COVID protocols in Town Hall saying all restrictions for masks and social distancing have been lifted, Conference rooms are open, Zoom and hybrid meetings are no longer the norm and revisions are being made for remote work. Concern was expressed as to whether remote work could become a future union collective bargaining issue. Town Hall's COVID policy has been updated but statistical analysis was suggested for risk analysis and to identify future working environment trends

### **Approval of BET HR Committee Meeting Minutes**

Upon a motion by Mr. Drake, seconded by Ms. Krumeich, to approve the Minutes of the Regular BET Human Resources Committee Meetings held on January 13, 2021, April 14, 2021, and May 6, 2021, the Committee voted 4-0-0. Motion carried.

### **Adjournment**

Upon a motion by Ms. Kreuzer, seconded by Ms. Krumeich, the Committee voted 4-0-0 to adjourn the meeting at 9:46 A.M. Motion carried.

Respectfully submitted,

---

Catherine Sidor, Recording Secretary

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Karen Fassuliotis, Acting BET Chair and HR  
Committee Chair

The next Regular Meeting of the BET Human Resources Committee is scheduled for Friday, September 17, 2021, at 8:30 A.M. The meeting will be in a Town Hall Conference Room to be determined.

SUBJECT TO APPROVAL



**TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION**

**HUMAN RESOURCES COMMITTEE  
REGULAR MEETING MINUTES**

Wednesday, July 14, 2021  
Virtual Webinar Meeting

Committee

Present: Karen Fassuliotis, Committee Chair; William Drake, Miriam Kreuzer,  
Elizabeth K. Krumeich

Staff: Erica Mahoney, Ass't Director, Human Resources (HR) Department (Dept);  
Peter Mynarski, Comptroller; Mary Pepe, Director, HR Dept

Board: Jeffrey S. Ramer

Committee Chair, Ms. Fassuliotis, called the meeting to order at 8:30 A.M.

**HR Reports**

- **Vacancy Report**

Ms. Pepe highlighted the following items from the written HR Department's Vacancy report:

**Town**

- **Assistant Fire Chief** – Second round of interviews will be conducted shortly.
- **Assistant Budget & Systems Manager** –Due to a recent out-of-state relocation, the Chair asked whether the Finance and HR Departments had or would consider reclassification of the position from LIUNA to M&C. Mr. Mynarski will follow up with HR Department to learn the impact on candidate selection.
- **Collective Bargaining Specialist** – After position posting, an RFP process and evaluation of skill priorities, the decision was made to hire a consultant with experience and familiarity with the Town's negotiation system. Several Committee members expressed concern about supporting resources and costs as well as access to a state-wide network to research settlement benchmarks. Ms. Pepe elaborated on the selection and approval process, availability of in-house resources and coverage of supporting costs. The Department is rewriting the job description to fill a vacant position with a candidate with a public relations



background to work on community messaging through traditional and social media about Parking Services, road closures and new projects.

- **Workers' Compensation Report**

Mr. Mynarski reported the Workers' Compensation Fund finished the year with a \$330,000 surplus. Noting that \$100,000 had been reduced from FY22's budget appropriation, he indicated that this was the fifth-year it has been possible to make reductions. Two large settlements were recently concluded when the recipients left Town employment. Transferring retiree benefits to OPEB facilitates the option of settlements to eliminate future expenses.

### **Update from Committee Members on Deferred Retirement Option Program (DROP) and any other options**

Mr. Drake remarked that the 25% increase in the fiscal year-end value of the Retirement System portfolio reached the 80-90% funded range according to the Town Actuary; the need for any form of hyper- amortization is now unnecessary, although buy-outs may still be pursued. Using the 5-year smoothing method, the Town's annual contribution to the Retirement Fund would reduce from \$28.3 million in FY21, to \$13 million by FY 2027. The Working Committee's final report on the project will be presented at the September meeting.

### **Policy for Overpayment of Employees**

The Human Resources and Finance Departments have developed an Overpayment policy for employee repayment timeframe. A recent instance of overpayment was caused during the integration of Fire and Police programs with the updated ADP software. The Committee reviewed the policy and agreed that the HR Department could institute the policy immediately. Since the Policy was developed internally, the Law Department will review the draft. It will be included in the Finance Department annually revised manual

### **Update on M&C Reviews**

The annual M&C review process is almost complete. Five reviews are currently outstanding. Effective July 1, a two percent salary increase will be included in paychecks with the exclusion of three employees recently promoted. A member of the Committee suggested reassessing the structure because in several instances, union salaries were outpacing those of M&C employees.

### **COVID-19 Update**

- **Town**

Ms. Pepe updated the Committee on COVID protocols in Town Hall saying all restrictions for masks and social distancing have been lifted, Conference rooms are open, Zoom and hybrid meetings are no longer the norm and revisions are being made for remote work. Concern was expressed as to whether remote work could become a future union collective bargaining issue. Town Hall's COVID policy has been updated but statistical analysis was suggested for risk analysis and to identify future working environment trends

### **Approval of BET HR Committee Meeting Minutes**

Upon a motion by Mr. Drake, seconded by Ms. Krumeich, to approve the Minutes of the Regular BET Human Resources Committee Meetings held on January 13, 2021, April 14, 2021, and May 6, 2021, the Committee voted 4-0-0. Motion carried.

**Adjournment**

Upon a motion by Ms. Kreuzer, seconded by Ms. Krumeich, the Committee voted 4-0-0 to adjourn the meeting at 9:46 A.M. Motion carried.

Respectfully submitted,

*Catherine Sidor*

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Catherine Sidor, Recording Secretary

*Karen Fassuliotis*

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Karen Fassuliotis, Acting BET Chair and HR  
Committee Chair

The next Regular Meeting of the BET Human Resources Committee is scheduled for Friday, September 17, 2021, at 8:30 A.M. The meeting will be in a Town Hall Conference Room to be determined.