

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

Tuesday, February 15, 2011

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

Board: Nancy Barton

Staff: Maureen Kast, Human Resources Director; Dustin Anderson, Executive
Assistant, Selectmen's Office; Peter Mynarski, Comptroller; Regina
Williams, Human Resources Assistant Director, Board of Education; Amy
Siebert, Commissioner; David Thompson, Deputy Commissioner; James
Michel, Chief Engineer, Public Works Department

The meeting was called to order at 4:38 P.M.

1. Approval of Human Resources Committee Meeting Minutes

Upon a motion by Mr. Simon, seconded by Mr. Huffman, the Committee voted 4-0 to approve the minutes from the January 19, 2011, Regular Human Resources Committee Meeting.

2. Review of monthly HR Reports February 2011

Smart Goals

The Committee reviewed the Smart Goals Report dated 2-10-11. Ms. Kast stated that 97% of the smart goals have been submitted to Human Resources. She also reported that some appointing authorities have expressed a concern about sharing the Smart Goals too broadly in a public forum, since they constitute part of the employee's employment file. It was agreed that Mr. Campbell with Ms. Kast would review a series of 10-12 of the completed Smart Goals and confirm that they are actionable, measurable and appropriate with respect to the particular employee. For any of the selected Smart Goals that are found deficient in one or more area, Mr. Campbell and Ms. Kast will then meet with the applicable Manager, discuss the deficiencies in the goals and ask to have them revised. Mr. Campbell will give a progress report to the Committee on these efforts at the Committee's March meeting.

Ms. Kast also indicated that plans to conduct two workshops for the appointing authorities concerning the performance review process. A discussion followed regarding the content and writing of the goals.

Unemployment Expense

The Committee reviewed the TOG Unemployment Expense by Category, showing FY 2009-2010 and FY 2010-2011 through November 30, 2010; and the Unemployment Charges by Department as of November 2010, showing FY 2010-2011 vs. FY 2009-2010. A discussion followed regarding extended benefits.

Retirement Incentive Savings

The Committee reviewed the Retirement Incentive Savings through January 31, 2011 and Retiree Costs as of January 31, 2011, which showed a monthly savings of \$132,712.43 for January, 2011 and \$775,366.50 total savings over break-even. A discussion followed regarding trends and healthcare percentage.

3. Request to Fill Vacant Positions

PW-11 Public Works – New Engineer \$72,678

Appropriation:

\$ 72,678 to A312-51980 New Positions

Ms. Siebert presented information concerning the request for an additional Civil Engineer I position to the FY 2011-2012 Budget, which included a summary of service goals as well as workload issues and forecasts. Ms. Siebert also presented a DPW Development, Stormwater, and Drainage Activities Estimated Workload Volume and Drivers report and a proposed Engineering Organizational Chart FY 2011-2012 to the Committee. Ms. Siebert emphasized that DPW had refrained from requesting this position for two years as a result of budgetary constraints, despite a pressing need for more engineering services to keep up with the demand for services related to Town public works projects.

A discussion followed regarding proposed salaries, and uses of engineering staff and consultants.

Upon a motion by Mr. Simon, seconded by Mr. Mason, the Committee voted 4-0 to approve the application.

4. Elected Officials and M/C Salaries

Ms. Kast explained that the salaries for Elected Officials are budgeted two years in advance of their term of office. The Committee reviewed the Amended M/C and Elected Employees Classification and Salary Schedule, Market Adjusted January 1, 2011. A lengthy discussion followed regarding percent increases, salary freezes, labor negotiations, current bargaining agreements, the M/C Pay Grid and review process, the Tax Collector function, Town Charter requirements, and State statutes. Ms. Barton commented that the BET will discuss changing the Comptroller's and Assessor's review and salary increase schedule to match that of the M/C employees. It was also noted that two years ago the M/C and Elected Officials took no salary increase, and last year M/C employees received a 2.7% salary increase.

Upon a motion by Mr. Huffman, seconded by Mr. Mason, the Committee voted 4-0 to approve a wage increase for M/C Employees of 1.75% for FY 2012.

Upon a motion by Mr. Simon, seconded by Mr. Huffman, the Committee voted 4-0 to approve the First Selectman's salaries of \$126,400 for FY 2012 and \$128,300 for FY 2013.

Upon a motion by Mr. Simon, seconded by Mr. Mason, the Committee voted 4-0 to approve the Town Clerk's salaries of \$91,000 for FY 2012 and \$92,350 for FY 2013.

Upon a motion by Mr. Simon, seconded by Mr. Mason, the Committee voted 4-0 to approve the Tax Collector's salaries of \$91,000 for FY 2012 and \$92,350 for FY 2013.

5. HR Committee Agenda for 2011

Mr. Campbell will circulate the Human Resources Committee Agenda topics for review to the members.

6. Other Business

There being no further business before the Committee, the meeting was adjourned at 6:23 P.M.

Maria Bocchino, Recording Secretary

SUBJECT TO APPROVAL

Jim Campbell, HR Committee Chairman