

WAGE AND PERSONNEL BOARD MEETING MINUTES

TUESDAY, DECEMBER 28, 2010

Chairman Richard Gardner opened a meeting of the Wage and Personnel Board at 7:30 p.m. on Tuesday, December 28, 2010 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 November 10, 2010 as submitted. Motioned by Richard Gardner and seconded by Elizabeth White, the Board unanimously voted to accept the minutes of December 8, 2010 as submitted.

The executive secretary reminded Board members that they must acknowledge receipt of the Summary of the Conflict of Interest Law for Municipal Employees by returning the last page to the Town Clerk's office.

The executive secretary received an e-mail from Mark Morse on December 28, 2010 stating that he is almost done with the update to the Municipal Position Rating Manual.

The Board reviewed the mail. The following requests for amendments to the Wage and Personnel Bylaw were received: (1) a letter from Maureen Thomas dated December 16, 2010 requesting that her position be reclassified; (2) an e-mail from Jill Myers dated December 16, 2010 requesting that the position of CPC secretary be classified similar to the Executive Secretary; (3) a memorandum dated December 16, 2010 from Debra Mueller requesting that her position be reviewed as well as her assistant's; (4) a memorandum from Mary Lou Murzyn dated December 17, 2010 requesting a review of the position of Administrative Assistant – Town Clerk as the current incumbent is retiring; (5) an e-mail from Nancy Howlett dated December 20, 2010 stating that the Board of Selectmen has voted to change the position title of Council on Aging Director to Director of Elder Affairs; and (6) a letter dated December 28, 2010 from Paul Armstrong in support of the reclassification of the position of Conservation Agent. The executive secretary will schedule appointments for discussion of the amendment requests. An additional meeting will be scheduled for January 26, 2011.

The Board met with Elaine Fiore from 7:50 p.m. to 8:42 p.m. to discuss payment of executive secretaries. The Finance Committee would like executive secretaries to be paid for hours worked, either by an hourly rate or stipend. Enough hours need to be budgeted if secretaries are

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paid an hourly rate as reserve fund transfers cannot be used to supplement budgets. A tentative plan was discussed in that the stipend of \$5,000 would remain for FY12 (unless the respective board or committee was able to adequately project the number of hours necessary to cover the secretary's workload) and an hourly wage would be used for FY13. The Board would determine an hourly wage by using the updated Position Rating Manual.

The Board discussed the amendment requests received from John LaBrache.

The Board discussed the position title change for Council on Aging Director. Motioned by Richard Gardner and seconded by Elizabeth White, the Board unanimously voted to change the title of the position of Council on Aging Director to Director of Elder Affairs.

The Board reviewed its annual report. Motioned by Richard Gardner and seconded by Peter Boncek, the Board unanimously voted to accept the draft report as prepared by the executive secretary entitled, Report of the Wage and Personnel Board 2010 (a copy of which is attached to and made a part of these Minutes). The executive secretary will submit it to the Selectmen's office.

The Board will have its next meeting on Wednesday, January 12, 2011.

The meeting was adjourned at 9:21 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

/jbs