

**BROCKTON AREA TRANSIT AUTHORITY
COMPENSATION AND PERSONNEL SUBCOMMITTEE
MINUTES**

May 21, 2018

In Attendance:

Frank Hegarty, Chairman, Town of Avon
Michael Dutton, Town of Bridgewater
Reinald G. Ledoux, Jr., Administrator
Michael Lambert, Deputy Administrator
Linda Sacchetti, Chief Financial Officer
Kelly Forrester, Manager of Transit Operations

The meeting was called to order by Mr. Hegarty at 10:20 am for the purpose of discussing business brought before the Compensation and Personnel Subcommittee in accordance with the agenda presented and the notice sent out on May 18, 2018.

Mr. Hegarty welcomed the group. Seeing no members of the public, there were no public comments. Minutes from the meeting of May 22, 2017 were presented. Mr. Dutton stated he was not present at the last meeting and would abstain from voting to accept the minutes. Mr. Hegarty stated the minutes would be tabled.

Mr. Ledoux called the members attention to his memo dated May 17, 2018 that outlines the Administrators goals and areas of added emphasis for FY 2018 and FY 2019. He gave a summary of his progress on meeting his FY 2018 goals which were approved last year:

1. Continue to develop BAT's succession-planning efforts for its leadership team which shall be the Administrator's responsibility and present a draft succession plan for the position of Administrator.
2. Issue an RFP for management contract services resulting in an award that will further improve management capabilities and capacities focusing on safety, customer service, asset and fiscal management while meeting BAT's mission statement.
3. Emphasize the importance of diversity and outreach throughout the organization including BAT's contractors. Seek to improve BAT's ability to communicate with the Limited English Proficient (LEP) population.
4. Continue to work with MassDOT and other funding partners to implement, where possible, BAT's Comprehensive Regional Transit Plan (CRTP).

He then stated that his proposed FY 2019 goals are:

1. Continue to work with the Finance and Audit Committee members related to succession-planning for the position of Administrator and develop a mentoring program for the current Manager of Transit Operations (MOTO).
2. Continue to work with First Transit to achieve greater value for the benefit of

- BAT, its employees, and customers including improved synergies of BAT's multiple modes of operation.
3. Work to implement the new fare structure and service modifications relative to economic challenges and available funding sources.
 4. Implement the introduction of a new fleet of fixed route and paratransit vehicles.
 5. Continue to emphasize initiatives sensitive to the cultural diversity of BAT's service area and customers.

Mr. Hegarty moved to approve the proposed FY 2019 goals. The motion was seconded by Mr. Dutton, all were in favor and the motion passed.

Next Mr. Ledoux discussed health and dental insurance. He stated that BAT changed its plan last year to a "rate-saver" plan and he wanted to reiterate to the committee that a PPO plan will be offered to retirees as approved last year. Mr. Hegarty made a motion to adopt by consensus that BAT retirees continue to be eligible for the PPO plan. Mr. Dutton seconded and motion passed.

Mr. Ledoux also stated that unless the Board has any objections, BAT will be moving to Mayflower Municipal Health Group, which currently hosts BAT's health insurance, for dental insurance next year. Along with this move, the dental insurance will be moved to be made available outside of BAT's current "cafeteria plan."

The next item on the agenda was compensation. Mr. Lambert and Ms. Sacchetti left the room during this conversation. Mr. Ledoux told the committee he is not looking for a salary increase for the Administrator at this time, however, he is recommending the CFO receive a 2.5% increase. He handed out a salary survey of CFO salaries at other RTA's and noted that providing a 2.5% increase for the CFO would keep that salary in line with peers at other agencies. Mr. Ledoux then left the room to allow the Committee to discuss recommendation.

Mr. Hegarty made a motion to recommend a salary increase of 2.5% for Ms. Sacchetti for FY2019. Mr. Dutton seconded the motion and it was approved by the committee unanimously.

Mr. Ledoux returned to the meeting at this time.

There being nothing to present under old business or new business, a motion was made by Mr. Dutton to adjourn the Compensation Committee meeting and it was seconded by Mr. Dutton Meeting adjourned at 11:01 am.

Respectfully submitted,

Kelly Forrester
Manager of Transit Operations