

WAGE AND PERSONNEL BOARD MEETING MINUTES

MONDAY, JANUARY 31, 2011

Chairman Richard Gardner opened a meeting of the Wage and Personnel Board at 7:30 p.m. on Monday, January 31, 2011 in room 201 of the Kingston Town House. Other members present were Peter Boncek and Elizabeth White.

The Board reviewed the minutes. Motioned by Peter Boncek and seconded by Elizabeth White, the Board unanimously voted to accept the minutes of January 18, 2011 as submitted.

The Board reviewed the mail. A memorandum dated January 19, 2011 was received from Maureen Thomas (via e-mail) stating that the Conservation Commission had voted unanimously to endorse the revised position description for Conservation Agent.

The Board met with Jill Myers at 7:34 p.m. to discuss the position of CPC secretary. She provided sample job descriptions as well as a comparison between towns of hours worked and rates of pay (e-mail dated January 28, 2011, a copy of which is attached to and made a part of these Minutes). Ms. Myers will submit a job description for classification. She will also e-mail the Benchmark Survey Data when it becomes available.

Mary Lou Murzyn, who was in attendance, asked for clarification from the Board regarding Section 15, Miscellaneous Provisions, paragraph (h) of the Wage and Personnel Bylaw.

The Board met with Dennis Carvalho and Police Chief Joseph Rebello at 8:02 p.m. to discuss the position of Harbor Master/Shellfish Constable. A job description dated January 31, 2011 was submitted as well as a Position Evaluation Questionnaire for Salaried Positions (copies of which are attached to and made a part of these Minutes). The duties of the position were discussed. Chief Rebello will provide a list of requirements needed for the position that are not in the current job description.

The Board reviewed the revised Position Evaluation Manual completed by Mark Morse (a copy of which is attached to and made a part of these Minutes). There are now 12 position evaluation factors as compared to 13 in the original manual. The position classification procedure was discussed. Board members need to do an in-depth comparison between the revised manual and the original. Jill Myers, who was still in attendance, stated that she would not pay Mark Morse until the Board approves the revised manual.

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Past salary increases for Wage and Personnel and KTEU employees were discussed. Jill Myers asked about a cost-of-living increase for Wage and Personnel employees. She stated that 2 percent was used in financial models.

Elizabeth White received a telephone call from Paul Basler on January 19, 2011 regarding his memorandum of December 30, 2010. She explained to him that he had submitted his request after the deadline of December 17, 2010 as specified in the Wage and Personnel Bylaw. The Board reviewed the draft letter to Paul Basler. Motioned by Elizabeth White and seconded by Peter Boncek, the Board unanimously voted that the executive secretary redraft the letter to include reference to Section 7, Compensation, paragraph (j), Overtime. The Board will review the letter at its next meeting.

The Board discussed Maureen Thomas' question regarding whether or not her position is exempt from the Fair Labor Standards Act (e-mail dated January 20, 2011, a copy of which is attached to and made a part of these Minutes).

The Board discussed whether or not to have a meeting for Wage and Personnel employees to discuss John LaBrache's proposed amendments to the Bylaw. A meeting will be held. The executive secretary will draft a meeting notice.

An additional meeting will be scheduled for February 7, 2011.

The Board will have its next meeting on Wednesday, February 2, 2011.

The meeting was adjourned at 10:00 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

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