



TOWN OF KINGSTON
WAGE AND PERSONNEL BOARD
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 101 & VIA ZOOM
NOVEMBER 20, 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, November 20, 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.

HUMAN RESOURCES UPDATE:

UPDATE FROM TINA BETTI, HUMAN RESOURCES MANAGER

Tina Betti provided the following Human Resources update:

- The Finance Director – Town Accountant had resigned and the position was posted. The current incumbent would work until a replacement was found.
- The Clerical Assistant position used for the Clerical Pool had been posted.
- The positions for Substitute Circulation Assistant and Substitute Librarian were still open, with one person hired for each position, but each position needed two people.
- Ms. Betti had forwarded a Bylaw amendment request from Susan Woodworth, Parks and Recreation Director, for FY2025.
- The Water Department Office Administrator position would need to be changed to exempt with a possible reclassification for FY2025. Ms. Betti was following up with GovHR on questions regarding the position rating.
- The job description for the Outreach Coordinator for the Council on Aging had been revised with a possible position reclassification for FY2025.
- Two new positions, Procurement Officer and Treasurer/Collector, would be requested for FY2025.
- There might be a need for a new Assistant Treasurer/Collector position with a combined Treasurer/Collector position.
- A grievance procedure for the Bylaw would be submitted by Ms. Betti and Keith Hickey, Town Administrator.
- A request would be submitted to provide stipends for required licenses for the positions of Wastewater Superintendent and Water Superintendent to reflect current practice.

Questions were asked and answered. The advantages and disadvantages of keeping unused positions in the Bylaw was discussed as well as tuition reimbursement.

DISCUSSION/ACTION ITEMS:

REVIEW AND APPROVE FY2024 BYLAW WITH CHANGES VOTED AT FALL TOWN MEETING

The Board reviewed the draft FY2024 Bylaw prepared by the executive secretary with the changes voted at the Fall Town Meeting. Motioned by Lorraine Burgio and seconded by Darlene Regan, the Board unanimously voted to approve the Bylaw as written. The executive secretary will forward the Bylaw files to the Town Clerk's office.

DISCUSS BYLAW AMENDMENT REQUEST DEADLINE AND ANNUAL TOWN MEETING TIMELINE

The Bylaw amendment request deadline was discussed. Based on a new Annual Town Meeting date of May 4, 2024, the deadline would change from November 27, 2023 to December 25, 2023. A meeting for the Board with the Board of Selectmen had also been scheduled for March 26, 2024 to present town meeting recommendations. The Board reviewed its workload. Motioned by Lorraine Burgio and seconded by Darlene Regan, the Board unanimously voted to amend the date of Bylaw amendment change requests from department heads to December 22, 2023. Tina Betti will notify department heads of the change.

DISCUSS BOARD'S ANNUAL REPORT FOR 2023

The Annual Report for 2022 was reviewed. The executive secretary will make the necessary changes for 2023 for approval at the next meeting.

MAIL:

EMAIL DATED OCTOBER 25, 2023 FROM ELAINE FIORE, CHAIR, SEWER COMMISSIONERS, REGARDING A RECLASSIFICATION FOR THE POSITION OF WASTEWATER SUPERINTENDENT

An email dated October 25, 2023 had been received from Elaine Fiore regarding a reclassification for the position of Wastewater Superintendent with a letter from the Sewer Commissioners and a completed Job Analysis Questionnaire (JAQ) attached.

The Board discussed the reclassification request. James Soule had scored the position using the JAQ that was submitted. Tina Betti reviewed the process for a position reclassification. The results of the Compensation Study were discussed and Ms. Betti will forward the materials used by GovHR to rate the position as well as the comparable town information to the Board. Board members will rate the position individually and the requested reclassification will be discussed at the next meeting.

EMAIL DATED NOVEMBER 6, 2023 FROM TINA BETTI, HUMAN RESOURCES MANAGER, REGARDING CHANGES TO BYLAW SECTIONS 7(D), 7(G), 11(F) AND 15(A) FOR FY2025

An email had been received from Tina Betti dated November 6, 2023 regarding changes to Bylaw Sections 7(d), 7(g), 11(f) and 15(a) for FY2025.

Ms. Betti explained the changes requested to Section 7, Compensation, Section 11, Sick Leave, and Section 15, Miscellaneous Provisions, to reflect current practice. The changes were discussed. James Soule proposed new wording for Section 7(d), Promotion, and a draft will be prepared for the next meeting.

ANY OTHER MAIL RECEIVED

No other mail was discussed.

MEETING MINUTES:

REVIEW AND APPROVE MINUTES FOR OCTOBER 16, 2023 (BOTH OPEN AND EXECUTIVE SESSIONS)

The draft meeting minutes for October 16, 2023 were reviewed. Motioned by Lorraine Burgio and seconded by Darlene Regan, the Board unanimously voted to approve the minutes of the open session and the minutes of the executive session for October 16, 2023. Motioned by Lorraine Burgio and seconded by Darlene Regan, the Board unanimously voted to release the minutes for the executive session of October 16, 2023.

APPROVED JANUARY 18, 2024

NEXT REGULAR MEETING:

DISCUSS DATE/AGENDA FOR DECEMBER 18, 2023

The Board will have its next regularly scheduled meeting on Monday, December 18, 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 7:42 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

Meeting Documents: (1) draft Bylaw prepared by the executive secretary dated 11-13-23, (2) Report of the Wage and Personnel Board 2022, (3) email from Elaine Fiore dated October 25, 2023 regarding a reclassification for the Wastewater Superintendent, (4) email dated November 6, 2023 from Tina Betti regarding changes to Bylaw Sections 7(d), 7(g), 11(f) and 15(a) for FY2025, and (5) draft open and executive session meeting minutes for October 16, 2023