



TOWN OF KINGSTON
WAGE AND PERSONNEL BOARD
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 101 & VIA ZOOM
APRIL 24, 2023

6:00 PM – CALL TO ORDER

Chairman James Soule called the meeting of the Wage and Personnel Board to order at 6:08 p.m. on Monday, April 24, 2023. Present was member Darlene Regan. Member Lorraine Burgio was absent. Tina Betti, Human Resources Manager, was also present. Sheila Vaughn from the Board of Selectmen was in attendance via Zoom.

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.

DISCUSSION/ACTION ITEMS:

DISCUSS ANY LAST-MINUTE CONSIDERATIONS FOR ANNUAL TOWN MEETING

Tina Betti, Human Resources Manager, explained the questions that the Finance Committee had regarding the positions of Administrative Assistant – Veterans' Agent, Water Department Office Administrator, and Public Health Nurse when it reviewed the Board's Annual Town Meeting handout. James Soule reviewed the revisions made for clarification to the text of the handout in Section 1d as a result. Motioned by James Soule and seconded by Darlene Regan, the Board unanimously voted to accept the revised Proposed Wage and Personnel Bylaw with FY24 Compensation Schedules, also known as the Wage and Personnel handout for town meeting, as explained.

A question was raised concerning the position of Administrative Assistant – Veterans' Agent as it needed to be deleted from Schedule C-1 as the Administrative Assistant (Veterans) was included in the Compensation Study. It was decided that the same wording could be used for that position as was used for the Public Health Nurse. Motioned by James Soule and seconded by Darlene Regan, the Board unanimously voted to rescind its last motion and approval. Motioned by James Soule and seconded by Darlene Regan, the Board unanimously voted to accept the Proposed Town of Kingston Wage and Personnel Bylaw with FY24 Compensation Schedules to be handed out at town meeting to include the sentence in Section 1d, as discussed, dealing with the Public Health Nurse and the Veterans' Agent Administrator.

The executive secretary will make the changes and forward the handout to Gloria Mitchell, Assistant Town Administrator, and Rhonda Larson, Executive Secretary for the Finance Committee.

Ms. Betti provided an update on the status of the KTEU contract. Everything had been worked out except for the transfer of positions, and that would be done at a later date.

MAIL:

The mail received was reviewed.

MEETING MINUTES:**REVIEW AND APPROVE MINUTES FOR FEBRUARY 13, 2023 AND MARCH 13, 2023**

The minutes will be postponed to the May 15, 2023 meeting.

NEXT REGULAR MEETING:**DISCUSS DATE/AGENDA FOR MAY 15, 2023**

The Board will have its next regularly scheduled meeting on Monday, May 15, 2023, at 6:00 p.m. in Room 101 at the Kingston Town House.

The Board will be posted for the Annual Town Meeting on Saturday, April 29, 2023, at 9:00 a.m. and another meeting before, if needed, at 8:30 a.m.

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 6:28 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

Meeting Documents: (1) revised Annual Town Meeting handout text for FY24

APPROVED AUGUST 21, 2023