

# CASCO BAY ISLAND TRANSIT DISTRICT

## MINUTES OF THE MEETING OF

### August 27, 2009

Directors Present: Flynn, Moreau, Doane, Johnston, Rockett, Hoppin, Hoffner, Overlock,

Directors Absent: Crowley, Phipps, Peretti, Donoghue

Others Present: Mac McKone, John Lightbody, Esq.

Staff Present: Mavodones, Williams, Horr

1. Call to Order: The meeting was called to order by President Rockett at 7:45 a.m.

2. Approve Minutes of June 25, 2009 Board of Directors Meeting and Minutes of July 9, 2009

Special Board of Directors Meeting: Hoppin moved, Flynn seconded and the vote was unanimous to accept the minutes of June 25, 2009. Overlock moved, Flynn seconded and the vote was unanimous to accept the minutes of July 9, 2009 Special Board meeting.

3. Treasurer's Report: The Financial Statement for July 2009 is included in the Board package. Overlock reviewed the financial statement noting that revenues were down in July, possibly due to the weather. He said that tour and charters were up YTD. The Finance Committee will have the 6 month Budget revisions at the next Board meeting.

President Rockett requested that Business Agenda Item 6 A be taken out of order. Hoppin moved, Flynn seconded and the vote was unanimous to go into Executive Session with CBITD Counsel, John Lightbody to have a: **6 A: Discussion with counsel on terms of the District's lease with the City of Portland Pursuant to 1 M.R.S.A. Section 406 (6) (c) and (e).** Board member, Patrick Flynn disclosed that he is employed by the City of Portland and stated that he has no involvement with the lease agreement. Interim General Manager Mavodones also disclosed that he is a member of the Portland City Council and is not included in any discussions held by the City of Portland regarding this matter. Hoppin moved, Flynn seconded and the vote was unanimous to come out of Executive Session. Hoffner moved, Flynn seconded and the vote was unanimous to go into Executive Session to: **6 B: Receive advice of counsel with respect to the legal rights and duties of the Board of Directors pursuant to 1 M.R.S.A. Section 405 (6)(e).** Johnston moved, Hoffner seconded and the vote was unanimous to come out of Executive Session.

#### 4. General Information Reports:

a. President's Report: There was no President's report

b. Operations Committee: There was no Operations report

c. Finance Committee: The Finance Committee report was taken up under the Treasurer's report.

d. Rate Structure Committee: Hoppin said the committee is working on electronic ticketing and cost savings for island residents.

e. Sales and Marketing Committee: there was no Sales and Marketing report. Johnston said the committee will meet on September 15th.

f. Wharf and other MDOT Reports: There was no wharf report.

f. Staff Reports: The Staff report is included in the Board Package. Mavodones noted that the PUC hearing is scheduled for September 2nd in Augusta and several people would be attending from CBITD. Mavodones also commended the employees for all the hard work this past month during very stressful and warm conditions. He noted that several people have mentioned to him that the employees are a great team and doing a very good job. Hoppin noted that during his trip from Peaks Island after Reggae Sunday things were well managed by the presence of deckhands and the Portland Police Department.

5. Public Comment on items not on the Agenda: there was no public comment

#### 6. Business:

C. Consideration and action to revise the General Manager Position Description: Matt Hoffner, Chair of the G.M. Search Committee updated the Board on the initial Committee meeting.

The committee had several suggestions for the Board to consider in rewriting the G.M. Job Description. Also discussed were the qualifications for the position that would be considered necessary, essential or preferred. The Board gave Hoffner input and thanked him for his time and hard work. Hoffner said the next meeting is scheduled for September 1st.

7. Workshops: There were no workshop items.

8. General Announcements:

a. Establish next meeting dates:

Sales and Marketing: Tuesday, Sept. 15th, at 7:45am  
Executive Committee: Thursday, Sept. 10th, at 7:45am  
Rate Structure Committee: Thursday, Sept. 10th at 8:00am  
Operations Committee: Thursday, Sept. 17th at 7:45am  
Finance Committee Meeting: Weds. Sept. 23rd at 7:45am  
Board of Directors Meeting: Thursday, Sept. 24th, 7:45 a.m.

9. Adjournment: The meeting adjourned at 9:00 a.m.

Respectfully submitted by:

---