



TOWN OF KINGSTON
WAGE AND PERSONNEL BOARD
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 101 & VIA ZOOM
AUGUST 18, 2025

6:00 PM – CALL TO ORDER

Chairman James Soule called the meeting of the Wage and Personnel Board to order at 6:09 p.m. on Monday, August 18, 2025. Present were members Derek Billnitzer and Lorraine Burgio. Tina Betti, Human Resources Director, 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.

WELCOME OF NEW BOARD MEMBER:

Chairman James Soule welcomed the Board's newest member, Derek Billnitzer, appointed by the Finance Committee. Mr. Billnitzer introduced himself and provided his background. The charge of the Board was reviewed according to Town Bylaws and a copy will be provided to Mr. Billnitzer by Lorraine Burgio.

REORGANIZATION OF BOARD:

The Board discussed reorganization since it now had a third member. Motioned by Derek Billnitzer and seconded by James Soule, the Board unanimously voted to appoint Lorraine Burgio as Vice Chairman. Motioned by Derek Billnitzer and seconded by Lorraine Burgio, the Board unanimously voted to appoint James Soule as Chairman.

HUMAN RESOURCES UPDATE:

UPDATE FROM TINA BETTI, HUMAN RESOURCES DIRECTOR

Tina Betti provided the following Human Resources update:

- Recruitment was underway for a Teen and Emerging Technologies Librarian.
- Recruitment was underway for a Building Commissioner/Zoning Enforcement Officer with a committee reviewing applicants.
- The current Sealer of Weights and Measures would be resigning for FY2027, so different replacement options were being considered such as contracting the services out, continuing to use the position in the Bylaw, or sharing a Sealer of Weights and Measures with other towns. The stipend might need to be reduced if the Bylaw position were used for FY2027.
- The Town Administrator had resigned with a departure date of October 28, 2025.
- The Town of Duxbury would like to share Kingston's Veterans' Agent. If an administrative position in the Veterans' office were needed, the Administrative Assistant (Veterans) position in the Bylaw would be transferred to the Kingston Town Employees Union as it belonged in the union.
- The Board of Selectmen would be bringing forward a request at the Fall Town Meeting to change the Town Clerk from an elected to an appointed position. If the change were voted at town meeting, the appointed position of Town Clerk would need to be added to the Bylaw for FY2027.
- A request for a new stipend position, IT Desktop Support/Software Trainer, had been submitted as a possible Bylaw amendment for the Fall Town Meeting.

Questions were asked and answered. The history of the Building Commissioner and Community Development Director positions was reviewed. A question was raised regarding a county Sealer of Weights and Measures. The appointed

APPROVED SEPTEMBER 15, 2025

Town Treasurer Collector would be hired for FY2027. If the Town Clerk position needed to be added to the Bylaw for FY2027, the Board requested that the job description and the Job Analysis Questionnaire (JAQ) be submitted for review even though the position had been graded in the Compensation Study. The executive secretary will calculate the FY2027 Bylaw amendment request deadline.

The request to create an IT stipend position for technical support in Schedule C-2 was discussed for some time. Ms. Betti explained that the position was needed because employees had to assume some IT duties when the change was made to hire an outside consultant for IT, instead of replacing the IT Manager, to save money. These IT duties were not part of employees' normal job duties. Ms. Betti said that IT stipends in other towns ranged from \$5,000 to \$13,000. James Soule suggested that this was a management issue, not a new position issue, and that the Town Administrator, responsible for the outside IT consultant, should delegate these low-level IT responsibilities to an existing employee with a possible position reclassification. Ms. Betti explained that for the employee doing most of the work, the additional IT duties had not provided enough additional points for a position reclassification as the caliber of the work had not changed. The question was raised as to whether having an outside consultant for IT was saving the Town money. The advantages and disadvantages of having an existing employee or an outside person fill the stipend position were discussed, as well as other options such as hiring a new IT consultant to obtain better service.

DISCUSSION/ACTION ITEMS:

REVIEW DRAFT OF WAGE AND PERSONNEL BYLAW FOR FY2026 PREPARED BY THE EXECUTIVE SECRETARY INCORPORATING CHANGES VOTED AT ANNUAL TOWN MEETING

The draft Bylaw was reviewed. Derek Billnitzer mentioned some Bylaw changes that should be discussed at a later date, which included changes in Section 12, Other Leave, and clarification in the definition of an exempt employee in Section 2, Definitions. Tina Betti explained that certain state laws did not apply to municipalities. The following wording was suggested for the definition of an exempt employee: An employee whose position is regulated by the provisions of the U.S. Fair Labor Standards Act but is exempt from the provisions based upon rules within the Fair Labor Standards Act.

Motioned by Lorraine Burgio and seconded by Derek Billnitzer, the Board unanimously voted to approve the Wage and Personnel Bylaw for FY2026 as passed at town meeting. The executive secretary will forward it to the Town Clerk's office.

DISCUSS BYLAW AMENDMENT REQUESTS RECEIVED FOR FALL TOWN MEETING

One request was received from Keith Hickey, Town Administrator, in an email dated July 10, 2025 from Tina Betti, Human Resources Director, requesting the creation of an IT stipend position, IT Desktop Support/Software Trainer, along with a job description.

The request had been discussed in Ms. Betti's Human Resources update. Mr. Hickey will attend the Board's next meeting to discuss the request.

MAIL:

The Board briefly discussed an email received from Tina Betti, Human Resources Director, dated August 13, 2025 forwarding an email from Keith Hickey, Town Administrator, regarding amendments to an agenda within the 48-hour posting requirement.

MEETING MINUTES:

REVIEW AND APPROVE MINUTES FOR APRIL 7, 2025 AND APRIL 23, 2025

The draft meeting minutes were reviewed. Motioned by Lorraine Burgio and seconded by James Soule, the Board voted to approve the open session minutes of April 7, 2025 and April 23, 2025 as written. Derek Billnitzer abstained from the vote as he was not on the Board at the time.

NEXT REGULAR MEETING:

DISCUSS DATE/AGENDA FOR SEPTEMBER 15, 2025

The Board will have its next regularly scheduled meeting on Monday, September 15, 2025, at 6:00 p.m. in Room 101 at the Kingston Town House. 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 Derek Billnitzer, the Board unanimously voted to adjourn the meeting at 7:42 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

Meeting Documents: (1) draft FY2026 Wage and Personnel Bylaw prepared by the executive secretary, (2) email dated July 10, 2025 from Tina Betti regarding the creation of an IT stipend position, IT Desktop Support/Software Trainer, along with a job description, (3) email from Tina Betti dated August 13, 2025 forwarding an email from Keith Hickey regarding amendments to an agenda within the 48-hour posting requirement, and (4) draft meeting minutes for April 7, 2025 and April 23, 2025