



TOWN OF KINGSTON
WAGE AND PERSONNEL BOARD
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 101 & VIA ZOOM
OCTOBER 16, 2023

6:00 PM – CALL TO ORDER

Vice Chairman Darlene Regan called the meeting of the Wage and Personnel Board to order at 6:04 p.m. on Monday, October 16, 2023. Present was member Lorraine Burgio. Tina Betti, Human Resources Manager, was also present. Chairman James Soule joined the meeting at 6:06 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.

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 had all been returned except for one employee.
- The positions of Substitute Circulation Assistant and Substitute Librarian were still open, with one person hired and three more needed.
- Two people had been hired for the Recreation position of Programs and Property Coordinator as planned.
- The Outreach Coordinator for the Council on Aging had resigned and the Director of Elder Services was considering a possible title change or position reclassification for FY2025.
- The Water Department Office Administrator position most likely needed to be changed to an exempt status with a possible reclassification for FY2025.
- The position of Executive Secretary -- Zoning Board of Appeals could be removed from the Bylaw for FY2025 if the duties of the position were performed by administrative staff in the Building Department.

Other Bylaw changes proposed for FY2025 were discussed as well as timing.

DISCUSSION/ACTION ITEMS:

DISCUSS ANY UPDATES FOR FALL TOWN MEETING AND REVIEW TOWN MEETING PRESENTATION

The Board prepared for the Fall Town Meeting. James Soule will use the Board's one-page summary of its recommendations as printed in the Town of Kingston Special Town Meeting Warrant Informational Handout for his presentation. The Board will be posted for town meeting.

MAIL:

No mail was reviewed.

APPROVED NOVEMBER 20, 2023

MEETING MINUTES:

REVIEW AND APPROVE MINUTES FOR AUGUST 21, 2023 (OPEN SESSION ONLY) AND SEPTEMBER 18, 2023

The draft meeting minutes for August 21, 2023 and September 18, 2023 were reviewed. Motioned by James Soule and seconded by Darlene Regan, the Board unanimously voted to approve the August 21, 2023 open session meeting minutes as submitted. Motioned by James Soule and seconded by Lorraine Burgio, the Board unanimously voted to approve the minutes of September 18, 2023 as submitted.

NEXT REGULAR MEETING:

DISCUSS DATE/AGENDA FOR NOVEMBER 20, 2023

The Board will have its next regularly scheduled meeting on Monday, November 20, 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 MEETING MINUTES FOR AUGUST 21, 2023

Motioned by James Soule and seconded by Lorraine Burgio, the Board unanimously voted at 6:30 p.m. to recess to Executive Session, to not return to Open Session, for the purpose of reviewing, approving and releasing executive session meeting minutes.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

Meeting Documents: (1) Board's recommendations as printed in the Town of Kingston Special Town Meeting Warrant Informational Handout and (2) draft meeting minutes for August 21, 2023 (open session) and September 18, 2023

APPROVED NOVEMBER 20, 2023