



**TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION**

**HUMAN RESOURCES COMMITTEE  
REGULAR MEETING MINUTES**

Wednesday, July 14, 2021  
Virtual Webinar Meeting

Committee

Present: Karen Fassuliotis, Committee Chair; William Drake, Miriam Kreuzer,  
Elizabeth K. Krumeich

Staff: Erica Mahoney, Ass't Director, Human Resources (HR) Department (Dept);  
Peter Mynarski, Comptroller; Mary Pepe, Director, HR Dept

Board: Jeffrey S. Ramer

Committee Chair, Ms. Fassuliotis, called the meeting to order at 8:30 A.M.

**HR Reports**

- **Vacancy Report**

Ms. Pepe highlighted the following items from the written HR Department's Vacancy report:

**Town**

- **Assistant Fire Chief** – Second round of interviews will be conducted shortly.
- **Assistant Budget & Systems Manager** – Due to a recent out-of-state relocation, the Chair asked whether the Finance and HR Departments had or would consider reclassification of the position from LIUNA to M&C. Mr. Mynarski will follow up with HR Department to learn the impact on candidate selection.
- **Collective Bargaining Specialist** – After position posting, an RFP process and evaluation of skill priorities, the decision was made to hire a consultant with experience and familiarity with the Town's negotiation system. Several Committee members expressed concern about supporting resources and costs as well as access to a state-wide network to research settlement benchmarks. Ms. Pepe elaborated on the selection and approval process, availability of in-house resources and coverage of supporting costs. The Department is rewriting the job description to fill a vacant position with a candidate with a public relations

background to work on community messaging through traditional and social media about Parking Services, road closures and new projects.

- **Workers' Compensation Report**

Mr. Mynarski reported the Workers' Compensation Fund finished the year with a \$330,000 surplus. Noting that \$100,000 had been reduced from FY22's budget appropriation, he indicated that this was the fifth-year it has been possible to make reductions. Two large settlements were recently concluded when the recipients left Town employment. Transferring retiree benefits to OPEB facilitates the option of settlements to eliminate future expenses.

### **Update from Committee Members on Deferred Retirement Option Program (DROP) and any other options**

Mr. Drake remarked that the 25% increase in the fiscal year-end value of the Retirement System portfolio reached the 80-90% funded range according to the Town Actuary; the need for any form of hyper- amortization is now unnecessary, although buy-outs may still be pursued. Using the 5-year smoothing method, the Town's annual contribution to the Retirement Fund would reduce from \$28.3 million in FY21, to \$13 million by FY 2027. The Working Committee's final report on the project will be presented at the September meeting.

### **Policy for Overpayment of Employees**

The Human Resources and Finance Departments have developed an Overpayment policy for employee repayment timeframe. A recent instance of overpayment was caused during the integration of Fire and Police programs with the updated ADP software. The Committee reviewed the policy and agreed that the HR Department could institute the policy immediately. Since the Policy was developed internally, the Law Department will review the draft. It will be included in the Finance Department annually revised manual

### **Update on M&C Reviews**

The annual M&C review process is almost complete. Five reviews are currently outstanding. Effective July 1, a two percent salary increase will be included in paychecks with the exclusion of three employees recently promoted. A member of the Committee suggested reassessing the structure because in several instances, union salaries were outpacing those of M&C employees.

### **COVID-19 Update**

- **Town**

Ms. Pepe updated the Committee on COVID protocols in Town Hall saying all restrictions for masks and social distancing have been lifted, Conference rooms are open, Zoom and hybrid meetings are no longer the norm and revisions are being made for remote work. Concern was expressed as to whether remote work could become a future union collective bargaining issue. Town Hall's COVID policy has been updated but statistical analysis was suggested for risk analysis and to identify future working environment trends

### **Approval of BET HR Committee Meeting Minutes**

Upon a motion by Mr. Drake, seconded by Ms. Krumeich, to approve the Minutes of the Regular BET Human Resources Committee Meetings held on January 13, 2021, April 14, 2021, and May 6, 2021, the Committee voted 4-0-0. Motion carried.

**Adjournment**

Upon a motion by Ms. Kreuzer, seconded by Ms. Krumeich, the Committee voted 4-0-0 to adjourn the meeting at 9:46 A.M. Motion carried.

Respectfully submitted,

*Catherine Sidor*

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Catherine Sidor, Recording Secretary

*Karen Fassuliotis*

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Karen Fassuliotis, Acting BET Chair and HR  
Committee Chair

The next Regular Meeting of the BET Human Resources Committee is scheduled for Friday, September 17, 2021, at 8:30 A.M. The meeting will be in a Town Hall Conference Room to be determined.