



TOWN OF KINGSTON
WAGE AND PERSONNEL BOARD
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 101 & VIA ZOOM
APRIL 10, 2023

6:30 PM – CALL TO ORDER

Chairman James Soule called the meeting of the Wage and Personnel Board to order at 6:30 p.m. on Monday, April 10, 2023. Present was member Darlene Regan. Member Lorraine Burgio was absent. 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.

Items may be taken out of order at the discretion of the Chair.

APPOINTMENTS:

6:35 P.M. -- ELAINE FIORE, CHAIR, BOARD OF SEWER COMMISSIONERS, TO DISCUSS THE HIRING OF A CHIEF OPERATOR SUPERINTENDENT AT A STEP HIGHER THAN THE MINIMUM

The Board met with Elaine Fiore, Chair of the Board of Sewer Commissioners, and Robert Monaghan, Chief Operator Superintendent, at 6:35 p.m. to discuss the hiring of a new Chief Operator Superintendent at a step higher than the minimum. Justification had been received from the Sewer Commissioners for hiring the current Assistant Wastewater Superintendent for the Chief Operator Superintendent position at Step 8 of S-4 at an annual salary of \$94,967 in an email from Tina Betti dated April 5, 2023. The job posting and the applicant's application materials had also been received in an email from Ms. Betti dated April 5, 2023.

Tina Betti provided an overview. The applicant being considered was currently the foreman (a KTEU position) and well-qualified. She provided the rationale for determining the salary when an employee in an hourly position transitioned to a salaried position. The Town Administrator was in support of the step requested. The Board of Sewer Commissioners was the hiring authority for the Chief Operator Superintendent position.

Elaine Fiore reviewed the qualifications of the applicant. Questions were asked and answered.

Motioned by James Soule and seconded by Darlene Regan, the Board unanimously voted to support the proposal put forward by the Sewer Commissioners and the outgoing Wastewater Superintendent that the prospective hire for the new Wastewater Superintendent be hired at a salary higher than the minimum for the position in the current schedule, Schedule B-2.

MARY BETH LAWTON, DIRECTOR OF ELDER AFFAIRS, TO DISCUSS THE POSITION OF ASSISTANT DIRECTOR OF ELDER AFFAIRS

The Board met with Mary Beth Lawton, Director of Elder Affairs, to discuss the position of Assistant Director of Elder Affairs at 6:42 p.m. A red-lined job description had been received from Tina Betti in an email dated April 5, 2023. A completed Job Analysis Questionnaire (JAQ) along with the Scoring Sheet had also been received from Ms. Betti in an

APPROVED JUNE 12, 2023

email dated April 7, 2023. The position had been reviewed and graded by Ms. Betti and Keith Hickey, Town Administrator.

Tina Betti summarized the request. The Assistant Director position had not been used in the last several years. Since the position was vacant, it was not graded by GovHR in the Compensation Study. Ms. Lawton would like to use the position now instead of filling the vacant Programs position. The Assistant Director position was currently an S-3 in Schedule B-2, but did not have a grade in the proposed Schedule D for July 1, 2023 that reflected the results of the Compensation Study. The proposed grade for the Assistant Director based on the JAQ was Grade 5.

Mary Beth Lawton explained her rationale for wanting to fill the Assistant Director position rather than the Programs position. Questions were asked and answered and changes to the job description were reviewed.

Resulting changes that would be needed to the Board's town meeting handout were identified.

Motioned by Darlene Regan and seconded by James Soule, the Board unanimously voted to accept the Assistant Director of Elder Affairs position with a schedule change from Schedule B-2 to Grade 5 as per the JAQ that was presented. The executive secretary will change the Board's town meeting handout to reflect the vote.

RECESS TO EXECUTIVE SESSION, BUT RETURNING 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 Darlene Regan, the Board unanimously voted to recess to Executive Session, but returning to Open Session, for the purpose of discussing the Town of Kingston Classification and Compensation Study at 7:15 p.m.

RETURN TO OPEN SESSION, FOR THE PURPOSE OF:

DISCUSSION/ACTION ITEMS:

POSITION GRADING OF ASSISTANT DIRECTOR OF ELDER AFFAIRS

Chairman James Soule called the open session meeting of the Wage and Personnel Board back to order at 7:51 p.m.

The Board had already discussed the grading for the position of Assistant Director of Elder Affairs.

PROPOSED CHANGE TO BYLAW SECTION 11, VACATION LEAVE

An email had been received from Tina Betti dated April 3, 2023 regarding a change in vacation accrual for an employee's first year of service. The change was being proposed by the Town Administrator to help in the hiring of new employees and had been tentatively agreed to by the KTEU. Ms. Betti explained the proposed change and language providing 3 vacation days upon an employee's hire, an additional 7 days at 6 months and then an additional 10 days at 1 year. The change was discussed and the language modified to follow the existing format of Section 11, Vacation Leave, subsection (a).

Resulting changes that would be needed to the Board's town meeting handout were identified.

Motioned by James Soule and seconded by Darlene Regan, the Board unanimously voted to accept vacation leave as outlined in Tina Betti's email of April 3, 2023 with changes to the vacation policy in Section 11, Vacation Leave, subsection (a) as discussed. The executive secretary will forward a draft of the subsection to the Board and Ms. Betti for final review.

COST OF WARRANT ARTICLE

The Board reviewed the spreadsheet from Carol McCoy, Town Accountant/Financial Director, determining the cost of the Wage and Personnel warrant article received in an email dated March 27, 2023. The amount for the article was \$61,441.

REVIEW AND APPROVE WAGE AND PERSONNEL BOARD HANDOUT FOR ANNUAL TOWN MEETING

The changes to be made to the town meeting handout by the executive secretary were reviewed. Motioned by James Soule and seconded by Darlene Regan, the Board unanimously voted to approve the handout as discussed, with corrections relating to Schedule A and Section 11, Vacation Leave, as discussed. The executive secretary will provide the final version of the handout to Gloria Mitchell, Assistant Town Administrator, with a Board vote of 2-0-0.

MAIL:

All mail was reviewed.

MEETING MINUTES:

REVIEW AND APPROVE MINUTES FOR FEBRUARY 13, 2023, MARCH 13, 2023 AND MARCH 20, 2023

The minutes were postponed.

NEXT MEETING:

DISCUSS DATE/AGENDA FOR APRIL 24, 2023

The Board will have its next meeting on Monday, April 24, 2023, at 6:00 p.m. in Room 101 at the Kingston Town House. The agenda will include any last-minute considerations for town meeting and approval of meeting minutes.

James Soule will check with Gloria Mitchell on whether a Zoom meeting was required if the Board needed to meet before Annual Town Meeting on Saturday, April 29, 2023.

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.

ADJOURN:

Motioned by Darlene Regan and seconded by James Soule, the Board unanimously voted to adjourn the meeting at 8:38 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

Meeting Documents: (1) email from Tina Betti dated April 5, 2023 with a justification from the Sewer Commissioners for hiring the current Assistant Wastewater Superintendent for the Chief Operator Superintendent position at Step 8 of S-4 at an annual salary of \$94,967, (2) email dated April 5, 2023 from Tina Betti with a red-lined job description for the position of Assistant Director of Elder Affairs, (3) draft town meeting handout dated 3-17-23 with Schedule A dated 3-22-23 prepared by the executive secretary, (4) email from Tina Betti dated April 3, 2023 regarding a change in vacation leave, and (5) spreadsheet determining the cost of the Wage and Personnel warrant article from Carol McCoy in an email dated March 27, 2023

APPROVED JUNE 12, 2023