



TOWN OF KINGSTON
WAGE AND PERSONNEL BOARD
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 101 & VIA ZOOM
JULY 27, 2023

6:00 PM – CALL TO ORDER

Chairman James Soule called the meeting of the Wage and Personnel Board to order at 6:00 p.m. on Thursday, July 27, 2023. Present were members Lorraine Burgio and Darlene Regan. Tina Betti, Human Resources Manager, was also present and Keith Hickey, Town Administrator, attended by Zoom.

ANNOUNCEMENTS:

This meeting is being recorded by Zoom. Anyone intending to make an audio or video recording of this meeting should notify the Chair at this time.

Items may be taken out of order at the discretion of the Chair.

DISCUSSION/ACTION ITEMS:

MARY BETH LAWTON, DIRECTOR ELDER SERVICES, TO DISCUSS THE SALARY OF A NEW ASSISTANT DIRECTOR OF ELDER AFFAIRS HIRE AT STEP 5 OF GRADE 5

The Board met with Tina Betti, Human Resources Manager, and Mary Beth Lawton, Director Elder Services, at 6:00 p.m. to discuss the salary of a new Assistant Director of Elder Affairs at Step 5 of Grade 5. The annual salary would be \$61,350. Ms. Betti had sent the job posting and the candidate's cover letter and resume in an email dated July 24, 2023.

Ms. Betti provided background on the position and the hiring process. Ms. Lawton provided information on the candidate who is currently the part-time Council on Aging Formula Grant Media and Marketing Coordinator and has been working in the department since 2019. The person hired to be the Assistant Director would work with Ms. Lawton on implementing the goals and vision for the Senior Center and would potentially become the next Director. Justification was given for setting the salary at Step 5 and budgeting for the position was reviewed.

Questions were asked and answered. As Assistant Director, the candidate would keep her current job responsibilities in addition to performing those of the vacant Program Coordinator position, thereby eliminating two positions. It was decided that unused positions would remain in the Wage and Personnel Bylaw.

The recently completed Wage Study which implemented new salary ranges and the need to offer Step 5 to a candidate was discussed with Keith Hickey and Ms. Betti.

Motioned by Lorraine Burgio and seconded by Darlene Regan, the Board unanimously voted to approve the Assistant Director of Elder Affairs at a Grade 5, Step 5, with the annual salary being \$61,350.

TINA BETTI, HUMAN RESOURCES MANAGER, TO DISCUSS THE SALARY OF A NEW FACILITIES MANAGER HIRE AT STEP 5 OF GRADE 11

The Board met with Tina Betti, Human Resources Manager, at 6:51 p.m. to discuss the salary of a new Facilities Manager at Step 5 of Grade 11. The annual salary would be \$93,212. Ms. Betti had sent the candidate's resume in an email dated July 14, 2023 and the job posting in an email dated July 24, 2023.

Ms. Betti summarized the hiring process. Nine applicants were interviewed and three came back for tours of the Town's buildings and grounds. The candidate selected was well-qualified and had applicable experience and justification was given for setting the salary at Step 5. The salary amount was in the budget.

Questions were asked and answered. There was one internal applicant for the position but it was felt that the external applicants were better qualified. Mr. Soule suggested that it might be beneficial for internal applicants to receive an interview or feedback in order to help them further their career development. A few questions could not be answered but concerns were expressed.

Keith Hickey was asked for his input and he supported the candidate.

Motioned by Lorraine Burgio and seconded by Darlene Regan, the Board unanimously voted to approve the Step 5, Grade 11 salary of \$93,212 for the Facilities Manager hire.

NEXT REGULAR MEETING:

DISCUSS DATE/AGENDA FOR AUGUST 21, 2023

The Board will have its next regularly scheduled meeting on Monday, August 21, 2023, at 6:00 p.m. in Room 101 at the Kingston Town House. Agenda items were discussed. Lorraine Burgio will follow up on her discussion with Paul Gallagher, Town Clerk, regarding his proposal for wage increases for election workers and clerical positions in Schedule C-1. Ms. Betti will check with Town Counsel on whether or not the senior tax write-off program can be used by the Town Clerk's office for election workers.

NEW BUSINESS:

TOPICS NOT REASONABLY ANTICIPATED TO BE DISCUSSED 48 HOURS IN ADVANCE OF THE MEETING

There was no new business that needed to be discussed.

ADJOURN:

Motioned by Lorraine Burgio and seconded by Darlene Regan, the Board unanimously voted to adjourn the meeting at 7:14 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

Meeting Documents: (1) email from Tina Betti dated July 24, 2023 with a cover letter and resume for Holly Nighelli and the job postings for the positions of Assistant Director of Elder Affairs and Facilities Manager and (2) email dated July 14, 2023 from Tina Betti with a resume for Robert Cuoco

APPROVED AUGUST 21, 2023