

CASCO BAY ISLAND TRANSIT DISTRICT

MINUTES OF THE MEETING OF

MAY 28, 2009

Directors Present: Rockett, Johnston, Hoppin, Doane, Phipps, Flynn, Moreau, Overlock, Peretti, Donoghue (arrived at 8:00 a.m.), Hoffner, Crowley (arrived at 8:20)

Directors Absent: Overlock

Others Present: Peggy Peretti

Staff Present: Debo, Mavodones, Sawtelle, Horr, Williams

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

2. Approve Minutes of April 23, 2009 Board of Directors Meeting: Hoffner moved, Doane seconded and the vote was 10 for and 1 abstain (Hoppin) to approve the Minutes of January 22, 2009.

Treasurer's Report: Peretti gave an overview of the financial statement for April 2009. He noted that the vehicle revenues are down due to the Machigonne in dry dock. The members of the independent auditing firm of RHR Smith were introduced. Mr. Smith gave an overview of the audit process and commended Barbara Sawtelle, Finance Director for working so hard, and with a very small staff, to be prepared for the audit in less than 2 months. Mr. Smith also discussed the timing of the annual audit and suggested that a mid year financial statement be prepared prior to presentation to the bank for the line of credit. After answering several questions, Hoffner moved, Hoppin seconded and the vote was unanimous to accept the FY 2009 Audited Financial Report.

3. General Information Reports:

a. President's Report: None

b. Committee reports: The Operations Committee met and discussed the on-going process for a contingency plan. Several questions were asked regarding the cost of operating the Bay Mist for charters. Peretti formally requested that a deckhand be removed from the Machigonne for cost savings. There were complaints received by the Peaks Island director regarding the ferry leaving late, especially on Saturdays. The Rate Structure committee met and continued discussions on the two-way ticketing system. Several questions regarding credit card accessibility and ticket purchases on each island were discussed. It was noted that the \$150,000 may not meet all expectations for a fare collection system but will probably be adequate to the general purpose for a number of years. Catherine Debo and Roki Horr will be meeting with Gateway Ticketing personnel to discuss the two way ticket system. Rockett then moved, Peretti seconded and the vote was unanimous to direct management to present a plan to the Board for two-way ticketing to be implemented by January 2010. Johnston discussed items that the Sales and Marketing committee are working on including signage on 295 and 95 directing travelers to Casco Bay Lines. He also discussed the new report that tracks "hits" from the website. The Board requested that this report be made available to the Board.

c. Island Wharfs Report: Sue Moreau reported that she has requested a list of summer projects from Warren Knowles.

d. Staff Reports: The Staff reports are included in the Board Package. Debo noted that the Management Discussion and Analysis Letter in the Audit has a wealth of information in it and encouraged the Board members to read the entire report. She also reported that the CBITD response to the Rate Complaint filed with the Maine PUC Commission is available on line in the "2009119" PUC case file.

5. Public Comment: There was no Public Comment.

Agenda item 8, New Business was taken out of order. The policy of postings and agendas for upcoming Board and Committee meetings was discussed by the Board.

Crowley moved to have all meetings posted with an agenda, there was no second. Rockett then moved to have committee chairpersons make the decision on agendas and post on the web site, the bulletin board and 1 window in the terminal lobby. Donoghue then asked for an amendment to the motion to include all boats. The vote for the amendment was 4 for, 6 against and his amendment was not passed so the original motion made by Rockett was then seconded by Donoghue and the vote was 8 for, 3 against (Peretti, Donoghue, Crowley).

6. Business:

- a. Action Item: FY 2010 Strategic Plan: Donoghue moved, Johnston seconded and after discussion, the vote was 9 for, 2 opposed (Peretti, Doane) and the motion passed to accept the FY 2010 Strategic Plan as presented to the Board.
- b. Action Item: (Potential) recommendations from the Operations Committee: No recommendations presented at this time.
- c. Executive Session: Labor Contract discussions (status report) 1 M.R.S.A. sect 405 (6)(D), note, may be held out of order: Crowley moved, Peretti seconded and the vote was unanimous to go into Executive Session. Donoghue moved, Hoffner seconded and the vote was unanimous to come out of Executive Session.
- d. Personnel Committee Discussion to be held in Executive Session, 1 M.R.S.A. Sect. 405 (6)(A): Hoffner moved, Peretti seconded and the vote was unanimous to go into Executive Session. Hoppin moved, Hoffner seconded and the vote was unanimous to come out of Executive Session.

7. Workshop: None

8. New Business:

9. General Announcements:

a. Establish next meeting dates:

- i. Executive Committee: Thursday, June 11th at 7:45am
- ii. Rate Structure Committee: Thursday, June 11th at 8:15am
- iii. Sales and Marketing: Tuesday, June 9th, 7:45 a.m.
- iv. Operations Committee: Thursday, June 18th at 7:45am
- v. Finance Committee Meeting: Weds. June 24th at 7:45am
- vi. Board of Directors Meeting: Thursday, June 25th at 7:45am

b. Correspondence: none

10. Adjournment: The meeting was adjourned by acclamation

Respectfully submitted by: _____