



TOWN OF KINGSTON
WAGE AND PERSONNEL BOARD
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 101 & VIA ZOOM
OCTOBER 1, 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 Tuesday, October 1, 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 Wage and Personnel Board needs a third member to be appointed by the Finance Committee. If you are interested in joining the Board, please contact the Finance Committee or the Board of Selectmen's office.

HUMAN RESOURCES UPDATE:

UPDATE FROM TINA BETTI, HUMAN RESOURCES MANAGER

Tina Betti provided the following Human Resources update:

- Department heads received training from Labor Counsel on managing in a union environment.
- Some applications were received for the Building Commissioner/Zoning Enforcement Officer position.
- The Director of Elder Services resigned, so the job description was being reviewed. The Assistant Director of Elder Affairs was appointed as the Interim Director by the Board of Selectmen.

DISCUSSION/ACTION ITEMS:

REVIEW FINALIZED RECOMMENDATIONS AND HANDOUT FOR FALL TOWN MEETING

The handout for the Fall Town Meeting was reviewed. A copy had also been sent to Keith Hickey, Town Administrator. Motioned by Lorraine Burgio and seconded by James Soule, the Board unanimously voted to accept the finalized recommendations for the handout for the Fall Town Meeting as printed.

REVIEW DRAFT MEMORANDUM REGARDING DEADLINE FOR BYLAW AMENDMENT REQUESTS FOR FY2026

The Board reviewed the draft memorandum. One change will be made at the suggestion of Lorraine Burgio, and the memorandum, as amended, will be distributed by the executive secretary. The deadline for Bylaw amendment requests for FY2026 will be December 23, 2024.

MAIL:

No mail was discussed.

MEETING MINUTES:

REVIEW AND APPROVE MINUTES FOR SEPTEMBER 16, 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 September 16, 2024 as written.

APPROVED NOVEMBER 12, 2024

NEXT REGULAR MEETING:

DISCUSS DATE/AGENDA FOR NOVEMBER 18, 2024

The Board took a quick recess before determining the date of its next meeting.

The Board's regularly scheduled meeting for Monday, November 18, 2024, will be rescheduled due to the Fall Town Meeting to Tuesday, November 12, 2024, dependent upon meeting room availability.

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 6:08 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

Meeting Documents: (1) 9-25-24 draft Fall Town Meeting handout prepared by the executive secretary, (2) draft memorandum regarding the Bylaw amendment request deadline for FY2026 dated October 1, 2024 prepared by the executive secretary, and (3) draft meeting minutes for September 16, 2024

APPROVED NOVEMBER 12, 2024