



TOWN OF KINGSTON
WAGE AND PERSONNEL BOARD
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 101 & VIA ZOOM
DECEMBER 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, December 15, 2025. Present was member Lorraine Burgio. Member Derek Billnitzer was present via Zoom. 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 shared Veterans Director between Kingston and Duxbury had an employment contract. The Veterans' Agent position in the Bylaw would not be changed.
- The Police Department had a grant-funded shared counselor position that would also be paid by an employment contract.
- Recruitment for the Administrative Assistant (BOS/HR/IT) position was continuing.
- Recruitment was continuing for the position of Building Commissioner/Zoning Enforcement Officer and the former candidate had reapplied. The Town's Interim Building Commissioner had been added to the search committee.
- A new Town Administrator had been appointed pending contract negotiation.
- A new librarian, Head of Youth Services – Library, would be appointed at Tuesday's Board of Selectmen meeting.

Questions were asked and answered. As the two-week amount of vacation leave provided for new employees had been raised as an issue by some job candidates, Lorraine Burgio suggested that the amount of vacation leave provided for new employees be increased by a certain number of weeks based on a candidate's years of municipal experience. This would provide more vacation time for new hires who had years of municipal experience. The suggestion was discussed, and a policy decision would be needed by the Board of Selectmen as it would affect other groups of employees. The amount of vacation time for current employees who had years of municipal experience would also need to be reviewed.

DISCUSSION/ACTION ITEMS:

DISCUSS POSSIBLE BYLAW AMENDMENTS FOR FY2027

Move Position of Public Health Nurse from Schedule D to Schedule C-1 or Change Grade from Grade 6 to Grade 7

In the Compensation Study, the Public Health Nurse position had been moved from Schedule C-1 to Grade 6 on Schedule D with the expectation that it would become a regular, benefits-eligible position with at least 20 hours per week. Tina Betti had spoken with the Health Agent, who would like the position to remain on Schedule D as it should be changed to at least a half-time position in the future. The Health Agent agreed with a position reclassification to

Grade 7 as discussed at a previous meeting. Even if the grade were not changed, the position should remain on Schedule D. After some discussion, it was decided to keep the Public Health Nurse position on Schedule D at Grade 6 as there was a current employee and no direction had been obtained from the Board of Health.

Add New Position of Assistant Town Accountant

Ms. Betti had spoken with the Finance Director – Town Accountant and the position would not be going forward at this time.

Add Performance Review Process

Ms. Betti had not had time to work on it.

Define Which Positions Need to Be Sworn In and Which Positions Have Appointment Terms

Ms. Betti would email the list of positions identified by Legal Counsel.

Add In-depth Background Checks for Department Head Candidates

The email received from Ms. Betti dated November 26, 2025 regarding background checks for department heads was reviewed. Labor Counsel had provided wording for Section 5 of the Bylaw to include a new section on background investigations. Three forms that an applicant would need to complete were also provided: Authorization for the Release of Financial Records, Authorization for the Release of Personal Information and Authorization for the Release of Personnel Records. It was decided that only wording would be included in the Bylaw and not the forms. The executive secretary would add the wording to Section 5 for review at the next meeting.

Add Documented Sick Donation Process

Ms. Betti still needed to work on it.

Change for Sealer of Weights and Measures Position

Ms. Betti was waiting for direction from the new Town Administrator.

Change in the Definition of an Exempt Employee in Section 2, Definitions

Derek Billnitzer reviewed the issue with the wording that he had found. Ms. Betti would provide new language for the definitions of both exempt and non-exempt employees. She also reviewed the Fair Labor Standards Act and how positions were classified as either exempt or non-exempt.

Change Name of Schedule D to Exempt Annual Salaries and Add New Hourly Rate Schedule, Schedule E, for Non-exempt Wage and Personnel Employees and/or Change Section 7, Compensation, (i) Hours of Work

The Board discussed exempt and non-exempt employees as they pertained to Schedules D and E. The definition changes to be made in Section 2 for exempt and non-exempt employees would relate to the schedules. As discussed at the last meeting, the hourly rate calculation for salaries in Schedule D was based on a work week of 40 hours, while some positions worked only 35 hours. Wage proration would be discussed by the Board of Selectmen at a future meeting as stated in an email received from Ms. Betti dated November 25, 2025.

The titles of Schedules D and E were reviewed and non-exempt would be added to the title of Schedule E. Different changes to Schedule A were discussed. Non-exempt positions in Schedule A were identified for placement on Schedule E and Schedule D or E would be added to the grade in Schedule A. Kingston Town Employees Union (KTEU) positions in Schedule A were also identified for removal from the Bylaw. The changes to the schedules would be made by the executive secretary for review at the next meeting.

The Board would like to complete this and the previous item at its next meeting in January. Ms. Betti was asked to obtain Town Counsel review for any language to be added to the Bylaw.

Changes in Section 12, Other Leave

Ms. Betti had forwarded policies for Parental Leave, Domestic Violence Leave and Small Necessities Leave received from Legal Counsel, Katherine Feodoroff, in an email dated November 12, 2025.

Lorraine Burgio had checked the KTEU contract and it included a Parental Leave policy. Domestic Violence and Small Necessities leaves were not included as they were law. Mr. Billnitzer questioned whether a procedure needed to be included for applying for the leaves. Ms. Betti said that she would be able to add the leaves to the form for requesting paid time off.

The policies would be discussed at the next meeting.

Ms. Burgio reminded the Board that another change was needed in Section 12 (e), Family and Medical Leave, in that "1,200 hours" should be changed to "1,250 hours." Ms. Betti would also check with legal on Section 12 (e) regarding the military.

Change in Section 14, Grievance Procedures

The Board reviewed what was discussed at the last meeting. Ms. Betti was asked to obtain Legal Counsel's opinion on whether or not a change should be made.

Cost of Living Adjustment

Ms. Betti did not have any information yet on a cost of living adjustment.

REVIEW/DISCUSS DRAFT OF BOARD ANNUAL REPORT FOR 2025

The Board reviewed the draft of the Annual Report for 2025. Motioned by Lorraine Burgio and seconded by Derek Billnitzer, the Board unanimously voted to approve the Report of the Wage and Personnel Board for 2025 as written. The executive secretary would submit it to the Board of Selectmen's office.

MAIL:

An email had been received from Tina Betti, Human Resources Director, dated November 13, 2025 stating that the Library Director would not be requesting a new position, Assistant Library Director, for FY2027.

An email dated November 25, 2025 had been received from Tina Betti, Human Resources Director, with an email from Kimberley Emberg, Vice Chair of the Board of Selectmen, regarding wage proration and a future discussion to be held by the Board of Selectmen.

MEETING MINUTES:

REVIEW AND APPROVE MINUTES FOR SEPTEMBER 15, 2025 AND NOVEMBER 10, 2025

The draft meeting minutes were reviewed.

Motioned by Lorraine Burgio and seconded by Derek Billnitzer, the Board unanimously voted to approve the minutes for November 10, 2025 as written.

Motioned by Derek Billnitzer and seconded by James Soule, the Board voted to approve the minutes from the September 15, 2025 meeting as written. Lorraine Burgio abstained from the vote as she was not present at the meeting.

NEXT REGULAR MEETING:

DISCUSS DATE/AGENDA FOR JANUARY 19, 2026 (HOLIDAY)

The Board discussed the date of its next regularly scheduled meeting as it fell on a holiday. The meeting was tentatively rescheduled to Monday, January 26, 2026, at 6:00 p.m., subject to 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 Lorraine Burgio and seconded by Derek Billnitzer, the Board unanimously voted to adjourn at 7:15 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

Meeting Documents: (1) email from Tina Betti dated November 26, 2025 regarding background checks for department heads, (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, (4) email dated November 25, 2025 from Tina Betti with an email from Kimberley Emberg regarding wage proration, (5) email dated November 12, 2025 from Tina Betti with policies for Parental Leave, Domestic Violence Leave and Small Necessities Leave, (6) list of possible Bylaw amendments for FY2027 prepared by the executive secretary dated December 9, 2025, (7) draft Report of the Wage and Personnel Board for 2025 prepared by the executive secretary, and (8) draft meeting minutes for September 15, 2025 and November 10, 2025