



TOWN OF KINGSTON
WAGE AND PERSONNEL BOARD
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 101 & VIA ZOOM
FEBRUARY 13, 2023

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, February 13, 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.

NEXT MEETING:

DISCUSS DATE/AGENDA FOR FEBRUARY 27, 2023

The Board will have its next meeting on Monday, February 27, 2023, at 6:00 p.m. in Room 101 at the Kingston Town House. An executive session will be included to discuss the Compensation Study.

The executive secretary asked Gloria Mitchell, Assistant Town Administrator, when she would need the Wage and Personnel Board handout for Annual Town Meeting. Ms. Mitchell would like to have the handout by mid-April.

Going forward, appointment times will not be specified on a meeting agenda to avoid waiting until the posted time to begin.

APPOINTMENTS:

6:15 P.M. -- GLORIA MITCHELL, ASSISTANT TOWN ADMINISTRATOR, TO DISCUSS THE FULL-TIME POSITION OF VETERANS' AGENT

The Board met with Assistant Town Administrator Gloria Mitchell at 6:15 p.m. to discuss the creation of a full-time Veterans' Agent position in the Bylaw for FY2024. Both a job description and Job Analysis Questionnaire (JAQ) had been submitted for grading the position. Currently, the Town has a contract with Plymouth to use its Veterans' Agent and has a full-time administrative person in the office. If the Town is not involved in a collaborative relationship, then the Veterans' Agent is required to be full-time. Ms. Mitchell would like to have the full-time position created so that it is available when needed, and it would be a department head-level position.

The Board reviewed the grading of the position with Ms. Mitchell. Ms. Betti also provided her input as needed. An error in the job description was noted with the number of employees supervised.

The Board's total score for the position was 445, Grade 5. Ms. Mitchell agreed with the grade and salary range for the position.

APPROVED JUNE 12, 2023

6:45 P.M. -- SUSAN WOODWORTH, DIRECTOR OF PARKS AND RECREATION, TO DISCUSS A NEW POSITION AND SCHEDULE C-3

The Board met with Susan Woodworth, Director of Parks and Recreation, at 6:56 p.m. to discuss a new position and Schedule C-3. The new position requested for FY2024, Programs and Property Coordinator, would be a part-time, hourly-paid position with possibly more than one employee. It was suggested that the position be placed on Schedule C-1 as it would not be seasonal. A job description and JAQ had been submitted and Lorraine Burgio had graded the position. Ms. Woodworth had budgeted an hourly rate of \$22.00 for FY2024 but suggested that \$26.00 to \$31.00 per hour may be more appropriate, based on what other communities are paying for similar positions.

The responsibilities and duties of the new position were discussed and other hourly positions and rates in Schedules C-1 and C-3 were reviewed. The position would require approximately 25 hours per week, but the weekly hours would vary and the work week would need to be flexible. It would not be a year-round position.

The Board reviewed the grading and it would be a Grade 1 position, if applicable. Ms. Betti will forward the email received from Ms. Woodworth with the range of hourly rates paid by other communities.

Draft FY2024 Schedule C-3 was reviewed with minimum wage increases to \$15.00 and \$0.75 added to other hourly rates to avoid wage compression. Ms. Woodworth stated that no other changes would be needed unless a cost of living increase is proposed for FY2024.

7:15 P.M. -- POLICE CHIEF MAURICE SPLAINE, TO DISCUSS THE POSITION OF ANIMAL INSPECTOR AND TITLE/JOB DESCRIPTION CHANGES IN THE HARBORMASTER DEPARTMENT

The Board met with Police Chief Maurice Splaine at 7:31 p.m. to discuss the positions in the Harbormaster Department and the position of Animal Inspector. Also in attendance was Laura Casey-Pupek, Assistant to the Police Chief, and Debra Mueller, Animal Inspector. Adeine Silvia, Executive Secretary for the Harbormaster, attended by Zoom.

The salary increase for the Animal Inspector was discussed. Both a job description and JAQ had been submitted along with other documentation including a comparison of salaries from surrounding communities. The Board asked for a salary recommendation as it is a stipend position on Schedule C-2. Due to the increased workload for the position, the request is to increase the annual salary from \$6,756 to \$7,321. The duties of the position were discussed. The Board asked the Chief for a written recommendation on the salary and Debra Mueller left the meeting at 7:48 p.m.

The positions in the Harbormaster Department were discussed. The harbormaster and shellfish positions were combined previously but now need to be separate due to the state certifications required for shellfish. The requested changes in position titles are: Harbormaster/Shellfish Constable to Harbormaster (currently Schedule B-2), Deputy Harbormaster/Shellfish Constable to Deputy Harbormaster (Schedule B-2), and Assistant Harbormaster/Shellfish Constable to Assistant Harbormaster (Schedule C-2). The position of Deputy Shellfish Constable (Schedule C-2) will remain with a new position added, Shellfish Constable (Schedule C-2). The submitted job descriptions were reviewed. The Chief stated that he had more current job descriptions and those will be submitted. Tina Betti will check on whether the position of Harbormaster should remain as an exempt position. The grades of the Harbormaster and Deputy Harbormaster were discussed as James Soule had scored the submitted JAQs, with 540 as the score for the Harbormaster at a Grade 8 and 440 for the Deputy Harbormaster at a Grade 5. The stipends for the Shellfish Constable and Deputy Shellfish Constable positions were also discussed and job descriptions will be provided.

New job descriptions along with the other information requested by the Board will be submitted by February 27, 2023.

Changing the title of Schedule C-2 from salaried to stipend was discussed. The schedules will be placed on the agenda for the next meeting.

ADJOURN:

Motioned by James Soule and seconded by Lorraine Burgio, the Board unanimously voted to adjourn the meeting at 8:32 p.m.

APPROVED JUNE 12, 2023

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

Meeting Documents: (1) GovHR Classification and Compensation Manual, (2) email from Tina Betti dated November 9, 2022 regarding a full-time Veterans' Agent position for FY2024 with a job description and JAQ, (3) email dated November 21, 2022 from Tina Betti regarding a new position, Program and Property Coordinator, for FY2024 with a job description and JAQ, (4) draft Schedule C-3 for FY2024 dated 11-22-22 prepared by the executive secretary, (5) emails from Tina Betti dated November 22, 2022, Police Chief Maurice Splaine dated December 9, 2022, Laura Casey-Puppek dated January 20, 2023, and Debra Mueller dated January 30, 2023 regarding the position of Animal Inspector, and (6) emails from Tina Betti dated October 17, 2022 with revised job descriptions and title changes for Harbormaster Department positions for FY2024 and Laura Casey-Puppek dated January 27, 2023 with JAQs for the Harbormaster and Deputy Harbormaster positions

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