

MINUTES OF WAGE AND PERSONNEL BOARD MEETING

MONDAY, APRIL 11, 2022

Chairman Lorraine Burgio called to order a meeting of the Wage and Personnel Board at 6:01 p.m. on Monday, April 11, 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:

- Contracts for the positions of Assistant Town Administrator and Deputy Fire Chief have been signed effective July 1, 2022.
- Any positions to be transferred between Wage and Personnel and KTEU will be done in contract negotiations and will not be effective until July 1, 2023.
- The Compensation Study is ongoing. Job descriptions have been distributed and employees need to return their Job Analysis Questionnaires to their supervisors by April 11, 2022. Supervisors need to review and submit them by April 18, 2022. Job Analysis Questionnaires will be reviewed by Ms. Betti and Keith Hickey. Employee interviews are scheduled to start the week of May 2, 2022. The Wage and Personnel positions included in the Compensation Study are mainly Schedule B-2 positions. Ms. Betti will also start collecting information from comparable towns.

The Board reviewed the draft handout for Annual Town Meeting. One minor change will be made to Schedule C-1. Motioned by James Soule and seconded by Lorraine Burgio, the Board unanimously voted to accept the handout and supporting documents as presented for Annual Town Meeting with the exception of some punctuation that was pointed out by Lorraine Burgio and the draft headers removed from all of the documents. The revised handout will be sent to Gloria Mitchell along with the vote of 2-0. Lorraine Burgio will draft the presentation for town meeting for review by the Board.

The Bylaw with regards to job descriptions will be reviewed for the next fiscal year.

The Board reviewed the mail.

APPROVED MAY 2, 2022

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The draft meeting minutes were reviewed. Motioned by James Soule and seconded by Lorraine Burgio, the Board unanimously voted to approve the minutes of Tuesday, March 29, 2022, of the Wage and Personnel Board.

The Board will have its next meeting on Monday, May 2, 2022, at 6:00 p.m. in Room 101 at the Kingston Town House.

The meeting was adjourned at 6:20 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

/jbs

Meeting Documents: (1) draft handout for Annual Town Meeting dated 4-7-22 prepared by the executive secretary and (2) draft meeting minutes for March 29, 2022

APPROVED MAY 2, 2022