



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

## **Personnel Board Meeting Minutes**

<b>Date / Time / Location of Meeting</b> <b>February 12, 2024; 5:00 p.m.</b> <b>140 Worcester Street</b> <b>West Boylston, MA 01583</b> <b>Land Use Meeting Room #120</b>
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<b>Members Present:</b> <b>Vanessa Kuzmanovski</b> <b>Cheryl Kristant</b> <b>Faye Zukowski</b> <b>Samantha Coons</b>
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<b>Members NOT Present: NA</b>
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<b>Invited Guests: NA</b>
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**Meeting Called to order at 5:03 p.m.**

**1. Approval of Minutes:** Review/Approved Minutes of January 29, 2024

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

*All in favor.*

*Approved.*

**2. Discuss review of updating Compensation/Classification Plan:.**

After reviewing town demographics/budgets the following towns were selected to request salary data from: Boylston, Rutland, Berlin, Sterling, Spencer, Westminster, and Douglas.

*Motion by S. Coons, seconded by C. Kristant.*

*All in favor.*

*Approved.*

F. Zukowski will send emails to above towns requesting salary ranges by job titles with response date of March 1<sup>st</sup>. Ms. Warren-Dyment will send the current job descriptions to board members to review for next meeting. F. Zukowski will look for a template for job descriptions identifying a Town Planner and a Municipal Financial Director.

**3. Any other items presented to board.**

No other items presented. Next meeting will be March 4, 2024.

**5. F. Zukowski moved to adjourn at 5:25 p.m.; S. Coons seconded.**

*All in favor.*

*Approved.*

Respectfully submitted,

\_\_\_\_//signed//\_\_\_\_  
Cheryl Kristant, Secretary

Approved:

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Vanessa Kuzmanovski, Chairman

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Samantha Coons, Member

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Faye Zukowski, Member