

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

MINUTES – Mazza Conference Room, 8:00 AM

Friday, February 23, 2007

Present:

Committee: Leslie Tarkington, Chairman  
Nancy Barton, Art Norton, and Alma Rutgers

Attendants: Peter Mynarski, Comptroller, Maureen Kast, Human Resources  
Director

The meeting was called to order at 8:05 A.M.

**1. Approval of Human Resources (HR) Committee Minutes**

- a. January 18, 2007
- b. February 2, 2007
- c. February 9, 2007 – On a motion by Nancy Barton to approve the HR Committee minutes for January 18, February 2, and February 9, 2007, as amended, and seconded by Art Norton, the Committee voted to approve 4 to 0.

**2. Discuss the HR Committee's Input to the Fiscal Year 2007-2008 Budget**

Mrs. Tarkington started the discussion regarding the drafting of the HR Committee report to be submitted to the BET Budget Committee. The initial topics included discussion regarding the removal of police officers from Greenwich Avenue and the elimination of positions in the Tree Division of Parks and Recreation.

The Committee commented on the promised reductions of the nine positions for the fiscal year 2006-2007 budget and the inability to properly identify them.

The Committee had an extended discussion on drafting the report for the BET Budget Committee meeting. The Committee covered the following categories to be addressed in the report; 1) removal of the police officers on Greenwich Avenue, 2) outsourcing the Parks and Recreation Tree Division, 3) the need to outsource the affirmative action/equal opportunity officer, 4) staff reductions in Social Services, 5) the net of an overall increase in Public Works, due to the transfer back of four positions from the Parking Fund, 6) the Payroll consolidation, 7) recommending the elimination of vacant positions, 8) evaluating outsourcing and 9) supporting the Human Resources budget for employee training.

### **3. Update on M/C Pay Plan Study**

Maureen Kast gave the HR Committee an update on the search for a firm to conduct an M/C compensation and benefits study. Ms. Kast stated that the search committee had interviewed four vendors, two vendors in person and two vendors via teleconferencing. Ms. Kast felt that three of the four vendors were worth pursuing. Ms. Kast expressed that the overall feelings of the search committee were favorable towards the Hay Group; however, their costs of approximately \$80,000 (capped) exceeded her budget of \$60,000.

### **4. Review of HR Schedules Prepared by the HR and Finance Departments.**

The HR Committee spent considerable time trying to reconcile a variety of schedules prepared by the Selectman's office, Finance and Human Resources. The discussion centered on the headcount reductions between fiscal years 2006-2007 and the proposed reductions in 2007-2008. The difficulty in the exercise was exacerbated by trying to separate the two fiscal years and the timing of the reductions.

The Committee also briefly reviewed the "Vacant Positions Listing as of February 21, 2007" prepared by Ms. Kast.

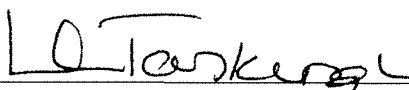
### **5. Old Business**

None discussed.

### **6. New Business**

None discussed.

Upon a motion by Nancy Barton, seconded by Art Norton, the meeting adjourned at 10:34 A.M. on a vote of 4 to 0.

  
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Leslie Tarkington, HR Committee Chairman

  
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Peter Mynarski, Recording Secretary