



TOWN OF KINGSTON
WAGE AND PERSONNEL BOARD
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 101 & VIA ZOOM
DECEMBER 16, 2024

6:00 PM – CALL TO ORDER

Chairman James Soule called the meeting of the Wage and Personnel Board to order at 6:04 p.m. on Monday, December 16, 2024. Present was member Lorraine Burgio. Tina Betti, Human Resources Manager, was also present. Kimberley Emberg from the Board of Selectmen was present via Zoom.

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.

APPOINTMENTS:

TINA BETTI, HUMAN RESOURCES MANAGER, AND KEITH HICKEY, TOWN ADMINISTRATOR, TO DISCUSS THE SALARY OF A NEW VETERANS' AGENT HIRE ABOVE STEP 3 OF GRADE 5

The Board met with Tina Betti, Human Resources Manager, to discuss the salary of a new Veterans' Agent hire at Step 10 of Grade 5 at an annual salary of \$73,460. Keith Hickey, Town Administrator, was unable to attend. Ms. Betti had sent the candidate's confidential resume in an email dated December 11, 2024.

Ms. Betti provided history on the position and recruitment as well as information on the candidate, who wanted to keep her interest in the position confidential. The candidate had 3 years of experience as a full-time Veterans' Agent, more than 10 years of experience working with veterans, volunteer service with veterans, and the necessary certifications including SHINE certification. The starting step requested was Step 9, not Step 10, of Grade 5 at an annual salary of \$71,350. The salary requested was based on other Veterans' Agent salaries and the Veterans' Agent would be the sole person working in the Veterans' office with no administrative support.

Questions were asked and answered in a lengthy discussion. James Soule expressed concern about hiring the candidate at Step 9 based on work experience and fairness to other employees. Ms. Betti explained that the applicant pool was small as the Veterans' Agent needed to be a veteran with the required certifications and the position was at the department head level. Both Ms. Betti and Mr. Hickey felt that the step was warranted and the candidate would not move to Step 10 until July 1, 2026. The differences between this candidate and the last Veterans' Agent hired at a lower step in August were discussed as well as other positions in Grade 5. Lorraine Burgio also expressed concern about hiring the candidate at Step 9. The Board was in agreement that the candidate was a good choice for the Veterans' Agent position.

A motion was made by Lorraine Burgio to recommend to the Board of Selectmen the hiring of the Veterans' Agent above Step 3 of Grade 5. James Soule seconded the motion. The Board's vote was one to one with Lorraine Burgio voting in the affirmative and James Soule voting in the negative, and the motion did not pass.

HUMAN RESOURCES UPDATE:

UPDATE FROM TINA BETTI, HUMAN RESOURCES MANAGER

Tina Betti provided the following Human Resources update:

- Ms. Betti and Mr. Hickey were reviewing Bylaw amendment requests for submission to the Board. There would likely be two new positions, a clean-up of the Bylaw for another position, and two to four position reclassifications in addition to Susan Woodworth's request.
- Recruitment was still underway for the Public Health Nurse position.
- The search committee to find a new Director of Elder Services met last week and applicants were selected for interviews.

Questions were asked and answered.

DISCUSSION/ACTION ITEMS:

REVIEW DRAFT OF WAGE AND PERSONNEL BYLAW PREPARED BY THE EXECUTIVE SECRETARY INCORPORATING CHANGES VOTED AT FALL TOWN MEETING FOR THE REMAINDER OF FY2025

The Board reviewed the changes made to the Bylaw. Motioned by Lorraine Burgio and seconded by James Soule, the Board unanimously voted to approve the Wage and Personnel Bylaw prepared by the executive secretary incorporating the changes for the Fall Town Meeting for the remainder of FY2025.

DRAFT BOARD ANNUAL REPORT FOR 2024

The Board took a quick recess at 6:58 p.m. and returned at 7:00 p.m.

The Board reviewed the Annual Report submitted for 2023. Minor revisions will be made for 2024. Motioned by Lorraine Burgio and seconded by James Soule, the Board unanimously voted to approve the Report of the Wage and Personnel Board for 2024 as presented by the executive secretary.

REVIEW BYLAW AMENDMENT REQUESTS RECEIVED

A request was received from Susan Woodworth, Parks and Recreation Director, in an email dated November 27, 2024 regarding changes to Schedule C-1 and Schedule C-3 for FY2026. The request will be discussed at a later date.

MAIL:

No other mail was discussed.

MEETING MINUTES:

REVIEW AND APPROVE MINUTES FOR NOVEMBER 12, 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 November 12, 2024 as written.

NEXT REGULAR MEETING:

DISCUSS DATE/AGENDA FOR JANUARY 20, 2025 (HOLIDAY)

The Board's regularly scheduled meeting for Monday, January 20, 2025, will be rescheduled due to the holiday to Monday, January 27, 2025, subject to meeting room availability. Agenda items were discussed.

NEW BUSINESS:

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

The date of Annual Town Meeting was changed from Saturday, May 3, 2025, to Saturday, April 26, 2025. The Board agreed that it would not change the December 23, 2024 deadline date for submission of Bylaw amendment requests for FY2026, even though the date was based on a town meeting date of May 3, 2025.

APPROVED JANUARY 27, 2025

ADJOURN:

Motioned by Lorraine Burgio and seconded by James Soule, the Board unanimously voted to adjourn the meeting at 7:07 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

Meeting Documents: (1) email from Tina Betti dated December 11, 2024 regarding a new hire for the position of Veterans' Agent with the candidate's confidential resume, (2) Veterans' Agent job posting information from the Town website, (3) draft Wage and Personnel Bylaw dated 12-12-24 prepared by the executive secretary, (4) Report of the Wage and Personnel Board for 2023, (5) email from Susan Woodworth dated November 27, 2024 regarding changes to Schedule C-1 and Schedule C-3 for FY2026, and (6) draft meeting minutes for November 12, 2024