



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

Personnel Board Meeting Minutes

Date / Time / Location of Meeting May 10, 2023; 5:00 p.m. 140 Worcester Street West Boylston, MA 01583 Select Board Room #210
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Members Present: Vanessa Kuzmanovski Cheryl Kristant Faye Zukowski
Members NOT Present: Samantha Coons
Invited Guests:

Others Present: Jennifer Warren-Dyment, Town Administrator; Keri Miknaitis, DPW Administrative Assistant

Meeting Called to order at 5:02 p.m.

I. Approval of Minutes: Review/Approve Minutes of March 20, 2023.

Motion F. Zukowski moved to accept minutes; C. Kristant seconded.

All in favor.

Approved.

II. Discussion of employee grievance.

Specific Finding #1: The Personnel Board will hear the late appeal of the employee due to a family death.

Motion F. Zukowski moved to accept specific finding of the Personnel Board; C. Kristant seconded.

All in favor.

Approved.

J. Warren-Dyment stated that past practice is a term used in union grievances and does not apply to non-union positions. The West Boylston Town Hall stayed open until 11:30 am on March 14, 2023, however Public Safety Departments (Fire Police & DPW) have different operational needs and makes their own determination. The public expects the town DPW to remain open during inclement weather. In a December 16, 2022 email to the employee, she stated that the employee should discuss with the “DPW Director what their expectation are.”

The Administrative assistant position description includes all administrative duties of the office during normal duty hours. Mr. Kevin Duffy, Director of Public Works, in his March 28, 2023 letter to Ms. Miknaitis, discussed his expectations with her and she responded that she would use benefit time if a situation arose that she felt uncomfortable with. On March 14, 2023 she requested the use of vacation time for the day and he approved it, however the DPW office was not closed.

Ms. Miknaitis explained that the DPW has had an incredible amount of turnover and there is now a professional department head. This was the first time the DPW in her 21 years of service was not included in the snow closure.

Specific Finding #2: The Personnel Board concurs with the denial of the grievance provided by the Town Administrator to employee, Keri Miknaitis in the letter dated April 13, 2023 that she only be required to use 4.5 benefit hours for March 14, 2023 during inclement weather.

Motion F. Zukowski moved to accept specific finding of the Personnel Board; C. Kristant seconded.

All in favor.

Approved.

III. Any other items presented to board.

No other items were presented.

V. Motion by F. Zukowski moved to adjourn at 5:35 p.m.; C. Kristant seconded.

All in favor.

Approved.

Respectfully submitted,

Approved:

Cheryl Kristant, Secretary

Vanessa Kuzmanovski, Chairman

Samantha Coons, Member

Faye Zukowski, Member