

**CASCO BAY ISLAND TRANSIT DISTRICT
MINUTES OF THE MEETING OF
APRIL 25, 2013**

Directors Present: Clark, Bonebakker, Johnston, Flynn, Overlock, Doane, Burr, Moreau (via phone), Crowley

Directors Absent: Peretti, Robinson, Donoghue

Public Present: Chris Hoppin, Mac McKone

Staff Present: Berg, Mavodones, Sawtelle, Horr, C. Gildart, Higham

1. Call to Order: The Board meeting was called to order by President Flynn at 7:45 AM, and he noted that the meeting was being recorded.
2. Approve the minutes of the March 28, 2013 Board of Directors meeting: Doane moved to approve the March 28th minutes, and Burr seconded. After discussion, the vote was unanimous and the motion passed to accept the minutes of the March 28, 2013 Board of Directors meeting.
3. Treasurer's Report: Finance Committee Chair Overlock reviewed the March financials, noting that the revenue was \$206k down vs. budget for the month. This is the fifth month in a row where scheduled service revenue is down vs. budget, but YTD revenue still remains better than last FY. Vessels were over budget by \$134k. Operations expenses were over due to purchasing of ticket forms and computers.
4. General Information Reports:
 - a. President's Report: There was no President's report
 - b. Committee Reports:

Operations Committee: Operations Committee Chair Doane reported that the Committee met on 4/18. Agenda items included discussion to clarify the timing of the "Cheap Wednesday" fare to be implemented on a trial basis this summer; the PUC packet is in process; McKone's request for Cliff Island "banana box" fare will be discussed in the fall; the Spring B & Fall A Saturday evening car ferry was endorsed by the Operations Committee; Nancy Gleason presented regarding a Great Diamond Island proposed schedule matrix; the new vessel is on schedule; we can bar-code scan but had a few operational issues that need to be resolved; Gate 5 is on schedule with Cianbro working 7 days/week, and anticipate completion by May 17th. The pontoon has been sandblasted, and is in better shape than expected. The new apron is being built. Hope to have bids in June for the Terminal building part of the renovations, and hope to start construction after Labor Day. The long pilings cannot be delivered in time, so smaller pilings will be spliced instead.

Sales & Marketing Committee: Sales & Marketing Chair Johnston reported that the Committee didn't meet in April, but will meet on May 8th. The new website is up and running and thank you to those who worked on it. He also noted that the Government Relations Committee will meet on May 8th, immediately following the Sales & Marketing Committee.
 - c. Staff Reports:

General Manager's Report: General Manager Berg reported employees recently had customer service training and provided good feedback. We are working with an HR consultant to upgrade the employee manual. PACTS is still looking into the SMART initiative to improve efficiency and customer service in the Greater Portland area. Recommendation for the first phase might be to consolidate the three area bus services. Also, there is more work to be done on how to allocate MAP 21 funding to each transit agency. We are planning an All Hands employee meeting in either May or June, and staff has been meeting monthly with the Maine Marine Association.

Operations Manager's Report: Operations Manager Mavodones reported that the Machigonne II should be back by next week, and will be docked at the Maine State Pier until Gate 5 work is done. The Aucocisco III will be going to the yard next. Mavodones and Berg will be attending the upcoming Harbor Commission meeting regarding berth space for the Wabanaki.
 - d. Wharf and MDOT Reports: Mavodones reported that the State is doing more work at GDI starting next week, and expect to be done in about 2 weeks. LDI needs additional steel braces under the dock, and should take about 5 days. Neither work will impact CBL.
 - e. Projects update:
5. Public Comment on items not on the agenda: Chris Hoppin from Peaks Island reported that the American Legion Post on Peaks is being refurbished, and Home Depot is donating windows, wood and flooring on June 6th. He asked if CBL would consider donating 75 tickets to Peaks for the volunteer crew. The Community center is open year round and has a small budget. McKone agreed and asked for CBL to offer free freight as well. Berg noted it is a worthy cause but cautioned about setting a precedence. Passenger tickets would be approximately \$650, and freight/trucks would be approximately \$1,000. After discussion, the Board consensus was to allow this request to be granted.

6. Business:
 - a. Consideration and action to adopt the FY 2014 Budget
Overlock moved to adopt the FY 2014 Budget and FY 2014 Long Range Capital and Preventative Maintenance Plan. Doane seconded, and after discussion the vote was unanimous and the motion passed.
7. Workshop:
 - a. None
8. New Business: None
9. General Announcements:
 - a. Scheduled meetings:
 1. Executive Committee: Thursday, May 2 at 7:45 AM
 2. Sales & Marketing Committee: Wednesday, May 8 at 7:45 AM
 3. Government Relations Committee: Wednesday, May 8 following Sales & Marketing Committee
 4. Pension Committee: No meeting planned
 5. Personnel Committee: No meeting planned
 6. Operations Committee: Thursday, May 16 at 7:45 AM
 7. Finance Committee: No meeting planned
 8. Board of Directors: Thursday, May 23 at 7:45 AM
 - b. Correspondence: None
10. Adjournment: Doane moved, Johnston seconded and the vote was unanimous to adjourn at 8:50 AM.

Respectfully submitted by: _____
Dan Doane, Clerk

Charles Burr _____
Assistant Clerk