



TOWN OF KINGSTON
WAGE AND PERSONNEL BOARD
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 101 & VIA ZOOM
AUGUST 19, 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 Monday, August 19, 2024. Present was member Lorraine Burgio. Member Darlene Regan was absent. Tina Betti, Human Resources Manager, was also present.

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.

HUMAN RESOURCES UPDATE:

UPDATE FROM TINA BETTI, HUMAN RESOURCES MANAGER

Tina Betti provided the following Human Resources update:

- A new Veterans' Agent was being appointed by the Board of Selectmen.
- A new Finance Director – Town Accountant started last week.
- The Public Health Nurse position was still open.
- The Town Administrator was conducting department head annual evaluations.
- The distribution list for the FY2025 Bylaw Acknowledgement form was in the process of being updated.
- Department head trainings were scheduled, including one with Labor Counsel on how to manage in a union environment, and other on-line webinars were available for supervisors.
- New positions needed for the FY2026 Bylaw would be Treasurer/Collector and possibly Assistant Treasurer/Collector.
- Ms. Betti would like the Human Resources Assistant position in the Bylaw graded in case funding became available.

Questions were asked and answered.

Negotiations had not started yet for the Town's six union contracts as the contracts did not expire until the end of June, 2026.

APPOINTMENTS:

DISCUSS THE CLASSIFICATION OF THE OFFICE ADMINISTRATOR – WATER POSITION WITH THE INCUMBENT, STACEY SMITH, AND WATER SUPERINTENDENT CHRISTOPHER VERACKA (EMAIL DATED MARCH 18, 2024 FROM TINA BETTI, HUMAN RESOURCES MANAGER)

The Board met to discuss the classification of the Office Administrator – Water position with the incumbent, Stacey Smith, and Water Superintendent Christopher Veracka at 6:07 p.m. The revised job description and Job Analysis Questionnaire (JAQ) had previously been reviewed by the Board.

Tina Betti, Human Resources Manager, reviewed the position's history and her rationale for requesting that the position be reclassified from Grade 5 to Grade 6, as outlined in her email of March 18, 2024. The position's score was only five points short of Grade 6, and she felt that the position was more appropriately placed in Grade 6 based on its exempt status and the other comparable positions in that grade. She also mentioned the position's level of responsibility, direct contact and involvement with staff. The change to Grade 6 would not result in a higher salary for the incumbent as her salary was already beyond the range of the grade, but if the incumbent left, recruitment for that position could be done at the appropriate level to obtain the correct applicant.

Ms. Smith described the position's duties and responsibilities, with input from both Superintendent Veracka and Ms. Betti, to provide the Board with a better understanding of the position. Questions were asked and answered in a lengthy discussion. The Water Office Administrator position was involved with billing (water and sewer), collections, water shut-offs, payroll, work assignments, scheduling, management, budgeting, hiring and training as well as work-related to the Board of Water Commissioners. Waiting until a later date to change the position's grade to Grade 6 was also discussed, as changing the grade now would not affect the incumbent's salary as she had a personal rate. When asked, Ms. Smith stated that the reclassification would not benefit her but would benefit the Town.

The Compensation Study and the grading of the position in the study was briefly discussed.

The Board thanked Ms. Smith and Superintendent Veracka for taking the time to meet, and they left the meeting.

The Board took a short recess at 7:20 p.m. and the meeting resumed at 7:26 p.m.

The Board reviewed the information presented and discussed the reclassification. Personal rates, the placement of employees in salary ranges, the Compensation Study, and salary inequities between new and current employees were also discussed. Ms. Betti suggested that the red-lined job description be used to complete a blank JAQ for the Water Office Administrator position. After some discussion, it was decided to postpone a decision on the reclassification until the next meeting.

DISCUSSION/ACTION ITEMS:

DISCUSS NEED FOR WARRANT ARTICLE AT FALL TOWN MEETING

This item will be discussed at the next meeting.

MAIL:

No other mail needed to be discussed.

MEETING MINUTES:

REVIEW AND APPROVE MINUTES FOR JULY 15, 2024 AND AUGUST 7, 2024

The draft meeting minutes were reviewed. Motioned by Lorraine Burgio and seconded by James Soule, the Board unanimously voted to accept the minutes for July 15, 2024 as amended. Motioned by Lorraine Burgio and seconded by James Soule, the Board unanimously voted to approve the minutes for August 7, 2024 as amended.

NEXT REGULAR MEETING:

DISCUSS DATE/AGENDA FOR SEPTEMBER 16, 2024

The Board will have its next regularly scheduled meeting on Monday, September 16, 2024, at 6:00 p.m. in Room 101 at the Kingston Town House. Agenda items were discussed during the meeting.

NEW BUSINESS:

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

Chairman James Soule mentioned that he had spoken earlier with Town Clerk Paul Gallagher regarding member Darlene Regan's move to Plymouth. Mr. Gallagher will check on whether she can remain on the Board if she is not a resident of Kingston.

ADJOURN:

Motioned by Lorraine Burgio and seconded by James Soule, the Board unanimously voted to adjourn the meeting at 8:07 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

Meeting Documents: (1) email from Tina Betti dated December 20, 2023 regarding changes to the position of Office Administrator – Water for FY2025 with a revised job description and JAQ, (2) email dated March 18, 2024 from Tina Betti requesting a reclassification reconsideration for the position of Office Administrator – Water, and (3) draft meeting minutes for July 15, 2024 and August 7, 2024