



TOWN OF KINGSTON **NOTICE OF MEETING**

BOARD: Wage and Personnel

DATE & TIME: Thursday, April 11, 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.

APPOINTMENTS:

1. Meet with Mary Beth Lawton, Director of Elder Services, to discuss the position of Social Services Coordinator (Email from Tina Betti, Human Resources Manager, dated December 20, 2023 regarding a new position, Social Services Coordinator, for FY2025)

HUMAN RESOURCES UPDATE:

1. Update from Tina Betti, Human Resources Manager

DISCUSSION/ACTION ITEMS:

1. Review draft of Section 14, Grievance Procedures (Email dated December 20, 2023 from Tina Betti, Human Resources Manager, regarding a Grievance Procedure for the Bylaw for FY2025)
2. Email from Tina Betti, Human Resources Manager, dated December 23, 2023 regarding a new position, Procurement Officer, for FY2025
3. Re-discuss, if necessary, classification of the position of Office Administrator -- Water for FY2025 (Email dated March 18, 2024 from Tina Betti, Human Resources Manager)
4. Finish recommendations for Annual Town Meeting and review draft handout
5. Prepare for Board of Selectmen meeting on April 23, 2024
6. Prepare for Annual Town Meeting on May 11, 2024

MAIL:

MEETING MINUTES:

1. Review and approve minutes for March 18, 2024

NEXT REGULAR MEETING:

1. Discuss date/agenda for May 20, 2024

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.