

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

MINUTES – Chimblo Conference Room

December 13, 2006

Present:

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

Attendants: Peter Mynarski, Comptroller, Jim Lash (arrived at 8:17 A.M.),  
First Selectman, Maureen Kast, Human Resources Director, and  
Ed Gomeau, Town Administrator

The meeting was called to order at 8:03 A.M.

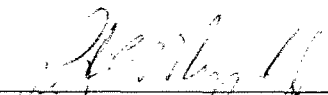
**APPROVAL OF MINUTES**

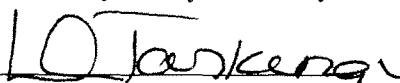
1. The November 2, 2006 minutes were not available for approval by the Human Resources (HR) Committee.
2. **Discussion of HR Policy for Management/Confidential (M/C) Employee Compensation** – Maureen Kast started the meeting by informing the Committee of the make-up of the M/C Compensation Committee. The members consist of Leslie Tarkington (BET), Alma Rutgers (BET), Donald Heller (Planning and Zoning Commission), Jane Marsh (Greenwich Library Board), Donald Fritz (Nathaniel Witherell Board), Ed Gomeau (Town Administrator), Lloyd Hubbs (Superintendent of Public Works) Mario Gonzalez (Director of Greenwich Library), Al Cava (Director of Labor Negotiations), and Maureen Kast (Director of Human Resources), Chairwoman (non-voting) of the M/C Compensation Committee.

Maureen Kast gave the Committee an update on the status of the search for a vendor to perform the M/C Compensation study. She stated there were eight (8) proposals from a broad, diverse group. She asked the members of the M/C Compensation Committee to evaluate the proposals. Their consensus was to invite back the top four proposers and maybe the fifth tentatively around January 10, 2007. The top Request for Proposal responses were CPS Human Resource Services, Hay Group, The Archer Company, Inc., The Waters Consulting Group, Inc., and Watson Wyatt Worldwide. The other three firms which responded to the RFP included Capital H Group, Condrey and Associates, Inc., and Donald I Jacobs Consulting, Inc. Ms. Kast informed the Committee that the timeline for completion of the process would be approximately sixteen (16) weeks after the selection of the consultant.

3. **Outcome Based Budgeting – M/C Employee Compensation** – This matter was covered under Item #2 above. No specific references to outcome based budgeting were mentioned at this meeting.
4. **Review of HR Schedules Prepared by the HR and Finance Departments** – Leslie Tarkington handed out a variety of schedules prepared by the Human Resources and Finance Departments. They included the following: Vacant Position Listing as of December 12, 2006, Reclassifications/Upgrades 2006, and Total Employees, including Part-time workers. The Committee members reviewed the schedules and Ms. Kast gave the Committee an update on the Vacant Positions report and answered a variety of questions relative to the documents provided. Committee members requested that after the next snow storm the detailed Part-time workers report once again be prepared.
5. **Discussion Topics** – Jim Lash gave the Committee an extended update on a variety of topics. In response to a query by Ms. Tarkington, Mr. Lash gave the Committee an update on the Payroll centralization project and the three departments affected (Public Works, Parks and Recreation and Social Services). Mr. Lash gave an extended status update on a variety of areas he will be addressing in the upcoming fiscal year 2007-2008 budget. Areas covered were the Fire Department with its new Deputy Fire Chief, Police Department including civilianization of police dispatching, the possible removal of police officers directing traffic from Greenwich Avenue, potential relocation of certain Parks Department employees to the Senior Center, and possible relocation of various departments in Town Hall. Because a number of details have not been completely worked out, specifics were lacking on a number of issues.
6. **Old Business** – none discussed.
7. **New Business** – no new business.

Art Norton moved, and Nancy Barton seconded, the meeting be adjourned. The meeting adjourned at 10:08 A.M.

  
Peter Mynarski, Secretary

  
Leslie Tarkington, Chairman