



TOWN OF KINGSTON
WAGE AND PERSONNEL BOARD
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 101 & VIA ZOOM
SEPTEMBER 19, 2022

6:00 PM – CALL TO ORDER

Chairman Lorraine Burgio called the meeting of the Wage and Personnel Board to order at 6:00 p.m. on Monday, September 19, 2022. Present was member James Soule. Tina Betti, Human Resources Manager, was also present.

ANNOUNCEMENTS:

This meeting is being recorded by Zoom. Anyone intending to make an audio or video recording of this meeting should notify the Chair at this time.

The Wage and Personnel Board needs a third member to be appointed by the Finance Committee. If you are interested in joining the Board, please contact the Finance Committee or the Board of Selectmen's office.

HUMAN RESOURCES UPDATE:

UPDATE FROM TINA BETTI, HUMAN RESOURCES MANAGER

Tina Betti provided the following Human Resources update:

- The Harbormaster Department is working on title and possible job description changes for FY2024 and will be made aware of the Bylaw amendment request deadline.
- The Recreation Department may be requesting a new seasonal position.
- The Board of Selectmen has approved an IT Policy which will need to be signed by all employees.

Ms. Betti will provide an update on the number of Wage and Personnel employees who have returned Bylaw acknowledgement of receipt forms after the meeting.

DISCUSSION/ACTION ITEMS:

STATUS OF COMPENSATION STUDY

Ms. Betti provided an update on the Compensation Study. She and Keith Hickey are working with GovHR and department heads to finalize the listing of all positions with their grades. Presently, there are 15 grades. Compensation data is still being collected. Ms. Betti reviewed the study documents that she had sent to the Board in her email of August 16, 2022. The Compensation Study may be done by the end of September. The Board expressed its interest in having an opportunity to review the results of the study with GovHR before its presentation to the Board of Selectmen.

POSITION TITLE CHANGE FROM ASSISTANT ASSESSOR TO PRINCIPAL ASSESSOR AS REQUESTED BY THE BOARD OF ASSESSORS

The Board discussed the title change for the position of Assistant Assessor. Ms. Betti had provided the signed minutes of the Board of Assessors meeting in her email of September 19, 2022 in which it was voted to change the title of the position of Assistant Assessor to Principal Assessor. In the minutes, the Board of Assessors stated that the job description and responsibilities were not changing. Ms. Betti said that the Compensation Study would also be recommending the change in title. After some discussion, the Board decided that it would need in writing that the

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position's compensation grade in the Bylaw would remain as is and that the position of Assistant Assessor was no longer needed. Ms. Betti will follow up with the Board of Assessors.

WORDING OF BYLAW SECTION 16(D) REGARDING TUITION REIMBURSEMENT

The Board discussed the addition of "leading to a degree" to Section 16(d) in the draft prepared by the executive secretary. The wording is not in the KTEU contracts but could be negotiated. The pros and cons of the wording were discussed as well as the different mechanisms for reimbursing employees for tuition. The change in Section 16(d) will be further discussed at the next meeting, if necessary.

IMPLEMENTATION OF THE COMPENSATION STUDY WITH REGARDS TO BYLAW SECTION 8(A)

The Board discussed the two emails received from Katherine Feodoroff, Town Counsel, dated September 1, 2022 regarding the amendment request deadline in Section 8(a) of the Bylaw. Ms. Feodoroff stated that Section 8(a) applies to Bylaw amendments submitted by third parties and that Sections 6(a), 6(c) and 6(e) give the Board the authority to implement the Compensation Study after the deadline. The Board also discussed shortening the timeframe for Bylaw amendment requests, as suggested by Ms. Feodoroff.

Implementation of the Compensation Study in the Bylaw for FY2024 was discussed along with potential issues. Ms. Betti will speak with Keith Hickey regarding when the Board will become more directly involved with the study.

TRANSFER OF KTEU POSITIONS, PAYROLL COORDINATOR AND ASSISTANT TO THE FINANCE DIRECTOR/TOWN ACCOUNTANT, TO WAGE AND PERSONNEL FOR FY2024

The positions will be graded by the Board, but not voted, at the next meeting.

Ms. Betti had to leave the meeting.

MINIMUM WAGE INCREASE TO \$15.00 EFFECTIVE JANUARY 1, 2023

The Board discussed the state minimum wage increase to \$15.00 effective January 1, 2023. Lorraine Burgio presented the changes that she had made to Schedule C-1 and C-3 as a result of the increase. The two schedules will be reviewed at the next meeting.

BYLAW AMENDMENT DEADLINE AND ANNUAL MEMORANDUM REQUESTING AMENDMENTS

The Bylaw amendment request deadline of November 21, 2022 was reviewed as well as the annual memorandum requesting amendments drafted by the executive secretary. Motioned by James Soule and seconded by Lorraine Burgio, the Board unanimously voted to accept the Bylaw amendment request memo dated September 19, 2022 as written. The memorandum will be distributed in the mailroom mailboxes. The Board also discussed posting it on the town's website. Ms. Betti will be asked to distribute the memorandum to all department heads and it will also be distributed to all Wage and Personnel employees.

MAIL:

The mail was reviewed.

MEETING MINUTES:

APPROVE MINUTES OF AUGUST 15, 2022

The draft meeting minutes were reviewed. Motioned by James Soule and seconded by Lorraine Burgio, the Board unanimously voted to approve the minutes of August 15, 2022 as written.

NEXT REGULAR MEETING:

DISCUSS DATE/AGENDA FOR OCTOBER 17, 2022

Agenda items were discussed. The Board will have its next regular meeting on Monday, October 17, 2022, at 6:00 p.m. in Room 101 at the Kingston Town House.

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NEW BUSINESS:

TOPICS NOT REASONABLY ANTICIPATED TO BE DISCUSSED 48 HOURS IN ADVANCE OF THE MEETING

Lorraine Burgio discovered that the vacancy on the Board was mistakenly listed as a Moderator appointment rather than the Finance Committee's appointment on the town's website. The Board reviewed the News Flash section on the website and the executive secretary will have the mistake corrected.

ADJOURN:

The meeting was adjourned at 8:03 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

Meeting Documents: (1) email from Tina Betti dated August 16, 2022 with Compensation Study documents, (2) email dated September 19, 2022 from Tina Betti with signed Board of Assessors meeting minutes for August 9, 2022, (3) draft Bylaw Section 16(d) prepared by the executive secretary, (4) emails from Katherine Feodoroff dated September 1, 2022 regarding the amendment request deadline in Bylaw Section 8(a), (5) revised Schedules C-1 and C-3 prepared by Lorraine Burgio, (6) annual memorandum requesting Bylaw amendments drafted by the executive secretary, and (7) draft meeting minutes for August 15, 2022