

## **MINUTES OF WAGE AND PERSONNEL BOARD MEETING**

**THURSDAY, FEBRUARY 24, 2022**

Chairman Lorraine Burgio called to order a meeting of the Wage and Personnel Board at 6:00 p.m. on Thursday, February 24, 2022, in Room 101 at the Kingston Town House. Present was member James Soule. Tina Betti, Human Resources Manager, was also present as well as Robert Kostka, Vice Chairman of the Board of Water Commissioners. Other attendees on Zoom included Stacey Smith, Water Department Office Administrator, and Keith Hickey, Town Administrator. 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:

- Recruitment is underway for the positions of Health Agent and Archivist.
- Additional hours may be required for the positions of Outreach Coordinator and Programs and Services Coordinator.
- A new position may be needed in the Recreation Department for FY2024.
- During the last contract negotiations with KTEU, certain positions had been identified that should switch between KTEU and Wage and Personnel. The KTEU positions identified to change to Wage and Personnel are the Secretary to the Fire Chief, the Payroll Coordinator and the Assistant to the Town Accountant/Financial Director. The Wage and Personnel positions identified to change to KTEU are the Assistant Town Treasurer, the Administrative Assistant to the Veterans' Agent and the Water Department Office Administrator.

The transfer of positions between Wage and Personnel and KTEU was discussed as well as the history of the position of Water Department Office Administrator. The position had been in KTEU but was changed to Wage and Personnel in 2003 with the support of the Town Administrator and the Board of Water Commissioners. Ms. Betti stated that the objective is to get positions classified correctly and that the Board of Selectmen supports the position transfers. She will forward the opinion received from Town Counsel. Ms. Betti and Keith Hickey will be meeting with the Board of Water Commissioners on March 8, 2022 to discuss the Water Department Office Administrator position.

Robert Kostka provided additional information as he was involved in 2003 when the position was transferred from KTEU to Wage and Personnel. He and the other Water Commissioners are

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against the proposed transfer to KTEU and feel that this position is different in function from other administrator positions. He mentioned the need for confidentiality. The incumbent wants to remain in Wage and Personnel as well.

Keith Hickey added that these position transfers are only being done to address consistency amongst placement of positions within the Town.

James Soule mentioned documentation from 2003 including Jim McKenna's notes regarding confidentiality when the Water Department Office Administrator position was classified in Wage and Personnel.

Robert Kostka will provide the current job description for the position to the Board. Tina Betti will also provide what she has on file.

Mr. Kostka left the meeting at approximately 6:44 p.m.

Tina Betti provided an update on the Compensation Study. A contract was signed with GovHR USA and a kick-off meeting was held.

The Board reviewed the interpretation of Section 11, Vacation Leave, by Town Counsel Katherine Feodoroff and her edits in an email dated January 28, 2022. The executive secretary will revise the section for the next meeting.

The location of the Call Firefighter's coverage rate in the Bylaw was discussed. The executive secretary will add the wording already voted as a footnote to Schedule C-1 for review at the next meeting.

The remaining mail was reviewed. Stacey Smith will be sent Jim McKenna's interview notes as requested in her email to the executive secretary dated February 11, 2022.

The draft meeting minutes were reviewed. Motioned by Lorraine Burgio and seconded by James Soule, the Board unanimously voted to approve the minutes of the Wage and Personnel Board meeting on Thursday, January 20, 2022.

The Board's meetings for March and May were rescheduled due to scheduling conflicts.

The Board will have its next meeting on Tuesday, March 29, 2022, at 6:00 p.m. in Room 101 at the Kingston Town House.

The meeting was adjourned at 7:05 p.m.

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Respectfully submitted,

Jennifer B. Scavone  
Executive Secretary

/jbs

**Meeting Documents:** (1) Board documentation from 2003 regarding the position of Water Department Office Administrator and its classification in Wage and Personnel, (2) email from Katherine Feodoroff dated January 28, 2022 with edits to Section 11, Vacation Leave, (3) approved meeting minutes for December 13, 2021 with wording for Bylaw when Call Firefighters work a fill-in shift for permanent, full-time fire personnel and (4) draft meeting minutes for January 20, 2022

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