



TOWN OF KINGSTON
WAGE AND PERSONNEL BOARD
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 101 & VIA ZOOM
SEPTEMBER 18, 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 Monday, September 18, 2023. Present were members Lorraine Burgio and Darlene Regan. Tina Betti, Human Resources Manager, attended by 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.

HUMAN RESOURCES UPDATE:

UPDATE FROM TINA BETTI, HUMAN RESOURCES MANAGER

Tina Betti provided the following Human Resources update:

- A new Teen and Emerging Technologies Librarian had started.
- One person had been hired for the Recreation position of Programs and Property Coordinator with the hope of hiring others.
- The positions of Substitute Circulation Assistant and Substitute Librarian had been posted.
- The Bylaw Acknowledgement of Receipt forms were being collected from employees.
- An update was given to department heads regarding the Bylaw amendment deadline and the Board's recommendations for the Fall Town Meeting.

A question was asked about employee turnover at the library.

DISCUSSION/ACTION ITEMS:

REVIEW AND APPROVE LETTERHEAD

The letterhead revised by the executive secretary was reviewed. Motioned by Darlene Regan and seconded by Lorraine Burgio, the Board unanimously voted to approve the letterhead for the Wage and Personnel Board as submitted.

DISCUSS BYLAW AMENDMENT DEADLINE AND DRAFT MEMORANDUM REQUESTING AMENDMENTS

The amendment deadline and memorandum were discussed. Motioned by Darlene Regan and seconded by Lorraine Burgio, the Board unanimously voted to approve the Bylaw amendment deadline and draft memorandum as listed. The memorandum will be distributed in the mailboxes at the Town House. It will also be scanned and sent electronically to department heads.

DISCUSS ANY UPDATES FOR FALL TOWN MEETING

There were no updates to discuss.

APPROVED OCTOBER 16, 2023

DISCUSS PROCESS FOR APPROVAL AND RELEASE OF EXECUTIVE SESSION MEETING MINUTES

Both James Soule and Lorraine Burgio had been contacted by Kimberley Emberg, Chairman of the Board of Selectmen, regarding the process for approval and release of executive session meeting minutes as she had listened to the Board's last meeting. It was decided that an executive session will be scheduled for the Board's next meeting to approve and release the remaining executive session meeting minutes for August 21, 2023. The minutes of that executive session would be approved and released at the following open session meeting without detail.

MAIL:

No mail was discussed.

MEETING MINUTES:

REVIEW AND APPROVE MINUTES FOR JUNE 12, 2023, AUGUST 21, 2023 (OPEN SESSION) AND SEPTEMBER 6, 2023

The draft meeting minutes for June 12, 2023 and September 6, 2023 were reviewed. One change will be made to the minutes for June 12, 2023. Motioned by Lorraine Burgio and seconded by Darlene Regan, the Board unanimously voted to approve the open session meeting minutes of June 12, 2023 as corrected. Motioned by Lorraine Burgio and seconded by Darlene Regan, the Board unanimously voted to approve the open session minutes of September 6, 2023 for the Wage and Personnel Board as listed.

NEXT REGULAR MEETING:

DISCUSS DATE/AGENDA FOR OCTOBER 16, 2023

The Board will have its next regularly scheduled meeting on Monday, October 16, 2023, at 6:00 p.m. in Room 101 at the Kingston Town House. Items for the agenda were discussed.

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 Darlene Regan, the Board unanimously voted to adjourn the meeting at 6:19 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

Meeting Documents: (1) revised letterhead prepared by the executive secretary, (2) draft memorandum requesting Bylaw amendments for FY2025 prepared by the executive secretary dated September 18, 2023, and (3) draft meeting minutes for June 12, 2023 and September 6, 2023

APPROVED OCTOBER 16, 2023