



TOWN OF KINGSTON **NOTICE OF MEETING**

BOARD:	Wage and Personnel
DATE & TIME:	Thursday, January 18, 2024 @ 6:00 PM
MEETING LOCATION:	Town House-26 Evergreen St. Room 101 & VIA ZOOM
AUTHORIZED SIGNATURE:	Jennifer Scavone, Executive Secretary

This meeting notice is being posted on the Official Town House Bulletin Board, pursuant to General Law Chapter 30A, Section 20. Said notice and agenda must be filed in the Office of the Town Clerk at least **48 HOURS** prior to such meeting. Such filing and posting shall be the responsibility of the officer calling such meeting.

AGENDA

6:00 PM – CALL TO ORDER

ANNOUNCEMENTS:

1. 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.
2. Items may be taken out of order at the discretion of the Chair.

HUMAN RESOURCES UPDATE:

1. Update from Tina Betti, Human Resources Manager

DISCUSSION/ACTION ITEMS:

1. Approve Annual Report for 2023
2. Requested clarification on Section 15, Miscellaneous Provisions, (h)
3. Discuss requested reclassification for the position of Wastewater Superintendent, position rating and Compensation Study information
4. Review new wording for Section 7, Compensation, (d) Promotion
5. Review Bylaw amendment requests for FY2025

MAIL:

1. Email dated November 20, 2023 from Tina Betti, Human Resources Manager, with FY2025 Bylaw amendment request from Susan Woodworth, Parks and Recreation Director
2. Email dated December 20, 2023 from Tina Betti, Human Resources Manager, regarding stipends for professional licenses for the positions of Wastewater Superintendent and Water Superintendent for FY2025
3. Email from Tina Betti, Human Resources Manager, dated December 20, 2023 regarding changes to the position of Office Administrator -- Water for FY2025
4. Email from Tina Betti, Human Resources Manager, dated December 20, 2023 regarding a new position, Social Services Coordinator, for FY2025

5. Email dated December 20, 2023 from Tina Betti, Human Resources Manager, regarding a Grievance Procedure for the Bylaw for FY2025
6. Email from Tina Betti, Human Resources Manager, dated December 23, 2023 regarding a new position, Procurement Officer, for FY2025
7. Email dated December 23, 2023 from Tina Betti, Human Resources Manager, regarding a new position, Treasurer/Collector, for FY2025
8. Any other mail received

MEETING MINUTES:

1. Review and approve minutes for November 20, 2023

NEXT REGULAR MEETING:

1. Discuss date/agenda for February 19, 2024 (holiday)

NEW BUSINESS:

1. Topics not reasonably anticipated to be discussed 48 hours in advance of the meeting

ADJOURN:

ZOOM

<https://us02web.zoom.us/j/84539430748>

Meeting ID: 845 3943 0748

Or, dial by your location
+1 646 558 8656 US

This meeting of the Wage and Personnel Board will be held in-person at the location provided on this notice. Members of the public are welcome to attend this in-person meeting or remotely. All Town Board and Commission meetings are required to provide remote participation. If there is a technical problem and remote participation cannot be provided, the meeting will end and be rescheduled.

The Town of Kingston advises its employees and the public that it does not discriminate based on a person's disability in employment or in access to its programs, services, and activities. This meeting location is accessible to people with disabilities. The Town of Kingston has designated Paul Armstrong to coordinate efforts to comply with the requirements of Executive Order 526, the Americans with Disabilities Act, the federal Rehabilitation Act and various other federal and state laws protecting the rights of people with disabilities.

If you have a disability and require a reasonable accommodation to fully participate in this event, please contact the ADA Coordinator no later than forty-eight (48) hours prior to the event by phone at 781-585-0505 or email parmstrong@kingstonma.gov to discuss your accessibility needs. Requests for accommodations or modifications made within the forty-eight (48) hour window will be honored to the maximum extent feasible, but it may not be possible to fulfill them.