



# TOWN OF KINGSTON

## NOTICE OF MEETING

**Board:** Wage and Personnel Board

**Date & Time:** Tuesday 3-29-22 @ 6:00 PM

**Meeting Location:** Town Hse RM 101/Zoom **Authorized Signature:** J. Scavone, Exec. 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.

The Town of Kingston advises its employees and the public that it does not discriminate on the basis of 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](mailto: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.

### AGENDA

1. Human Resources update with Tina Betti including possible transfer of positions between Wage and Personnel and KTEU
2. Status of Compensation Study
3. Discuss job description for position of Water Department Office Administrator
4. Review revised Section 11, Vacation Leave
5. Review revised Schedule C-1
6. Review mail
7. Review and approve minutes of February 24, 2022
8. Schedule next meeting and discuss agenda

New business (topics not reasonably anticipated to be discussed 48 hours in advance of the meeting)

Agenda items may be taken out of order at the discretion of the chair.

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.

#### **For remote access via Zoom:**

Join Zoom Meeting  
<https://us02web.zoom.us/j/82774219894>

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One tap mobile  
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+13017158592,,82774219894# US (Washington DC)

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