

CASCO BAY ISLAND TRANSIT DISTRICT
MINUTES OF THE MEETING OF
May 24, 2013

Directors Present: Clark, Crowley, Bonebakker, Johnston, Flynn, Overlock, Doane, Burr, Donoghue

Directors Absent: Moreau, Robinson

Public Present: AJ Alves, Mac McKone, Marjorie Phyfe, Sid Gerard, Howard Pedlikin, Suellen Roberts, Marge Powers, Jane Gerard, Valerie Kelly, Judy Piawlock

Staff Present: Berg, Mavodones, Sawtelle, 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. A moment of silence was observed due to the passing of Board member Frank Peretti.
2. Approve the minutes of the April 25, 2013 Board of Directors meeting: Doane moved to approve the April 25th minutes, and Burr seconded. After discussion, the vote was unanimous and the motion passed to accept the minutes of the April 25th, 2013 Board of Directors meeting.
3. Treasurer's Report: Finance Committee Chair Overlock reviewed the April financials, noting that total revenues for the month were \$14,621 below budget. Scheduled service was \$10,287 below projection, mostly vehicle, and may have been due to customers not using the barge while the Machigonne II was at the shipyard. Freight revenue was above projection. Personnel expenses were over budget, and there was a major variation on vessel expenses due to timing of the drydock work on the Machigonne II. Sales expenses were below budget due to timing. Operating surplus/loss was \$120,423 better than budget and total surplus/loss for the month was \$72,423 better than budget.
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 did not meet this month, but Operations Manager Mavodones met with the Portland Police Chief and Mike Murray regarding the queuing up of cars on Peaks Island during summer weekends. There are signs posted, but they hope to resolve the problem.

Government Relations Committee: Government Relations Chair Johnston reported that the Committee met and plans to have a cruise in late summer/early fall timeframe. Details are to be determined.

Sales & Marketing Committee: Sales & Marketing Committee Chair Johnston reported that the Committee met this month and discussed new ways to create additional business; also discussed potential employee nametags/badges. They also discussed alternatives for charters when the Island Romance is sold. After fixing a couple of snafus, the new website is up and running well.
 - c. Staff Reports:

General Manager's Report: General Manager Berg reported that the problems with the ticket scanners have been resolved, and we hope to begin full-time scanning on June 3rd. PACTS continues to work on the SMART (Southern Maine Area Regional Transportation) initiative regarding the seven area transit agencies and improving efficiency and customer service. This multi-phase project will include looking into the possible consolidation of METRO, South Portland Bus and Shuttle Bus/Zoom during Phase 1, RTP and YCCA during Phase 2, and CBL and The Downeaster/NNEPRA during Phase 3. The PACTS Steering Committee will be meeting next week, and more information on this project is to follow. Regarding MAP 21 funding, the FTA will be giving money to PACTS to be allocated among the seven area transit providers.

Operations Manager's Report: Operations Manager Mavodones reported that Gate 5 went back into service on Sunday, but Cianbro is still finishing up some work in that area. Gate 4 work is next. For Terminal Renovation work, there is a pre-bid conference today, and we hope for construction to start after Labor Day. The Wabanaki is on schedule for a September delivery. The Aucocisco III is at the shipyard, and will be back tomorrow.
 - d. Wharf and MDOT Reports: No wharf report
 - e. Projects update: This item already reported on earlier
5. Public Comment on items not on the agenda: Clark asked if we have enough Deckhands and Crew on the schedule for this coming Memorial Day weekend. Mavodones reported yes, and they are being trained. Also, Lionel Plante will be available.
6. Business:
 - a. Consideration and action regarding the appointment to fill the vacant Peaks Island seat:

Johnston moved to accept the recommendation of AJ Alves as newly appointed Director for the vacant Peaks Island seat. Donoghue seconded. Burr made a motion for an amendment to nominate Peggie Peretti. After discussion regarding process, the original motion, the second and the amendment were withdrawn. Bonebakker moved to fill the appointment by nominations through secret ballot. Doane seconded and after discussion, the vote was unanimous and the motion passed. A secret ballot was taken and counted, and the results were 5 votes for Peggie Peretti, and 4 votes for AJ Alves.
 - b. Qualification of newly appointed Director (swearing in):

Peggie Peretti was not present to be sworn in as Director. This item will be added to next month's Board

agenda.

c. Nomination of new Board officers:

Overlock moved that the Board accept the recommendations as follows for newly appointed Board officers of the CBITD Board of Directors: 1st Vice President - Scott Johnston; 2nd Vice President - Dan Doane. Crowley seconded, and after discussion the vote was unanimous and the motion passed.

d. Election and qualification of newly elected Board officers:

Assistant Clerk Burr administered the Oath of Office to the Board Officers.

e. Consideration and action to increase the District's Revenue Anticipation Note in case of further delays of FTA funding release:

Overlock moved that the Board adopt the resolution(s) to increase the District's current Revenue Anticipation Note from \$1,200,000 to no more than \$1,500,000 and to authorize the District's Officers and General Manager to complete this borrowing and to negotiate, execute, deliver, and issue the amended Revenue Anticipation Note. Crowley seconded, and after discussion the vote was unanimous and the motion passed.

f. Set date and time for Annual Island Meeting:

Flynn suggested having the meeting on the Wabanaki, which is scheduled to arrive in late September. After discussion, the Board was in agreement to do this. The date of the meeting is to be determined.

7. Workshop:

- a. Grants overview – no workshop

8. New Business: None

9. General Announcements:

a. Scheduled meetings:

1. Executive Committee: Thursday, June 6 at 7:45 AM
2. Sales & Marketing Committee: No meeting planned
3. Government Relations Committee: TBD
4. Pension Committee: No meeting planned
5. Personnel Committee: No meeting planned
6. Operations Committee: Thursday, June 20 at 7:45 AM
7. Finance Committee: TBD
8. Board of Directors: Thursday, June 27 at 7:45 AM

b. Correspondence: None

10. Adjournment: Doane moved, Donoghue seconded and the vote was unanimous to adjourn at 8:35 AM.

Respectfully submitted by: _____
Dan Doane, Clerk

Charles Burr _____
Assistant Clerk