



TOWN OF KINGSTON
WAGE AND PERSONNEL BOARD
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 101 & VIA ZOOM
APRIL 7, 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, April 7, 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:

- Interviews were being conducted for the position of Assistant Director of Elder Affairs.

Questions were asked and answered. The Board's meeting with the Board of Selectmen on March 25, 2025 was briefly discussed.

DISCUSSION/ACTION ITEMS:

PREPARE FOR ANNUAL TOWN MEETING

The Board reviewed its preparations for Annual Town Meeting. At the request of one of the Selectmen, both the job description and the Job Analysis Questionnaire (JAQ) for the position of Public Works Director were forwarded.

MAIL:

No mail needed to be discussed.

MEETING MINUTES:

REVIEW AND APPROVE MINUTES FOR MARCH 17, 2025 AND MARCH 25, 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 March 17, 2025 as written. Motioned by Lorraine Burgio and seconded by James Soule, the Board unanimously voted to approve the minutes of March 25, 2025 as written.

As related to the minutes of March 25, 2025, the school component of the Human Resources Manager/Director position was discussed with regard to the allocation of funds to cover administrative costs.

NEXT REGULAR MEETING:

DISCUSS DATE/AGENDA FOR MAY 19, 2025

The Board's regularly scheduled meeting for Monday, May 19, 2025, may be cancelled. Agenda items for the next meeting were discussed.

NEW BUSINESS:

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

The deadline for Bylaw amendment requests for the Fall Town Meeting would be July 10, 2025 based on a tentative town meeting date of November 18, 2025. Tina Betti will check with Keith Hickey, Town Administrator, on whether Bylaw changes could be presented at the Fall Town Meeting. If he were in agreement, then a memorandum with the deadline date would be distributed by the executive secretary after Annual Town Meeting.

ADJOURN:

Motioned by Lorraine Burgio and seconded by James Soule, the Board unanimously voted to adjourn the meeting at 6:19 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

Meeting Documents: (1) handout for Annual Town Meeting including schedules and Bylaw Acknowledgement of Receipt form prepared by the executive secretary, (2) email from Kathleen Barrette dated March 24, 2025 with the cost of the Wage and Personnel warrant article, and (3) draft meeting minutes for March 17, 2025 and March 25, 2025