



TOWN OF KINGSTON
WAGE AND PERSONNEL BOARD
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 101 & VIA ZOOM
FEBRUARY 26, 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 26, 2024. 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:

- Interviews for the Clerical Pool were done.
- The Substitute Librarian position was filled.
- The posting for the Finance Director – Town Accountant was closed and recruitment would probably start again in May.

Questions were asked and answered.

DISCUSSION/ACTION ITEMS:

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

The Board reviewed the drafts of Sections 7(d), 7(g), 11(f) and 15(a) prepared by the executive secretary. Motioned by Lorraine Burgio and seconded by Darlene Regan, the Board unanimously voted to approve the changes made to Section 7(d), Promotion, and 7(g), Entrance Rate for New Appointments, for the Wage and Personnel Bylaw. The draft of Section 11(f) was discussed. Motioned by Lorraine Burgio and seconded by Darlene Regan, the Board unanimously voted to change Section 11(f) to read as follows in its entirety: "At the employee's request, employees receiving Workers' Compensation payments for a work-related injury may receive the difference between their normal wages and what they receive for Workers' Compensation with the deduction of accrued time." Motioned by Darlene Regan and seconded by Lorraine Burgio, the Board unanimously voted to approve the changes to Section 15(a) as presented.

REVIEW DRAFT OF SCHEDULE A (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 Board reviewed the draft of Schedule A prepared by the executive secretary. Questions were asked and answered. Motioned by Lorraine Burgio and seconded by Darlene Regan, the Board unanimously voted to amend Schedule A in Section 16 by adding three asterisks to the titles of Wastewater Superintendent and Water Superintendent with the

APPROVED MARCH 18, 2024

following footnote, "For each professional license required for the position or by the state, the employee will receive a stipend equal to what is negotiated in the KTEU contract."

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 had been changed to Exempt in the draft of Schedule A prepared by the executive secretary. The second part of the request was a possible position reclassification. After consultation with GovHR Tina Betti regraded the position, but the grade remained the same at Grade 5. The changes in the position were discussed as well as the revised job description and the Job Analysis Questionnaire (JAQ). Motioned by Lorraine Burgio and seconded by Darlene Regan, the Board unanimously voted to approve the change in Schedule A for Office Administrator – Water (Full-time) to an exempt position.

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

Chairman James Soule read an email to the Board received at 3:25 p.m. from Tina Betti. Mary Beth Lawton, Director of Elder Services, and the Assistant Director would like to add supervisory responsibilities to the requested Social Services Coordinator position for FY2025. A revised job description had been submitted with the email.

The Board discussed the change to the position and decided that it would not be considered as it was submitted after the Bylaw amendment deadline. The original request will be postponed to the next meeting as Ms. Betti was still waiting for information from GovHR on the position scoring.

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

The Grievance Procedure will be discussed at the next meeting.

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

The Procurement Officer will be discussed at the next meeting after receipt of the JAQ.

COST OF LIVING ADJUSTMENT FOR WAGE AND PERSONNEL EMPLOYEES FOR FY2025

The Cost of Living Adjustment (COLA) for Wage and Personnel employees was discussed. The unions had negotiated a 3.5 percent increase for FY2025. Motioned by Lorraine Burgio and seconded by Darlene Regan, the Board unanimously voted to recommend a 3.5 percent Cost of Living Adjustment effective July 1, 2024 for Wage and Personnel, excluding the entry-level Counselor/Instructor position currently listed at \$15.53 in Schedule C-3. Drafts of Schedules B, C and D will be prepared by the executive secretary.

MAIL:

No other mail was discussed.

MEETING MINUTES:

REVIEW AND APPROVE MINUTES FOR FEBRUARY 12, 2024

The draft meeting minutes for February 12, 2024 were reviewed. Motioned by Lorraine Burgio and seconded by Darlene Regan, the Board unanimously voted to approve the open session minutes of February 12, 2024 as written.

NEXT REGULAR MEETING:

DISCUSS DATE/AGENDA FOR MARCH 18, 2024

The Board will have its next regularly scheduled meeting on Monday, March 18, 2024, at 6:00 p.m. in Room 101 at the Kingston Town House. Agenda items were identified during the course of the meeting.

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 Darlene Regan and seconded by Lorraine Burgio, the Board unanimously voted to adjourn the meeting at 6:42 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

Meeting Documents: (1) drafts of Sections 7(d), 7(g), 11(f) and 15(a) prepared by the executive secretary, (2) email from Tina Betti dated November 6, 2023 regarding changes to Bylaw Sections 7(d), 7(g), 11(f) and 15(a) for FY2025, (3) draft of Schedule A prepared by the executive secretary, (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 with a revised job description and JAQ, (6) email from Tina Betti dated December 20, 2023 regarding a new position, Social Services Coordinator, for FY2025, (7) email dated February 26, 2024 from Tina Betti regarding the Social Services Coordinator with a revised job description, (8) email dated December 20, 2023 from Tina Betti regarding a Grievance Procedure for the Bylaw for FY2025, (9) revisions made to the draft Grievance Procedure by Lorraine Burgio, (10) email from Tina Betti dated December 23, 2023 regarding a new position, Procurement Officer, for FY2025, and (11) draft meeting minutes for February 12, 2024

APPROVED MARCH 18, 2024