

**GATRA Executive Compensation Committee Meeting**

**April 7, 2015**

The meeting was called to order at 2:30 pm by Francis J. Gay, Administrator of GATRA, in Norton, MA. Joanne Moore, Duxbury Representative, acted as Chair to conduct the meeting.

Those in attendance were:

Francis J. Gay, Administrator Leland Ross, Plainville Rep.

Joanne Moore, Duxbury Rep. Richard Leitch, Norton Rep.

Jane Callahan, HR Alternatives Stacy Forte, Admin Asst., GATRA

1. The minutes of the November 18, 2014 GATRA Executive Compensation Committee Meeting were distributed to the Members for review and approval.

**MOTION** by Leland Ross to approve the minutes of the November 18, 2014 GATRA Executive Compensation Committee Meeting as circulated.

**SECONDED** by Richard Leitch and **passed** by the Committee.

1. Ms. Callahan distributed a recent survey study which HR Alternatives had completed showing Mr. Gay’s salary as compared to similar positions. Committee Members discussed with Ms. Callahan the survey results and her recommendations for moving forward. Discussion followed with Ms. Callahan about the survey and how it affected the Administrator salary and staff salary updates. After discussion of the findings by the Committee, the following recommendation was made.

**MOTION** by Leland Ross to recommend an increase of 6% for Fiscal Year 2016 for the Administrator.

**SECONDED** by Joanne Moore and **passed** by the Committee.

1. The Committee also discussed the Administrator’s Employment Contract, the expectations for the Administrator, performance measures, and a job description. The Employment Contract indicated a percentage increase which was unclear to the members. Mr. Gay will contact Mayor Dumas to clarify the intent of the salary increases. Ms. Callahan distributed a draft performance evaluation to aid the members in their discussions on setting performance measures for the Administrator. Discussion was centered around various processes for job evaluation and the method which Ms. Callahan was proposing.
2. The Committee members asked Mr. Gay and Ms. Callahan for an update on the new Chief Financial Officer, Dan Burgess. Discussion centered on the role Dan plays in the organization and the various aspects and responsibilities of the job.
3. Committee discussed scheduling the next meeting for the first week in May.
4. **MOTION** by Joanne Moore to adjourn the meeting.

**SECONDED** by Leland Ross and passed by the Committee.

Meeting was adjourned at 3:36 PM