



TOWN OF KINGSTON
WAGE AND PERSONNEL BOARD
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 101 & VIA ZOOM
MARCH 18, 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, March 18, 2024. Present was member Lorraine Burgio. Tina Betti, Human Resources Manager, was also present. Member Darlene Regan joined the meeting at 6:11 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 IT Manager would be retiring in June rather than July.
- A new Police Chief would hopefully be appointed soon.
- Benefits Open Enrollment would be from April 15, 2024 to May 15, 2024. This would be the second year of changes in the three-year plan of changes for the Town (excluding school employees). This year's changes would include a change in cost sharing for the two most expensive plans from 60 percent Town/40 percent employee to 55 percent Town/45 percent employee and the addition of dental insurance. The changes implemented last year and those for next year were also reviewed.

Questions were asked and answered.

Darlene Regan joined the meeting.

DISCUSSION/ACTION ITEMS:

REVIEW DRAFTS OF SCHEDULES B, C AND D FOR FY2025

The Board reviewed the drafts of Schedules B-1, C-1, C-2, C-3 and D prepared by the executive secretary with the 3.5 percent Cost of Living Adjustment (COLA). No changes were required.

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

Ms. Betti provided an update. She had discussed the position scoring with GovHR as it was too low. She planned to review the submitted Job Analysis Questionnaire (JAQ) again with Mary Beth Lawton, Director of Elder Services, to obtain a more appropriate grade for the position.

The submitted JAQ and the low score for the new position were discussed. The JAQ was based on the JAQs for two vacant positions. Ms. Betti explained that the grade of a position should not be based solely on the score of the JAQ. Darlene Regan, a professional in the field, raised several questions with the language in the job description and

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Ms. Betti suggested that she meet with Ms. Lawton to clarify the position. It was decided that Ms. Betti would contact Ms. Lawton regarding a meeting with Ms. Regan. Ms. Lawton will also be asked to attend the Board's next meeting to discuss the position and JAQ.

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

Ms. Betti provided an update. She had spoken with both Keith Hickey, Town Administrator, and Katherine Feodoroff, Labor Counsel, and the Board of Selectmen should be included in the grievance procedure as it was the appointing authority. The Wage and Personnel Board was also not involved with employee discipline.

The Board discussed the changes and format of the new grievance procedure. The executive secretary will prepare a draft for review 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.

MAIL:

An email dated March 18, 2024 had been received from Tina Betti, Human Resources Manager, requesting a reconsideration for the reclassification of the Office Administrator – Water position to Grade 6.

Ms. Betti explained the rationale for her reconsideration request to change the grade of the position from Grade 5 to Grade 6, even though the position's score was five points short of Grade 6. She stated that compensation was both an art and a science. On the art side, she believed that the position was more appropriately placed in Grade 6 based on other comparable administration positions in that grade, its exempt status and its responsibility for a staff. The change to Grade 6 would not result in a higher salary for the incumbent as her salary was already beyond the range of the grade.

The advantages and disadvantages of acting on the request were discussed for some time. Chairman James Soule could accept Grade 6 as the position was exempt and other administration positions in Grade 5 were non-exempt; however, the Board needed to be consistent in that it had already made its decision and the reconsideration request was beyond the Bylaw amendment deadline. A change submitted for another request had not been accepted due to the deadline. Other Board members agreed with being consistent and the position could be reviewed again at a later time. The JAQ was also discussed and several factors had some differences in interpretation. The request will be tabled and discussed at the next meeting, if needed. The classification of the position will be reconsidered after Annual Town Meeting with input from the department at that time, if needed. Ms. Betti will provide an update to the incumbent and department.

The Board took a short recess at 7:47 p.m.

The meeting resumed at 7:50 p.m.

No other mail needed to be discussed.

MEETING MINUTES:

REVIEW AND APPROVE MINUTES FOR FEBRUARY 26, 2024

The draft meeting minutes for February 26, 2024 were reviewed. Motioned by Lorraine Burgio and seconded by Darlene Regan, the Board unanimously voted to approve the open session minutes for February 26, 2024 as presented.

NEXT REGULAR MEETING:

DISCUSS DATE/AGENDA FOR APRIL 15, 2024 (HOLIDAY)

Due to the holiday on April 15, 2024, the Board will have its next meeting on Thursday, April 11, 2024, at 6:00 p.m. The executive secretary will check on a meeting room. 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 Lorraine Burgio and seconded by Darlene Regan, the Board unanimously voted to adjourn the meeting at 7:55 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

Meeting Documents: (1) drafts of Schedules B-1, C-1, C-2, C-3 and D prepared by the executive secretary, (2) email from Tina Betti dated December 20, 2023 regarding a new position, Social Services Coordinator, for FY2025 with a job description and JAQ, (3) email dated December 20, 2023 from Tina Betti regarding a Grievance Procedure for the Bylaw for FY2025, (4) revisions made to the draft Grievance Procedure by Lorraine Burgio, (5) email from Tina Betti dated December 23, 2023 regarding a new position, Procurement Officer, for FY2025, (6) 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, (7) email dated March 18, 2024 from Tina Betti requesting a reclassification reconsideration for the position of Office Administrator – Water, and (8) draft meeting minutes for February 26, 2024

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