

MINUTES OF WAGE AND PERSONNEL BOARD MEETING

MONDAY, JUNE 27, 2022

Chairman Lorraine Burgio called to order a meeting of the Wage and Personnel Board at 6:00 p.m. on Monday, June 27, 2022, in Room 101 at the Kingston Town House. Present was member James Soule. Other attendees included Keith Hickey, Town Administrator, Richard Loring, Jr., Chairman of the Board of Water Commissioners, and Robert Erlandsen, Vice Chairman of the Board of Water Commissioners (via Zoom). 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.

James Soule checked with the Town Clerk's office on his reappointment to the Board for July 1, 2022. Nothing had been received yet but Sean O'Brien, Town Moderator, had said that the appointment would be made by June 30, 2022.

The mail was reviewed. The Board discussed an email received from Tina Betti dated June 15, 2022 regarding which Wage and Personnel employees needed to sign-off on receipt of the FY2023 Bylaw. Motioned by Lorraine Burgio and seconded by James Soule, the Board unanimously voted to request that Tina Betti distribute the new Wage and Personnel Bylaw and acknowledgement form to all active Wage and Personnel employees, and to all new employees who start after July 1, 2022.

The Board met with Richard Loring and Keith Hickey at 6:05 p.m. to discuss the starting step for the new Water Superintendent hire. The Board of Water Commissioners would like to offer the position to current Town of Kingston Water Foreman Christopher Veracka at Step 10 of Grade S-4. The annual salary would be \$103,798 for FY2023. His application materials along with a detailed explanation regarding the salary were received in an email from Tina Betti dated June 22, 2022. Ms. Betti was unable to attend the meeting. Questions were asked and answered. Motioned by James Soule and seconded by Lorraine Burgio, the Board unanimously voted to approve the appointment of Christopher Veracka of 52 Evergreen Street, Kingston, Massachusetts to the position of Water Superintendent as a Step 10 effective June 29, 2022 as outlined in the documentation presented by Tina Betti and to the Board.

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The Board met with Keith Hickey to discuss the starting step for the Director of Elder Affairs hire. Mr. Hickey would like to offer the position to Mary Beth Lawton at Step 7 of Grade S-4 at an annual salary of \$90,551 for FY2023. The start date would be July 11, 2022. Her application materials along with other pertinent information were received in an email from Tina Betti dated June 22, 2022. Questions were asked and answered. Motioned by Lorraine Burgio and seconded by James Soule, the Board unanimously voted to recommend that Mary Beth Lawton be hired effective July 11, 2022 for FY2023 at Grade S-4, Step 7 at an annual salary of \$90,551.

Mr. Hickey provided an update on the Compensation Study. The Town was still waiting for the return of some comparable community surveys and those communities had been reminded.

The Board will distribute its annual memorandum requesting amendments to the Bylaw early in the fall.

The draft meeting minutes were reviewed. Motioned by Lorraine Burgio and seconded by James Soule, the Board unanimously voted to approve the minutes of Monday, June 13, 2022.

The meeting scheduled for July 6, 2022 will be cancelled.

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.

The meeting was adjourned at 6:30 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

/jbs

Meeting Documents: (1) email dated June 15, 2022 from Tina Betti regarding which Wage and Personnel employees needed to return the Bylaw acknowledgement form, (2) email from Tina Betti dated June 22, 2022 regarding the Water Superintendent hire, (3) email from Tina Betti dated June 22, 2022 regarding the Director of Elder Affairs hire and (4) draft meeting minutes for June 13, 2022

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