

## **WAGE AND PERSONNEL BOARD MEETING MINUTES**

**MONDAY, FEBRUARY 28, 2011**

Chairman Richard Gardner opened a meeting of the Wage and Personnel Board at 7:30 p.m. on Monday, February 28, 2011 in room 201 of the Kingston Town House. Other members present were Peter Boncek and Elizabeth White.

A letter dated February 24, 2011 was received from Maureen Thomas reiterating her request for copies of public documents as well as clarification regarding the use of the Position Evaluation Guidebook. The letter was mailed to Chairman Gardner's home as well. E-mails to Richard Gardner dated February 17, 2011 were also received requesting additional information on the Board's decision not to increase the grade of the Conservation Agent.

The Board reviewed the minutes. Motioned by Elizabeth White and seconded by Peter Boncek, the Board unanimously voted to accept the minutes of February 16, 2011 as submitted. Motioned by Elizabeth White and seconded by Peter Boncek, the Board unanimously voted to accept the minutes of February 24, 2011 at 12:00 p.m. as amended. Motioned by Peter Boncek and seconded by Elizabeth White, the Board unanimously voted to accept the minutes of February 24, 2011 at 1:00 p.m. as submitted.

The Board discussed the letter received from Maureen Thomas (a copy of which is attached to and made a part of these Minutes). Richard Gardner will respond to her letter with an e-mail stating that she will receive copies of all public documents concerning the six areas specified in her letter.

The Board discussed the classification of the CPC secretary. An annual salary versus a wage rate was debated. Classification at Schedule B-1, grade H-6 was proposed. Motioned by Richard Gardner and seconded by Peter Boncek, the Board unanimously voted to table the discussion.

The Board discussed the number of steps in Schedule B-2 and the KTEU contracts.

Draft letters written by the executive secretary were reviewed. Motioned by Richard Gardner and seconded by Peter Boncek, the Board unanimously voted to accept the draft letters to Maureen Thomas and Henny Walters as written regarding their status relative to the Fair Labor Standards Act. Motioned by Richard Gardner and seconded by Peter Boncek, the Board unanimously voted

**WAGE AND PERSONNEL BOARD MEETING MINUTES  
MONDAY, FEBRUARY 28, 2011  
PAGE 2 OF 2**

to accept the draft letter to Mary Lou Murzyn as written regarding the classification of the position of Administrative Assistant – Town Clerk.

The Board will have its next meeting on Wednesday, March 1, 2011.

The meeting was adjourned at 9:27 p.m.

Respectfully submitted,

Jennifer B. Scavone  
Executive Secretary

/jbs