



TOWN OF KINGSTON
WAGE AND PERSONNEL BOARD
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 101 & VIA ZOOM
NOVEMBER 10, 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, November 10, 2025. Present was member Lorraine Burgio. Member Derek Billnitzer was present via Zoom. Tina Betti, Human Resources Director, was also present. Kimberley Emberg, Vice Chair of the Board of Selectmen, was in the audience.

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.

Lorraine Burgio made an announcement regarding a food drive hosted by the Kingston Public Library for the Plymouth Area Coalition. Items could be dropped off at the library during regular business hours.

HUMAN RESOURCES UPDATE:

UPDATE FROM TINA BETTI, HUMAN RESOURCES DIRECTOR

Tina Betti provided the following Human Resources update:

- The Administrative Assistant (BOS/HR/IT) position was posted and applications had been received.
- Recruitment had been reopened for the position of Building Commissioner/Zoning Enforcement Officer. In the interim, an employment contract was being done for a Building Commissioner to work 19 hours per week, another Building Commissioner was performing inspections and working 10 hours per week on other Building Commissioner work as an independent contractor, and existing employees in the Building and Planning Departments were taking on additional duties.

Questions were asked and answered. Ms. Betti was asked to provide in writing the interim measures taken to get Building Department work done in the absence of a Building Commissioner/Zoning Enforcement Officer and also where the position was being advertised. She explained the process used for evaluating and hiring candidates. She also mentioned that the two weeks of vacation leave provided for new employees was mentioned as a disadvantage by some of the Building Commissioner applicants.

DISCUSSION/ACTION ITEMS:

DISCUSS POSSIBLE BYLAW AMENDMENT REQUESTS

The list of possible Wage and Personnel Bylaw amendments for FY2027 prepared by the executive secretary was reviewed and discussed.

1. Delete position of Administrative Assistant (Veterans) – The position could be deleted from the Bylaw after it was transferred to the Kingston Town Employees Union (KTEU).
2. Delete position of Program Coordinator COA – The need for the position was discussed. Motioned by Lorraine Burgio and seconded by Derek Billnitzer, the Board unanimously voted to delete the position of Program Coordinator COA (FT) (E) from Schedule A as part of the Bylaw amendments for FY2027.

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3. Position reclassification for Veterans' Agent – Since there would be an employment contract for the shared Veterans' Agent between Kingston and Duxbury, no position reclassification would be needed for FY2027.
4. Add performance review process – Tina Betti will provide an update at the December meeting, but it might not be possible for FY2027.
5. Define which positions need to be sworn in and which positions have appointment terms – Ms. Betti will provide a list of the positions identified by Legal Counsel. The addition of a footnote in Schedule A for the identified positions might be the only change required.
6. Add in-depth background checks for department head candidates – This will be discussed at the December meeting.
7. Add documented sick donation process – Ms. Betti will try to get it done.
8. Change for Sealer of Weights and Measures position – The current Sealer of Weights and Measures would be retiring at the end of the fiscal year, so different replacement options had been discussed with the former Town Administrator 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. Ms. Betti thought that a decision should not be made until a new Town Administrator had been hired. The current Sealer had suggested a reduction in the stipend if the Bylaw position were used for FY2027. Ms. Betti will let the Board know if any changes were needed.
9. Change in the definition of an exempt employee in Section 2, Definitions – Mr. Billnitzer explained his comments in the Bylaw text file. Ms. Betti will provide new wording for the definitions of both exempt and non-exempt employees.
10. Changes in Section 12, Other Leave – Ms. Betti had forwarded Mr. Billnitzer's comments to Legal Counsel, Katherine Feodoroff, regarding the addition of Massachusetts Parental Leave and Domestic Violence Leave. Ms. Feodoroff stated that because the Town was required to comply, it was not needed in the Bylaw. She provided policies that could be incorporated or referenced, including one for Small Necessities Leave, and would prefer that they be included in an employee handbook so that they could not be grieved. Ms. Betti will email the wording received from Ms. Feodoroff. In 12 (e), Family and Medical Leave, "1,200 hours" should be changed to "1,250 hours." Ms. Betti will also check with legal on Section 12 (e) regarding the military.
11. Change in Section 14, Grievance Procedures – Ms. Burgio reminded the Board that Section 14 had been revised with Legal Counsel. Mr. Billnitzer explained the reasoning for his change to 14 (c) 3 in stating that there was recourse beyond the Town after the Board of Selectmen's decision. The change was discussed. Another suggestion made was to add the words, "within the Town process," at the end of the last sentence. Ms. Betti was asked to obtain Legal Counsel's opinion on a change.
12. Cost of Living Adjustment – A cost of living adjustment for FY2027 still needed to be determined.
13. Change name of Schedule D to Exempt Annual Salaries and add new hourly rate schedule, Schedule E, for non-exempt Wage and Personnel employees – James Soule expressed concern about the hourly rate schedule for Schedule D that was done by the executive secretary as the hourly rates were based on a work week of 40 hours and some positions only had a work week of 35 hours. The hours of work for different groups of employees were specified in the Bylaw in Section 7, Compensation, (i). The issue was that both exempt and non-exempt position salaries were listed in Schedule D with annual salaries, and non-exempt positions were paid hourly. Different options were discussed in a lengthy discussion. Ms. Betti stated that exempt positions should not be associated with a number of hours paid per week. She will think more about Section 7 (i) and the schedules, discuss options with Legal Counsel and provide some recommendations to the Board for the December meeting.
14. Move position of Public Health Nurse from Schedule D to Schedule C-1 or change grade from Grade 6 to Grade 7 – 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 full-time position. Since it would remain part-time, Ms. Betti would like the position moved back to the hourly schedule. She will ask the Health Agent to get hourly rates for other public health nurses in the area as concern had been expressed about the current rates. The schedule change would hopefully help eliminate the recurring need to hire a Public Health Nurse.
15. Add new positions of Assistant Library Director and Assistant Town Accountant – Ms. Betti was scheduled to meet with both the Library Director and the Finance Director – Town Accountant regarding the new positions. In the past, requests for new positions had been discussed with the Town Administrator and approved before coming to the Board. Without Town Administrator review, the Board felt that the need for the positions should

be determined first, which was not in the Board's purview. Ms. Betti will let the two department heads know that without a Town Administrator in place, no new positions would be added to the Bylaw for FY2027. If the department head felt strongly about adding the position for FY2027, the position would need to be approved by the Board of Selectmen first. The Board was not interested in adding placeholder positions to the Bylaw. Ms. Betti will provide an update at the December meeting.

DISCUSS POSSIBLE NEED FOR COMPENSATION STUDY ADJUSTMENTS

The Board resumed its discussion from the last meeting regarding the possible need for Compensation Study adjustments. James Soule suggested that it might be best to wait until a Town Administrator had been hired. The question raised was whether the Compensation Study was still viable as time passed. Tina Betti explained why data used in compensation studies was already old, aging of data, and the use of annual cost of living adjustments and trending to help keep a plan current. A compensation plan should be reviewed at the three-year mark. Ms. Betti thought that it would be difficult to get an accurate picture in the current environment with the struggles that most municipalities were having with funding issues and hiring employees due to low supply and high demand. There was also private sector competition for employees. Ms. Betti was asked to check with the Interim Town Administrator on whether there was Compact Grant funding for compensation study maintenance. She explained how maintenance would work and reminded the Board that compensation was a science and an art. Mr. Soule mentioned the problem with the need to hire employees above Step 3 and whether that indicated that something was wrong. Employee benefits for municipalities and the private sector were discussed. Mr. Soule explained that the purpose of the discussion was to think about whether the Board was doing everything that it could to get qualified people for the jobs that the Town had at the price that the Town wanted to pay, and was there anything that the Board could do to make that easier for the Administration. Derek Billnitzer mentioned that he was in agreement with a suggestion made by Ms. Betti at the last meeting to include the expected hiring range in a job posting, in addition to the entire salary range, so that applicants would have more realistic expectations.

The discussion will be continued at a future meeting.

MAIL:

No mail was discussed at the meeting.

MEETING MINUTES:

REVIEW AND APPROVE MINUTES FOR OCTOBER 20, 2025

The draft meeting minutes were reviewed. Motioned by Derek Billnitzer and seconded by James Soule, the Board voted approval of the meeting minutes for the Wage and Personnel Board for October 20, 2025 as written. Lorraine Burgio abstained from the vote as she was not present at the meeting.

NEXT REGULAR MEETING:

DISCUSS DATE/AGENDA FOR DECEMBER 15, 2025

The Board will have its next regularly scheduled meeting on Monday, December 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 7:46 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

Meeting Documents: (1) list of possible Bylaw amendments for FY2027 prepared by the executive secretary dated November 6, 2025, (2) Bylaw text file with Derek Billnitzer's comments on changes, (3) draft Schedules D and E dated 11-9-25 prepared by the executive secretary, and (4) draft meeting minutes for October 20, 2025

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