



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

MINUTES – Gisborne Room, 8:00 A.M.

Wednesday, March 12, 2008

Present:

Committee: Leslie Tarkington, Chairman  
William Kelly, Michael Mason

Attendants: Peter Mynarski, Comptroller; Roland Gieger, Budget Director;  
John Crary, Town Administrator; Dr. Ellen Flanagan, Director HR,  
BOE; William Kowalewski, Executive Director, Nathaniel Witherell;  
Louis Caravella, Tax Collector

The meeting was called to order at 8:33 A.M due to the need for a quorum. The delay was a result of a highway incident.

**1. Approval of Human Resources Committee Minutes:**

A Special Meeting was set for Monday, March 17, 2008 at 5:15 p.m. for approval of the minutes.

As a result of Maureen Kast, Director of Human Resources absence due to the highway incident the discussion topics were altered from the meeting's agenda.

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

Leslie Tarkington distributed Human Resources schedules prepared by Roland Gieger and Pat Maranan of the Finance Department for HR Committee meetings held in the previous term. These reports presented the progress by the Finance Department to track part time and temporary employees of the Town. The schedules reflected fluctuations in numbers due to seasonality of department hiring.

A group discussion followed, lead by Michael Mason, questioning the definition of multiple categories of employment positions within the Town.

Permanent part time employees: People who work up to twenty-five (25) hours per week and have a regular scheduled work schedule.

Part time employees: Are allowed to work up to twenty-five (25) hours per week, but do not have a set workday schedule.

Temporary employees: Were described by Ellen Flanagan, as employees who have a defined start and end employment date.

William Kelly added that the Committee needs to know the ramifications of these part time employees such as benefits, liabilities, workmen's compensation, etc. Mr. Gieger indicated that more important than the number of employees are the numbers of actual hours worked per department.

A discussion followed that to make these schedules more productive each department has to rationalize their part time employees, calculate that cost and ask the question "do these employees enhance or detract the Town's service to its residents?" Mr. Kelly added that the departments also have to look at their employee numbers seasonally.

The conversation turned to the Board of Education and its computation of FTEs. The Committee requested Dr. Flanagan to present at the next HR Meeting in April, information regarding how the BOE computes FTE's, and their bargaining units for part time employees and FTE certified staff.

Peter Mynarski and Ellen Flanagan proceeded to briefly discuss the definition for permanent part time employees for the Board of Education.

The committee agreed that many issues should be discussed further with Maureen Kast's presence. Ms. Tarkington added that Ms. Kast is needed to review the vacancy report, also. Discussion of M/C Pay Plan Compensation Study was delayed till the next BET HR Committee Meeting in April. Ms. Tarkington noted that positions still have to be slotted in.

Upon a motion by William Kelly, seconded by Michael Mason, the Committee voted 3-0 to adjourn the meeting at 9:13 A.M.

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Leslie Tarkington, HR Committee Chairman

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Elaine JV Brown, Recording Secretary