



TOWN OF KINGSTON
WAGE AND PERSONNEL BOARD
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 101 & VIA ZOOM
JANUARY 27, 2025

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, January 27, 2025. 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.

APPOINTMENTS:

TINA BETTI, HUMAN RESOURCES MANAGER, AND JOYCE KRSTOFOLSKI, HEALTH AGENT, TO DISCUSS THE SALARY OF A NEW PUBLIC HEALTH NURSE HIRE ABOVE STEP 3 OF GRADE 6

The Board met with Tina Betti, Human Resources Manager, and Joyce Krystofolski, Health Agent, to discuss the salary of a new Public Health Nurse hire at Step 10 of Grade 6 at an hourly rate of \$36.48. Ms. Betti had sent the candidate's application materials and job posting in an email dated December 20, 2024.

Ms. Betti provided a history on the less than part-time position and the challenges faced in recruitment. The candidate had over 30 years of experience, had worked as a community grant nurse, was familiar with the Town, and knew the duties of a public health nurse.

James Soule apologized for the delay in getting the meeting scheduled.

Ms. Krystofolski provided some additional information on the candidate as well as other applicants and explained why she wanted this particular candidate. Questions were asked and answered. Since the candidate would be hired at Step 10 there was a brief discussion regarding future salary increases. Motioned by Lorraine Burgio and seconded by James Soule, the Board unanimously voted to accept the recommendation to hire the Public Health Nurse at the grade indicated, which was Grade 6, Step 10 at an hourly wage of \$36.48.

HUMAN RESOURCES UPDATE:

UPDATE FROM TINA BETTI, HUMAN RESOURCES MANAGER

Tina Betti did not have anything to report in her update.

DISCUSSION/ACTION ITEMS:

REVIEW AND DISCUSS, TIME PERMITTING, BYLAW AMENDMENT REQUESTS RECEIVED FOR FY2026 (LISTED UNDER MAIL ITEMS #1-8)

Each request was discussed under Mail.

APPROVED FEBRUARY 10, 2025

MAIL:

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

Tina Betti explained her suggested change to the acknowledgment form in having employees list their Wage and Personnel position(s). The Board made the change to the existing form and a draft will be prepared by the executive secretary for the next meeting.

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

The cost of living adjustment negotiated with the unions for FY2026 was two percent. Tina Betti reported that there had been a meeting with the unions to discuss the Town's financial situation and budgetary constraints, with different options discussed. The Board decided to postpone a decision on a cost of living increase for Wage and Personnel employees until it received more guidance from the Town's administration.

The Board was scheduled to meet with the Board of Selectmen to present its town meeting recommendations on March 25, 2025.

EMAIL DATED NOVEMBER 27, 2024 FROM SUSAN WOODWORTH, PARKS AND RECREATION DIRECTOR, REGARDING CHANGES TO SCHEDULE C-1 AND SCHEDULE C-3 FOR FY2026

The request from Susan Woodworth was discussed. Ms. Woodworth had requested that only the maximum rates for the positions listed in Schedule C-3, excluding Counselor/Instructor, be increased by a cost of living increase. The minimum wage requirement for the Counselor/Instructor position was also discussed. It was decided that the request would be tabled until a decision was made on a cost of living increase.

EMAIL DATED DECEMBER 17, 2024 FROM TINA BETTI, HUMAN RESOURCES MANAGER, WITH A BYLAW AMENDMENT REQUEST FOR FY2026 FROM BRIAN HOLMES, CHIEF OF POLICE, REGARDING THE POSITION OF ASSISTANT ANIMAL CONTROL OFFICER

The Board reviewed the request from Chief Holmes to reclassify the position of Assistant Animal Control Officer from Schedule B-1, H-3 to Schedule D, Grade 3, as determined by the Compensation Study but never adopted. The current and proposed hourly rate for the part-time position was discussed. Motioned by Lorraine Burgio and seconded by James Soule, the Board unanimously voted to accept Chief Holmes's recommendation to move the position of Assistant Animal Control Officer in the Wage and Personnel Bylaw from Schedule B-1, H-3 to Schedule D, Grade 3, effective July 1, 2025. The step in Grade 3 would be determined by Tina Betti if the position reclassification were approved at town meeting.

EMAIL FROM TINA BETTI, HUMAN RESOURCES MANAGER, DATED DECEMBER 19, 2024 REGARDING A RECLASSIFICATION REQUEST FOR THE POSITION OF HUMAN RESOURCES MANAGER TO HUMAN RESOURCES DIRECTOR FOR FY2026

A red-lined job description and Job Analysis Questionnaire (JAQ) had been received with the reclassification request.

Tina Betti provided additional information on the request. The position of Human Resources Manager had changed since the completion of the Compensation Study. The duties had increased and the caliber, level, and strategic and partnership part of the work was higher than a manager-level position. If the incumbent left, the amount of experience needed in an applicant would be at least 10 years. A breadth of knowledge was needed since the Human Resources Department was a department of one. The position was involved with recruitment, hiring, firing, compensation studies, benefits scheduling to mitigate costs, negotiations and benefits administration. More benefits administration was added after the Compensation Study as the Treasurer's office stopped handling benefits.

Questions were asked and answered.

The Board will meet with Keith Hickey, Town Administrator, to discuss the request at its next meeting. Ms. Betti was invited to participate in the discussion as well.

EMAIL DATED DECEMBER 19, 2024 FROM TINA BETTI, HUMAN RESOURCES MANAGER, REGARDING A NEW POSITION FOR FY2026, TOWN TREASURER COLLECTOR

A job description and JAQ had been received with the request to add a full-time, exempt, appointed position of Town Treasurer Collector to the Bylaw at Grade 11.

Tina Betti reviewed the request. The Compensation Study had graded the separate positions of elected Town Treasurer, elected Town Collector and elected Town Clerk at Grade 11. The Town Administrator agreed with the grading of the combined Treasurer Collector position at Grade 11. The position would report to the Town Administrator and the Board of Selectmen would be the hiring authority.

Questions were asked about the proposed salary range for the new position as well as its relationship to the positions of Finance Director – Town Accountant at Grade 13 and Principal Assessor at Grade 12.

The Board will meet with Keith Hickey to discuss the request at its next meeting.

EMAIL FROM TINA BETTI, HUMAN RESOURCES MANAGER, DATED DECEMBER 20, 2024 REGARDING A RECLASSIFICATION REQUEST FOR THE POSITION OF ADMINISTRATIVE ASSISTANT (BOS/IT/HR) ALONG WITH A TITLE CHANGE TO ADMINISTRATIVE ASSISTANT BOS/HR/IT FOR FY2026

A red-lined job description and JAQ had been received with the reclassification request.

Tina Betti reviewed the request which was to change the position's grade from Grade 2 to Grade 3 and the title from Administrative Assistant (BOS/IT/HR) to Administrative Assistant (BOS/HR/IT). Most of the administrative assistants were in the union, but this position was in the Bylaw due to its need for confidentiality. The position was in the Board of Selectmen's office with 25% for Information Technology (IT) and 25% for Human Resources (HR). The reclassification was requested because the HR portion of the position had changed, as it had changed with the HR Manager position, with respect to benefits and an increase in the school component. HR now handled benefits instead of the Treasurer's office. Higher-level work was required, such as understanding the benefits plans and the differences between school positions as it impacted on-boarding. The incumbent would not receive a salary increase with the reclassification as she had a personal rate higher than Grade 3, but the position would be appropriately graded.

Questions were asked and answered. The position still had an IT component and worked with the Town Administrator. The position reported to the Assistant to the Town Administrator and Board of Selectmen. Lorraine Burgio noticed words missing in the job description under Accountability and Ms. Betti will check on that. The JAQ was reviewed and the check marks signified the answers. The position had been graded by Ms. Burgio at Grade 3. James Soule asked if the position was going to change in the next 12 months as he had heard that the duties for another recently reclassified position had changed. Ms. Betti did not know about a change for the other position and would check on it. Regarding the Administrative Assistant, Ms. Betti could only speak to the HR component but if there were other changes to the position, she would be able to utilize it more.

Motioned by Lorraine Burgio and seconded by James Soule, the Board unanimously voted to change the Administrative Assistant (BOS/IT/HR) from Grade 2 to Grade 3 for FY2026 with a title change to Administrative Assistant (BOS/HR/IT).

EMAIL FROM TINA BETTI, HUMAN RESOURCES MANAGER, DATED DECEMBER 19, 2024 REGARDING A NEW POSITION FOR FY2026, PUBLIC WORKS DIRECTOR

A job description and JAQ had been received with the request to add a new position of Public Works Director to the Bylaw at Grade 14.

The new position was discussed. A decision had not yet been made as to whether a Department of Public Works would be created and the position needed. The Board had questions regarding the job description and felt that it was

premature to grade the position at this time as the job description might change. Other positions might also be impacted by having a Public Works Director. The Town Administrator will be asked for an update at the next meeting.

ANY OTHER MAIL RECEIVED

An email had been received from Tina Betti, Human Resources Manager, dated January 14, 2025 regarding the Finance Committee's budget review list for February 19, 2025. She was listed as the presenter for Wage and Personnel and had asked if the Chairman preferred to do it.

The Board discussed it and agreed that Ms. Betti could present the Wage and Personnel Board's budget.

MEETING MINUTES:

REVIEW AND APPROVE MINUTES FOR DECEMBER 16, 2024 AND DECEMBER 23, 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 December 16, 2024 as written. Motioned by Lorraine Burgio and seconded by James Soule, the Board unanimously voted to accept the minutes of December 23, 2024 for the Wage and Personnel Board.

NEXT REGULAR MEETING:

DISCUSS DATE/AGENDA FOR FEBRUARY 17, 2025 (HOLIDAY) AND ANY ADDITIONAL MEETINGS

The Board's regularly scheduled meeting for Monday, February 17, 2025, will be rescheduled due to the holiday to Monday, February 10, 2025, subject to meeting room availability. Agenda items were discussed during the meeting.

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 7:35 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

Meeting Documents: (1) email from Tina Betti dated December 20, 2024 regarding a new hire for the position of Public Health Nurse with the candidate's application materials and job posting, (2) email from Tina Betti dated August 21, 2024 regarding the Bylaw Acknowledgement of Receipt form for FY2026, (3) email from Tina Betti dated August 21, 2024 regarding a cost of living adjustment for FY2026, (4) email from Susan Woodworth dated November 27, 2024 regarding changes to Schedule C-1 and Schedule C-3 for FY2026, (5) email dated December 17, 2024 from Tina Betti with a Bylaw amendment request for FY2026 from Brian Holmes regarding the position of Assistant Animal Control Officer, (6) email from Tina Betti dated December 19, 2024 regarding a reclassification request for the position of Human Resources Manager for FY2026, (7) email dated December 19, 2024 from Tina Betti regarding a new position for FY2026, Town Treasurer Collector, (8) email from Tina Betti dated December 20, 2024 regarding a reclassification request for the position of Administrative Assistant (BOS/IT/HR) along with a title change for FY2026, (9) email from Tina Betti dated December 19, 2024 regarding a new position for FY2026, Public Works Director, (10) email from Tina Betti dated January 14, 2025 regarding the Finance Committee's budget review list for February 19, 2025, and (11) draft meeting minutes for December 16, 2024 and December 23, 2024

APPROVED FEBRUARY 10, 2025

