



TOWN OF KINGSTON
WAGE AND PERSONNEL BOARD
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 101 & VIA ZOOM
SEPTEMBER 6, 2023

6:00 PM – CALL TO ORDER

Chairman James Soule called the meeting of the Wage and Personnel Board to order at 6:00 p.m. on Wednesday, September 6, 2023. Present was member Lorraine Burgio via Zoom. Tina Betti, Human Resources Manager, was also present. Member Darlene Regan arrived at 6:04 p.m.

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.

NEW BUSINESS:

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

The Board met with Police Chief Maurice Splaine and Laura Casey-Pupek, Assistant to the Police Chief, to discuss the stipends for the positions of Assistant Harbormaster and Animal Inspector in Schedule C-2. An email dated September 1, 2023 had been received from Ms. Casey-Pupek to verify that the two stipends would receive a Cost of Living Adjustment (COLA) increase at the Fall Town Meeting as they had not received one at the Annual Town Meeting. The Board had no knowledge of the request.

Chief Splaine explained that he assumed that the positions would receive a COLA, if others received one, when he met with the Board in February to discuss the stipends for FY2024. At that time, he had no information about a cost of living increase. When he reviewed the Board's recommendations for the Annual Town Meeting, he thought that a 3.5% COLA was included for the two positions. The Chief stated that the stipend increases could be absorbed in the current budgets.

The Board discussed the issue and the timeline before town meeting. The Board had voted to recommend that the stipends be set at the amounts requested by the Chief for FY2024. It was unclear as to what had happened with the COLA increases but the stipend amounts should be corrected and made retroactive to July 1, 2023. A question arose as to which positions should receive the COLA and the positions identified were the Assistant Harbormaster and the Animal Inspector. Motioned by Lorraine Burgio and seconded by Darlene Regan, the Board unanimously voted that the Assistant Harbormaster and the Animal Inspector would receive a COLA of 3.5% for FY2024, retroactive to July 1, 2023, and the new salary for the Assistant Harbormaster would be \$3,922 and the new salary for the Animal Inspector would be \$7,577, which will be absorbed in the Police budget for FY2024.

The documents prepared for the Fall Town Meeting will need to be modified.

Ms. Casey-Pupek and Chief Splaine left the meeting at 6:25 p.m.

DISCUSSION/ACTION ITEMS:

REVIEW AND APPROVE DOCUMENTS FOR SUBMISSION TO THE ASSISTANT TOWN ADMINISTRATOR FOR THE FALL TOWN MEETING

The Board discussed the best process for modifying the Fall Town Meeting documents to include the stipend changes voted for the positions of Assistant Harbormaster and Animal Inspector. The deadline for submission of the documents to Gloria Mitchell, Assistant Town Administrator, was September 7, 2023.

In the Bylaw tracked changes document, Schedule C-2 will be added with the stipend changes. The format change suggested by Ms. Mitchell to the Vacation Leave section was also discussed. Since the format of the section was recommended by Labor Counsel, it will be left as is.

Chairman James Soule proposed a new paragraph to add to the narrative document to reflect the COLA for the positions of Assistant Harbormaster and Animal Inspector and the Board agreed.

The Bylaw tracked changes document needed to be approved. Motioned by Lorraine Burgio and seconded by Darlene Regan, the Board unanimously voted to approve the changes to Section 10, Vacation Leave, (a), Section 12, Other Leave, (a) Bereavement Leave and Section 13, Longevity Compensation, (a) as provided in the August 28, 2023 Bylaw changes document. Motioned by Lorraine Burgio and seconded by Darlene Regan, the Board unanimously voted to eliminate the position of Election Officer from Schedules A and C-1 in Section 16, Classification and Rates of Compensation Schedules. Motioned by Lorraine Burgio and seconded by Darlene Regan, the Board unanimously voted to add in Section 16 to Schedule A the position of Inspector – Election, Clerical, Schedule C-1 and to Schedule C-1, the position of Inspector – Election, hourly, 15.53. Motioned by Lorraine Burgio and seconded by Darlene Regan, the Board unanimously voted to amend the hourly rate for the position of Clerk – Election from 15.53 to 17.53 and the hourly rate for the position of Warden – Election from 15.53 to 17.53 in Schedule C-1. Motioned by Lorraine Burgio and seconded by Darlene Regan, the Board unanimously voted to amend Schedule C-2 in Section 16 to reflect an increase in COLA for the position of Animal Inspector from 7,321 to 7,577 annually and for the position of Assistant Harbormaster from 3,789 to 3,922 annually, both changes to include retroactivity to July 1, 2023.

The executive secretary will make the necessary changes to the documents and will forward them to the Chairman for a final review before submitting them to Ms. Mitchell.

NEXT REGULAR MEETING:

DISCUSS DATE/AGENDA FOR SEPTEMBER 18, 2023

The Board will have its next regularly scheduled meeting on Monday, September 18, 2023, at 6:00 p.m. in Room 101 at the Kingston Town House. Agenda items were discussed. The executive secretary will forward the email received from Lorraine Burgio with information regarding executive session meeting minutes to the other Board members for discussion at the next meeting.

ADJOURN:

Motioned by James Soule and seconded by Lorraine Burgio, the Board unanimously voted to adjourn the meeting at 6:52 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

APPROVED SEPTEMBER 18, 2023

Meeting Documents: (1) emails dated September 1, 2023 from Laura Casey-Pupek regarding COLA increases needed at the Fall Town Meeting, (2) draft Fall Town Meeting documents (narrative and Bylaw tracked changes) prepared by the executive secretary, and (3) email from the executive secretary dated August 28, 2023 with Gloria Mitchell's suggestion for shortening the Vacation Leave section in the Bylaw tracked changes document