



TOWN OF KINGSTON
WAGE AND PERSONNEL BOARD
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 101 & VIA ZOOM
JUNE 12, 2023

6:00 PM – CALL TO ORDER

Member Lorraine Burgio called the meeting of the Wage and Personnel Board to order at 6:25 p.m. on Monday, June 12, 2023. She apologized for the delay in the start of the meeting. Present was member Darlene Regan. Chairman James Soule was delayed. 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.

HUMAN RESOURCES UPDATE:

UPDATE FROM TINA BETTI, HUMAN RESOURCES MANAGER

Tina Betti provided the following Human Resources update:

- The Bylaw Acknowledgement of Receipt process for FY2024 will start after July 1, 2023.
- The Assistant Town Treasurer resigned, the position was posted and an internal applicant will likely be hired.
- The Facilities Manager resigned, the position was posted and interviews will start.
- The new Wastewater Chief Operator Superintendent had started.
- The position of Assistant Director of Elder Affairs will be posted once the job description is finalized.
- The posting for the new part-time Recreation position is being finalized.
- Job postings need to be posted for 10 days according to the Bylaw, whereas KTEU postings only require 5 days, but Ms. Betti was not concerned about the difference.

James Soule arrived at 6:30 p.m.

Ms. Betti asked that consideration be given to establishing a process for amending the Wage and Personnel Bylaw at fall town meetings. Sometimes an issue arose that could not wait for the annual town meeting and there was usually a fall town meeting each year. The matter was discussed and Ms. Betti will ask Labor Counsel for guidance.

DISCUSSION/ACTION ITEMS:

REVIEW AND APPROVE DRAFT FY2024 WAGE AND PERSONNEL BYLAW FOR SUBMISSION TO THE TOWN CLERK'S OFFICE

The Board reviewed the draft FY2024 Bylaw prepared by the executive secretary. Motioned by James Soule and seconded by Darlene Regan, the Board voted to approve the draft copy of May 31, 2023 of the Wage and Personnel Bylaw as submitted. Lorraine Burgio abstained from the vote as she had not received a copy. The executive secretary will forward the Bylaw to the Town Clerk's office for approval.

APPROVED SEPTEMBER 18, 2023

DISCUSS RELEASE OF EXECUTIVE SESSION MEETING MINUTES

The release of executive session meeting minutes was discussed. The subject of the executive sessions was no longer confidential but the dates of the executive session minutes needed to be specified for release. The executive secretary will list the dates of the minutes for release in the next meeting agenda.

MAIL:

EMAIL DATED MAY 2, 2023 FROM TINA BETTI, HUMAN RESOURCES MANAGER, REGARDING KTEU BENEFIT CHANGES

An email from Tina Betti was received dated May 2, 2023 detailing changes in bereavement leave, vacation leave and longevity compensation that had been negotiated with KTEU for the new contract starting July 1, 2023. The amount of bereavement leave for aunts and uncles had increased from 1 to 3 days and longevity compensation amounts had increased for 20, 25, 30 and 35 years of service to \$1,600, \$1,800, \$2,000 and \$2,200, respectively. Vacation accrual had also increased for those employees with more than 25 years of service, resulting in one additional day per year worked over 25 years, for a total of 6 weeks at 30 years of service. The changes were discussed and the Board asked for proposed language reflecting the changes for the Bylaw. Ms. Betti will check with Labor Counsel on the timing of the changes.

EMAIL DATED MAY 17, 2023 FROM PAUL GALLAGHER, TOWN CLERK, REGARDING INCREASES FOR SOME HOURLY-PAID POSITIONS IN SCHEDULE C-1 (APPOINTMENT SCHEDULED FOR AUGUST 21, 2023 MEETING)

An email dated May 17, 2023 was received from Paul Gallagher requesting an appointment to discuss the hourly rates for Warden, Clerk, Inspector and Clerk General. An appointment was scheduled for the Board's meeting on August 21, 2023. The Board discussed the email and the wage compression resulting from minimum wage increases. Lorraine Burgio will ask Mr. Gallagher to provide a proposal for the hourly rates as well as what other communities are paying for similar positions. A question was also raised as to whether senior citizens working for a credit on their taxes could work as election workers.

ANY OTHER MAIL

No other mail was discussed.

MEETING MINUTES:

REVIEW AND APPROVE MINUTES FOR FEBRUARY 13, 2023 (OPEN SESSION), MARCH 13, 2023 (OPEN AND EXECUTIVE SESSIONS), MARCH 20, 2023 (OPEN AND EXECUTIVE SESSIONS) AND APRIL 10, 2023 (OPEN AND EXECUTIVE SESSIONS)

The executive session minutes will be approved and released in an executive session at the next meeting.

The Board reviewed the draft open session meeting minutes for February 13, 2023. Motioned by James Soule and seconded by Lorraine Burgio, the Board voted to approve the February 13, 2023 open session minutes as submitted. Darlene Regan abstained from the vote as she was not present at the meeting.

The draft open session meeting minutes for March 13, 2023 were reviewed. Motioned by Lorraine Burgio and seconded by James Soule, the Board voted to approve the March 13, 2023 open session minutes. Darlene Regan abstained from the vote as she was not present at the meeting.

The draft open session meeting minutes for March 20, 2023 were reviewed. Motioned by Lorraine Burgio and seconded by James Soule, the Board unanimously voted to approve the open session minutes for March 20, 2023.

The Board reviewed the draft open session meeting minutes for April 10, 2023. Motioned by James Soule and seconded by Darlene Regan, the Board voted to approve the April 10, 2023 open session minutes as submitted. Lorraine Burgio abstained from the vote as she was not present at the meeting.

NEXT REGULAR MEETING:

DISCUSS DATE/AGENDA FOR JULY 17, 2023

The Board will have its next regularly scheduled meeting tentatively on Monday, July 17, 2023, at 6:00 p.m. in Room 101 at the Kingston Town House.

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 Lorraine Burgio and seconded by James Soule, the Board unanimously voted to adjourn the meeting at 7:07 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

Meeting Documents: (1) draft FY24 Bylaw prepared by the executive secretary dated 5-31-23, (2) email from Tina Betti dated May 2, 2023 regarding KTEU changes in bereavement leave, vacation leave and longevity compensation, (3) email dated May 17, 2023 from Paul Gallagher regarding an appointment to discuss the hourly rates for Warden, Clerk, Inspector and Clerk General, and (4) draft open session meeting minutes for February 13, 2023, March 13, 2023, March 20, 2023 and April 10, 2023