



TOWN OF KINGSTON
WAGE AND PERSONNEL BOARD
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 101 & VIA ZOOM
NOVEMBER 12, 2024

6:00 PM – CALL TO ORDER

Chairman James Soule called the meeting of the Wage and Personnel Board to order at approximately 6:00 p.m. on Tuesday, November 12, 2024. Present was member Lorraine Burgio via Zoom. 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:

- The Building Commissioner/Zoning Enforcement Officer was being appointed at the Board of Selectmen meeting that evening with a starting date of December 9, 2024.
- The Selectmen would also be discussing the posting of the Director of Elder Services position.
- In regard to Bylaw amendment requests for FY2026, Ms. Betti was anticipating four position reclassifications and two new positions.
- Annual Town Meeting was scheduled for May 3, 2025.

Questions were asked and answered.

DISCUSSION/ACTION ITEMS:

REVIEW RECOMMENDATIONS AND HANDOUT FOR FALL TOWN MEETING

The Board reviewed the Wage and Personnel Board article in the Special Town Meeting Warrant posted on the Town website.

DISCUSS RESPONSE REGARDING RESIDENCY REQUIREMENT FOR WAGE AND PERSONNEL BOARD MEMBERS

The responses dated September 30, 2024 and October 1, 2024 from Paul Gallagher, Town Clerk, Jason Talerman, Town Counsel, and Keith Hickey, Town Administrator, were discussed. It seemed to be Town policy that an appointed board or committee member needed to be a resident.

MAIL:

The Board discussed an email received from Tina Betti, Human Resources Manager, dated November 6, 2024 regarding an extension to the FY2026 Bylaw amendment request deadline to February 17, 2025 (the date of the Board's February meeting) for possible submission of materials pertaining to a Public Works Department. A committee had been formed

APPROVED DECEMBER 16, 2024

to assess and make a recommendation to the Board of Selectmen on whether a Public Works Department should be created, which would necessitate a new position. A Public Works Department would include Highway, Water, Wastewater and Facilities. The Board expressed reservations about receiving the materials at its February meeting as other positions would be affected by the creation of a Public Works Department. After some discussion, it was decided that the Board would need the information by its meeting in January. Another option would be to wait until the town meeting in the fall of 2025 to make a change.

MEETING MINUTES:

REVIEW AND APPROVE MINUTES FOR OCTOBER 1, 2024

The draft meeting minutes were reviewed. Motioned by Lorraine Burgio and seconded by James Soule, the Board unanimously voted to approve the minutes for October 1, 2024.

NEXT REGULAR MEETING:

DISCUSS DATE/AGENDA FOR DECEMBER 16, 2024

The Board will have its next regularly scheduled meeting on Monday, December 16, 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

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 6:29 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

Meeting Documents: (1) Town of Kingston Special Town Meeting Warrant for Tuesday, November 19, 2024, (2) emails dated September 30, 2024 and October 1, 2024 from Paul Gallagher, Jason Talerman and Keith Hickey regarding residency requirement for appointed board and committee members, (3) email dated November 6, 2024 from Tina Betti regarding the FY2026 Bylaw amendment deadline and a possible Public Works Department, and (4) draft meeting minutes for October 1, 2024