

**MINUTES OF PVTA'S
ADMINISTRATOR'S COMPENSATION COMMITTEE MEETING
May 4, 2023**

The Compensation Committee meeting of the Pioneer Valley Transit Authority was held on Thursday, May 4, 2023 at 11:00 A.M. remotely in accordance with Chapter 2 of the Acts of 2023, supplemental state budget provisions for Fiscal Year 2023, authorizing public bodies to continue to hold entirely remote meetings, or so-called "hybrid" meetings, upon the provision of "adequate, alternative means" of public access, until March 31, 2025.

PRESENT:

Doug Slaughter, Amherst; Mark Gold, Longmeadow;

NOT PRESENT:

Brian O'Leary, Belchertown;

1. CALL TO ORDER

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

2. PUBLIC COMMENT

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

3. APPROVAL OF MINUTES OF MARCH 21, 2022 COMPENSATION COMMITTEE MEETING

Chairman Gold asked for a motion from the Compensation Committee to approve the Compensation Committee minutes of March 21, 2022. Minutes were distributed prior to this meeting for review by the committee.

Motion: Moved and seconded (Slaughter/Gold) to approve the Compensation Committee minutes of March 21, 2022.

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

Mark Gold – Yes

Doug Slaughter - Yes

Motion passed by a 2-0 vote.

4. ADMINISTRATOR'S REVIEW & COMPENSATION

Doug Slaughter: We have the review instrument that we have used previously. I think since we are running behind on conducting the review, we recommend a raise retro-active to the start of the fiscal year on July 1, 2022 and then send out the review form to the Board so Administrator Sheehan can have feedback on how the Board feels she is doing.

Mark Gold: I agree with that. Are we thinking of a nominal amount with a performance bonus.

Doug Slaughter: We could do a 3% salary increase as I believe PVTAs budgets for staff to receive between a 1% and 3% salary increase every year. We could also look at a bonus.

Mark Gold: That will be a question to pose to Administrator Sheehan; Anything in particular that you are looking for as additional compensation, etc.

Administrator Sheehan joined the meeting at 11:09 A.M.

Mark Gold: Ms. Sheehan, we believe you are doing a great job and feel comfortable with your performance. We wanted to get a sense of how you feel you are doing and if you have any suggestions for compensation or requests that you would like us to consider that are non-monetary.

Administrator Sheehan: I am very conscious of budget and not looking for any certain percentage. In terms of non-monetary suggestions, if the committee would reconsider the PVTA vehicle, as all of our contractors have a vehicle that they take home.

I typically don't use all of my vacation time, so I'm not going to ask for additional time.

I will think about this and let you know if I come up with anything.

Administrator Sheehan left the meeting at 11:15 A.M.

Mark Gold: The PVTA vehicle is difficult because of perception. Currently in Administrator Sheehan's contract, she has a vehicle expense allowance of \$300 per month.

Doug Slaughter: I'd be fine with a percentage increase and then looking at the possibility of a bonus rather than giving a PVTA vehicle.

Mark Gold: Are we looking at recommending a 3% salary increase with a bonus (of \$10,000) that would be retroactive to July 1, 2022. We can see if Administrator Sheehan comes up with any requests and schedule a meeting for May 10, 2023 at 10:00am and if there are no requests, we can cancel the meeting and make that recommendation to the Board.

Doug Slaughter: Yes. The next Advisory Board meeting is scheduled for May 17th so we can make a recommendation to the Board and then send out the review form for the Board to provide feedback.

Doug Slaughter: The committee needs to make a formal recommendation for the Administrator's Compensation. We are recommending a 3% increase to base salary with an additional \$10,000 bonus for FY23, retro-active to the start of FY23, July 1, 2022, pending if Administrator Sheehan has any requests.

Motion: Moved and seconded (Slaughter/Gold) to recommend to the Advisory Board approving a 3% increase to the Administrator’s base salary retro-active to the start of FY23 on July 1, 2022 with an additional bonus (of \$10,000).

Chairman Gold asked for a roll call vote:

Mark Gold – Yes

Doug Slaughter – Yes

Motion passed by a 2-0 vote.

5. **OTHER BUSINESS**

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

6. **ADJOURNMENT**

Chairman Gold asked for a motion to Adjourn.

Motion: Moved and seconded (Slaughter/Gold) to Adjourn.

Mark Gold – Yes

Doug Slaughter - Yes

Motion passed by a 2-0 vote.

The meeting of the PVT A Compensation Committee adjourned at 11:24 A.M.

A TRUE RECORD

ATTEST: _____
BRANDY PELLETIER

Documents filed with Compensation Committee Meeting packet:

- March 21, 2022 Minutes

MINUTES APPROVED: May 10, 2023