



TOWN OF KINGSTON
WAGE AND PERSONNEL BOARD
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 203 & VIA ZOOM
FEBRUARY 12, 2024

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, February 12, 2024. Present was member Lorraine Burgio. Tina Betti, Human Resources Manager, was also present. Member Darlene Regan joined the meeting via Zoom at 6:33 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 posting for the Substitute Librarian would be removed and the posting for the Substitute Circulation Assistant would probably be removed in the next few weeks.
- The Call Firefighters position was posted.
- The position for the Clerical Pool was posted and interviews had started.
- The Public Health Nurse position was posted due to a resignation.
- The IT Manager would be retiring so the job description was being reviewed.
- Employees were asking about the Cost of Living Adjustment (COLA) for Wage and Personnel for FY2025. The negotiated union increases were 3.5 percent.
- The position of Finance Director – Town Accountant was still open and recruitment would start again in May. The former Finance Director -- Town Accountant would continue to work remotely to provide coverage for the Town through the budget process and town meeting.

Questions were asked and answered.

DISCUSSION/ACTION ITEMS:

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

The Board discussed the draft wording for Section 7(d), Promotion, as well as the current wording of Section 7(g), Entrance Rate for New Appointments. Different percentage increases for a promotion were discussed and when the salary should be reviewed by the Board. The executive secretary will prepare a new draft for Section 7(d).

Equity between current employees and new hires was also discussed.

Darlene Regan joined the meeting via Zoom.

APPROVED FEBRUARY 26, 2024

The wording of Section 7(g) was reviewed and Step 3 will be added to reflect current practice. The changes detailed in Ms. Betti's email to Section 11, Sick Leave, (f) and Section 15, Miscellaneous Provisions, (a) will be made. Drafts of the sections will be prepared for approval at the next meeting.

EMAIL DATED NOVEMBER 20, 2023 FROM TINA BETTI, HUMAN RESOURCES MANAGER, WITH FY2025 BYLAW AMENDMENT REQUEST FROM SUSAN WOODWORTH, PARKS AND RECREATION DIRECTOR

Ms. Betti asked Susan Woodworth, Parks and Recreation Director, for clarification on the Counselor/Instructor position in Schedule C-3 and the requested cost of living increase. Ms. Woodworth had requested a cost of living increase for all Recreation positions except that of Counselor/Instructor. Ms. Woodworth wanted the hourly rate of the position to remain at \$15.53, or minimum wage, as it was only an entry-level position and there were three levels for Counselor positions.

EMAIL DATED DECEMBER 20, 2023 FROM TINA BETTI, HUMAN RESOURCES MANAGER, REGARDING STIPENDS FOR PROFESSIONAL LICENSES FOR THE POSITIONS OF WASTEWATER SUPERINTENDENT AND WATER SUPERINTENDENT FOR FY2025

The requested change for the Water and Wastewater Superintendents was reviewed and Schedule A will be revised.

EMAIL FROM TINA BETTI, HUMAN RESOURCES MANAGER, DATED DECEMBER 20, 2023 REGARDING CHANGES TO THE POSITION OF OFFICE ADMINISTRATOR – WATER FOR FY2025

The position of Office Administrator – Water will be changed to Exempt in Schedule A and the rest of the request will be discussed at the next meeting.

EMAIL FROM TINA BETTI, HUMAN RESOURCES MANAGER, DATED DECEMBER 20, 2023 REGARDING A NEW POSITION, SOCIAL SERVICES COORDINATOR, FOR FY2025

The request will be discussed at the next meeting.

EMAIL DATED DECEMBER 20, 2023 FROM TINA BETTI, HUMAN RESOURCES MANAGER, REGARDING A GRIEVANCE PROCEDURE FOR THE BYLAW FOR FY2025

The Board reviewed the changes made by Lorraine Burgio to the draft Grievance Procedure and discussed it. "Days" will be changed to "calendar days." Another change will be made in Section c) 1. by adding to the last sentence, "of receipt of the grievance." Ms. Betti will check on missing Sections d through k. The Board also questioned the last sentence regarding the Board of Selectmen and why the Selectmen were involved. Ms. Betti will obtain clarification from Keith Hickey, Town Administrator.

EMAIL FROM TINA BETTI, HUMAN RESOURCES MANAGER, DATED DECEMBER 23, 2023 REGARDING A NEW POSITION, PROCUREMENT OFFICER, FOR FY2025

The request will be discussed at the next meeting.

MAIL:

An email dated February 12, 2024 was received from Elaine Fiore, Chair, Sewer Commissioners, stating that the Commissioners supported Step 5 rather than Step 7 in Grade 13 for the reclassification of the Wastewater Superintendent.

MEETING MINUTES:

REVIEW AND APPROVE MINUTES FOR JANUARY 14, 2024 AND JANUARY 18, 2024

The draft meeting minutes for January 14, 2024 were reviewed. Motioned by Lorraine Burgio and seconded by Darlene Regan, the Board voted to approve the minutes of January 14, 2024 at the Wastewater Treatment Plant as written. James Soule abstained from the vote as he was not present at the meeting.

The draft meeting minutes for January 18, 2024 were reviewed. Motioned by Lorraine Burgio and seconded by Darlene Regan, the Board unanimously voted to approve the minutes of January 18, 2024 as written.

APPROVED FEBRUARY 26, 2024

NEXT MEETING:**DISCUSS TENTATIVE DATE/AGENDA FOR FEBRUARY 26, 2024**

The Board will have its next meeting on Monday, February 26, 2024, 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 7:22 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

Meeting Documents: (1) email from Tina Betti dated November 6, 2023 regarding changes to Bylaw Sections 7(d), 7(g), 11(f) and 15(a) for FY2025, (2) draft wording for Section 7(d) prepared by the executive secretary, (3) email from Tina Betti dated November 20, 2023 with FY2025 Bylaw amendment request from Susan Woodworth, (4) email dated December 20, 2023 from Tina Betti regarding stipends for professional licenses for the Wastewater and Water Superintendent positions for FY2025, (5) email from Tina Betti dated December 20, 2023 regarding changes to the position of Office Administrator – Water for FY2025, (6) email from Tina Betti dated December 20, 2023 regarding a new position, Social Services Coordinator, for FY2025, (7) email dated December 20, 2023 from Tina Betti regarding a Grievance Procedure for the Bylaw for FY2025, (8) revisions made to the draft Grievance Procedure by Lorraine Burgio, (9) email from Tina Betti dated December 23, 2023 regarding a new position, Procurement Officer, for FY2025, (10) email dated February 12, 2024 from Elaine Fiore regarding the step for the Wastewater Superintendent reclassification, and (11) draft meeting minutes for January 14, 2024 and January 18, 2024