



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

## **Personnel Board Meeting Minutes**

<b>Date / Time / Location of Meeting</b> March 9, 2023; 5:00 p.m. 140 Worcester Street West Boylston, MA 01583 Land Use Meeting Room #120
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<b>Members Present:</b> Vanessa Kuzmanovski Samantha Coons Cheryl Kristant Faye Zukowski
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<b>Members NOT Present: NA</b>
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<b>Invited Guests:</b>
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Others Present: Lisa Clark-Viklund, Director Senior Center.

### **Meeting Called to order at 5:00 p.m.**

#### **I. Approval of Minutes:** Review/Approve Minutes of February 15, 2023.

*Motion F. Zukowski moved to accept minutes; S. Coons seconded.*

*All in favor.*

*Approved.*

#### **II. Review/Approve Outreach Job Description.**

This position is a non-benefit 15/hr non-exempt position that is funded by a state formula grant.

*Motion by F. Zukowski to approve job description; S. Coons seconded.*

*All in favor.*

*Approved.*

#### **III. Discussion of Personnel Bylaw amendments.**

J. Hiring Practices - Remove this paragraph in total from bylaw and place in Personnel Policy to increase efficiency in hiring.

*Motion by S. Coons moved to accept change; F. Zukowski seconded.*

*All in favor.*

*Approved.*

N. Vacation Allowances – clarification in N-3 is needed as to when new employees earn vacation time. Discussion on re-wording the information in current policy to read as follows:

### 3- Vacation Allowances

As indicated below, vacations will be credited on the first day of the town’s fiscal year. ~~Employees who will earn an additional week’s vacation in the then current year may be granted this additional weeks’ vacation before their anniversary date, but shall not be paid for this time until after the aforesaid anniversary date.~~

LENGTH OF SERVICE	DAYS ALLOWED
6 Months but less than 1 year	5
1 through 4 years	10
5 through 9 years	15
10 through 19 years	20
20 years or more	25

~~Employees serving in their first year of employment will accrue one week of vacation leave, pro-rated to service time and time remaining before July 1, during their first year. The employee will be authorized use of that accrual after six continuous months of service or the end of their probationary period.~~

*Motion by F. Zukowski moved to accept change; S. Coons seconded.*

*All in favor.*

*Approved.*

These changes will need to be presented to the Bylaw Committee before March 31 so that they can be added to the semi-annual town meeting scheduled for May 15, 2023.

#### **IV. Any other items presented to board.**

No other items were presented.

#### **V. Motion by F. Zukowski moved to adjourn at 5:31 p.m.; S. Coons 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 Coons, Member

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Cheryl Kristant, Member

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Faye Zukowski, Member