



TOWN OF KINGSTON
WAGE AND PERSONNEL BOARD
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 101 & VIA ZOOM
SEPTEMBER 10, 2024

5:00 PM – CALL TO ORDER

Chairman James Soule called the meeting of the Wage and Personnel Board to order at 5:00 p.m. on Tuesday, September 10, 2024. Present was member Lorraine Burgio. Member Darlene Regan had resigned from the Board effective August 16, 2024. 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.

APPOINTMENTS:

TINA BETTI, HUMAN RESOURCES MANAGER, AND KEITH HICKEY, TOWN ADMINISTRATOR, TO DISCUSS THE POSITION OF INSPECTOR OF BUILDINGS/ZONING ENFORCEMENT OFFICER AND GRADING

An email had been received from Tina Betti, Human Resources Manager, dated September 9, 2024 with a revised job description and Job Analysis Questionnaire (JAQ) for the position of Building Commissioner/Zoning Enforcement Officer. This position would replace the ungraded position of Inspector of Buildings/Zoning Enforcement Officer in Schedule A of the Bylaw.

The Board met with Ms. Betti to discuss the position. She explained that the Community Development Director had resigned, and that position included the role of Inspector of Buildings/Zoning Enforcement Officer. The two positions were reassessed and Keith Hickey, Town Administrator, planned to ask the Board of Selectmen if it wanted to return to a position overseeing only building (Inspector of Buildings) instead of one overseeing building, planning and conservation (Community Development Director). The Inspector of Buildings position in the Bylaw was never graded in the Compensation Study. The job description submitted for the request was the one used for the Inspector of Buildings/Zoning Enforcement Officer with revisions and a title change to Building Commissioner/Zoning Enforcement Officer. Another change in the job description was the requirement for a Massachusetts State Building Commissioner License, needed for sign-off on permits. The recommended grade was Grade 11.

The position was discussed with questions asked and answered. Ms. Betti stated that the Building Commissioner position would meet the current needs of the Town. Small changes needed to the JAQ and job description were noted. Chairman James Soule suggested another change to the job description under "Essential Functions," using language from another town's Building Commissioner job description regarding enforcement. He also said that the salary range of Grade 11 was appropriate for the position based on his research.

Keith Hickey joined the discussion and meeting at 5:08 p.m. He said that he was bringing the proposal to the Board of Selectmen at its meeting that evening and that the current Community Development Director supported the change to Building Commissioner.

Mr. Hickey also mentioned that he was planning to speak with the Selectmen about the upcoming retirement of the Superintendent of Streets and the opportunity it afforded for a possible reorganization that might be beneficial to the Town, such as creating a Public Works Director position.

Motioned by Lorraine Burgio and seconded by James Soule, the Board unanimously voted to recommend to the Town Administrator and the Board of Selectmen classifying the Building Commissioner/Zoning Enforcement Officer, formerly known as the Inspector of Buildings/Zoning Enforcement Officer, to Grade 11 and changing the position title and grade in the Wage and Personnel Bylaw from Inspector of Buildings/Zoning Enforcement Officer (FT) (E), Grade TBD, to Building Commissioner/Zoning Enforcement Officer (FT) (E), Grade 11. This change, if approved at the Fall Town Meeting, would become effective as of that date.

There was some discussion regarding a change to the department name of Streets, Trees and Parks as it would relate to the title of the person in charge. Ms. Betti will let the Board know if an agenda item needs to be added for the Board's next meeting on September 16, 2024. Mr. Hickey asked about the deadline for Bylaw amendment requests for Annual Town Meeting and the executive secretary will calculate the date for Ms. Betti. Mr. Hickey will also need the Board's finalized recommendations for Fall Town Meeting by early October.

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.

The Board's regularly scheduled meeting for October will be rescheduled to either Tuesday, October 1, 2024, or Thursday, October 3, 2024, to meet the Town Administrator's deadline for the Fall Town Meeting warrant.

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 James Soule, the Board unanimously voted to adjourn the meeting at 5:44 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

Meeting Documents: (1) email from Tina Betti dated September 9, 2024 with a revised job description and JAQ for the position of Building Commissioner/Zoning Enforcement Officer and (2) Town of Canton job description for Building Commissioner dated January 2017