



TOWN OF KINGSTON
WAGE AND PERSONNEL BOARD
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 101 & VIA ZOOM
OCTOBER 20, 2025

6:00 PM – CALL TO ORDER

Chairman James Soule called the meeting of the Wage and Personnel Board to order at 6:02 p.m. on Monday, October 20, 2025. Present was member Derek Billnitzer via Zoom. Member Lorraine Burgio was absent. 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.

APPOINTMENTS:

TINA BETTI, HUMAN RESOURCES DIRECTOR, AND JOYCE KRSTOFOLSKI, HEALTH AGENT, TO DISCUSS THE SALARY OF A NEW PUBLIC HEALTH NURSE HIRE ABOVE STEP 3 OF GRADE 6 AT STEP 7 (\$34.10 HOURLY RATE)

The Board met with Tina Betti, Human Resources Director, and Joyce Krstofolski, Health Agent, to discuss the salary of a new Public Health Nurse hire above Step 3 of Grade 6 at Step 7 at an hourly rate of \$34.10. Ms. Betti had sent the candidate's application materials in an email dated October 14, 2025.

Ms. Betti reviewed the history of the position. It was a less than part-time position and was not benefits-eligible. As a result of the Compensation Study, the position had been moved from the hourly schedule to a grade with the expectation that it would become a benefits-eligible position in the future. Ms. Betti reviewed that the Compensation Study put similar positions into the same grade, and that the salary range for the grade was based on all the different positions in the grade.

Ms. Krstofolski provided information on the recruitment process and the candidate. The salary range was problematic. There were only two good candidates, and the candidate chosen would work best for the Town. The candidate was experienced, lived locally and could work as the Public Health Nurse while keeping another position that she currently held. Ms. Krstofolski had stressed the need for a long-term commitment to the Town, and a verbal offer had been made.

Questions were asked and answered. The problems with keeping the Public Health Nurse position filled were discussed. The grant nurse could not be used as the Public Health Nurse. The calculation of the hourly rate requested was explained. Salaried amounts in Schedule D were based on a 40-hour work week, and 2,080 hours per year was used to calculate hourly rates (40 hours per week multiplied by 52 weeks). Since the Town's hourly rate for a Public Health Nurse was lower than the average in the area, it was suggested that the position be moved from a graded position back to the hourly schedule, Schedule C-1, with a more competitive hourly rate to attract applicants. Other options to help eliminate the recurring need to hire a Public Health Nurse were discussed, such as sharing a nurse with other towns, hiring a Licensed Practical Nurse (LPN) instead of a Registered Nurse (RN), and changing the grade of the position to Grade 7.

Motioned by Derek Billnitzer and seconded by James Soule, the Board unanimously voted to recommend favorable action on the new Public Health Nurse at Grade 6, Step 7. The Board also asked to meet with Ms. Krstofolski sometime in the future to discuss the recurring problem with the Public Health Nurse position.

APPROVED NOVEMBER 10, 2025

Ms. Krystofolski left the meeting at 6:38 p.m.

HUMAN RESOURCES UPDATE:

UPDATE FROM TINA BETTI, HUMAN RESOURCES DIRECTOR

Tina Betti provided the following Human Resources update:

- The IT stipend position would not be going forward.
- The position of Head of Youth Services – Library was posted.
- The Administrative Assistant (BOS/HR/IT) in the Board of Selectmen's office had resigned, so the job description was being updated for posting. There had been concern expressed regarding the starting step and salary for a new hire. Help from the Clerical Pool was being used in the interim.
- The Board of Selectmen had approved the appointment of the Building Commissioner/Zoning Enforcement Officer candidate at Step 3, Grade 11, but the candidate had declined.
- The name of Schedule D should be changed from Salaried Schedule to Exempt Annual Salaries and a new Schedule E created with the hourly rates for the annual salaries in Schedule D.

The name change for Schedule D and a new Schedule E were discussed. Ms. Betti will email the Kingston Town Employees Union (KTEU) schedule with the hourly rates for the annual salaries in Schedule D.

Ms. Betti raised a question regarding job postings and hiring ranges. The law required that the 10-step salary range be included in a job posting, but should wording be added regarding the expected hire step, perhaps not higher than Step 3, for transparency? There was a broader discussion regarding the Compensation Study, average salaries in the area, starting steps for hires, difficulties in recruitment, the hiring of "quality" employees and position reductions. James Soule said that he was not against hiring someone at a step higher than Step 3, but it depended upon the circumstances. Derek Billnitzer was in agreement that the starting step for a hire should be based upon the quality of the candidate and the need for the role. Ms. Betti said that typically compensation studies were good for about three years but then needed an update. If an update to the Compensation Study could not be done, then perhaps the starting step for a new hire not needing Board approval should be increased, but the Board would need data in support of that. It was decided that further discussion was needed with a full Board present.

DISCUSSION/ACTION ITEMS:

DISCUSS BYLAW AMENDMENT REQUESTS

Bylaw amendment requests for Annual Town Meeting and the list prepared by the executive secretary will be discussed at the next meeting. Derek Billnitzer will email his Bylaw changes. Tina Betti mentioned the creation of two new positions for the Bylaw, Assistant Library Director and Assistant Town Accountant.

MAIL:

No mail was discussed.

An email had been received from Tina Betti, Human Resources Director, dated September 25, 2025 stating that the IT stipend position, IT Desktop Support/Software Trainer, would not be going forward to the Board of Selectmen or Fall Town Meeting.

MEETING MINUTES:

REVIEW AND APPROVE MINUTES FOR SEPTEMBER 15, 2025

Review and approval of the minutes for September 15, 2025 was postponed until the next meeting.

NEXT REGULAR MEETING:

DISCUSS DATE/AGENDA FOR NOVEMBER 17, 2025

The Board discussed the date of its next regularly scheduled meeting on Monday, November 17, 2025. The meeting will be tentatively rescheduled to Monday, November 10, at 6:00 p.m., subject to Lorraine Burgio's and 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 Derek Billnitzer and seconded by James Soule, the Board unanimously voted to adjourn the meeting at 7:11 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

Meeting Documents: (1) email from Tina Betti dated October 14, 2025 regarding the salary of a new Public Health Nurse hire with the candidate's application materials, (2) list of possible Bylaw amendments for FY2027 prepared by the executive secretary, (3) email dated September 25, 2025 from Tina Betti regarding the IT stipend position, and (4) draft meeting minutes for September 15, 2025