

**Board of Selectmen
Work Session
November 12, 2014**

Present: Kenneth S. Paul, Chairperson; Richard C. Edwards, Teresa A. Williams, Town Administrator; and Toni Bodah, Secretary.

Also present were Fire Chief Todd Nason and Police Chief Ken Fifield.

The posted session was called to order at 5 p.m. by Mr. Paul. The Board proceeded to review the pay study chart drafted by Chief Nason, Chief Fifield and Ms. Williams. Information from 15 other towns was used to prepare this chart. Chief Fifield referred to the addition of a column headed "Probationary." It was agreed to change this heading to "Training Level" in order to avoid confusion with reference to the probationary period in the Town's personnel policy. Chief Fifield stated that each year of employment would be credited towards reaching the mid or high levels (5-10 years). However, the system is ultimately merit based, so one might not get credit if one does not earn a positive evaluation. Discussed the evaluation processes followed by various departments. Chief Fifield stressed we should refrain from awarding increases on a percentage basis and should instead refer to dollars and cents, noting that is how this chart was prepared.

Discussion followed as to how Wakefield pay rates affect retention of employees. Ms. Williams indicated the intention is to avoid revising the chart each year. This chart was prepared without knowledge of qualification requirements for other towns. **Mr. Paul moved to adopt the 2015 Pay Study Chart as amended, with the understanding it will be revised for January 2016, and every even-numbered year thereafter. Mr. Edwards seconded the motion, which passed 2-0.**

The work session adjourned at 6:30 p.m.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Kenneth S. Paul, Chairperson

Richard C. Edwards

Connie M. Twombly