

**MINUTES OF PVTA'S
COMPENSATION COMMITTEE MEETING
March 21, 2022**

The Compensation Committee meeting of the Pioneer Valley Transit Authority was held on Monday, March 21, 2022 at 2:00 P.M. remotely in accordance with the Governor's State of Emergency Provisions of the Open Meeting Law, G.L. c. 30A, Section 20, relieving from the requirement of section 20 of chapter 30A that it conduct its meetings in a public place that is open and physically accessible to the public, permitting a public body to allow remote participation by all members.

PRESENT:

Doug Slaughter, Amherst; Brian O'Leary, Belchertown; Mark Gold, Longmeadow; John Carroll, Ware;

NOT PRESENT:

N/A, all members present.

1. CALL TO ORDER

A quorum being present, Chairman of the Compensation Committee, Doug Slaughter, called the meeting of the Compensation Committee to order at 2:04 P.M.

2. PUBLIC COMMENT

Chairman Slaughter asked if there were any public comments. No public comments were made.

3. APPROVAL OF MINUTES OF SEPTEMBER 20, 2021 COMPENSATION COMMITTEE MEETING

Chairman Slaughter asked for a motion from the Compensation Committee to approve the Compensation Committee minutes of September 20, 2021. Minutes were distributed prior to this meeting for review by the committee.

Motion: Moved and seconded (O'Leary/Carroll) to approve the Compensation Committee minutes of September 20, 2021.

Chairman Slaughter asked if there was any discussion, hearing none, asked for a roll call vote.

Brian O'Leary – Yes
John Carroll – Yes
Mark Gold – Yes
Doug Slaughter - Yes

Motion passed by a 4-0 vote.

4. **ADMINISTRATOR'S REVIEW & COMPENSATION**

Chairman Slaughter: The review has been distributed to the full board. Most of the PVTA staff receive a 3% salary increase. The other approach is to do an increase as a bonus.

John Carroll: What about an increase in the vehicle stipend.

Mark Gold: Administrator Sheehan is entitled to use of a PVTA vehicle while at the office. There is no stipend or reimbursement.

John Carroll: Only concern is using the PVTA vehicle for things not related to PVTA business. That's why I was thinking of a stipend.

Mark Gold: I will put in a plug for the bonus. It reflects the current year and allows us to keep her budget within the salary range but shows that we appreciate her job. Example of a 2% salary increase with the bonus additional.

Brian O'Leary: The vehicle was never part of the arrangement.

John Carroll: Mark, regarding your suggestion of a 2% recommendation with a bonus, I would suggest a max of 3% then with the bonus on top since everything goes on her shoulders.

Mark Gold: I would agree with that.

Doug Slaughter: I would pose the question to the CFO if a 2-3% increase in salary with a bonus is possible within the budget. Administrator's current salary is \$148,016.

Mark Gold: What are we thinking of a bonus, \$10,000.

John Carroll: What about \$12,000, \$1,000 a month.

Doug Slaughter: To make sure we're clear, a 2% or 3% increase would affect her baseline salary with the addition of the bonus.

Mark Gold: Yes. The bonus with a percentage increase.

Doug Slaughter: I'm leaning more towards a \$10,000 bonus and offer 3%. Is there any further discussion before we bring in Administrator Sheehan.

Sandra Sheehan, Administrator, joined the meeting at 2:25pm.

Doug Slaughter: Ms. Sheehan, is there anything in the evaluation that you wanted to comment on.

Sandra Sheehan: I feel that I am communicating well with the Board. I appreciated the comments that were made in my review and working to make sure they are addressed.

Chairman Slaughter: Ms. Sheehan, we would like to present to the Board for approval, a 3% salary increase to your base salary and an additional bonus of \$10,000 for the extraordinary work you've done.

Sandra Sheehan: I am very pleased. That is very generous. I appreciate your support and don't have any issues that that.

Doug Slaughter: That's our recommendation unless the committee has any questions.

Sandra Sheehan, Administrator, left the meeting at 2:29pm.

John Carroll: I recommend that the bonus is paid out as a lump sum.

Mark Gold: The agency needs to pay out since it was for last year.

Doug Slaughter: The committee needs to make a formal recommendation for the Administrator's Compensation. A 3% increase to base salary with an additional \$10,000 bonus for FY22, retro-active to the start of FY22, July 1, 2021.

Motion: Moved and seconded (Gold/O'Leary) to recommend to the Advisory Board approving a 3% increase to the Administrator's base salary retro-active to the start of FY22 on July 1, 2021 with an additional \$10,000 bonus.

Chairman Slaughter asked for a roll call vote:

Brian O'Leary – Yes

John Carroll – Yes

Mark Gold – Yes

Doug Slaughter – Yes

Motion passed by a 4-0 vote.

5. **OTHER BUSINESS**

Chairman Slaughter reported that there is no other business to discuss.

6. **ADJOURNMENT**

Chairman Slaughter asked for a motion to Adjourn.

Motion: Moved and seconded (Gold/O'Leary) to Adjourn.

Chairman Slaughter asked for a roll call vote:

Brian O'Leary – Yes

John Carroll – Yes

Mark Gold – Yes

Doug Slaughter - Yes

Motion passed by a 4-0 vote.

The meeting of the PVTA Compensation Committee adjourned at 2:33 P.M.

A TRUE RECORD

ATTEST: _____
BRANDY PELLETIER

Documents filed with Compensation Committee Meeting packet:

- September 20, 2021 Minutes

MINUTES APPROVED: May 4, 2023