
**MINUTES OF PVTA'S
COMPENSATION COMMITTEE MEETING
June 23, 2021**

The Compensation Committee meeting of the Pioneer Valley Transit Authority was held on Wednesday, June 23, 2021 at 11:30 A.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 11:31 A.M.

2. APPROVAL OF MINUTES OF MARCH 25, 2020 COMPENSATION COMMITTEE MEETING

Chairman Slaughter asked for a motion from the Compensation Committee to approve the Compensation Committee minutes of March 25, 2020. Minutes were distributed prior to this meeting for review by the committee.

Motion: Moved and seconded (O'Leary/Gold) to approve the Compensation Committee minutes of March 25, 2020.

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

John Carroll – Yes

Mark Gold – Yes

Brian O'Leary – Yes

Doug Slaughter - Yes

Motion passed by a 4-0 vote.

3. ADMINISTRATOR'S BENEFIT DISCUSSION

Chairman Slaughter stated that Administrator Sheehan reached out to the committee because she has unused vacation time that will expire at the end of this fiscal year (June 30, 2021). She used three weeks and has four weeks remaining. Administrator Sheehan has asked the committee to consider extending the expiration date on her vacation time or paying out vacation time since it was difficult to take time off during the pandemic.

Mark Gold: The solution in town was to have a multi-year extension. If we potentially authorize extending the use of vacation time for an additional twelve months, it benefits both parties rather than having to come up with a payout.

John Carroll: I'm not opposed to paying out some of Ms. Sheehan's vacation time. Otherwise, time will be accruing and we may be in the same situation next year. I think a payout of two week's vacation time and extending two week's vacation time to be used by the end of this calendar year is a fair option.

Mark Gold: Vacation time, unlike sick time, won't accrue forever. It's a use it or lose it. Paying out two week's vacation time is a financial decision that we would need input from the Chief Financial Officer (CFO) on.

Brian O'Leary: Ms. Sheehan has four weeks of vacation time she is at risk of losing. I have no problems with the recommendation of extending two week's vacation until the end of this calendar year and paying out two week's vacation time if we get a recommendation from the CFO.

Chairman Slaughter: To Mark's point financially, from the Finance & Audit Committee standpoint, we should have a source to cover the payout but we can see if the CFO is available to join the meeting.

Administrator Sheehan: PVRTA's budget to actual is under budget due to not operating school trippers and a lower paratransit rate. Administration is under budget since we have positions that have not been filled and new hires have lower starting salaries than their predecessors.

CFO Lisa Seymour joined the meeting.

Chairman Slaughter: The Compensation Committee is discussing paying out two weeks of Ms. Sheehan's unused vacation time. Could you please confirm if the Authority's budget would be able to accommodate this request.

CFO Lisa Seymour: PVRTA's Administration budget is under budget and paying out two weeks of the Administrator's vacation time would have a minimal effect on the budget.

Chairman Slaughter: Are we comfortable with the decision to recommend to the Advisory Board extending two weeks of Ms. Sheehan's unused vacation time to be used before the end of this calendar year (December 31, 2021) and paying out two weeks of unused vacation time.

Motion: Moved and seconded (Carroll/O'Leary) to recommend to the Advisory Board extending two weeks of Ms. Sheehan's unused vacation time to be used before the end of this calendar year (December 31, 2021) and paying out two weeks of unused vacation time.

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

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

Motion passed by a 4-0 vote.

4. **OTHER BUSINESS**

Chairman Slaughter: The committee completed Ms. Sheehan’s annual review in March of 2020. I am hoping to start the next review process in August.

5. **ADJOURNMENT**

Chairman Slaughter asked for a motion to Adjourn.

Motion: Moved and seconded (O’Leary/Carroll) to Adjourn.

Chairman Slaughter asked for a roll call vote:

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

The meeting of the PVT A Compensation Committee adjourned at 11:57 A.M.

A TRUE RECORD

ATTEST:


BRANDY PELLETIER

Documents filed with Compensation Committee Meeting packet:

- March 25, 2020 Minutes

MINUTES APPROVED: August 27, 2021