



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

Personnel Board Meeting Minutes

Date / Time / Location of Meeting February 15 2023; 5:00 p.m. 140 Worcester Street West Boylston, MA 01583 Land Use Meeting Room #120
--

Members Present: Vanessa Kuzmanovski Samantha Coons Cheryl Kristant Faye Zukowski
--

Members NOT Present: NA

Invited Guests:

Others Present: Jennifer Warren-Dyment, Town Administrator; Lisa Clark-Viklund, Director Senior Center.

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

I. Approval of Minutes: Review/Approve Minutes of February 3, 2023.

Motion: S. Coons moved accept minutes.; F. Zukowski seconded.

All in favor.

Approved.

II. Review/Approve Food Service Manager Job Description.

J. Warren-Dyment gave background of this position. Position had been funded by the last Town Meeting and job description had been written and advertised, candidate selected, however when going through final hiring it was found that the job description had not been approved by the Personnel Board. Brief discussion. C. Kristant recommended that the word “hiring” in one of the Essential Functions (Participates in the hiring and training of staff volunteers) be changed as hiring signifies wages paid. Change was made to “Sourcing”.

Motion: F. Zukowski moved to approve Food Service Manager job description as amended; S.

Coons seconded.

All in favor.

Approved.

III. Vote to eliminate Dining Service Manager Job Description:

Brief discussion that this position no longer needed but that an Outreach position would be submitted later to board for approval.

Motion: S. Coons moved to eliminate Dining Service Manager job description.; F. Zukowski seconded.

All in favor.
Approved.

IV. Address any other items presented to the board.

L. Clark-Viklund will have an Outreach Job Description ready for the Personnel Board Members (PBMs) to review/approve at the next meeting.

J. Warren-Dyment will review the Personnel Bylaws changes recommended and send PBMs a priority list to research. All Bylaw changes must be submitted to the Bylaw Committee prior to the issuance of the Town Meeting Warrant (O/A 30 March 2023).

The PBMs will research areas submitted and discuss at the March 9th meeting.

Next meeting set for March 9, 2023 at 5 pm. C. Kristant will send the Meeting agenda to Town Clerk no later than March 5th for posting.

V. Motion by S. Coons moved to adjourn at 5:20p.m.; F. Zukowski seconded.

All in favor.
Approved.

Respectfully submitted,

Approved:

Cheryl Kristant, Secretary

Vanessa Kuzmanovski, Chairman

Samantha Coons, Member

Cheryl Kristant, Member

Faye Zukowski, Member