

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

Tuesday, May 10, 2011

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

Selectmen: Peter Tesei, First Selectman

Staff: Peter Mynarski, Comptroller; Maureen Kast, Human Resources Director;  
Regina Williams, Human Resources Assistant Director, Board of  
Education; Dustin Anderson, Executive Assistant, Selectmen's Office

The meeting was called to order at 4:38 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 amend the minutes from the April 20, 2011, Regular Human Resources Committee Meeting, pp. 3, item 6, paragraph 5, to read "The Committee selected to draft **the scope of services** of the RFP...."

Upon a motion by Mr. Simon, seconded by Mr. Huffman, the Committee voted 4-0 to approve the minutes from the April 20, 2011, Regular Human Resources Committee Meeting, as amended.

**2. Review of monthly HR Reports April 2011**

Retirement Incentive Savings

The Committee reviewed the Retirement Incentive Savings through April 30, 2011 and Retiree Costs as of April 30, 2011, which showed a monthly savings of \$165,941.11 for April, 2011 and \$1,276,337.72 total savings over break even.

Vacant Position Listing

The Committee reviewed the Vacant Position Listing as of May 1, 2011, which showed a total of 38 vacancies. In response to Mr. Campbell, Ms. Kast stated that due to the inability to fill the Youth Services Librarian position due to its specific nature, Perrot Library has requested that the position be downgraded to Librarian only, which is a lower pay grade.

A discussion followed regarding the Police Officer vacancies.

Unemployment Expense

The Committee reviewed the TOG Unemployment Expense by Category, showing FY 2009-2010 and FY 2010-2011 through February 28, 2011; and the Unemployment Charges by Department as of February 2011, showing FY 2010-2011 vs. FY 2009-2010.

A discussion followed regarding budget shortfall, extended benefits and net cost.

### Smart Goals

Ms. Kast stated that she has met with the Smart Goals Training Team, which consists of Kevin McCarthy, Peter Sicienski, Al Cava, and MaryJo Iannuccilli, and reviewed all the Smart Goals that have been received, and they each chose five employees to meet with individually to work with one-on-one to improve their goals. There are two Smart Goals training sessions scheduled for May 15<sup>th</sup> and May 19<sup>th</sup>, to review the entire process.

A discussion followed regarding salary increases, the timeline, and comparison to other municipalities.

### **3. HR RFP: Status**

Ms. Kast gave an update of the Human Resources Study RFP, reporting that the Hay Group was selected to perform the study. They are planning to begin the project in early June. A draft report should be submitted for review before Labor Day, and the final report should be submitted by September 15, 2011.

### **4. USI Reconciliation Process**

Mr. Simon explained that when the OPEB Ad-Hoc Committee disbanded, it delegated reconciliation with USI, the retiree's Healthcare Administrator, to the Human Resources Committee. Mr. Simon also stated that one of the goals is to make sure the funding for all of the services provided by post-employment medical care matches what actually should be funded, and USI has been incapable of doing this. The Committee reviewed the retiree's healthcare balance sheet, prepared March 28, 2011.

A discussion followed regarding the reconciliation process and requirements, the healthcare billing process, and the reliability of the data. Once the Finance Department attempts to reconcile one month (January), the Committee will revisit this topic for discussion.

### **5. Committee Calendar for Monthly Topics**

Mr. Campbell requested suggestions for topics of discussion for the Committee's upcoming June and July meetings.

Ms. Kast reported that the TOG Employees' Annual Benefits Statement has been sent today. A brief discussion followed.

### **6. Other Business**

#### Elected Official's Compensation

Mr. Campbell explained that the Committee had previously discussed and approved salaries for the First Selectman, Selectmen, Town Clerk, Tax Collector, and Registrars of Voters. Mr. Simon stated that the Board of Assessment Appeals salaries for this term of office are \$8,500 for the Chairman and \$6,500 for each of the other four members. The total for the full Board is \$34,500, per year for a two- year term. In the 2011-12 budget these salaries are reduced by \$1,000 per person, to \$7,500 for Chairman and \$5,500 for other Board members, in part based on a rationale that the workload is significantly lighter in non-revaluation years. Mr. Reardon has expressed the Board's dissatisfaction with the reduction in salaries. A discussion followed regarding changing elected officials budgeted salaries according to the Town Charter and the method of payment.

#### Administrative Consolidation Study

Mr. Tesei suggested that Mr. Crary coordinate drafting the scope of service for the RFP for the Administrative Consolidation Study. The scope should include the 311 concept, an information kiosk, centralized customer service, and employees that can move from department to department. This draft should be complete and submitted for review by June 7, 2011. Ms. Kast stated that the Committee should provide Mr. Crary with intended outcomes.

There being no further business before the Committee, the meeting was adjourned at 5:40 P.M.

  
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Maria Bocchino, Recording Secretary

  
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Jim Campbell, HR Committee Chairman