



TOWN OF KINGSTON **NOTICE OF MEETING**

BOARD:	Wage and Personnel
DATE & TIME:	Monday, December 15, 2025 @ 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 Director

DISCUSSION/ACTION ITEMS:

1. Discuss possible Bylaw amendments for FY2027
 - A. Add performance review process
 - B. Define which positions need to be sworn in and which positions have appointment terms
 - C. Add in-depth background checks for department head candidates
 - D. Add documented sick donation process
 - E. Change for Sealer of Weights and Measures position
 - F. Change in the definition of an exempt employee in Section 2, Definitions
 - G. Changes in Section 12, Other Leave
 - H. Change in Section 14, Grievance Procedures
 - I. Cost of living adjustment
 - J. 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
 - K. Move position of Public Health Nurse from Schedule D to Schedule C-1 or change grade from Grade 6 to Grade 7
 - L. Add new position of Assistant Town Accountant
2. Review/discuss draft of Board Annual Report for 2025

MAIL:

MEETING MINUTES:

1. Review and approve minutes for September 15, 2025 and November 10, 2025

NEXT REGULAR MEETING:

1. Discuss date/agenda for January 19, 2026 (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.