

MINUTES OF WAGE AND PERSONNEL BOARD MEETING

THURSDAY, JANUARY 20, 2022

Chairman Lorraine Burgio called to order a meeting of the Wage and Personnel Board at 6:01 p.m. on Thursday, January 20, 2022, in Room 101 at the Kingston Town House. Present was member James Soule. Tina Betti, Human Resources Manager, was also present. The meeting was recorded and available to the public by Zoom.

The public was asked to inform the Chair if anyone was recording the meeting. No response was received.

Tina Betti provided the following Human Resources update:

- The Administrative Assistant to the Veterans' Agent is currently working full-time. She would like to decrease her weekly hours to 24, which is what she used to work, so an additional person will be hired for the extra hours.
- The bids for the Compensation, Benefit and Classification Study are due on February 1, 2022.
- The contract for the Harbormaster will be coming up for renewal and the position may return to being paid through Wage and Personnel.

An email received from Tina Betti dated January 19, 2022 regarding vacation accrual was discussed. Ms. Betti had been asked by an employee for clarification on Bylaw Section 11, Vacation Leave. There were differences in interpretation and Lorraine Burgio will contact Katherine Feodoroff, Town Counsel, for an opinion.

The Board discussed the state minimum wage increase to \$14.25 effective January 1, 2022. Motioned by Lorraine Burgio and seconded by James Soule, the Board unanimously voted to recommend that the hourly wage be increased to the new minimum wage of \$14.25 for the following positions in Schedule C-1: Clerk – General, Clerk – Special Town Committees Not Otherwise Specified, Election Officer, Groundskeeper, Library Page, Senior Groundskeeper, and Supervisor Assistant/After School Programs. Motioned by Lorraine Burgio and seconded by James Soule, the Board unanimously voted to recommend in Schedule C-3 that the minimum and maximum for Counselor/Instructor be increased to \$14.25 per hour and that the minimum for Park Attendant be increased to \$14.25 per hour. The Town has already started paying the new minimum wage rate of \$14.25 effective January 1, 2022.

APPROVED FEBRUARY 24, 2022

**MINUTES OF WAGE AND PERSONNEL BOARD MEETING
THURSDAY, JANUARY 20, 2022
PAGE 2 OF 3**

A cost of living increase was discussed. Motioned by Lorraine Burgio and seconded by James Soule, the Board unanimously voted to recommend a two percent cost of living increase to all positions shown on Schedules B-1, B-2, C-1, C-2 and C-3.

The proposed new hourly rate for the position of Call Firefighter was discussed.

Motioned by Lorraine Burgio and seconded by James Soule, the Board rescinded its last motion and vote on a cost of living increase.

Motioned by Lorraine Burgio and seconded by James Soule, the Board unanimously voted to recommend a two percent cost of living increase to Schedule C-1, excluding the position of Call Firefighter, and to Schedules C-2, C-3, B-1 and B-2. The executive secretary will revise Schedule C.

The revised schedules were reviewed.

The Board reviewed the revised Bylaw Acknowledgement of Receipt form. Motioned by James Soule and seconded by Lorraine Burgio, the Board unanimously voted to accept the Acknowledgement of Receipt of Bylaw form as written. It will also need to be added to the Bylaw Table of Contents.

The Bylaw was reviewed to see if changes would be necessary as the Town Administrator is now responsible for discipline. No changes will be required.

Columbus Day will remain the holiday as it has not been formally changed to Indigenous Peoples' Day.

The remaining mail was reviewed.

The draft meeting minutes were reviewed. Motioned by James Soule and seconded by Lorraine Burgio, the Board unanimously voted to accept the minutes of December 13, 2021 and December 20, 2021 as written.

The Board's meetings for April and June were rescheduled due to Monday holidays.

The Board will have its next meeting on Thursday, February 24, 2022, at 6:00 p.m. in Room 101 at the Kingston Town House.

The meeting was adjourned at 6:51 p.m.

APPROVED FEBRUARY 24, 2022

**MINUTES OF WAGE AND PERSONNEL BOARD MEETING
THURSDAY, JANUARY 20, 2022
PAGE 3 OF 3**

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

/jbs

Meeting Documents: (1) draft FY23 Schedules A (dated 1-18-22), B (dated 1-17-22) and C (dated 1-15-22) prepared by the executive secretary, (2) Acknowledgement of Receipt of Bylaw form prepared by the executive secretary and (3) draft meeting minutes for December 13, 2021 and December 20, 2021

APPROVED FEBRUARY 24, 2022