



TOWN OF KINGSTON
WAGE AND PERSONNEL BOARD
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 101 & VIA ZOOM
APRIL 11, 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 Thursday, April 11, 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.

APPOINTMENTS:

MEET WITH MARY BETH LAWTON, DIRECTOR OF ELDER SERVICES, TO DISCUSS THE POSITION OF SOCIAL SERVICES COORDINATOR (EMAIL FROM TINA BETTI, HUMAN RESOURCES MANAGER, DATED DECEMBER 20, 2023 REGARDING A NEW POSITION, SOCIAL SERVICES COORDINATOR, FOR FY2025)

The meeting was cancelled.

HUMAN RESOURCES UPDATE:

UPDATE FROM TINA BETTI, HUMAN RESOURCES MANAGER

Tina Betti provided the following Human Resources update:

- The posting for the Call Firefighter position was removed as two hires were made.
- The position of Finance Director – Town Accountant would probably be re-posted in May.
- Two more hires would likely be made for the Substitute Librarian position.
- The IT Manager would be retiring in mid-June and an IT contract service would be used, instead of filling the position, for cost savings.
- Regarding the request for the new Council on Aging position, it was decided that the current position in the Bylaw would be used instead with some changes to the job description.
- Due to budgetary constraints, the new position of Procurement Officer would not be added to the Bylaw for FY2025.

DISCUSSION/ACTION ITEMS:

REVIEW DRAFT OF SECTION 14, GRIEVANCE PROCEDURES (EMAIL DATED DECEMBER 20, 2023 FROM TINA BETTI, HUMAN RESOURCES MANAGER, REGARDING A GRIEVANCE PROCEDURE FOR THE BYLAW FOR FY2025)

The Board reviewed the draft of the Grievance Procedure section prepared by the executive secretary. A question was raised regarding subsection (f), and Tina Betti explained when the subsection would be used. Motioned by Lorraine Burgio and seconded by Darlene Regan, the Board unanimously voted to approve Section 14, Grievance Procedures, in the handout as written in its entirety.

APPROVED JUNE 17, 2024

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

The Procurement Officer position would not be requested for FY2025.

RE-DISCUSS, IF NECESSARY, CLASSIFICATION OF THE POSITION OF OFFICE ADMINISTRATOR – WATER FOR FY2025 (EMAIL DATED MARCH 18, 2024 FROM TINA BETTI, HUMAN RESOURCES MANAGER)

Tina Betti stated that she still believed that the position should be classified at the next higher grade, Grade 6, as explained in her email. The Board discussed the grade. Lorraine Burgio still had questions regarding both the job description and the Job Analysis Questionnaire (JAQ). After some discussion, it was decided that the Board will meet with the Office Administrator – Water and the Water Superintendent after town meeting, and a grade change, if necessary, would be recommended at the fall town meeting.

FINISH RECOMMENDATIONS FOR ANNUAL TOWN MEETING AND REVIEW DRAFT HANDOUT

The Board reviewed the draft Annual Town Meeting handout, including the purposes provided, prepared by the executive secretary. Motioned by Lorraine Burgio and seconded by Darlene Regan, the Board unanimously voted to accept the Annual Town Meeting handout draft as written as its recommendation for Annual Town Meeting.

PREPARE FOR BOARD OF SELECTMEN MEETING ON APRIL 23, 2024

The Board's Annual Town Meeting handout will be used as the handout for the Board of Selectmen meeting.

PREPARE FOR ANNUAL TOWN MEETING ON MAY 11, 2024

The executive secretary will send the final version of the Board's Annual Town Meeting handout to Keith Hickey, Town Administrator, and contact Carol McCoy, Finance Director – Town Accountant, for the cost and appropriation amounts for the warrant article.

A question was raised regarding proposed salary increases, and the Board agreed that Wage and Personnel employees should be treated no differently than other Town employees. The charge of the Wage and Personnel Board was also reviewed.

The executive secretary will send a copy of the Board's Annual Town Meeting handout to the Finance Committee and Darlene Regan, as the Finance Committee's representative, will follow up on whether additional information or a meeting was needed.

The Board will be posted for Annual Town Meeting.

MAIL:

An email dated April 10, 2024 was received from Tina Betti, Human Resources Manager, withdrawing the request for the addition of a procurement position to the Bylaw for FY2025.

An email was received from Tina Betti, Human Resources Manager, dated April 11, 2024 withdrawing the request for the addition of a new Council on Aging Outreach position to the Bylaw for FY2025.

NEXT REGULAR MEETING:

DISCUSS DATE/AGENDA FOR MAY 20, 2024

The Board will have its next meeting tentatively on Monday, May 6, 2024, in the event that it needs to meet before Annual Town Meeting. The executive secretary will check on a meeting room. The Board's regularly scheduled meeting for Monday, May 20, 2024, may be cancelled.

MEETING MINUTES:

REVIEW AND APPROVE MINUTES FOR MARCH 18, 2024

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

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 6:55 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

Meeting Documents: (1) draft of Section 14, Grievance Procedures, prepared by the executive secretary, (2) email dated March 18, 2024 from Tina Betti requesting a reclassification reconsideration for the position of Office Administrator – Water, (3) draft Annual Town Meeting handout prepared by the executive secretary dated 4-11-24, and (4) draft meeting minutes for March 18, 2024

APPROVED JUNE 17, 2024