



TOWN OF KINGSTON
WAGE AND PERSONNEL BOARD
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 101 & VIA ZOOM
SEPTEMBER 15, 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, September 15, 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.

HUMAN RESOURCES UPDATE:

UPDATE FROM TINA BETTI, HUMAN RESOURCES DIRECTOR

Tina Betti provided the following Human Resources update:

- The Head of Youth Services – Library had resigned so the position would be posted.
- Recruitment was underway for the Public Health Nurse, which was a difficult position to fill.
- A Teen and Emerging Technologies Librarian had been hired.
- A less than part-time Kingston Town Employees Union (KTEU) Librarian Technician position also needed to be filled.
- As discussed at the Board of Selectmen's meeting last week, the Towns of Kingston and Duxbury would like to have regional veterans' services by sharing Kingston's Veterans' Agent along with a less than part-time administrative assistant to save on costs. An agreement was being discussed and each town would cover 50 percent of the staffing costs. The Administrative Assistant (Veterans) position in the Bylaw would be transferred to the KTEU as it belonged in the union, and then the Bylaw position could be eliminated for FY2027. The Veterans' Agent would probably need a position reclassification due to the increase in responsibilities associated with two separate towns.
- The Board of Selectmen was considering changing the Town Clerk from an elected to an appointed position. The job description and the Job Analysis Questionnaire (JAQ) were being reviewed for the FY2027 Bylaw amendment request deadline in December.
- A Bylaw amendment request under consideration was the addition of a performance review process for Wage and Personnel department heads and possibly regular employees. Performance reviews were already performed for KTEU employees and the prior town administrator did do performance reviews for department heads.
- The Town Clerk's and Board of Selectmen's offices and Ms. Betti were working with legal counsel on defining which positions needed to be sworn in and which positions had appointment terms. This would need to be added to the job descriptions as well as the Bylaw for Wage and Personnel positions.
- More in-depth background checks were being discussed by the Board of Selectmen for department head candidates, which would necessitate changes in job descriptions and recruitment as well as the Bylaw. CORI checks were already being done.

- Another possible amendment request for FY2027 would be the addition of a documented sick donation process to the Bylaw.

Questions were asked and answered. The Public Health Nurse position and grant funding were discussed. A position reclassification for the Veterans' Agent was discussed as well as timing related to the Bylaw. James Soule suggested an employment contract for the Veterans' Agent to avoid any problems that might arise as the position would be working for both Kingston and Duxbury. CORI checks and notifications were discussed as well. A decision had not yet been made on the Sealer of Weights and Measures position for FY2027.

MEETING MINUTES:

REVIEW AND APPROVE MINUTES FOR AUGUST 18, 2025

The draft meeting minutes were reviewed. Motioned by Derek Billnitzer and seconded by James Soule, the Board unanimously voted to approve the minutes from August 18, 2025 of the Wage and Personnel Board as written.

DISCUSSION/ACTION ITEMS:

REVIEW DRAFT MEMORANDUM REGARDING DEADLINE FOR BYLAW AMENDMENT REQUESTS FOR FY2027

The Board reviewed the draft memorandum. Motioned by Derek Billnitzer and seconded by James Soule, the Board unanimously voted to approve the memorandum for board, committee and commission chairpersons and department heads. It will be distributed by the executive secretary.

DISCUSS BYLAW AMENDMENT REQUESTS

The Board discussed possible Bylaw amendment requests for Annual Town Meeting. The executive secretary will compile a list of possible changes to the Bylaw. The Board was reminded of a vacant Council on Aging position for possible deletion from the Bylaw, and the executive secretary will review old meeting minutes for other changes. Derek Billnitzer will also put in writing for the Board some possible Bylaw changes that he found when reviewing the Bylaw.

APPOINTMENTS:

TINA BETTI, HUMAN RESOURCES DIRECTOR, AND KEITH HICKEY, TOWN ADMINISTRATOR, TO DISCUSS THE SALARY OF A NEW BUILDING COMMISSIONER/ZONING ENFORCEMENT OFFICER HIRE ABOVE STEP 3 OF GRADE 11 AT STEP 8

The Board met with Tina Betti, Human Resources Director, at 6:39 p.m. to discuss the salary of a new Building Commissioner/Zoning Enforcement Officer hire at Step 8 of Grade 11 at an annual salary of \$110,085. Ms. Betti had sent the candidate's resume and job posting in an email dated September 9, 2025.

Ms. Betti provided information on the recruitment process and the candidate. The search committee had included the Town Planner, the Deputy Fire Chief, the Health Agent, and the Town of Duxbury Building Commissioner. The candidate was well-qualified and had the required licenses and certifications. References had been checked and a verbal offer had been made.

Questions were asked and answered. The history of the position was reviewed. The Duxbury Building Commissioner was on the search committee because the former employee hired for the Building Commissioner position had been too inexperienced, and it had been suggested that someone with actual knowledge of the position be involved in the search. There had been four or five candidates and two were offered an interview, but one decided not to pursue the position. This candidate was the only person interviewed. The amount of building activity in the Town was questioned and whether it warranted someone with so much experience at a high level and salary. Ms. Betti said that this candidate had the appropriate responses to the questions asked during the interviews, and was familiar with online permitting. With the candidate's qualifications and experience, she had expected to pay a Step 10 salary.

Keith Hickey, Town Administrator, joined the meeting at 6:53 p.m. He commented on the positive feedback received when he checked the candidate's references. The candidate had left the Town of Whitman in 2025 for political reasons. The incoming Interim Town Administrator had not been involved with this hire.

A motion was made by Derek Billnitzer, seconded by James Soule, that the Wage and Personnel Board approve the applicant according to the paperwork that was received for the position of Building Commissioner/Zoning Enforcement Officer at Grade 11, Step 8. Derek Billnitzer voted in the affirmative and James Soule voted in the negative, so the motion did not pass.

TINA BETTI, HUMAN RESOURCES DIRECTOR, AND KEITH HICKEY, TOWN ADMINISTRATOR, TO DISCUSS A NEW STIPEND POSITION, IT DESKTOP SUPPORT/SOFTWARE TRAINER, REQUESTED FOR THE FALL TOWN MEETING

A Bylaw amendment request had been received 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. Keith Hickey, Town Administrator, was making the request for the Fall Town Meeting. The request had been discussed with Ms. Betti at the last meeting.

The Board met with Ms. Betti and Mr. Hickey to discuss the request. This position would be for IT support after business hours with Zoom meetings, getting logged out, and different aspects of that. Some administrative staff were receiving telephone calls and text messages at home and sometimes needed to return to the Town House to provide help. Mr. Hickey suggested that the costs associated with having an IT company and potentially a stipend versus the funding of a full-time IT Manager position should be considered in the future. He mentioned the advantages and disadvantages of having a full-time IT employee versus a consultant.

Questions were asked and answered. Immediate help could not be provided for Zoom meeting issues after hours by the IT consultant. James Soule suggested a change in the IT consultant and mentioned the Town's difficult financial position. The salary for the stipend position would be approximately \$3,200. Derek Billnitzer preferred the consideration of a full-time IT position rather than funding a stipend position.

A motion was made by Derek Billnitzer, seconded by James Soule, that the Wage and Personnel Board approve the stipend position for the IT Desktop Support/Software Trainer. There was further discussion regarding whether the Board of Selectmen would go forward with placing the stipend position on the Fall Town Meeting warrant without approval of the Wage and Personnel Board. A vote was taken and the motion did not pass, as both Derek Billnitzer and James Soule voted in the negative.

Keith Hickey left the meeting at 7:12 p.m.

NEXT REGULAR MEETING:

DISCUSS DATE/AGENDA FOR OCTOBER 20, 2025

The Board will have its next regularly scheduled meeting on Monday, October 20, 2025, at 6:00 p.m. in Room 101 at the Kingston Town House. Agenda items were discussed.

MAIL:

An email was received from Tina Betti, Human Resources Director, dated September 8, 2025 forwarding an email from Keith Hickey, Town Administrator, that the purpose of the Board should be added to its page on the Town website. The Board will discuss the wording when member Lorraine Burgio was present.

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.

APPROVED DECEMBER 15, 2025

ADJOURN:

Motioned by Derek Billnitzer and seconded by James Soule, the Board unanimously voted to adjourn the meeting at 7:16 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

Meeting Documents: (1) draft meeting minutes for August 18, 2025, (2) draft memorandum regarding deadline for Bylaw amendment requests for FY2027 prepared by the executive secretary, (3) email from Tina Betti dated September 9, 2025 regarding the salary of a new Building Commissioner/Zoning Enforcement Officer hire with the candidate's resume and job posting, (4) 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, and (5) email from Tina Betti dated September 8, 2025 forwarding an email from Keith Hickey regarding the Board's page on the Town's website