

1. BET HR Comm. Meeting Documents

Documents:

[APPROVED_BET_HR_COMM_MTG_MINUTES_11-10-09.PDF](#)
[BET_HR_COMM_MTG_AGENDA_11-10-09.PDF](#)
[SUB_TO_APP_BET_HR_COMM_MTG_MINUTES_11-10-09.PDF](#)

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

MINUTES – Gisborne Meeting Room - 8:00 A.M.

Tuesday, November 10, 2009

Committee: Leslie Tarkington, Chairman; Nancy Barton, Michael Mason, William Kelly
- 8:04 A.M. arrival

Other: Stephen Walko, Chairman, and Lawrence Simon, BET; Peter Tesei, First
Selectman (for a portion of the meeting); Joseph Pellegrino

Staff: Peter Mynarski, Comptroller; Maureen Kast, Director, Human Resources;
John Crary, Town Administrator; John Wayne Fox, Town Attorney;
Roland Gieger, Budget Director, Al Cava, Director, Labor Relations;
Joseph Siciliano, Director, Parks and Recreation

The meeting was called to order at 8:02 A.M.

1. Approval of Human Resources Committee Meeting Minutes:

Upon a motion by Ms. Barton, seconded by Mr. Mason, the Committee
voted 3-0 to approve the October 14, 2009 Minutes.

2. Discussion - Retirement Incentive Program

The Committee discussed the Retirement Incentive Program as per the memorandum dated July 23, 2009 from Stephen Walko, Chairman, BET. Mr. Mynarski presented the Retirement Incentive Cost and Savings Analysis report prepared under the direction of Roland Gieger, Budget Director. Mr. Mynarski explained that additional information is needed from the BOE and that the report will be circulated to the HR Committee prior to the December 16, 2009 meeting. Mr. Kelly requested that the Committee analyze the report's impact on Town services at the December 2009 meeting.

3. Discussion – Teamster Subcontracting Agreements

Mr. Cava updated the Committee on the Teamster Subcontracting Agreements relating to turf management and a tree crew reduction that have been negotiated. The Agreements allow the town to subcontract work for the organic turf management program, and field maintenance improvements and reconstruction. The agreement to subcontract does not include routine maintenance and landscaping activities. Also, the agreements allow a foreman and a tree crew of three to be subcontracted through June 30, 2011. These positions have been eliminated and removed from the Vacancy Report. Certain other teamster positions which the town agreed to fill, which were not all the vacant positions, just those listed in the subcontracting agreement must be filled by December 31, 2009.

Mr. Kelly questioned the proposed cost savings of outsourcing. Mr. Siciliano stated, as an example, that he had budgeted \$394,000 for the organic turf program but for the next fiscal year he will request \$275,000 for the outside contractor, resulting in a cost savings of approximately \$119,000. He also added that by using contractors, time flexibility will add to the savings.

Mr. Cray stated that to lower the gardener staffing they need cooperation with the teamsters through arbitration, and the town can not lower the number of gardeners at this time due to the town's need for them for the snow season plowing. Ms. Tarkington asked whether Nathaniel Witherell will be able to hire outside services for their landscaping and garden maintenance. Mr. Cava stated that is a separate negotiation. Mr. Walko raised the issue of reorganization within the Marine Division. Mr. Cray said that during the winter season they will be reviewing the Marine facilities operation.

5. Discussion – Police Chief Agreement

Mr. Fox addressed the Police Chief Agreement and concerns that have been expressed regarding the enhanced compensation package. Mr. Fox stated that this is a salary increase for an individual and its consequence is not to reorganize the department. The agreement does not violate either of the resolutions which were adopted as part of the most recent budget cycle. He also said that the funding for the next fiscal year is yet to be, and that the provision in the letter talks in terms of a potential obligation and that provision will be subject to approval of the BET for the next fiscal year. A discussion between Mr. Walko, Mr. Fox, and Ms. Tarkington followed concerning the use of 100's accounts, the M/C Pay Plan, and appointing authorities' powers. The effect of termination on the retention agreement was also discussed.

Mr. Gieger was asked to explain the agreement's increased compensation cost of \$162,000. The cost information was prepared by the Town's pension fund actuary using an 8% discount rate. A discussion followed regarding the impact of the retention agreement to the pension fund. The group agreed that a review by the HR Committee prior to the agreement would have been appreciated.

4. Update – M/C employees Pay Plan including Goal Setting

Ms. Kast reported to the HR Committee that currently four managers are available for appointing authority training. A letter will be sent to the M/C employees by the end of November as a reminder of what should be accomplished by year end. She added that Human Resources will be writing a Benefits Manual for M/C employees.

6. Discussion – HR Reports

The Committee reviewed the Unemployment Expenses Report ending July 2009. Mr. Kelly questioned whether there could be a reduction in BOE teachers' numbers and proposed that the Committee refer the question to Ms. Gina Williams, BOE, Director of HR. A group discussion followed regarding the eligibility for unemployment compensation. Mr. Kelly requested Ms. Kast to compose a paragraph regarding unemployment in relation to who is eligible, how it works, the ramifications and what the HR Committee can do to lower the town's cost.

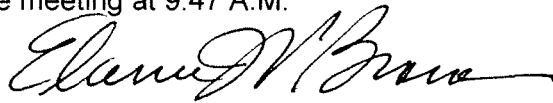
The Vacancy Report discussion included those vacancies within the Police Department.

7. **Discussion – Training**
Not discussed

8. **Discussion – Full Time Equivalent (FTE) Employees FY 2009–2010 YTD**

The Part Time Employees report was reviewed. Mr. Mynarski explained the report shows a count of employees not by position, but by person, which sometimes results in a higher number of employees if a position has been filled by multiple people. Ms. Barton said that the report should be reviewed by the departments, and that those with a high number of part time employees should be invited to justify their usage.

Upon a motion by Mr. Kelly, seconded by Ms. Barton, the Committee voted 4-0 to adjourn the meeting at 9:47 A.M.



Elaine JV Brown, Recording Secretary



Leslie L. Tarkington, HR Committee Chairman



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

HUMAN RESOURCES COMMITTEE MEETING

**Tuesday, November 10, 2009, 8:00 AM
Gisborne Conference Room**

Agenda

1. Approval of Human Resources Committee October 14, 2009 Minutes
2. Update on Retirement Incentive Program and Discussion per the Memorandum dated July 23, 2009 from Stephen Walko, Chairman, BET: Need for Filling a Position Before it is Posted and Filled. Consideration of Refraining from Filling or Delaying the Filling Positions. Assessment of Current Services and Evaluation of Service Levels and if There are Non-Essential Services that can be Reduced Temporarily or Permanently.
3. Discussion of Teamster Subcontracting Agreements
4. Update on M/C Employees Pay Plan including Goal Setting
5. Discussion of Police Chief Agreement
6. Discussion of HR Reports
7. Discussion of Training
8. Discussion (Continued) of Full Time Equivalent (FTE) Employees FY 2009-2010, Q 1

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SUBJECT TO APPROVAL