

**CASCO BAY ISLAND TRANSIT DISTRICT  
MINUTES OF THE MEETING OF  
March 28, 2013**

Directors Present: Clark, Robinson, Bonebakker, Flynn, Overlock, Peretti, Crowley, Burr, via phone: Moreau, Doane

Directors Absent: Johnston, Donoghue

Public Present: Kevin Attra, Mac McKone, Marjorie Phyfe, Peggie Peretti

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

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 February 28, 2013 Board of Directors meeting: Peretti noted that the rate change posting is incorrect. It should state that the \$25 vehicle reservations are to and from Peaks Island. Berg said we will review the minutes and update the posting. Peretti moved to approve the February 28<sup>th</sup> minutes subject to the posting correction, and Crowley seconded. After discussion, the vote was unanimous and the motion passed to accept the minutes of the February 28, 2013 Board of Directors meeting.
3. Treasurer's Report: Finance Committee Chair Overlock reviewed the February financials, noting that the revenue was down vs. budget by \$8k. Personnel expenses were over budget, and vessel expenses were under budget mostly due to the timing of drydock expenses. FY to date revenue remains positive, at 3.6% better than budget. The Finance Committee reviewed the FY 2014 budget, which will be voted on at next month's Board meeting. The Long Range Capital Plan was reviewed, and Overlock is working on revising the Fund Balance Policy.
4. General Information Reports:
  - a. President's Report: There was no President's report
  - b. Committee Reports:

Operations Committee: Operations Committee Vice Chair Peretti reported that the Operations Committee met on 3/21 and discussed various items. Regarding the Diamond Cove/Diamond's Edge subsidized runs, the Portland Harbor Hotel asked CBL to reinstitute the 7:15 PM and 9:00 PM runs, which will be reviewed at the end of the season. The consensus was to go ahead and proceed with the subsidized service. A discussion regarding LI/GDI/Cow Island was put on hold. The early Peaks AM runs have been noted by some riders as too crowded with less seating available, and students sitting on the stairs. Mavodones reported that the Maquoit II will continue to be used for these runs, instead of the Aucocisco III due to the volume of freight being moved. The bike pass item was put on hold until we receive a proposal. The Jean Dyer memorial item is to be addressed at a later date; boat safety announcements will be more consistent in the future; update on PUC filing is that we're waiting to gather all PUC- related items to send all in one package; Terminal restrooms water issue has been addressed; new vessel is being painted and is on schedule for September delivery; Gate 5 work is underway for Terminal Renovations, and the Bay Mist electrolysis issue has been fixed with a total cost of \$74,500 for painting and repairs. Clark commented that it is hard to move around the carts near the seating on the Maquoit II. Burr said that the boat is over-crowded, the Deckhands aren't around enough and the doors should be secured when they are opened. Berg noted that we plan to beta test the bar code scanning in April and go live in the beginning of May. A working group has been created to put together policies and procedures.

Sales & Marketing Committee: Sales & Marketing Director Gildart reported that the new website is done. Berg said there are just some small changes that are being made, and we plan to go live with the site in a few weeks.
  - c. Staff Reports:

General Manager's Report: General Manager Berg reported that he continues to work on HR implementation, customer service training for employees and updating the employee policy manual. Also, he is continuing to have monthly meetings with Maine Marine Association officers, and implemented the "Spot On" award as a year-round program. The PACTS new organization is in place. The Policy Committee (Board of Directors) was reorganized and met last week with a the new Chair, Dave Marshall from the Portland City Council and new Co-Chair, Dave Tripp from Saco City Council. The Policy Committee consists of 36 members and all area municipalities are represented. The decisions from the Executive Committee are then passed to the Policy Committee. Peretti inquired about status of METRO'S GM, and Berg reported that there is a temporary GM from Eaton Peabody and an ongoing search for a new GM. Berg also noted that GPCOG is continuing the earlier efforts from 2007 for an area transit consolidation to ultimately improve efficiency and customer service. The Transit Committee is working on a recommendation with a target date of June, and its first step might be to look at the three fixed route bus providers in the area - METRO, South Portland Bus, and Shuttle Bus/Zoom. Berg attended the NorthEast Passenger Transportation Association (NEPTA) last week, which provided good networking opportunities and content with heavy FTA presence. Regarding AVL status, we sent a contract back to the chosen vendor, and expect it will take a few more weeks.

Operations Manager's Report: Operations Manager Mavodones reported that the pontoon at Gate 5 was taken out over a week ago and is at the Cianbro facility. Work on Gate 5 is starting, and we are still waiting for the longer Greenheart pilings from South America. The Machigonne II is at the shipyard for another 2 or 3 weeks depending on the weather, and Mavodones has been attending progress meetings. The Aucocisco III is scheduled for the shipyard next, and we will need her back before Memorial Day. The new vessel is progressing well and will be painted soon. The delivery date is late September. Peretti requested that CBL won't raise rates until the Terminal Renovations and marine side work is done. Flynn said that while the construction will be inconvenient for everyone, CBL still needs to change to the summer rates. Overlock agreed, and said if the summer rates aren't raised, then the islanders will have to make up the difference. Peretti said he will bring this issue up in the Operations Committee. Overlock asked when the Terminal renovations will begin. Mavodones said there is a delay, but work could begin right after Labor Day. Peggie Peretti asked about the status of car staging on Peaks Island for the vehicle reservations. Mavodones said he has spoken with Mike Murray, and they plan to meet with islanders sometime in April. The Peaks Patrol could be available to us if we need them.

- d. Wharf and MDOT Reports: Mavodones reported that there is some additional work to be done at GDI in the spring. The City will also be coordinating repairs of the Cliff Island dock.
- e. New Boat Update: Already reported on earlier.
5. Public Comment on items not on the agenda: McKone wished everyone a Happy Easter. Flynn asked the Board to review the dates for upcoming meetings, and noted that Friday, 4/5 would work better for him for the Executive Committee meeting.
6. Business:
  - a. Executive Session (\*Note: Johnston was conferenced in for the Executive Session)
    - i. Discussion of General Manager's performance and objectives pursuant to 1 M.R.S.A. Section 405(6) (A)

Crowley moved to go into Executive Session, Bonebakker seconded and the vote was unanimous. Johnston moved to come out of Executive Session, Crowley seconded and the vote was unanimous. Johnston moved that the Board approve full variable compensation based on the Personnel Committee's recommendation of compliance with the Key Performance Indicators presented to the GM to address. Overlock seconded. Peretti made an amendment to the motion for the Board to approve only 50% of the recommendation of the Personnel Committee. Burr seconded. After discussion, a vote on the amendment was taken and it was 5 in favor, and 6 opposed (Johnston, Doane, Moreau, Bonebakker, Overlock, Flynn) and the amendment failed. A vote was taken on the original motion and it was 6 in favor, and 5 opposed (Peretti, Crowley, Burr, Clark, Robinson) and the original motion passed.
7. Workshop:
  - a. None
8. New Business: None
9. General Announcements:
  - a. Scheduled meetings:
    1. Executive Committee: Thursday, April 4 at 7:45 AM
    2. Sales & Marketing Committee: Tuesday, April 9 at 7:45 AM
    3. Government Relations Committee: No meeting planned
    4. Pension Committee: No meeting planned
    5. Personnel Committee: No meeting planned
    6. Operations Committee: Thursday, April 18 at 7:45 AM
    7. Finance Committee: Wednesday, April 24 at 7:45 AM
    8. Board of Directors: Thursday, April 25 at 7:45 AM
  - b. Correspondence: None
10. Adjournment: Overlock moved, Bonebakker seconded and the vote was unanimous to adjourn at 9:10 AM.

Respectfully submitted by: \_\_\_\_\_  
Dan Doane, Clerk

Charles Burr \_\_\_\_\_  
Assistant Clerk