

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

**TUESDAY, MARCH 29, 2022**

Chairman Lorraine Burgio called to order a meeting of the Wage and Personnel Board at 6:01 p.m. on Tuesday, March 29, 2022, in Room 101 at the Kingston Town House. Present was member James Soule. Tina Betti, Human Resources Manager, attended via Zoom. Other attendees on Zoom included Richard Loring, Chairman of the Board of Water Commissioners, 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:

- Contracts are in process for the positions of Assistant Town Administrator and Deputy Fire Chief.
- The Compensation Study is underway. Meetings have been held with department heads and employees. Employees will need to complete a Job Analysis Questionnaire (JAQ) to be reviewed by their supervisors. Employee interviews will be scheduled for each position in the study. Benchmark positions will need to be determined for the salary surveys sent to other communities.
- KTEU Clerical has requested Wage and Personnel job descriptions.
- The position of Archivist is still open.

The Board discussed the job description for the position of Water Department Office Administrator in response to an email from Stacey Smith dated March 10, 2022. She had included two job descriptions, one dated 2013 and the other 2017, and had asked which one currently applied. The Board stated, in its opinion, that the 2013 job description was the valid one as the 2017 job description was only a draft.

Tina Betti provided some history on the status of Town job descriptions in general. The 2017 job description for the position of Water Department Office Administrator was done by the consultant and will be used for the Compensation Study.

Richard Loring stated that the 2013 job description was the one used when the current incumbent was hired and was the valid job description.

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The Board restated that it was in agreement. A brief discussion ensued regarding the position's transfer to KTEU and the Compensation Study. The Board of Water Commissioners will be meeting with the Board of Selectmen on April 5, 2022 to discuss the position.

Revised Section 11, Vacation Leave, was reviewed. Motioned by James Soule and seconded by Lorraine Burgio, the Board unanimously voted to accept Section 11, the Vacation Leave policy, as outlined in the handout provided by the executive secretary for recommendation at Annual Town Meeting.

The Board reviewed revised Schedule C-1.

The draft meeting minutes were reviewed. Motioned by James Soule and seconded by Lorraine Burgio, the Board unanimously voted to approve the minutes of February 24, 2022 as presented.

The executive secretary will draft the Board's handout for Annual Town Meeting. Keith Hickey will get a copy of the warrant article to the Board.

The Board will have its next meeting on Monday, April 11, 2022, at 6:00 p.m. in Room 101 at the Kingston Town House.

The meeting was adjourned at 6:26 p.m.

Respectfully submitted,

Jennifer B. Scavone  
Executive Secretary

/jbs

**Meeting Documents:** (1) email from Stacey Smith dated March 10, 2022 with two job descriptions for the position of Water Department Office Administrator, (2) revised Vacation Leave section dated 3-24-22 prepared by the executive secretary, (3) draft FY23 Schedule C dated 3-23-22 prepared by the executive secretary and (4) draft meeting minutes for February 24, 2022

**APPROVED APRIL 11, 2022**