

**CASCO BAY ISLAND TRANSIT DISTRICT
MINUTES OF THE BOARD OF DIRECTORS MEETING OF
DECEMBER 18, 2014**

Directors Present: Braden, Moreau, Johnston, Flynn, Clark, Burr, Overlock (via phone), Donoghue (arrived 8:00 AM)

Directors Absent: Doane, Crowley, Bonebakker, Robinson

Public Present: P. Peretti, C. Miner, V. Kelly, M. Phyfe, J. Gerard, Sue Ellen Roberts

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

*Before the meeting started, Berg presented a thank you gift to Mac McKone for his service as a member of the Board

1. Call to Order: The Board meeting was called to order by President Flynn at 7:45 AM, and he noted that there was no quorum and the Board can't vote on anything.

(NOTE: THE FOLLOWING WAS TAKEN OUT OF ORDER)

2. Treasurer's Report: Treasurer Bill Overlock reported that November was a good month, with revenue favorable by \$6k. Cumulative variation for FY to date is favorable by \$549k. Expenses show \$19k favorable in overall categories, except for fuel which shows \$45k favorable due to billing errors by Burke Oil. There were office related expenses due to computer repairs, and \$11k in Terminal expenses related to construction, etc. Peggie Peretti asked if the Board gets ticket sales information. Berg said the Board will begin receiving the financial details next month. Johnston suggested that the Board receive this detail information electronically before the Board meetings. Berg added that over 65% of CBITD's revenue is earned over the four months of June, July, August & September, and as of the end of November, revenue for scheduled service is 8% over budget, vehicles are 16%, freight is 20% over and tours are 23% over budget.

(NOTE: DONOGHUE ARRIVED AT 8:00 AM – A QUORUM WAS MET AT THIS TIME)

3. Approve the minutes of the November 20, 2014 Board of Directors meeting: Braden moved to approve the minutes of the November 20, 2014 meeting, Johnston seconded and the vote was unanimous and the motion passed.
4. Business:
 - a. Qualification of newly elected Board officer (swearing in)
Due to the absence of the Assistant Clerk, it was decided to hold off on this item until next month's meeting
 - b. Consideration and action regarding resuming vehicle transport on upper deck of Maquoit II
Braden moved to resume vehicle transport on the upper deck of the Maquoit II, Donoghue seconded and after discussion, the vote was unanimous and the motion passed.
 - c. Discussion regarding the Board Offsite
Berg reported that the date for the Offsite will be Saturday, February 28, 2015 with Craig Freshley from Good Group Decisions. After discussion, the Board agreed to begin the Offsite at 9:30 AM. The location is to be determined. Freshley will put together a proposed agenda in time for the January Board meeting.
5. General Information Reports:
 - a. Committee Reports:

Operations Committee: There was no Operations Committee in December. Mavodones reported that bids closed yesterday for Bay Mist. She will be going to the shipyard right around Christmas. The transfer bridge apron was replaced on Peaks Island, and there have been a few minor electrical issues associated with the controls. The GDI waiting room has been reconstructed.

Sales & Marketing Committee: Sales & Marketing Chair Scott Johnston reported that the Committee will meet next on January 13th. Sales Director Caity Gildart reported that the Parade of Lights was sold out with 350 tickets bought and two of our boats participating. Berg noted that there was video from a drone shared on the CBL Facebook page. The 8th annual Inter-Island Cruise is scheduled for Friday, March 20th. Details to follow.

Government Relations Committee: None
 - b. Staff Reports:

General Manager's Report: Berg reported that there was an All Hands Meeting yesterday, and we reviewed the last 12 months at CBL including KPI's, customer service, Capital projects, etc. Hannaford gift cards in the amount of \$200 for full-time, and \$100 part-time were given to the employees. For Terminal Renovations Phase 2, MDOT will contribute half of the local share. We are working on a sole source justification in order to maintain the same architectural and construction team of Scott Simons Architects and Cianbro Bros. Construction. For Phase 1, we still have a few punch list items that are being worked on. The sliding doors

facing the whale wall will be replaced, and were supposed to ship last week. New furniture for the conference room and the employee break area will be delivered by the end of the month. There is a temporary clock in the Terminal waiting area, and the plan is to have permanent clocks installed that are synced up. Burr asked if the roof over the sliding doors on the west side could be extended to keep out the rain, snow, etc. Berg said it can be considered in Phase 2.

Operations Managers Report: None

c. Wharf and MDOT Reports: MDOT is working with Berg to make sure that the necessary project management is in place for Phase 2 of the Terminal Renovation. Also, there were funds left over from the Wabanaki construction that will go towards completing outstanding issues for the Wabanaki. The status of a backup generator at Peaks Island will be checked on.

d. Projects update: Already reported on earlier in the meeting

6. General Announcements

a. Establish next meeting dates:

- i. Executive Committee: Thursday, January 8 at 7:45 AM
- ii. Sales & Marketing Committee: Tuesday, January 13 at 7:45 AM
- iii. Government Relations Committee: No meeting planned
- iv. Pension Committee: No meeting planned
- v. Personnel Committee: Tuesday, January 13 at 8:30 AM
- vi. Operations Committee: Thursday, January 15 at 7:45 AM
- vii. Finance Committee: Wednesday, January 21 at 7:45 AM
- viii. Board of Directors: Thursday, January 22 at 7:45 AM

b. Correspondence

7. Public Comment: Valerie Kelly asked about the agenda for the next Finance Committee meeting. Overlock reported that agenda items include Child Tickets, accounting software backup and kickoff for the budget process. He questioned whether segregating the Child Ticket age item to residents only should be considered, as there is nothing to offset the revenue loss. The revenue offset and P&L impact must be discussed, and this item may have to go back to the Operations Committee. Twain said that it will be discussed further. Cheryl Miner said that the Peaks Island Council will be starting their budgeting process soon. Peggie Peretti asked about plowing and said there is ice on the road near the transfer bridge. Berg said that CBL is responsible for the sidewalks and transfer bridge, and the City is responsible for plowing the street. Clark asked if Pat Christian is working at CBL. Berg said he is not.

8. Adjournment: Braden motioned, Donoghue seconded and the vote was unanimous to adjourn at 8:40 AM.

Respectfully submitted by: _____
Robin Clark, Clerk