

**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
COMPENSATION COMMITTEE MEETING
January 21, 2020**

The Compensation Committee meeting of the Pioneer Valley Transit Authority was held on Tuesday, January 21, 2020 at the Pioneer Valley Transit Authority Office located at 2808 Main Street in Springfield, MA, at 11:00 A.M.

PRESENT:

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

NOT PRESENT:

N/A, all members present.

OTHER'S PRESENT:

Steve Huntley, Chicopee;

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 11:11 A.M.

2. APPROVAL OF MINUTES OF DECEMBER 17, 2019 COMPENSATION COMMITTEE MEETING

Chairman Slaughter asked for a motion from the Compensation Committee to approve the Compensation Committee minutes of December 17, 2019. Minutes were distributed prior to this meeting for review by the committee.

Motion: Moved and seconded (Gold/O'Leary) to approve the Compensation Committee minutes of December 17, 2019.

Chairman Slaughter asked if there was any discussion, hearing none; asked for all those in favor to say aye.

Motion passed by a unanimous vote.

3. DISCUSSION OF ADMINISTRATOR'S REVIEW

Chairman Slaughter: All the evaluation forms received were tallied and are included in your Compensation Committee Packet. We received responses from staff, contractors and Advisory Board members.

Mark Gold: My concern is the one staff review with a very different opinion. It behooves me to understand that one review. The contractors and the Advisory Board responses were very consistent. My take-a-way is that the bulk of people that completed the evaluation thought Ms. Sheehan is going a good or better than good job.

Doug Slaughter: There was consistency within the remarks and comments and the similar comments showed that we composed the questions well. There was consistency across the reviews. Responses were good or better than good performance and there were no notable deficiencies in the spectrum of responses.

Chairman Slaughter asked for a motion from the committee to adopt the compiled reviews of the three evaluation groups; PVTa Staff, Contractors and Advisory Board Members.

Motion: Moved and seconded (Gold/O'Leary) to adopt the compiled reviews of the three evaluation groups; PVTa Staff, Contractors and Advisory Board Members.

Chairman Slaughter asked if there was any discussion, hearing none; asked for all those in favor to say aye.

Motion passed by a unanimous vote.

Chairman Slaughter asked for Administrator Sheehan to join the meeting.

Chairman Slaughter: We have been looking over the reviews. In general, you're doing a good to outstanding job. At the Board meeting tomorrow, the committee intends to give a report of your evaluation results and formally adopt a motion at the March meeting for compensation.

Chairman Slaughter: Do you have any comments regarding your review. Otherwise, the next item on our agenda is discussion of Administrators Contract. Is there anything that you wish to discuss.

4. PRELIMINARY COMPENSATION DISCUSSION

Sandra Sheehan: I am looking for the same merit-based salary increase that PVTa staff get, 3%. I think the Contract Term is one of the things that I would like the committee to consider. My current contract is for 3-years and would like for you to consider a 5-year contract.

5. DISCUSSION OF ADMINISTRATOR'S CONTRACT

Steve Huntley: I would recommend looking into the amount of time given in Contract for Separation Without Cause.

Mark Gold: I thought you had to pay out the remainder of the Contract for Separation Without Cause. Anything over a 5-year contract requires a different vote.

Doug Slaughter: Do we want more lead time regarding leaving and severance.

Sandra Sheehan: I would like to increase severance to 6-months and increase term of the contract from 3-years to 5-years.

Sandra Sheehan stepped out of the meeting at 11:49 A.M.

Chairman Slaughter: I think the 3% salary increase is fine and I don't see any concerns with the contract length or 6-months' severance.

Chairman Slaughter asked for a motion from the committee to recommend a 3% salary increase for FY2020, retroactive to July 1, 2019 to the Advisory Board for approval.

Motion: Moved and seconded (Gold/Carroll) to recommend a 3% salary increase for FY2020, retroactive to July 1, 2019 to the Advisory Board for approval.

Chairman Slaughter asked if there was any discussion, hearing none asked for all those in favor to say aye.

Motion passed by a unanimous vote.

Chairman Slaughter asked for a motion from the committee to recommend a 5-year Contract starting July 1, 2020 through June 30, 2025 with two adjustments to Administrator Sheehan's current Agreement:

1. Term of Employment: Increasing termination notice from 90-day's notice to 120-day's notice. "A ninety (90) day notice shall be provided by the Administrator prior to terminating this Agreement for any reason."

2. Termination: Increasing severance period from four (4) months to six (6) months. "In the event of termination of this Agreement by the Advisory Board for any reason other than cause, the Administrator's salary shall continue for a period of four (4) months (the "Severance Period") after the effective date of termination."

Motion: Moved and seconded (Gold/Carroll) to recommend a 5-year Contract starting July 1, 2020 through June 30, 2025 with two adjustments to Administrator Sheehan's current Agreement:

1. Term of Employment: Increasing termination notice from 90-day's notice to 120-day's notice. "A ninety (90) day notice shall be provided by the Administrator prior to terminating this Agreement for any reason."

2. Termination: Increasing severance period from four (4) months to six (6) months. "In the event of termination of this Agreement by the Advisory Board for any reason other than cause, the Administrator's salary shall continue for a period of four (4) months (the "Severance Period") after the effective date of termination."

Chairman Slaughter asked if there was any discussion, hearing none asked for all those in favor to say aye.

Motion passed by a unanimous vote.

Administrator Sheehan entered meeting at 12:09 P.M.

Chairman Slaughter: In March, we are planning to bring the following to the Advisory Board:

- 3% salary increase for FY20 retroactive to July 1, 2019
- 5-Year Administrator Contract July 1, 2020 through June 30, 2025

- Changing the Severance Period from 4-Months to 6-Months
- Changing the Termination Notice from 90-Days to 120-Days

Your compensation for a new contract would match the amount your contract ends at on June 30, 2020.

Chairman Slaughter asked for a motion from the committee to release the three different compilations of the Administrator's Review to Ms. Sheehan and make the results available to the Advisory Board.

Motion: Moved and seconded (Gold/Carroll) to release the three different compilations of the Administrator's Review to Ms. Sheehan and make the results available to the Advisory Board.

Chairman Slaughter asked if there was any discussion, hearing none asked for all those in favor to say aye.

Motion passed by a unanimous vote.

6. **OTHER BUSINESS**

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

7. **ADJOURNMENT**

The meeting of the PVTA Compensation Committee adjourned (O'Leary/Gold) at 12:16 A.M.

A TRUE RECORD

ATTEST:


BRANDY PELLETIER

Documents filed with Compensation Committee Meeting packet:

- December 17, 2019 Minutes
- Administrator's Evaluations

Minutes Approved on March 25, 2020