



TOWN OF KINGSTON
WAGE AND PERSONNEL BOARD
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 101 & VIA ZOOM
SEPTEMBER 16, 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, September 16, 2024. Present was member Lorraine Burgio. 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.

The vacancy on the Board was announced and anyone interested was asked to contact Paul Gallagher, Town Clerk.

HUMAN RESOURCES UPDATE:

UPDATE FROM TINA BETTI, HUMAN RESOURCES MANAGER

Tina Betti provided the following Human Resources update:

- The position of Building Commissioner/Zoning Enforcement Officer was posted.

Questions were asked and answered.

DISCUSSION/ACTION ITEMS:

DISCUSS RECLASSIFICATION OF THE OFFICE ADMINISTRATOR – WATER POSITION

The Board discussed the reclassification of the Office Administrator – Water position from Grade 5 to Grade 6. The revised job description and Job Analysis Questionnaire (JAQ) had previously been reviewed and an interview had been held with the incumbent, Stacey Smith, and Water Superintendent Christopher Veracka.

The scoring of the position and individual factors were reviewed. The difference in the scoring of Factor 3 was discussed with final Board agreement on a position score of 465, five points short of Grade 6. The positions in both Grades 5 and 6 were reviewed with Tina Betti, Human Resources Manager. There were no exempt positions in Grade 5 other than the Office Administrator – Water, and all other exempt positions were in Grade 6 and above. Upon further discussion and review of the job description, the JAQ and the interview, the Board agreed that the position was more appropriately placed in Grade 6 and that the level of Factor 4 should be changed from Level 3 to Level 4, resulting in a position score of 485.

Motioned by Lorraine Burgio and seconded by James Soule, the Board unanimously voted to recommend that the position of Office Administrator – Water be regraded from a Grade 5 to a Grade 6 based on discussions, interviews, etc.

Ms. Betti will inform Ms. Smith and Water Superintendent Veracka of the Board's decision.

DISCUSS FALL TOWN MEETING WARRANT ARTICLE

The proposed Bylaw changes for the Board's warrant article were discussed. The executive secretary will revise Schedule A incorporating the changes and a draft of the town meeting handout will be reviewed at the next meeting. A copy will also be sent to Keith Hickey, Town Administrator, for his review.

MAIL:

EMAIL FROM TINA BETTI, HUMAN RESOURCES MANAGER, DATED AUGUST 19, 2024 REGARDING THE RECLASSIFICATION OF THE OFFICE ADMINISTRATOR – WATER POSITION

This item was included in the discussion regarding the reclassification of the Office Administrator – Water position.

EMAIL FROM TINA BETTI, HUMAN RESOURCES MANAGER, DATED AUGUST 21, 2024 REGARDING THE BYLAW ACKNOWLEDGEMENT FORM FOR FY2026

This item was tabled for further discussion at a later meeting.

EMAIL FROM TINA BETTI, HUMAN RESOURCES MANAGER, DATED AUGUST 21, 2024 REGARDING A COST OF LIVING ADJUSTMENT FOR FY2026

This item was tabled for further discussion at a later meeting.

ANY OTHER MAIL

No other mail was discussed.

MEETING MINUTES:

REVIEW AND APPROVE MINUTES FOR AUGUST 19, 2024 AND SEPTEMBER 10, 2024

The draft meeting minutes were reviewed. Motioned by Lorraine Burgio and seconded by James Soule, the Board unanimously voted to approve the minutes of August 19, 2024 as written. Motioned by Lorraine Burgio and seconded by James Soule, the Board unanimously voted to approve the minutes of September 10, 2024 as written.

NEXT REGULAR MEETING:

DISCUSS DATE/AGENDA FOR OCTOBER 21, 2024

The Board's regularly scheduled meeting for Monday, October 21, 2024, will be rescheduled to Tuesday, October 1, 2024, at 6:00 p.m. in Room 101 at the Kingston Town House. Agenda items were discussed.

NEW BUSINESS:

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

Lorraine Burgio stated that she checked the Town Bylaws for residency requirements for Town boards and committees and found that only two were mentioned: the Affordable Housing Trust and the Finance Committee. The matter was discussed and the executive secretary will email Paul Gallagher, Town Clerk, asking for clarification on whether a member of the Wage and Personnel Board needed to be a Kingston resident.

ADJOURN:

Motioned by Lorraine Burgio and seconded by James Soule, the Board unanimously voted to adjourn the meeting at 6:57 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

APPROVED OCTOBER 1, 2024

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, (3) email from Tina Betti dated August 19, 2024 regarding the reclassification of the Office Administrator – Water position, and (4) draft meeting minutes for August 19, 2024 and September 10, 2024