



TOWN OF KINGSTON
WAGE AND PERSONNEL BOARD
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 101 & VIA ZOOM
FEBRUARY 10, 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, February 10, 2025. Present was member Lorraine Burgio. Tina Betti, Human Resources Manager, was also present as well as Keith Hickey, Town Administrator.

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:

KEITH HICKEY, TOWN ADMINISTRATOR, TO DISCUSS THE RECLASSIFICATION REQUEST FOR THE POSITION OF HUMAN RESOURCES MANAGER TO HUMAN RESOURCES DIRECTOR AND TWO NEW POSITIONS REQUESTED FOR FY2026, TOWN TREASURER COLLECTOR AND PUBLIC WORKS DIRECTOR

The Board met with Keith Hickey, Town Administrator. Mr. Hickey provided background on the requested new position of appointed Town Treasurer Collector. It had been voted as an appointed position but could not be filled until the current terms of both the elected Tax Collector and the elected Treasurer expired. He would like the new position created in the Bylaw for FY2026 even though it would not be used until FY2027. He would also need an appointed Interim Tax Collector for one year for FY2026 as the elected Tax Collector's term expired on June 30, 2025. The elected Treasurer's term expired on June 30, 2026.

Questions were asked and answered. The inclusion of the appointed Interim Tax Collector position in the Bylaw was also discussed.

The next item discussed was the reclassification request for the position of Human Resources Manager to Human Resources Director. Mr. Hickey referenced the documentation submitted for the reclassification. The position had more responsibility and was involved with salary surveys and implementation, participation in collective bargaining and safety-related activities, which included the establishment and management of a safety committee and application for employee training grants through insurance. Proactive employee training had decreased the cost of property liability insurance.

Questions were asked and answered. The increased school component of the position was discussed with respect to employee management activities which included on-boarding, unemployment claims, workers' compensation, benefits administration and payroll for school employees, as well as safety-related training. The grade of the Human Resources Manager was Grade 11 and the grade requested for the Human Resources Director was Grade 12. The Board was comfortable with the grading of the position and the proposed step and salary for the incumbent was discussed. The Human Resources budget would need to be adjusted if the reclassification were approved at town meeting.

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James Soule asked Jean Landis Naumann, who was watching the meeting via Zoom, if she had any comments.

Motioned by Lorraine Burgio and seconded by James Soule, the Board unanimously voted to change the Human Resources Manager position to the Human Resources Director title in Schedule A of the Bylaw for FY2026, at a new corresponding salary that would reflect a five percent increase per the Bylaw and the appropriate COLA, and that would take the position from a Grade 11 to a Grade 12.

The discussion returned to the position of Town Treasurer Collector. More questions were asked about the job description. The requested grade for the new position was Grade 11. Mr. Hickey said that the Treasurer Collector would report through the Finance Director – Town Accountant to the Town Administrator and would make recommendations on policy or policy changes. No further changes were anticipated to the job description. Recruitment for the position would be in FY2026. Both the elected Treasurer and the elected Collector positions were graded in the Compensation Study at Grade 11 and the grading of the combined Treasurer Collector position was reviewed. Lorraine Burgio had also graded the position at Grade 11.

The Board would need a job description and Job Analysis Questionnaire (JAQ) submitted for the temporary, one-year Tax Collector position if it were to be included in the Bylaw. Mr. Hickey would submit the required documentation if the temporary position was to be placed in Wage and Personnel.

Motioned by Lorraine Burgio and seconded by James Soule, the Board unanimously voted to create a Town Treasurer Collector position in Schedule A of the Bylaw at a Grade 11 as of FY2026.

The last position discussed was the Public Works Director. The Board asked Mr. Hickey to explain the new position requested. The position would oversee the existing Streets, Trees and Parks and Facilities departments, have direct oversight of staffing for the Water and Sewer departments, and would work with the Water and Sewer Commissioners to establish policy and guidelines. The Public Works Director would have the overall responsibility of operating the Water, Sewer, Facilities, and Streets, Trees and Parks departments. The Water and Sewer Commissioners would not be responsible for hiring. The Public Works Director would work with the Commissioners to identify projects, utility needs and more importantly, work to plan improvements that might impact all departments. This would be more efficient and effective in operating and addressing the needs of the community. The position would report to the Town Administrator.

James Soule said that he had spoken with employees in public works departments and several advantages were given for having a Department of Public Works. For example, a Public Works director had more personnel available for snowplowing. Grants were also mentioned. A Public Works Director would be able to bring currently separate assets together in a more focused way to do what was best for the Town and projects like road repair could be done collaboratively. Some of the position qualifications were reviewed and the grade requested was Grade 14. Mr. Hickey had included an additional \$35,000 in the FY2026 budget for the position if it were to be approved at town meeting. The Study Committee still needed to vote on whether it supported the position.

Questions were asked and answered. Mr. Hickey hoped that the Study Committee would provide its recommendation to the Board of Selectmen in March. Lorraine Burgio had graded the position at Grade 14. Mr. Soule suggested that the office of the Public Works Director be located at the Town House with administration. He said that he was in support of the position as it would give the Town flexibility and coordination and would save money on the use of consultants and outside engineering firms as project requirements were increasing. He also suggested an addition to the job description in that the Public Works Director be involved with the county to establish a lending program between towns for large pieces of equipment.

Motioned by Lorraine Burgio and seconded by James Soule, the Board unanimously voted to approve the Public Works Director in Schedule A of the Bylaw at a Grade 14 to be created and brought to town meeting as a new position for FY2026.

DISCUSSION/ACTION ITEMS:

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

The request was discussed under Appointments.

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

The request was discussed under Appointments.

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

The request was discussed under Appointments.

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

The Cost of Living Adjustment (COLA) was discussed with Keith Hickey. The proposed two percent increase for all contracts, excluding the schools, was built into the budget for FY2026. Motioned by Lorraine Burgio and seconded by James Soule, the Board unanimously voted to approve the Cost of Living Adjustment for Wage and Personnel employees for FY2026 at two percent, excluding the position of Counselor/Instructor and the minimum rates listed in Schedule C-3. The Board approved the COLA for Wage and Personnel employees to maintain fairness.

The Board's handout for Annual Town Meeting would be needed by Mr. Hickey at the beginning of April. Mr. Hickey left the meeting at 7:14 p.m.

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 was discussed in the previous item.

REVIEW DRAFT OF BYLAW ACKNOWLEDGEMENT OF RECEIPT FORM FOR FY2026

The revised form was reviewed. Motioned by Lorraine Burgio and seconded by James Soule, the Board unanimously voted to accept the Bylaw Acknowledgment of Receipt form for FY2026 as written.

MEETING MINUTES:

REVIEW AND APPROVE MINUTES FOR JANUARY 27, 2025

The draft meeting minutes were reviewed. Motioned by Lorraine Burgio and seconded by James Soule, the Board unanimously voted to approve the minutes of January 27, 2025 as written.

HUMAN RESOURCES UPDATE:

UPDATE FROM TINA BETTI, HUMAN RESOURCES MANAGER

Tina Betti provided the following Human Resources update:

- Both the new Veterans' Agent and the Public Health Nurse had started last week.
- The current Interim Director would be appointed the Director of Elder Services on Tuesday with a start date of Wednesday.
- The position of Assistant Director of Elder Affairs would be posted.

Questions were asked and answered. James Soule asked if the Town Administrator had looked into using the Veterans' Agent's SHINE certification at the Senior Center with respect to funding. The question had been raised at the Board's meeting with the Board of Selectmen on December 23, 2024.

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MAIL:

No other mail was discussed.

NEXT REGULAR MEETING:**DISCUSS DATE/AGENDA FOR MARCH 17, 2025 AND ANY ADDITIONAL MEETINGS**

The Board will have its next regularly scheduled meeting on Monday, March 17, 2025, 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 7:34 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

Meeting Documents: (1) email dated December 19, 2024 from Tina Betti regarding a new position for FY2026, Town Treasurer Collector, (2) email from Tina Betti dated December 19, 2024 regarding a reclassification request for the position of Human Resources Manager for FY2026, (3) email from Tina Betti dated December 19, 2024 regarding a new position for FY2026, Public Works Director, (4) email from Tina Betti dated August 21, 2024 regarding a cost of living adjustment for FY2026, (5) email from Susan Woodworth dated November 27, 2024 regarding changes to Schedule C-1 and Schedule C-3 for FY2026, (6) draft Bylaw Acknowledgement of Receipt form prepared by the executive secretary, and (7) draft meeting minutes for January 27, 2025

APPROVED MARCH 17, 2025