

1. BET HR Comm. Meeting Documents

Documents:

[APPROVED_BET_HR_COMM_MTG_MINUTES_07-15-10.PDF](#)
[BET_HR_COMM_MTG_AGENDA_07-15-10.PDF](#)
[SUB_TO_APP_BET_HR_COMM_MTG_MINUTES_07-15-10.PDF](#)

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

MINUTES – Gisborne Room

Thursday, July 15, 2010

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

Board: Stephen Walko

Selectmen: Peter Tesei, First Selectman

Staff: Peter Mynarski, Comptroller; Maureen Kast, Human Resources Director;
John Crary, Town Administrator; Dustin Anderson, Executive Assistant,
Selectmen's Office; Jane Anderson, Human Resources Director, Board of
Education; Amy Siebert, Commissioner; David Thompson, Deputy
Commissioner; William Marr, Building Official; Richard Feminella, Waste
Division Manager, Department of Public Works; Diane Fox, Director,
Planning & Zoning Commission

The meeting was called to order at 4:37 P.M.

1. Approval of Human Resources Committee Meeting Minutes

Upon a motion by Mr. Mason, seconded by Mr. Simon, the Committee voted 4-0 to approve the June 15, 2010 Minutes.

2. Review of monthly HR Reports

Vacant Positions

The Committee reviewed the Vacant Positions Listing as of July 2, 2010. Ms. Kast explained that permission is needed to have the funds released in order to change a vacancy's designation from No Request to Fill to In Progress on the list. Mr. Simon commented that more accurate descriptions are needed. A discussion followed regarding the Senior Center Cook position, and BOE Building Maintenance positions.

Unemployment Expenses

The Committee reviewed the TOG Unemployment Expenses April 2010. A discussion followed regarding monthly payments.

Retirement Incentive Savings

The Committee reviewed the Retirement Incentive Savings through June 30, 2010. Mr. Cray stated that, at \$2,264,902.99, the goal was met for the year, with enough left to cover the vacation/sick leave payout. Savings are currently at a monthly rate of \$180,000 to \$190,000, but will begin to decline to a \$100,000 per month savings by November as certain critical positions are filled. A brief discussion followed.

3. Request for Budget Transfers: Department of Public Works

PW-1 DPW – Transfer \$66,653

Transfer:
\$ 66,653 to A351-51010 Regular Salaries
\$ 66,653 from A901-57960 Salary Adjustment Account

Ms. Siebert explained that this request is to fill a fulltime Zoning Inspector position, which has been vacant since late 2008, and gave an overview of the responsibilities and the department workload. A discussion followed regarding the department workload, qualifications, and departmental use of the Cityview vs. Cornerstone software.

Upon a motion by Mr. Huffman, seconded by Mr. Simon, the Committee voted 4-0 to approve the request and forward it to the BET as a non-routine application.

PW-2 DPW – Transfer \$80,639

Transfer:
\$ 80,639 to A302-51010 Regular Salaries
\$ 80,639 from A901-57960 Salary Adjustment Account

Ms. Siebert explained that this request is to fill a fulltime Chief Engineer position, which has been vacant since December 2008, and gave an overview of the department reorganization and additional responsibilities. A discussion followed regarding salary, and progress of major Capital projects.

Upon a motion by Mr. Mason, seconded by Mr. Simon, the Committee voted 4-0 to approve the request and forward it to the BET as a non-routine application.

PW-3 DPW – Transfer \$56,261

Transfer:
\$ 56,261 to J361-51010 Regular Salaries
\$ 56,261 from J361-57960 Salary Adjustment Account

Ms. Siebert explained that this request is to fill a fulltime Inflow/Infiltration Inspector, which has been vacant since September 2009, and gave an overview of the responsibilities. A brief discussion followed.

Upon a motion by Mr. Huffman, seconded by Mr. Mason, the Committee voted 4-0 to approve the request and forward it to the BET as a non-routine application.

4. Review of Distribution of M/C Employee Review Rankings

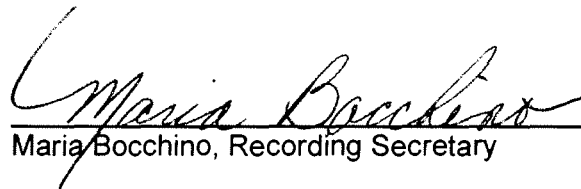
The Committee reviewed the Amended M/C and Elected Employee Classification and Salary Schedule Market Adjusted January 1, 2010, the Comp-Ratio Grid, and the M/C Employees Performance Evaluation Individual Rankings. A discussion followed regarding distribution, performance ratings, the rankings, smart goals, Hay recommendations, the grading process, the review process, and the salary increase.

Upon a motion by Mr. Simon, seconded by Mr. Huffman, the Committee voted 4-0 to approve the Managerial, Confidential and Elected Employee Salary Increase for July 1, 2010 at 90 percent of the recommended number.

5. Other Business

Upon a motion by Mr. Mason, seconded by Mr. Huffman, the Committee voted 4-0 to cancel the August 2010 Human Resources Committee meeting.

There being no further business before the Committee, the meeting was adjourned at 6:10 P.M.



Maria Bocchino, Recording Secretary



Jim Campbell, HR Committee Chairman



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

HUMAN RESOURCES COMMITTEE MEETING

**Thursday, July 15, 2010
4:30 PM
Gisborne Room – First Floor**

AGENDA

1. Approval of HR Committee June 15, 2010 Minutes
2. Review of monthly HR Reports
3. Request for Budget Transfer: Department of Public Works

<u>Number</u>	<u>Department</u>		<u>Purpose</u>
PW-1	DPW A351 51010	\$ <u>66,653</u>	Transfer Regular Salaries
PW-2	DPW A302 51010	\$ <u>80,639</u>	Transfer Regular Salaries
PW-3	DPW J361 51010	\$ <u>56,261</u>	Transfer Regular Salaries

4. Review of Distribution of M/C Employee Review Rankings
5. Other Business
6. Adjournment

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SUBJECT TO APPROVAL

Maria Bocchino, Recording Secretary

Jim Campbell, HR Committee Chairman