



TOWN OF KINGSTON
WAGE AND PERSONNEL BOARD
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 101 & VIA ZOOM
MARCH 17, 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, March 17, 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.

HUMAN RESOURCES UPDATE:

UPDATE FROM TINA BETTI, HUMAN RESOURCES MANAGER

Tina Betti provided the following Human Resources update:

- The position of Assistant Director of Elder Affairs was posted.
- The Animal Inspector asked to be reappointed.
- Open enrollment for benefits was scheduled from April 15, 2025 to May 15, 2025. The increase for the coming year was 6.75 percent. This would be the third year of the three-year plan to mitigate medical costs for the Town and employees, and two of the higher-costing plans would be dropped. As a result, about 45 employees would need to change plans. Employee education was underway regarding changes in the plans. New rates would start in June with new plans starting on July 1, 2025.
- As of July 1, 2025, Town House employees, except for Facilities, would be changing to a four-day workweek with no Friday hours on a trial basis. This request was made by the Kingston Town Employees Union (KTEU).
- The new Veterans' Agent's SHINE certification would provide additional support but not cost savings for the Town.
- The Office Administrator for the Water Department was still involved with billing for the Wastewater Department.
- Respectful workplace training was scheduled for department heads the last week in March.

Questions were asked and answered. The type of applicant needed for the Assistant Director of Elder Affairs position was discussed. The Town Administrator was still working with the Study Committee on its recommendation to the Board of Selectmen regarding a Department of Public Works, and the proposed Public Works Director position was discussed. Ms. Betti asked if the Board would be willing to entertain amendments to the Bylaw at the Fall Town Meeting, and the deadline for Bylaw amendment requests will be calculated by the executive secretary based on a tentative date of November 18, 2025. No signatures were required for receipt of Town policies.

DISCUSSION/ACTION ITEMS:REVIEW DRAFT FY2026 SCHEDULES A, B-1, C-1, C-2, C-3 AND D

The Board reviewed the draft schedules for FY2026. No changes were needed.

Ms. Betti did not have any information regarding proposed stipend changes for elected officials.

REVIEW DRAFT HANDOUT FOR ANNUAL TOWN MEETING

The draft handout for town meeting was reviewed. No changes were needed.

PREPARE FOR MEETING WITH THE BOARD OF SELECTMEN ON MARCH 25, 2025

The Board prepared for its meeting with the Board of Selectmen. The Annual Town Meeting handout in its final form will be sent by the executive secretary to Keith Hickey, Town Administrator, and Patricia Tucker, Assistant to the Town Administrator and Board of Selectmen, for inclusion in the Selectmen's meeting packet. A Board meeting will be posted for the Selectmen's meeting. The town meeting handout will also be sent to Kathleen Barrette, Finance Director – Town Accountant, to obtain funding amounts for the town meeting motion.

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

Ms. Betti represented Wage and Personnel at the Finance Committee meeting and no issues were raised.

MAIL:

No mail was discussed.

MEETING MINUTES:REVIEW AND APPROVE MINUTES FOR FEBRUARY 10, 2025

The draft meeting minutes were reviewed. Motioned by Lorraine Burgio and seconded by James Soule, the Board unanimously voted to approve the minutes as written for February 10, 2025 for the Wage and Personnel Board.

NEXT REGULAR MEETING:DISCUSS DATE/AGENDA FOR APRIL 21, 2025

The Board's regularly scheduled meeting for Monday, April 21, 2025, will be rescheduled due to the holiday to Monday, April 7, 2025, subject to meeting room availability. Agenda items were discussed during the meeting.

ADJOURN:

Motioned by Lorraine Burgio and seconded by James Soule, the Board unanimously voted to adjourn the meeting at 6:40 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

Meeting Documents: (1) draft handout for Annual Town Meeting including schedules and Bylaw Acknowledgement of Receipt form prepared by the executive secretary and (2) draft meeting minutes for February 10, 2025

APPROVED APRIL 7, 2025