



TOWN OF KINGSTON
WAGE AND PERSONNEL BOARD
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 203 & VIA ZOOM
JANUARY 17, 2023

6:00 PM – CALL TO ORDER

Chairman Lorraine Burgio called the meeting of the Wage and Personnel Board to order at 6:01 p.m. on Tuesday, January 17, 2023. 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 library position of Head of Teen Services and Emerging Technology has been posted due to a resignation.
- The Executive Secretary for the Finance Committee has also resigned and that position has been posted.
- Ms. Betti has asked for the additional information requested by the Board for the Bylaw amendment requests regarding the new position in the Recreation Department, the Animal Inspector and the changes in the Harbormaster Department positions.
- Contract negotiations are still ongoing for FY2024.
- A presentation has been scheduled for employees to explain changes in the Town's medical insurance offerings.
- Department heads have been reminded of the minimum wage increase effective January 1, 2023.

Timing related to the Annual Town Meeting and changes in the Wage and Personnel Bylaw was briefly discussed.

DISCUSSION/ACTION ITEMS:

REVIEW STATUS OF BYLAW AMENDMENT REQUESTS FOR FY2024 AND SCHEDULE APPOINTMENTS IF NECESSARY

The Board discussed outstanding Bylaw amendment requests and appointments will be scheduled with Gloria Mitchell (Veterans' Agent), Susan Woodworth (new position and Schedule C-3) and Chief Maurice Splaine (Animal Inspector and Harbormaster Department positions). All three appointments will be scheduled for Monday, February 13, 2023. The Board reviewed what would be needed for each appointment.

DISCUSS CHANGES TO SCHEDULES A THROUGH C

The changes made to Schedule C-1 in the draft prepared by the executive secretary were reviewed. All hourly rates below the state minimum wage effective January 1, 2023 had been increased to \$15.00. Motioned by James Soule and seconded by Lorraine Burgio, the Board unanimously voted to approve Schedule C-1 as listed, showing the current

wages per the Massachusetts state law and the Town agreement to follow the state law, to show \$15.00 an hour. There may be other changes to the schedule at a later date.

The changes made to Schedule C-3 in the draft prepared by the executive secretary were reviewed. Hourly rates below the state minimum wage had been increased to \$15.00 and \$0.75 had been added to other rates to maintain the range between minimum and maximum rates. The Board will have Susan Woodworth, Director of Parks and Recreation, review the schedule before approving it.

No changes will be made to Schedules B-1, B-2 and C-2 at the present time.

NEXT REGULAR MEETING:

DISCUSS DATE/AGENDA FOR FEBRUARY 20, 2023

Since Monday, February 20, is a holiday, the meeting will be rescheduled to Monday, February 13, 2023, at 6:00 p.m.

SCHEDULE ADDITIONAL MEETINGS IF NEEDED

An additional meeting will be scheduled for Monday, February 27, 2023, at 6:00 p.m.

MAIL:

The mail was reviewed.

MEETING MINUTES:

REVIEW FORMATTING OF MINUTES AND APPROVE

The Board reviewed the format of the draft minutes prepared by the executive secretary. Open session and executive session minutes with one agenda in CivicClerk were discussed. Motioned by Lorraine Burgio and seconded by James Soule, the Board unanimously voted to approve the minutes of the Wage and Personnel Board meeting on November 1, 2022. Motioned by Lorraine Burgio and seconded by James Soule, the Board unanimously voted to approve the Wage and Personnel Board meeting minutes for September 19, 2022.

NEW BUSINESS:

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

There was no new business that needed to be discussed.

RECESS TO EXECUTIVE SESSION, TO NOT RETURN TO OPEN SESSION, FOR THE PURPOSE OF:

DISCUSSING THE TOWN OF KINGSTON CLASSIFICATION AND COMPENSATION STUDY -- TO CONDUCT STRATEGY SESSIONS IN PREPARATION FOR NEGOTIATIONS WITH NON-UNION PERSONNEL OR TO CONDUCT COLLECTIVE BARGAINING SESSIONS OR CONTRACT NEGOTIATIONS WITH NON-UNION PERSONNEL

Motioned by James Soule and seconded by Lorraine Burgio, the Board unanimously voted to recess to Executive Session, to not return to Open Session, for the purpose of discussing the Town of Kingston Classification and Compensation Study at 6:53 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

APPROVED FEBRUARY 27, 2023

Meeting Documents: (1) revised Schedules C-1 and C-3 prepared by the executive secretary dated 11-22-22 and
(2) draft meeting minutes for September 19, 2022 and November 1, 2022