

**PVTA
Pioneer
Valley
Transit
Authority**

**Administrative Headquarters
Old North Main St. Firehouse
2808 Main Street
Springfield, MA 01107
(413) 732-6248**

**MINUTES OF PVTA'S
ADMINISTRATOR'S COMPENSATION COMMITTEE MEETING
May 10, 2023**

The Compensation Committee meeting of the Pioneer Valley Transit Authority was held on Wednesday, May 10, 2023 at 10:00 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; Brian O'Leary, Belchertown; Mark Gold, Longmeadow;

NOT PRESENT:

N/A, all members present.

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 10:02 A.M.

2. PUBLIC COMMENT

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

3. APPROVAL OF MINUTES OF MAY 4, 2023 COMPENSATION COMMITTEE MEETING

Chairman Gold asked for a motion from the Compensation Committee to approve the Compensation Committee minutes of May 4, 2023. Minutes were distributed prior to this meeting for review by the committee.

Motion: Moved and seconded (O'Leary/Slaughter) to approve the Compensation Committee minutes of May 4, 2023.

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

Brian O'Leary - Yes
Doug Slaughter - Yes
Mark Gold - Yes

Motion passed by a 3-0 vote.

4. ADMINISTRATOR'S COMPENSATION

Mark Gold: Administrator Sheehan responded to the committee's request of non-monetary suggestions for consideration as part of her compensation review. One option is to increase vacation time. However, currently she finds it difficult to take the four weeks of vacation allotted as well as the five personal days. Another option is being able to cash out any unused vacation time at the end of the fiscal year that cannot be carried over.

Some other options the committee could look into recommending is over the next 6 months to identify a mutually agreeable deferred compensation plan or program that would be available should future performance appraisals lend themselves to including a deferred compensation component to the Administrator's overall compensation package.

The committee could look into extending Administrator Sheehan's Contract for another year. Her contract currently expires on June 30, 2025. This is a way of acknowledging that we feel she is doing a great job and ensuring we are able to keep her committed to the Authority.

Doug Slaughter: I don't believe we would be able to vote on a contract extension since that would be a separate agenda item but we could let the Board know that's what the committee is recommending and take a vote at the June Board meeting. I'm fine with the compensation recommendation.

Brian O'Leary: I am good with the compensation recommendation as well.

Motion: Moved and seconded (Slaughter/O'Leary) to recommend to the Advisory Board offering Administrator Sheehan a 3% salary increase retroactive to July 1, 2022 as well as a \$10,000 one-time bonus payment during the current fiscal year for her high level of performance over the past year as PVRTA Administrator. It is also our recommendation that the compensation committee work with Ms. Sheehan over the next 6 months to identify a mutually agreeable deferred compensation plan or program that would be available should future performance appraisals lend themselves to including a deferred compensation component to the Administrator's overall compensation package.

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

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

Motion passed by a 3-0 vote.

Mark Gold: If the committee agrees, we should also include a motion that the committee is working towards adding a 1-year contract to the Administrator's current Contract at the June Board Meeting.

Motion: Moved and seconded (Gold/O'Leary) to recommend at the June Board Meeting the Board be presented with the recommendation that the Administrator's contract be extended by one year, through June 30, 2026.

Brian O'Leary - Yes

Doug Slaughter – Yes
Mark Gold – Yes

Motion passed by a 3-0 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 (O’Leary/Slaughter) to Adjourn.

Brian O’Leary - Yes
Doug Slaughter – Yes
Mark Gold – Yes

Motion passed by a 3-0 vote.

The meeting of the PVTA Compensation Committee adjourned at 10:28 A.M.

A TRUE RECORD

ATTEST: _____
BRANDY PELLETIER

Documents filed with Compensation Committee Meeting packet:

- May 4, 2023 Minutes

Minutes Approved: March 18, 2024