



TOWN OF KINGSTON
WAGE AND PERSONNEL BOARD
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 101 & VIA ZOOM
AUGUST 7, 2024

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 Wednesday, August 7, 2024. Present were members Lorraine Burgio and Darlene Regan. Tina Betti, Human Resources Manager, was also present and Keith Hickey, Town Administrator, attended via 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.

APPOINTMENTS:

TINA BETTI, HUMAN RESOURCES MANAGER, AND KEITH HICKEY, TOWN ADMINISTRATOR, TO DISCUSS THE SALARY OF A NEW VETERANS' AGENT HIRE ABOVE STEP 3 OF GRADE 5

The Board met with Tina Betti, Human Resources Manager, and Keith Hickey, Town Administrator, to discuss the salary of a new Veterans' Agent hire at Step 4 of Grade 5. The annual salary would be \$61,673. Ms. Betti had sent the job posting and the candidate's application materials in an email dated August 5, 2024.

Mr. Hickey and Ms. Betti provided background on the position as well as information on the candidate, Lisa Eriksson. Five applicants were interviewed. Ms. Eriksson was a veteran and had the necessary certifications for the position. She was the Veteran Services Officer for the Town of Carver (started in 2019) and Mr. Hickey felt that Step 4 was justified based on her experience.

Questions were asked and answered. The candidate was already working towards the new certification that would be required by the Veterans Administration. There would no longer be administrative staff in the office with the hire of a full-time Veterans' Agent. James Soule questioned the step requested and Ms. Betti explained why she thought that Step 4 was the appropriate step for the hire. Mr. Soule expressed concern about hiring new employees at higher steps, which led to a discussion regarding internal equity between new and current employees.

Motioned by Darlene Regan and seconded by Lorraine Burgio, the Board voted to recommend Step 4, Grade 5, at \$61,673 per the Wage and Personnel Bylaw for the hiring of Lisa Nicole Eriksson for the Veterans' Agent position for the Town of Kingston. The vote was two to one with Darlene Regan and Lorraine Burgio voting in the affirmative and James Soule voting in the negative.

Mr. Hickey left the meeting at 6:34 p.m.

Mr. Soule asked Ms. Betti when the new Finance Director – Town Accountant would be starting and the amount of time that the new and former Finance Directors would be working together. He also asked about the new Finance Director's purchasing certification and Ms. Betti stated that the plan was for her to support the Town Administrator in his role as Chief Procurement Officer. There were no plans to resubmit the request for a Procurement Officer position, submitted and then withdrawn for FY2025.

APPROVED AUGUST 19, 2024

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 6:38 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

Meeting Documents: (1) email from Tina Betti dated August 5, 2024 regarding a new hire for the position of Veterans' Agent

APPROVED AUGUST 19, 2024