



**Town of West Boylston**  
140 Worcester Street, West Boylston, Massachusetts 01583

## **Personnel Board Meeting Minutes**

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| <b>Date / Time / Location of Meeting</b><br>August 28, 2023; 5:00 p.m.<br>140 Worcester Street<br>West Boylston, MA 01583<br>Land Use Meeting Room #127 |
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| <b>Members Present:</b><br>Vanessa Kuzmanovski<br>Samantha Zebniak<br>Faye Zukowski |
| <b>Members NOT Present:</b> Cheryl Kristant   |
| <b>Invited Guests:</b>  |

Others Present: Jennifer Warren-Dyment, Town Administrator and Christine Mazeika

### **Meeting Called to order at 5:06 p.m.**

#### **I. Approval of Minutes: None**

#### **II. Review/Approve Department Assistant position for the DPW**

Ms. Warren-Dyment explained Town Meeting approved that Town Meeting approved and funded this position. She explained this position is Department Assistant to the DPW, Grade D, 19 hours weekly. She gave an overview of the duties and the responsibilities of the position that was drafted by the Director using other Department Assistant positions as template. Ms. Zukowski stated she met with the Town Administrator and DPW Director to review the draft and minor changes.

*Motion S. Zebniak moved to approve the job description; F. Zukowski seconded.*

*All in favor.*

*Approved.*

*Motion S. Zebniak moved to send to Town Meeting for acceptance; F. Zukowski seconded.*

*All in favor.*

*Approved.*

#### **III. Review Vacation Time Policy**

Ms. Warren-Dyment presented changes to Article XXI of the Personnel Policy Section B Vacation. She explained back in the spring this was discussed and changes from the Personnel Board were submitted for Town Meeting and the Select Board had much conversation and the Article was removed from the Warrant. She explained at that time the changes were to allow for crediting years of service for vacation allowance. She explained since then she and Ms. Zukowski have gone through the entire vacation section and made many clean up changes as well as integrating the changes from the spring. The changes were reviewed by the Personnel Board.

*Motion S. Zebniak moved to approve the accept the changes presented; F. Zukowski seconded.  
All in favor.  
Approved.*

*Motion S. Zebniak moved to send to Town Meeting for acceptance; F. Zukowski seconded.  
All in favor.  
Approved.*

**IV. Address any other items presented to the Board**

Chris Mazieka, Police Department Admin discussed a request to correct her classification step. She explained her employment with the Town is 22.5 years and the compensation plan was accepted in 2019. She explained a decision was made where employees were placed on the new plan and she believes she was not placed correctly on the new plan. She stated she appealed her placement to Nancy with support of the Chief and they were unsuccessful at that time in getting the step changed to where she feels she should fall on the step plan. Ms. Warren-Dyment believes this may not be under the jurisdiction of the Personnel Board but may be her decision, she will review the history and will get back to Chris.

**V. Motion by F. Zukowski moved to adjourn at 5:35 p.m.; S. Zebniak seconded.**

*All in favor.*

*Approved.*

Respectfully submitted,

Approved:

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Cheryl Kristant, Secretary

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Vanessa Kuzmanovski, Chairman

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Samantha Zebniak, Member

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Faye Zukowski, Member