

1. BET HR Comm. Meeting Agenda 02-15-2023

Documents:

[BET HR COMM MEETING AGENDA 02-15-2023.PDF](#)

2. BET HR Comm. Meeting Packet 02-15-2023

Documents:

[BET HR COMM MEETING PACKET 02-15-2023.PDF](#)

3. SUB\_TO\_APP\_BET HR Comm. Meeting Minutes\_02-15-2023

Documents:

[SUB\\_TO\\_APP\\_BET HR COMM MEETING MINUTES\\_02-15-2023.PDF](#)



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

**Wednesday, February 15, 2023 – 9:00 A.M  
Cone Room**

**AGENDA**

1. Discussion and vote on Management and Confidential pay increases for FY24 including base increase, additional percentage for high performance, and healthcare contribution
2. Discussion and vote on headcount changes in the Salary Schedules of the Budget Book:
  - Department of Public Works – Sewer Division Application Coordinator
  - Nathaniel Witherell – correction to FTE and three additional persons in food service
3. Old Business
4. Approval of Minutes:
  - February 6, 2023
5. Adjournment

*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.*



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**Town Of Greenwich**  
**Request Form For Table of Organization & Budget Adjustments**

|  |                                      |
|--|--------------------------------------|
| <b>Department &amp; Division:</b> DPW Sewer Division   | <b>FY Salary &amp; Benefits</b>      |
| <b>Dept Head</b> Richard Feminella                     | <b>Date Apprv'd. by HR</b>           |
| <b>Department Number</b> J 361                         | <b>Date Apprv'd by OFS/SprIntdnt</b> |
| <b>Action Requested:</b> Additional Full Time Position | <b>Date Apprv'd by Brd/Comm</b>      |
| <b>Department Budget Increase</b> 79,005               | <b>Confirmed w/Finance</b>           |
| <b>Fixed Charges Increase</b> 41,177                   | <b>In Subsequent Budget</b>          |

**BUDGETARY IMPACT**

| Position                              | Union | Grade | FT/PT | Hourly Pay | Hours | Annual Salary | TOTAL BENEFITS <sup>(3),(4)</sup> | TOTAL Cost to TOG <sup>(5)</sup> |
|---------------------------------------|-------|-------|-------|------------|-------|---------------|-----------------------------------|----------------------------------|
| <b><u>Current</u></b> <sup>(1)</sup>  |       |       |       |            |       |               |                                   |                                  |
|                                       |       |       |       |            | 0     | -             | --                                |                                  |
| <b><u>Proposed</u></b> <sup>(2)</sup> |       |       |       |            |       |               |                                   |                                  |
| Sewer Applications Coordinator        | LIUNA | F     | FT    |            | 35    | 79,005.00     | 41,177.00                         | 120,182.00                       |
|                                       |       |       |       |            | 35    | 79,005.00     | 41,177.00                         | 120,182.00                       |

**TABLE OF ORGANIZATION IMPACT**

**JUSTIFICATION OF REQUEST**

|                 | FT | PT   | TTL   |
|-----------------|----|------|-------|
| <b>Current</b>  | 25 | 0.96 | 25.96 |
| <b>Proposed</b> | 26 | 0.96 | 26.96 |
| <b>Change</b>   | 1  | 0.00 | 1.00  |

[PLEASE PROVIDE DETAILED REASONING FOR REQUEST. INCLUDE: 1) DESCRIPTION OF ANY ALTERNATIVE APPROACHES THAT DEPT COULD UTILIZE TO FILL THE NEED (I.E. CONSULTANT, INTERN, OUTSOURCING) AND ASSOCIATED TOTAL COST; 2) SERVICE IMPACT IF HEADCOUNT IS NOT ADDED. 3) PLEASE ATTACH JOB DESCRIPTION APPROVED BY DEPARTMENT AND HR TO THIS FORM]

**Assumptions/Notes:**

- 1) Salary and bargaining unit grade level data of most recent employee. Benefits data is average across employee bargaining unit for fiscal year specified
- 2) Salary data assumes bargaining unit grade level most likely to be filled. Benefits data is average across employee bargaining unit for fiscal year specified.
- 3) Full-time employee benefits such as Healthcare admin, Life Ins & AD&D, FICA, Sick&Vacation Payout, Eye Glass, 401K, WC, Unemployment, OPEB (Fire, Police & GEA Only) are percentage of salary based on bargaining unit average. DC & RHSA Costs are percent of salary. For part-time, FICA only based on a percentage of salary.
- 4) Max healthcare cost per employee (assuming family of 4+) for employee bargaining unit: **[PLEASE INCLUDE COST HERE]**
- 5) Total Cost = Annual Salary + Total Benefits

The following action was taken:

|                            |        |       |
|----------------------------|--------|-------|
| BET Budget Committee Vote: | Chair: | Date: |
| BET HR Committee Vote:     | Chair: | Date: |

TITLE: Sewer Division Application Coordinator DRAFT

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|             |                                    |               |              |
|-------------|------------------------------------|---------------|--------------|
| Department: | Public Works                       | Job Code:     | TDB          |
| Division:   | Sewer                              | Date Created: | January 2023 |
| Union:      | LIUNA                              |               |              |
| Grade:      | F                                  |               |              |
| FLSA:       | Exempt                             |               |              |
| Reports To: | Sewer Division Maintenance Manager |               |              |

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**JOB PURPOSE:**

Assists Division providing responsible professional and technical engineering expertise for the Sewer Division’s permit and sewer system asset management programs. Interfaces with the public to assist them in the Sewer Permitting and Application processes.

**DUTIES AND RESPONSIBILITIES:**

Assists in reviews of drawings and specifications associated with permit applications, CCTV inspection videos land use submittals, highway road opening permits and grease trap submittals for conformance to Town and Division standards and specifications. Reviews compatibility with installed Town infrastructure. Prepares memos and correspondence providing review comments and requirements for applicants and other Town departments.

Assists in Sewer Division programs by performing field inspections to confirm sewer work is being installed in conformance with Sewer Division standards and approved permits, as well as assists in field investigations for sewer issues, including inflow and infiltration, grease, and other issues as assigned

Makes recommendations to applicants to address deficiencies in their applications and/or projects in order to bring proposed work into compliance with Town infrastructure and standards.

Assists the Environmental Asset Engineer to ensure that projects are built in accordance with approved plans and specifications, that minimum permit conditions are met, that all sewer projects are in compliance with Town standards prior to the Division issuing the required final permit approval.

Assists in the inspections of wastewater installations and repairs in the field, as part of the permit program, based on operational need. Records activities of outside contractors, such as materials and quantities of work, layouts, etc., documenting as needed for Division records.

Assists in performing field inspections to monitor and ensure that contractors engaged in construction work requiring compliance with TOG sewer standards are in conformity.

Collaborates with the Environmental Asset Engineer and accepts direction from the Wastewater Division Manager as needed.

Assists the Environmental Asset Engineer in preparing inspection reports and maintains related records, including detailed installation information to provide accurate and complete records for permit programs. Assists in preparing as-built records and/or assures accuracy and compliance of as-built drawings submitted by outside parties. Assists in performing follow-up inspections to address deficiencies or other conditions that require remedy.

Ensures accuracy of permit files and records.

Reviews grease trap submissions for compliance with Sewer Division and CT DEEP regulations; may inspect restaurants and other food service establishments for grease traps as required to ensure compliance with applicable laws, ordinances, or rules and regulations.

Works independently both at Town Hall and in the field, making decisions related to Division standards with diplomacy, discretion, and good judgment.

Assists in reviews of closed-circuit television (CCTV) inspections and provides corresponding detailed analysis, as well assists in proposing recommendations for corrective actions necessary to achieve compliant and optimally functioning sewer systems.

Coordinates and responds to inquiries of the public relating to sewer work; providing high customer service level with customer satisfaction the goal. Provides customer complaint follow-up as required for complaint resolution. Contacts appropriate Town and Government officials as required by Sewer Division policies and procedures. Provides front counter service to the public at Town Hall related to questions on Sewer Permitting processes, Sewer Permit Application status and other sewer related matters.

May be requested to respond to emergencies outside of normal working hours as needed.

Assists in investigations and reports on sanitary sewer and drainage problems as requested, completes final inspections, coordinates with other departments and divisions.

Complies with all DPW safety program requirements in accordance with OSHA regulations.

Assists in support and development of the DPW Sewer Division's capital and maintenance programs through utilization of the asset management program. Conducts field work, computer work, and coordination with other DPW Divisions in support of the capital and maintenance programs.

Assists Sewer and other DPW Divisions management with the coordination of maintenance and capital projects with outside consultants, contractors and utilities as required.

Assists in coordination with the Highway and Engineering Divisions on drainage projects particularly as they may impact the sewer system, and with other required Town agencies and departments as needed.

Maintains information in DPW's Asset Management Program and prepares reports and performs other tasks necessary to document and track sewer infrastructure maintenance.

Assists field personnel with inventory of sewer assets, equipment and conditions assessment, as needed.

Supports Town's policies and standards, and performs other related duties as needed.

### **QUALIFICATIONS:**

Knowledge of sewer collection system layout and utility markings layout.

Knowledge of OSHA safety policies as they pertain to construction and wastewater treatment, as well as safe traffic management.

Knowledge of sewer collection system construction practices, including materials, fittings, etc., as well as field surveying practices.

Knowledge of field inspection and records maintenance procedures.

Skilled with the use of computer programs including GIS, AutoCAD, Microsoft Office, and the Town's asset management software.

Ability to read drawings, blueprints, and other engineering reports, specifications and like material, with the ability to extract information from same for use in reports and cost analyses, etc.

Ability to make sound judgments based on valid interpretations of permit, licensing and code regulations and to enforce difficult decisions with tact, courtesy and respect. Ability to deal tactfully and courteously with the general public and to maintain composure when dealing with complaints.

Ability to work cooperatively and harmoniously with co-workers and to establish and maintain effective, cooperative working relationships with building owners, architects, contractors, attorneys, public officials and the general public. Ability to establish and maintain satisfactory working relationships with Town employees, and the general public.

Ability to quickly learn and retain considerable knowledge of Town ordinances, rules and regulations governing sanitary sewer system operation; maintenance and installation.

Ability to make simple to moderately complex computations, maintain financial records, and prepare written reports and specifications.

Ability to follow oral and written instructions.

Ability to work independently, completing projects in a timely fashion.

Ability to communicate effectively both orally and in writing.

Ability to traverse varying or unstable terrain at construction sites and existing properties to conduct full inspections of sewer infrastructure; ability to work in all weather conditions; ability to take notes and measurements for extended periods of time.

Ability to operate a motor vehicle in the State of Connecticut.

**EDUCATION & EXPERIENCE:**

Bachelor's Degree from an accredited college or university in environmental or civil engineering, or closely related field. Related work experience providing professional and technical engineering support to wastewater, stormwater, and/or water infrastructure is a bonus and will be considered in the interview process.



**Justification Supplemental Information for BET HR Committee Request Form**  
**For Additional Sewer Division Staff Member – February 2023**

**Reasoning and Justification for Request:**

As the Office of the First Selectman has noted in the proposed FY23/24 Budget Request, there has been significant citizen feedback in regard to the Sewer Division of the Department of Public Works. That is primarily due to increasing workload. The request is to add a full time position to that operation to help deliver more timely service to our residents and their contractors and keep up with the workload and to maintain the integrity of the Town's wastewater collection system.

The position is anticipated to assist the Sewer Division staff to deliver a quality permit program and all its related activities.

**Some Key Metrics and Permit Program Elements:**

- Sewer Permits have significantly increased in the last two years, by roughly 198% in comparison to the average from the years of 2010 to 2020. Currently we are processing approximately 500 Sewer Permits a year. Each Sewer Permit requires inspections to facilitate the project development needs, as well as final inspection and record drawing paperwork at the end of the project.
- Many sewer permits also require sewer lateral closed circuit television (CCTV) inspection reviews, so with the increase in permit volume we have the associated review of this material increasing also. The Sewer Division is reviewing 330-340 CCTV DVDs per year.
- The permit program and related inspections are critical as they provide detailed information of the structural integrity of individual sewer laterals. Each defect repaired improves the overall sewer system for both the property owner as well as the Town. Removing defects and upgrading laterals greatly reduces the likelihood a residence will experience a sewer backup in their home. In addition, many of these defects remove extraneous groundwater and stormwater sources (which are illegal in the sanitary sewer system) which results in improved collection system performance, better plant performance, limits potential for sanitary sewer overflows, helps sewer capacity to support future development/tax revenue and even results in decreased energy consumption, as stormwater and groundwater does not belong in the sanitary sewer system. When it is in the sewer system, it takes energy to pump it in the collection system and treat it at the plant.
- The Sewer Division performs over 100 P&Z Reviews per year, which typically result ultimately in permit applications. The permit program is integrated with this activity.
- The Sewer Division performs Highway Road Opening Permit reviews to look for potential conflicts and/or impacts to the Town's wastewater collection system. In 2022, over 384 Highway Road Opening Permit reviews were completed. This is another element of the permit program.

Item 3: Please attach job description approved by Department and HR to this form:

Response: We have attached a DRAFT job description to this form. We have not formally gone through the HR approval process, as we did not want to presume this position would be approved. If we obtain the necessary budgetary approval, we can work with HR to obtain their edits and formal approval of the job description. We have attached a DRAFT for your reference so that you have more information to the various duties and responsibilities of the proposed position.

## Davis, Shira

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**From:** Drake, William  
**Sent:** Tuesday, February 14, 2023 11:27 AM  
**To:** BET  
**Subject:** Fwd: [EXTERNAL] GOS positions

To the members,  
FYI, attached.

Thanks,  
Sincerely,  
Bill

Member, Board of Estimate and Taxation  
Chairman, Human Resources and Investment Advisory Committees  
Chairman, Rink User Committee for Design and Planning

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**From:** Jonathan Budd <jonathan\_budd@greenwich.k12.ct.us>  
**Sent:** Tuesday, February 14, 2023 11:05 AM  
**To:** Fisher, Harry <Harry.Fisher@greenwichct.org>  
**Cc:** Drake, William <William.Drake@greenwichct.org>; Kreuzer, Miriam <Miriam.Kreuzer@greenwichct.org>; Stephen Selbst <Stephen.Selbst@greenwichct.org>  
**Subject:** Re: [EXTERNAL] GOS positions

**[EXTERNAL]**

Hi everyone,

Brief responses to your questions are below, and I am happy to amplify at tomorrow's HR Committee meeting:

- *In looking at page 260 of the GPS Proposed Budget Book, there are additions to staff, but no associated descriptions of the actual positions. Please provide a description of the additions.*
  - *The additions to staff listed on p. 260 are these:*
    - *An addition of 1.0 in Certified Non-Instructional. This is a direct offset to the subtraction of 1.0 in M&C, and is explained in more detail in my answer to your next question.*
    - *An addition of 1.0 in LIUNA BOE Special Education Professional Assistants. (An error on this chart has the addition in LIUNA TOG, which is inaccurate.). This position is for an additional federally mandated professional assistant (paraprofessional) for Preschool.*
- *Then on page 99 of the Selectman's Budget Book, there is an addition of a Director of Human Resources & Recruitment in Certified Non-rep and deletion in M&C of an Asst Director of HR. Please explain those changes. Is that position being moved to Cabinet from M&C?*
  - *This change occurred in May 2022. My understanding from discussing it with those here at the time is that the position of Asst. Director of HR in M&C, when vacated, was replaced with the position of Director of Human Resources & Recruiting in Cabinet by the Superintendent consistent with the need to hire competitively with other school districts. Also relevant is that, over the past five years, former certified positions (GEA/GOSA) that sat in Human Resources had not been filled when vacated.*

Again, happy to speak more at tomorrow's meeting. See you then,

**Town Of Greenwich**  
**Request Form For Table of Organization & Budget Adjustments**

|                            |                  |                            |            |
|----------------------------|------------------|----------------------------|------------|
| Department & Division:     | TNW              | FY Salary & Benefits       | 23/24      |
| Dept Head                  | JOHN MASTRONARDI | Date Apprv'd. by HR        | 1/15/2022  |
| Department Number          | 450              | Date Apprv'd by OFS/Sprntd | 1/15/2022  |
| Action Requested:          | TOO Adjustment   | Date Apprv'd by Brd/Comm   | 1/15/2022  |
| Department Budget Increase | NO               | Confirmed w/Finance        | YES/NO     |
| Fixed Charges Increase     | YES              | In Subsequent Budget       | YES/NO/TBD |

**BUDGETARY IMPACT**

| Position                             | Union      | Grade | FT/PT | Hourly Pay | Hours | Annual Salary | TOTAL BENEFITS <sup>(3),(4)</sup> | TOTAL Cost to TOG <sup>(5)</sup> |
|--------------------------------------|------------|-------|-------|------------|-------|---------------|-----------------------------------|----------------------------------|
| <b><u>Current</u></b> <sup>(1)</sup> |            |       |       |            |       |               |                                   |                                  |
| FOOD SERVICE WORKER                  | OUTSOURCED |       |       | \$34.95    | 1820  | 63,609.00     | -                                 | 63,609.00                        |
| FOOD SERVICE WORKER                  | OUTSOURCED |       |       | \$34.95    | 1820  | 63,609.00     | -                                 | 63,609.00                        |
| FOOD SERVICE WORKER                  | OUTSOURCED |       |       | \$34.95    | 1820  | 63,609.00     | -                                 | 63,609.00                        |
|                                      |            |       |       |            | 5460  | 190,827.00    | -                                 | 190,827.00                       |

|                                       |           |  |    |       |      |             |           |             |
|---------------------------------------|-----------|--|----|-------|------|-------------|-----------|-------------|
| <b><u>Proposed</u></b> <sup>(2)</sup> |           |  |    |       |      |             |           |             |
| FOOD SERVICE WORKER                   | TEAMSTERS |  | FT | 17.09 | 1820 | 31,103.80   | 11,626.60 | 42,730.40   |
| FOOD SERVICE WORKER                   | TEAMSTERS |  | FT | 17.09 | 1820 | 31,103.80   | 11,626.60 | 42,730.40   |
| FOOD SERVICE WORKER                   | TEAMSTERS |  | FT | 17.09 | 1820 | 31,103.80   | 11,626.60 | 42,730.40   |
|                                       |           |  |    |       | 5460 | 93,311.40   | 34,879.80 | 128,191.20  |
| <b><u>Change</u></b>                  |           |  |    |       | 0    | (97,515.60) | 34,879.80 | (62,635.80) |

| TABLE OF ORGANIZATION IMPACT |    |      |      | JUSTIFICATION OF REQUEST   |
|------------------------------|----|------|------|--|
|                              | FT | PT   | TTL  |  |
| <b>Current</b>               | 0  | 0    | 0    | [PLEASE PROVIDE DETAILED REASONING FOR REQUEST. INCLUDE: 1) DESCRIPTION OF ANY ALTERNATIVE APPROACHES THAT DEPT COULD UTILIZE TO FILL THE NEED (I.E. CONSULTANT, INTERN, OUTSOURCING) AND ASSOCIATED TOTAL COST; 2) SERVICE IMPACT IF HEADCOUNT IS NOT ADDED. 3) PLEASE ATTACH JOB DESCRIPTION APPROVED BY DEPARTMENT AND HR TO THIS FORM] |
| <b>Proposed</b>              | 3  | 0.00 | 3.00 |  |
| <b>Change</b>                | 3  | 0    | 3.00 |  |

**Assumptions/Notes:**

- 1) Salary and bargaining unit grade level data of most recent employee. Benefits data is average across employee bargaining unit for fiscal year specified
- 2) Salary data assumes bargaining unit grade level most likely to be filled. Benefits data is average across employee bargaining unit for fiscal year specified.
- 3) Full-time employee benefits such as Healthcare admin, Life Ins & AD&D, FICA, Sick&Vacation Payout, Eye Glass, 401K, WC, Unemployment, OPEB (Fire, Police & GEA Only) are percentage of salary based on bargaining unit average. DC & RHSA Costs are percent of salary. For part-time, FICA only based on a percentage of salary.
- 4) Max healthcare cost per employee (assuming family of 4+) for employee bargaining unit: **[PLEASE INCLUDE COST HERE]**
- 5) Total Cost = Annual Salary + Total Benefits

The following action was taken:

|                            |        |       |
|----------------------------|--------|-------|
| BET Budget Committee Vote: | Chair: | Date: |
| BET HR Committee Vote:     | Chair: | Date: |

| Sum of FTE Final   |                              |            |                   |              | FY 24 | FY23  | DIFFERENCE  |
|--------------------|------------------------------|------------|-------------------|--------------|-------|-------|-------------|
| Job Code           | Job Title                    | Union Code | Salary Grade Code | Total        |       |       |             |
| B369               | NW Housekeeper I Part Tim    | 1002       | NT2               | 2.69         | 2.69  | 2.69  | 0.00        |
| B379               | NW Food Service Worker P'    | 1002       | NT1               | 7.54         | 9.18  | 9.18  | -1.64       |
| B380               | LPN Staff/Chg                | 1002       | N2P               | 11.82        | 3.9   | 3.9   | 7.92        |
| B383               | NW Certified Nursing Assis   | 1002       | N1P               | 22.78        | 22.9  | 22.9  | -0.12       |
| M902               | Assistant Director of Nursir | 1008       | H3P               | 1.62         | 1.8   | 1.8   | -0.18       |
| M904               | PT Special Services RN       | 1008       | H4P               | 0.01         | 0.6   | 0.6   | -0.59       |
| M905               | Staff RN                     | 1008       | H5P               | 7.40         | 6.6   | 6.6   | 0.80        |
| P183               | Recreational Aide            | 1007       | N                 | 0.46         | 0     | 0     | 0.46        |
| P280               | Admin Clerical Assistant 2   | 1007       | N                 | 0.45         | 0     | 0     | 0.45        |
| P297               | Switchboard Helper           | 1007       | N                 | 0.89         | 0     | 0     | 0.89        |
| P368               | Housekeeper I                | 1007       | N                 | 4.63         | 4.09  | 4.09  | 0.54        |
| PD22               | Per Diem Hairdresser         | 1007       | N                 | 0.73         | 0     | 0     | 0.73        |
| <b>Grand Total</b> |                              |            |                   | <b>61.02</b> | 51.76 | 51.76 | 9.26        |
|                    | Switchboard Operator         |            |                   | 1.01         | 1.01  | 1.01  | 0.00        |
|                    | Recreational Aide            |            |                   | 0.86         | 0.86  | 0.86  | 0.00        |
|                    | Operator/Mechanic            |            |                   | 0.40         | 0.40  | 0.40  | 0.00        |
|                    | Driver                       |            |                   | 0.40         | 0.40  | 0.40  | 0.00        |
|                    | Paraprofessional Temp        |            |                   | 0.43         | 0.43  | 0.43  | 0.00        |
|                    | Resident Transporter         |            |                   | 0.43         | 0.43  | 0.43  | 0.00        |
|                    | Business Office              |            |                   | -            | 0.43  | 0.43  | -0.43       |
|                    |                              |            |                   |              |       |       | <u>8.83</u> |
|                    |                              |            |                   | 64.55        | 55.72 | 55.72 | 8.83        |

**TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION  
HUMAN RESOURCES COMMITTEE  
REGULAR MEETING MINUTES  
Cone Room  
Monday, February 6, 2023 – 8:30 A.M.**

Committee

Present: William Drake, Chair; Harry Fisher, Miriam Kreuzer, Stephen Selbst

Staff: Alison Graham, Employee Benefits Manager; Erica Mahoney, Assistant Human Resources Director; Peter Mynarski, Comptroller; Mary Pepe, Human Resources Director

BOE: Dr. Jonathan Budd, Greenwich Public Schools Chief Human Resources Officer

BET: Leslie Moriarty, Leslie Tarkington

Committee Chairman Drake called the meeting to order at 8:32 A.M.

**1. Update from Public Schools on Hiring Practices Investigations**

Dr. Budd updated the Committee on the investigations currently in progress. The State of CT Dept of Education requested additional documents which were sent and are currently being reviewed. The Commission on Human Rights and Opportunities (CHRO) is also reviewing what has been provided and requested additional documents which the State of CT Attorney General's Office also requested. The Board of Education is in the process and must complete redactions in compliance with privacy requirements before submitting the documents. Once that is done, they will submit to the requesting agencies.

**2. HR Reports**

- **Vacancy and Posted Vacant Position Listings**

Ms. Pepe stated there are several vacancies at this time. The exams for Fire Lieutenant are coming up and oral exams for Police are today. The vacancy for Legal Assistant is coming up in the Law Department, but they are reviewing it to determine if it warrants filling. Ms. Mahoney finished the interviews with P&Z for the position of Deputy Director of Planning & Zoning and has a candidate in the final phase of the process. Ms. Pepe added that they are in process of interviewing for an Assistant Fire Chief.

- **Workers Compensation Expense Report**

Mr. Mynarski stated that as of the end of January and early February, we have a surplus at \$223k, and when you factor in March the number will reach \$245k. If it continues at this pace, we will see about a \$300k surplus in this line item for the full year.

- **Summary of OSHA review**

Town HR was able to get a reduction of some of the penalties. They will be able to present a final report at the next BET HR Committee meeting.

**3. Discussion and vote on Elected Officials pay increases for FY24 including base increase, additional percentage for high performance, and healthcare contribution**

Mr. Drake noted his misstatement of the agenda item, which ought to be for Elected Officials. Ms. Kreuzer proposed a motion for 2.5%\* increase for Elected Officials for 2024, first year of term, and 2%\* increase for calendar year 2025. (\*according to salary schedules). Mr. Selbst seconded the motion, and after discussion, the motion passed by unanimous consent.

**4. Discussion and vote on Management & Confidential employees pay increases.**

For the M&C salary and benefits, a vote will be taken up at the February 15<sup>th</sup> BET HR Committee meeting on percentages of pay raises for current employees.

**5. Old Business – Request for Proposal (RFP) for a review of M&C salaries and benefits**

Mr. Fisher made a motion to allocate \$45,000 from the BET consulting study appropriation for the study to be done by the consulting firm on this RFP. Mr. Drake seconded the motion. Mr. Selbst asked to amend the motion to include the name of the firm doing the study, Paypoint HR, to which the Committee voted 4 to 0. Both motions passed.

**6. Discussion and review of Salary Schedules (and changes if any) in proposed FY24 Budget**

- The Committee will invite the relevant managers to present these Increases in headcount:
  - 1 position in Public Works – Sewer Maintenance
  - Correction of 8 positions in Nathaniel Witherell, and addition of 3 positions

Mr. Fisher requested that Dr. Budd clarify additions and subtractions of GPS personnel. He agreed to do so at the next meeting of the Committee.

**7. Approval of Minutes – January 12, 2023** - Ms. Kreuzer made a motion to amend the minutes, seconded by Mr. Drake. Motion was approved 3-0-1 (Fisher abstained).

**8. Adjournment** - Upon a motion by Mr. Fisher, seconded by Mr. Selbst, to adjourn the meeting at 10:07 A.M., the Committee voted 4-0-0. Motion carried.

Respectfully submitted,

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Shira Davis, Recording Secretary

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William Drake, HR Committee Chairman

- The Sewer Division is required to perform grease trap submittal reviews by state regulation. This is an important task as proper grease trap installation and operation is critical to reducing the likelihood of blockages in the wastewater collection system. This is also an element of the permit program.
- Sewer Division staff research and provide copies of Town sewer maps for engineers, permit expeditors, attorneys and others working on projects for private properties in Town.
- In the last several years, there has been a significant increase in the number of Sewer Permit holders requiring “high touch” service with multiple e-mails, phone calls, meetings, etc. All of this takes a higher level of effort and time by our staff to meet customer service goals

As described above, the Sewer Division’s permit program is very active and important to maintaining and improving the condition of the wastewater collection system. Currently there is only one person performing all sewer inspections in Town (the Sewer Division Environmental Asset Engineer). By augmenting the Sewer Division with the new position, backup and coverage for inspections is created. In addition, and very importantly, the position will help facilitate more timely reviews, inspections and responses for the program as a whole.

Answers to BET HR Committee Form Justification of Request Items:

Item 1: Description of any alternative approaches that Dept. could utilize to fill the need (i.e. consultant, intern, outsourcing):

Response: As the position requirement is a full time position, we have found that outside consultants charge a premium for a dedicated staff member to provide full time service to the Town. Using an average hourly rate that we have seen from our consulting engineers would be in the range of \$110 to \$150/HR excluding daily travel expenses. Based on a 35-hour work week, this would equal \$200,200 to \$273,000 per year excluding travel. The current position we are requesting including benefits is \$120,182 per year. This is roughly 40-55% less than using an outside consulting engineer.

Item 2: Service impact if headcount is not added:

Response: Failure to add the proposed position will result in additional customer service complaints to both DPW as well as the Office of the First Selectman and increased frustration for property owners, contractors and other applicants. In addition, it decreases the Sewer Division’s ability to complete their other necessary projects and operations, as time has to be diverted to address the high volume of Sewer Permit Applications, inspections, questions, etc.



**TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION  
HUMAN RESOURCES COMMITTEE  
REGULAR MEETING MINUTES  
Cone Room  
Wednesday, February 15, 2023 – 9:00 A.M.**

Committee

Present: William Drake, Chair; Harry Fisher, Miriam Kreuzer, Stephen Selbst

Staff: Richard Feminella, Waste Water Division Manager, Dept. of Public Works; Alison Graham, Employee Benefits Manager; Erica Mahoney, Assistant Human Resources Director; Michael Mason, Head of Labor Relations; Peter Mynarski, Comptroller; Mary Pepe, Human Resources Director; Amy Siebert, Commissioner, Dept. of Public Works

BOE: Dr. Jonathan Budd, Greenwich Public Schools Chief Human Resources Officer

BET: Leslie Moriarty, Dan Ozizmir, Leslie Tarkington

Guest: Larry Simon, Board Chairman, The Nathaniel Witherell

Committee Chairman Drake called the meeting to order at 9:03 A.M.

**1. Discussion and vote on Management & Confidential (“M&C”) employees pay increases**

Upon a motion made by Mr. Fisher, seconded by Mr. Drake, a 2.5% base salary increase was proposed for M&C employees for FY24, with a 1 percentage point increase in healthcare contribution from the current 12% to 13% for M&C and Elected Officials.

While Elected Officials salary was voted in the previous HR Committee meeting, the healthcare contribution for this group has historically tracked that of M&C’s and the vote was clarified to include elected officials and will do so going forward. Discussion included the need to raise the healthcare contribution to more closely align with that of other professional bargaining units. Committee members agreed that the M&C compensation analysis would be useful to the discussion in subsequent years. The funds for the M&C Compensation analysis by an external consultant would be before the full BET in February or March 2023.

Ms. Kreuzer clarified that the HR Committee voted to increase healthcare contribution to 12.5% in last year’s M&C compensation vote; however, it appears that 12% was the actual contribution in FY23.

The motion passed 4-0.

**2. Discussion and vote on headcount changes in the Salary Schedules of the Budget Book**

Commissioner Siebert and Wastewater Division Manager Richard Feminella presented their request for a new position to the Sewer Division of a full-time Sewer Division Application Coordinator. Commissioner Siebert explained further the need for this position is due to the

overwhelmingly high requests for sewer-related needs and permits. The addition of the new position would improve Town resident experience by increasing timeliness of permit approval.

Upon a motion by Mr. Fisher, seconded by Mr. Selbst, to approve the addition of this new position, the Committee voted 4-0. Motion carried.

Dr. Budd provided the Committee with several clerical changes / clarifications to the FY23-24 Budget Table of Organization (“TOO”) for the Board of Education. In addition, he presented the need for converting 2 part-time bi-lingual customer service representatives at the Havemeyer Building to one full-time position, noting the difficulty of sourcing employees for the position and the need for increased efficiency. Dr. Budd clarified the need for an interim approval in the FY23 budget.

The Committee approved this item unanimously.

Mr. Simon provided the Committee with several clerical changes/clarifications to the FY23-24 Budget TOO for the Nathaniel Witherell. There had been an inadvertent omission of various full-time equivalent part-time positions in the FY22-23 TOO that should be corrected in the FY23-24 TOO.

Upon a motion by Mr. Fisher, seconded by Ms. Kreuzer, the Committee voted 4-0 to approve making changes to FY24 TOO to correct the clerical error and include full-time equivalents of the missing part-time positions.

Mr. Simon presented his request for three additional positions in Food Services at the Nathaniel Witherell (“TNW”). TNW had contracted an external food service vendor, who was unable to meet contractual obligations; therefore, TNW had been contracting three food service workers directly at a costly hourly rate. While Mr. Simon was presenting this as a FY24 TOO change, he noted that a more immediate approval would lead to cost savings in the current fiscal year.

Upon a second motion by Mr. Fisher, seconded by Mr. Drake, proposed an amendment from FY23-24 to FY22-23 in the formal ask of TNW for these positions. The Committee voted 4-0, as amended. Motion carried.

### **3. New Business – FY23-24 Budget Resolution**

The Committee was asked to consider changes to the prior year FY 2023 Budget Resolution related to Human Resource matters. Mr. Fisher made a motion to change one resolution and the Committee also added additional clarifying language. The changes are underlined below.

IT IS FURTHER RESOLVED that any additions to the number of positions in any department’s TOO in FY2022-2023 that will result in an increase of the Town’s retirement obligations or contribution to any deferred compensation savings plan is subject to approval by the BET; and

IT IS FURTHER RESOLVED that any reorganization of a department (*i.e.* resulting in increases to the Town’s retirement obligations or contributions to any deferred compensation savings plan) shall be subject to approval by the BET; and

IT IS FURTHER RESOLVED that any reclassification of a position that will result in an increase in salary or the Town's retirement obligations or contribution to any deferred compensation savings plan shall be reported to the BET.

Mr. Fisher motioned to approve these changes, seconded by Ms. Kreuzer. The Committee voted 4-0, motion carried.

**4. Approval of Minutes – February 6, 2023**

Upon a motion by Mr. Drake, seconded by Mr. Fisher to approve the minutes of the BET HR Committee held on February 6, 2023, the Committee voted 4-0. Motion carried.

**5. Adjournment**

Upon a motion by Mr. Fisher, seconded by Mr. Drake, to adjourn the meeting at 10:29 A.M., the Committee voted 4-0. Motion carried.

Respectfully submitted,

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Shira Davis, Recording Secretary

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William Drake, HR Committee Chairman