

WAGE AND PERSONNEL BOARD MEETING MINUTES

WEDNESDAY, SEPTEMBER 15, 2010

Attachments:

- (1) Draft minutes for August 11, 2010
- (2) Handout prepared by Richard Gardner entitled, "Salaried W&P Titles"

The Wage and Personnel Board met on Wednesday, September 15, 2010 in room 201 of the Kingston Town House starting at 6:00 p.m. Present were Chairman Richard Gardner and member Elizabeth White. Member Peter Boncek was absent.

The Board met with Mark Morse from MMA Consulting Group, Inc. and Jill Myers at 6:00 p.m. to discuss the Position Rating Manual update. Richard Gardner distributed his handout entitled, "Salaried W&P Titles." Mark Morse stated that one compensable factor has been deleted since the Town's rating manual was done and that it would not be a major job to update it. He said that he should be able to do the update within the budgeted amount. He also said that it might be more appropriate to split the positions into two position groups. The executive secretary will e-mail the most recent versions of the rating sheet and grade determination to Mark Morse and Jill Myers. Mark Morse will submit a formal proposal to Jill Myers for the manual update. Elizabeth White will review the current Position Rating Manual and send her comments to Mark Morse.

The Board reviewed the mail.

The Board reviewed the minutes. Motioned by Elizabeth White and seconded by Richard Gardner, the Board unanimously voted to accept the minutes of August 11, 2010 as submitted.

The executive secretary's e-mail address is now listed in the contact information for the Board on the Town website.

The executive secretary has received the Word file for the Wage and Personnel Bylaw from the Selectmen's office.

The Board will have its next meeting on Wednesday, October 13, 2010.

The meeting was adjourned at 6:50 p.m.

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Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

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