



TOWN OF KINGSTON
WAGE AND PERSONNEL BOARD
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 101 & VIA ZOOM
AUGUST 21, 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, August 21, 2023. Present were members Lorraine Burgio and Darlene Regan. 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:

PAUL GALLAGHER, TOWN CLERK, TO DISCUSS THE HOURLY RATES OF ELECTION WORKERS AND CLERICAL POSITIONS IN SCHEDULE C-1

The Board met with Janna Morrissey, Assistant Town Clerk, at 6:00 p.m. to discuss the election worker positions in Schedule C-1. Paul Gallagher, Town Clerk, could not attend, but he had submitted in advance of the meeting the hourly rates paid by the towns of Carver, Duxbury and Marshfield for election worker positions. In each town there was a differential between poll workers and Wardens/Clerks due to additional duties and responsibilities. The differential in Kingston had disappeared over time due to state minimum wage increases. Ms. Morrissey had provided a memo to the Board dated August 21, 2023 with the hourly rate information provided by Mr. Gallagher as well as a proposal for the election workers: minimum wage for the position of Election Officer (Inspector), and minimum wage plus an additional \$2.00 per hour for the positions of Clerk – Election and Warden – Election.

Ms. Morrissey reviewed the request and questions were asked and answered. The position of Clerk – General was not used as an election position and the title of Election Officer should be changed to Inspector – Election. Since the current hourly rate of Election Officer was \$15.53, the hourly rates of Clerk – Election and Warden – Election should be increased to \$17.53. Timing of the changes was discussed, and it would be better to propose the changes at the Fall Town Meeting as 2024 would be a busy election year. The Senior Tax Write-off Program was also discussed, and Ms. Morrissey will check with Mr. Gallagher on whether it could be used for election workers. The legal opinion obtained from Town Counsel dated August 18, 2023 will be forwarded to Ms. Morrissey.

Motioned by Lorraine Burgio and seconded by Darlene Regan, the Board unanimously voted to change the Election Officer title to Inspector – Election at an hourly wage of \$15.53, increase the Clerk – Election wage to \$17.53, keep the Clerk – General wage the same, and increase the Warden – Election wage to \$17.53, all to be submitted for the October Fall Town Meeting.

TINA BETTI, HUMAN RESOURCES MANAGER, AND JOYCE KRSTOFOLSKI, HEALTH AGENT, TO DISCUSS THE SALARY OF A NEW PUBLIC HEALTH NURSE HIRE AT STEP 10 OF GRADE 6

The Board met with Tina Betti, Human Resources Manager, Joyce Krystofolski, Health Agent, and Joseph Casna, Chairman of the Board of Health, at 6:23 p.m. to discuss the salary of a new Public Health Nurse at Step 10 of Grade 6. The hourly rate would be \$35.25. Ms. Betti had sent the job posting and the candidate's curriculum vitae in an email dated August 9, 2023.

Ms. Betti and Ms. Krystofolski provided background on the position and information on the candidate. The candidate was well-qualified with many years of experience. The hours per week would be approximately 15 and budgeting for the position was reviewed.

Questions were asked and answered.

Motioned by Lorraine Burgio and seconded by Darlene Regan, the Board unanimously voted to set the rate for the applicant at 15 hours per week for the Public Health Nurse at \$35.25 per hour, which represented Grade 6, Step 10 of the FY2024 Wage and Personnel Bylaw, with an appointment tentatively scheduled for September 1, 2023, pending the Board of Selectmen's meeting.

HUMAN RESOURCES UPDATE:

UPDATE FROM TINA BETTI, HUMAN RESOURCES MANAGER

Tina Betti provided the following Human Resources update:

- The Bylaw Acknowledgement of Receipt forms for FY2024 were distributed and employees had until the end of the month to sign and return them. Seasonal employees will be asked to complete the forms when they start.
- The library had three positions open: Substitute Circulation Assistant, Substitute Librarian and Teen and Emerging Technologies Librarian. Some applications had been received.
- The Recreation position of Programs and Property Coordinator had been posted with interviews starting. At least two employees needed to be hired for coverage.
- The Facilities Manager had started.
- Two new positions will be requested for FY2025: Treasurer/Collector and Procurement Officer.
- A grievance procedure will be drafted for the Bylaw by Ms. Betti and Keith Hickey, Town Administrator.

Ms. Betti asked about the deadline for Bylaw amendments for FY2025. The Board discussed the process for determining the deadline.

DISCUSSION/ACTION ITEMS:

CLARIFICATION FROM TOWN COUNSEL ON THE SENIOR TAX WRITE-OFF PROGRAM AND WHEN IT CAN BE USED

The Senior Tax Write-off Program as it related to election workers had been discussed with Janna Morrissey.

DISCUSS NEGOTIATED KTEU BENEFIT CHANGES REGARDING BEREAVEMENT, VACATION AND LONGEVITY

An email dated May 2, 2023 had been received from Tina Betti 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 changes had not been included in the Wage and Personnel Bylaw. 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 Board had discussed the changes at its meeting on June 12, 2023 but had not voted.

Making the changes retroactive to July 1, 2023 was discussed. Motioned by Lorraine Burgio and seconded by Darlene Regan, the Board unanimously voted to propose changing the Wage and Personnel benefits to align with the KTEU

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negotiated benefits effective July 1, 2023 for FY2024 regarding bereavement leave, vacation leave and longevity compensation as outlined in the email from Tina Betti.

DISCUSS PROPOSING CHANGES TO THE FY2024 WAGE AND PERSONNEL BYLAW AT THE FALL TOWN MEETING

An email from Tina Betti dated August 9, 2023 had been received with the timeline for the Fall Town Meeting.

The Board discussed the Bylaw changes to be proposed at the Fall Town Meeting: election worker title/hourly rate changes and changes to bereavement, vacation and longevity. All changes would be effective July 1, 2023. A Board meeting could be scheduled before September 12, 2023 if other issues arose.

The executive secretary will revise the Bylaw sections on bereavement, vacation and longevity for review. Gloria Mitchell, Assistant Town Administrator, will be contacted regarding deadlines for the warrant article and handout. An additional meeting might be required depending upon the deadlines.

MAIL:

No other mail was discussed.

MEETING MINUTES:

REVIEW AND APPROVE MINUTES FOR APRIL 24, 2023, JUNE 12, 2023 AND JULY 27, 2023

The draft meeting minutes for April 24, 2023 and July 27, 2023 were reviewed. Motioned by Lorraine Burgio and seconded by Darlene Regan, the Board unanimously voted to approve the minutes of April 24, 2023 and July 27, 2023 in open session as submitted. The motion and vote was rescinded as Ms. Burgio had been absent on April 24, 2023. Motioned by Darlene Regan and seconded by Lorraine Burgio, the Board voted to accept the minutes of April 24, 2023. Lorraine Burgio abstained from the vote. Motioned by Lorraine Burgio and seconded by Darlene Regan, the Board unanimously voted to accept the minutes of July 27, 2023.

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.

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.

RECESS TO EXECUTIVE SESSION, TO NOT RETURN TO OPEN SESSION, FOR THE PURPOSE OF:

REVIEW AND APPROVE EXECUTIVE SESSION MINUTES FOR MARCH 13, 2023, MARCH 20, 2023 AND APRIL 10, 2023

Motioned by Lorraine Burgio and seconded by Darlene Regan, the Board unanimously voted to recess to Executive Session, to not return to Open Session, for the purpose of reviewing, approving and releasing executive session meeting minutes at 7:07 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

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Meeting Documents: (1) memo from Janna Morrissey dated August 21, 2023 regarding election workers, (2) spreadsheet prepared by the executive secretary and modified by James Soule with election worker hourly rates, (3) email from Tina Betti dated August 21, 2023 with a legal opinion regarding the Senior Worker Tax credit program and poll workers dated August 18, 2023, (4) emails dated August 8, 2023 and August 9, 2023 from Tina Betti regarding the position of Public Health Nurse with information, job posting and curriculum vitae for Michael Divirgilio, (5) email dated May 2, 2023 from Tina Betti regarding KTEU benefit changes, (6) email from Tina Betti dated August 9, 2023 with the Fall Town Meeting timeline, and (7) draft meeting minutes for April 24, 2023 and July 27, 2023