



TOWN OF KINGSTON
WAGE AND PERSONNEL BOARD
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 101 & VIA ZOOM
JULY 15, 2024

6:00 PM – CALL TO ORDER

Chairman James Soule called the meeting of the Wage and Personnel Board to order at 6:01 p.m. on Monday, July 15, 2024. Present was member Lorraine Burgio. Tina Betti, Human Resources Manager, and Keith Hickey, Town Administrator, were also present. Member Darlene Regan, reappointed by the Finance Committee, joined the meeting at 6:02 p.m.

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.

APPOINTMENTS:

TINA BETTI, HUMAN RESOURCES MANAGER, AND KEITH HICKEY, TOWN ADMINISTRATOR, TO DISCUSS THE SALARY OF A NEW FINANCE DIRECTOR – TOWN ACCOUNTANT HIRE ABOVE STEP 3 OF GRADE 13

The Board met with Tina Betti, Human Resources Manager, and Keith Hickey, Town Administrator, to discuss the salary of a new Finance Director – Town Accountant hire at Step 10 of Grade 13. The annual salary would be \$140,727. Ms. Betti had sent the job posting and the candidate's application materials in emails dated July 11, 2024 and July 15, 2024.

Ms. Betti provided background on the position as well as information on the candidate, Kathleen Barrette. Four applicants were interviewed. The candidate was well-qualified and had municipal experience. In taking Kingston's position, she would be receiving a decrease in pay from her current position even if hired at Step 10.

Mr. Hickey provided his comments in support of the candidate. She would be a good fit with existing personnel and due to department staffing vacancies in the town where she currently worked as Finance Director/Town Accountant, had broadened her skills in other areas such as payroll and property tax billing. She also had an MCPPO (Massachusetts Certified Public Purchasing Official) Associate Certification.

Numerous questions were asked and answered.

The amount of vacation time for new hires was also discussed.

Motioned by Lorraine Burgio and seconded by Darlene Regan, the Board unanimously voted to support the employment recommendation of Kathleen Barrette to Step 10 of Grade 13 at \$140,727 per year.

Mr. Hickey left the meeting at 6:42 p.m.

HUMAN RESOURCES UPDATE:

UPDATE FROM TINA BETTI, HUMAN RESOURCES MANAGER

Tina Betti provided the following Human Resources update:

- The position of Veterans' Agent was posted with interviews scheduled.
- An Assistant Harbormaster was promoted to Deputy Harbormaster, and another town employee filled the vacant Assistant Harbormaster position.
- The Shellfish Constable retired so that position was posted with a possible internal hire.
- A hire was made for the Outreach Coordinator position for the Council on Aging.
- The Public Health Nurse position was still open with few applicants.
- The Executive Secretary for the Zoning Board of Appeals resigned and an internal candidate was hired.
- The employee sign-off for the new FY2025 Bylaw was in process.
- Labor Counsel would review the Bylaw sections cited in support of the Wastewater Superintendent's retroactive pay request.
- The negotiated Cost of Living Adjustment for the union contracts for FY2026 was 2 percent.

Questions were asked and answered.

DISCUSSION/ACTION ITEMS:

REVIEW ANY BYLAW AMENDMENT REQUESTS RECEIVED

There were no Bylaw amendment requests received.

MAIL:

There was no other mail that needed to be discussed.

MEETING MINUTES:

REVIEW AND APPROVE MINUTES FOR JUNE 17, 2024

The draft meeting minutes for June 17, 2024 were reviewed. Motioned by Darlene Regan and seconded by James Soule, the Board voted to accept the minutes of the meeting for June 17, 2024. Lorraine Burgio abstained from the vote as she was not present at the meeting.

NEXT REGULAR MEETING:

DISCUSS DATE/AGENDA FOR AUGUST 19, 2024

The Board will have its next regularly scheduled meeting on Monday, August 19, 2024, at 6:00 p.m. in Room 101 at the Kingston Town House. The Office Administrator – Water and the Water Superintendent will attend to discuss a possible position reclassification.

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 6:57 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

Meeting Documents: (1) emails from Tina Betti dated July 11, 2024 and July 15, 2024 regarding a new hire for the position of Finance Director – Town Accountant and (2) draft meeting minutes for June 17, 2024

APPROVED AUGUST 19, 2024