



TOWN OF KINGSTON
WAGE AND PERSONNEL BOARD
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 101 & VIA ZOOM
JUNE 17, 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, June 17, 2024. Present was member Darlene Regan. Member Lorraine Burgio was absent. 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:

- Hires were made for the positions of Substitute Circulation Assistant and Substitute Librarian so the postings would be closed.
- The position of Finance Director – Town Accountant was re-posted and applications were received.
- The Deputy Harbormaster resigned so the position was posted. It was anticipated that one of the Assistant Harbormasters would take the position so the Assistant Harbormaster position was posted as well.
- The Administrative Assistant (Veterans) position was posted due to a retirement and a resignation. The position might be transferred to the union at a later date.
- An arrangement with a neighboring town for a shared Veterans' Agent fell through, so the Town would need to hire its own Veterans' Agent after the position was classified and approved at the fall town meeting.
- The position of Outreach Coordinator for the Council on Aging was posted with at least one interview scheduled.
- The Public Health Nurse position was re-posted and one interview was scheduled.
- The Benefits Open Enrollment period was over and many employees signed up for dental insurance with some movement to the high-deductible health insurance plan as well.
- An update was provided on the retroactive pay request for the Wastewater Superintendent.

Questions were asked and answered regarding the Veterans' Agent position and the deadline for submission of Bylaw amendment requests for the fall town meeting was also discussed. The executive secretary will determine the deadline date and a memorandum will be distributed. Ms. Betti reminded the Board about a possible reclassification for the position of Office Administrator – Water and the incumbent and Water Superintendent will be scheduled for the Board's July meeting.

The executive secretary mentioned that the Board previously graded the Veterans' Agent position at Grade 5 at the time of the Compensation Study, and the minutes of that meeting would be forwarded to Ms. Betti. Ms. Betti will speak with Keith Hickey, Town Administrator, about posting the position at Grade 5.

APPROVED JULY 15, 2024

DISCUSSION/ACTION ITEMS:

REVIEW DRAFT OF WAGE AND PERSONNEL BYLAW FOR FY2025 PREPARED BY THE EXECUTIVE SECRETARY INCORPORATING CHANGES VOTED AT ANNUAL TOWN MEETING

Board members had already reviewed the draft. Motioned by Darlene Regan and seconded by James Soule, the Board unanimously voted to approve the draft of the Wage and Personnel Bylaw for FY2025 as prepared by the executive secretary for this meeting. The Bylaw will be sent to the Town Clerk's office.

DISCUSS NEED FOR WARRANT ARTICLE AT FALL TOWN MEETING

The Board will discuss the need for a warrant article after its July meeting.

MAIL:

An email dated May 29, 2024 was received from Tina Betti, Human Resources Manager, regarding retroactive pay for the Wastewater Superintendent resulting from the position's reclassification from Grade 12 to Grade 13 as of July 1, 2024.

An email was received from Tina Betti, Human Resources Manager, dated June 12, 2024 requesting that the Veterans' Agent position be classified and brought forward at the fall town meeting for inclusion in the Bylaw.

MEETING MINUTES:

REVIEW AND APPROVE MINUTES FOR APRIL 11, 2024 AND APRIL 23, 2024

The draft meeting minutes were reviewed. Motioned by Darlene Regan and seconded by James Soule, the Board unanimously voted to approve the minutes for April 11, 2024 and April 23, 2024.

NEXT REGULAR MEETING:

DISCUSS DATE/AGENDA FOR JULY 15, 2024

The Board will have its next regularly scheduled meeting on Monday, July 15, 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

Darlene Regan was reminded by the chairman during the Human Resources Update that her appointment on the Board was expiring and that she needed to notify the Finance Committee if she wanted to be reappointed.

ADJOURN:

Motioned by Darlene Regan and seconded by James Soule, the Board unanimously voted to adjourn the meeting at 6:30 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

Meeting Documents: (1) email from Tina Betti dated June 12, 2024 requesting that the Veterans' Agent position be classified and brought forward at the fall town meeting, (2) email dated May 29, 2024 from Tina Betti regarding retroactive pay for the Wastewater Superintendent, (3) draft FY2025 Wage and Personnel Bylaw prepared by the executive secretary, and (4) draft meeting minutes for April 11, 2024 and April 23, 2024

APPROVED JULY 15, 2024

