

MINUTES OF WAGE AND PERSONNEL BOARD MEETING

MONDAY, AUGUST 15, 2022

Chairman Lorraine Burgio called to order a meeting of the Wage and Personnel Board at 6:00 p.m. on Monday, August 15, 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.

Lorraine Burgio announced that the Board was in need of a third member if any member of the public were interested.

Tina Betti provided the following Human Resources update:

- Only 79 of 175 Wage and Personnel employees returned their Bylaw acknowledgement of receipt forms so follow-up will need to occur. The form has been added to the packet for new hires.
- The position of Assistant to the Fire Chief will need to be removed from the Bylaw as it will remain in the KTEU.
- The position of Administrative Assistant – Veterans' Agent can also be removed from the Bylaw as it will transfer to KTEU. Presently two part-time employees work in that position.
- Two positions, the Payroll Coordinator and the Assistant to the Finance Director/Town Accountant, will transfer from KTEU to Wage and Personnel and the KTEU job descriptions have been submitted to the Board for review and grading.
- IT may be submitting a job description for an IT Help Desk.
- There may be title and job description changes requested for the Harbormaster Department.
- The Board of Assessors voted to change the title of the position of Assistant Assessor to Principal Assessor so it will need to be changed in the Bylaw. The minutes of the Board of Assessors' meeting will be provided.
- A Wage and Personnel distribution list has been established with the help of the IT Department.
- Recent new hires were reviewed.

Ms. Betti provided an update on the Compensation Study. Compensation data is still being collected. GovHR has started slotting the positions in the study into grades. A question was

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raised regarding the Bylaw amendment request deadline and implementation of the study for FY2024. Timing was discussed. Lorraine Burgio will ask Town Counsel for an opinion on Section 8(a) of the Bylaw.

The Board discussed an email received from Tina Betti dated July 5, 2022 regarding clarification on tuition reimbursement in Bylaw Section 16(d). Possible wording changes were discussed. The executive secretary will prepare a draft.

The mail was reviewed. An email was received from Tina Betti dated July 15, 2022 with the KTEU job descriptions for the positions of Payroll Coordinator and the Assistant to the Finance Director/Town Accountant. An email was also received from Laura Casey-Pupek dated July 20, 2022 regarding title changes needed in the Harbormaster Department. Ms. Betti followed up on the email with a recommendation on a process to get the position titles changed.

The draft meeting minutes were reviewed. Motioned by James Soule and seconded by Lorraine Burgio, the Board unanimously voted to approve the minutes of Monday, June 27, 2022, as written.

The Board discussed the state minimum wage increase to \$15.00 effective January 1, 2023 and wage compression. Ms. Betti had sent a reminder email dated July 18, 2022. She will send the Board a list of positions included in the Compensation Study.

The agenda for the next meeting was discussed. The executive secretary will determine the deadline for Bylaw amendment requests for FY2024 based on Annual Town Meeting being held on the first Saturday in April.

The Board will have its next regular meeting on Monday, September 19, 2022, at 6:00 p.m. in Room 101 at the Kingston Town House.

The meeting was adjourned at 7:18 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

/jbs

Meeting Documents: (1) email received from Tina Betti dated July 5, 2022 regarding clarification on tuition reimbursement in Bylaw Section 16(d), (2) draft meeting minutes for June 27, 2022 and (3) email received from Tina Betti dated July 18, 2022 regarding the minimum wage increase effective January 1, 2023

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