

MINUTES OF WAGE AND PERSONNEL BOARD MEETING

MONDAY, JUNE 13, 2022

Chairman Lorraine Burgio called to order a meeting of the Wage and Personnel Board at 6:00 p.m. on Monday, June 13, 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 Adult Services and Reference Librarian position has been offered to an applicant with a start date of June 27, 2022.
- The position of Archivist is still open.
- The Water Superintendent will be retiring at the end of July so the position has been posted with applicant interviews starting.
- Paula Rossi-Clapp has transferred to the Health Agent position so the position of Director of Elder Affairs has been posted and interviews have started. An interim director has been appointed.
- The Board of Health has a shared community grant to fund non-Wage and Personnel positions.
- An Assistant Harbormaster/Assistant Shellfish Constable will be appointed at the next Board of Selectmen meeting. Changes in the Bylaw will be requested for FY2024 for the Harbormaster positions.
- Changes in the Bylaw will be needed to identify positions with different appointment/salary authorities with wording from Labor Counsel.

Ms. Betti asked when employees should sign-off on receipt of the FY2023 Bylaw as voted at town meeting. A process will be implemented for July 1, 2022 when the new Bylaw is available on the Town website.

Ms. Betti provided an update on the Compensation Study. Comparable community surveys have been sent out and GovHR will follow up on the response. The employee component of the study has been completed with high employee participation. The study may be done by the end of July. The Board expressed an interest in having an opportunity to review the results and also offered to

APPROVED JUNE 27, 2022

**MINUTES OF WAGE AND PERSONNEL BOARD MEETING
MONDAY, JUNE 13, 2022
PAGE 2 OF 2**

provide any help if needed. James Soule asked if grant funding for the study could pay for any implementation costs.

The Board reviewed the draft FY2023 Wage and Personnel Bylaw prepared by the executive secretary. Motioned by James Soule and seconded by Lorraine Burgio, the Board unanimously voted to approve the draft copy of the FY2023 Bylaw for submission to the Town Clerk's office as presented.

Board member appointments were discussed. James Soule will be the Moderator's appointment to the Board effective July 1, 2022. Mr. Soule mentioned to the audience that there was an opening on the Board and asked if anyone was interested in serving as its third member. The important role of Human Resources was explained as it works closely with the Board.

The Board reviewed the mail.

The draft meeting minutes were reviewed. Motioned by James Soule and seconded by Lorraine Burgio, the Board unanimously voted to approve the minutes of May 2, 2022 as written.

The Board will have its next regular meeting on Monday, July 18, 2022, at 6:00 p.m. in Room 101 at the Kingston Town House.

Tina Betti asked the Board to review the Human Resources website page.

The audience was asked if there were any questions.

The meeting was adjourned at 6:43 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

/jbs

Meeting Documents: (1) draft FY2023 Bylaw prepared by the executive secretary and (2) draft meeting minutes for May 2, 2022

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