

**CASCO BAY ISLAND TRANSIT DISTRICT  
MINUTES OF THE BOARD OF DIRECTORS MEETING OF  
OCTOBER 23, 2014**

Directors Present: Clark, Johnston, McKone, Overlock, Flynn, Crowley, Bonebakker, Robinson, (Braden & Moreau via phone)

Directors Absent: Doane, Donoghue

Public Present: P. Peretti

Staff Present: Berg, Mavodones, Horr, Sawtelle, 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 amended minutes of the September 25, 2014 Board of Directors meeting: McKone moved to approve the minutes of the September 25, 2014 meeting, Johnston seconded and the vote was unanimous and the motion passed.
3. Business:
  - a. Selection on Nominating Committee to bring forth a slate of Officers at the November 20, 2014 Board meeting  
President Flynn introduced the process for selecting the Nominating Committee. After a secret ballot, the results were Johnston, Doane and Overlock selected as members of the Nominating Committee. (see "Agenda Item 6a" attachment)
  - b. Consideration and action to change the expiration of the Bicycle 5-Ticket Book from 15 days after issue to 60 days after issue  
Crowley moved to change the expiration of the Bicycle 5-Ticket Book from 15 days after issue to 60 days after issue, Bonebakker seconded and after discussion the vote was unanimous and the motion passed.
  - c. Consideration and action to include transportation of one bicycle for a monthly pass holder for an additional \$10 a month for all islands  
Bonebakker moved to include transportation of one bicycle for a monthly pass holder for an additional \$10 a month for all islands on a trial basis for one year, Robinson seconded and after discussion, the vote was 7 in favor, 3 opposed (Clark, Johnston, McKone) and the motion passed.
  - d. Executive Session
    - i. Discussion of General Manager's performance and objectives pursuant to 1 M.R.S.A. Section 405(6) (A) - No Executive Session
4. Workshop: None
5. New Business: None
6. Treasurer's Report: Treasurer Bill Overlock reported that the revenue for the month was \$42k over budget, YTD revenue was \$450k over budget. Expenses were unfavorable by \$62k, with \$31k in Personnel related to adjustments of the monthly pension accrual. For vessels, \$11k over budget for repairs, and \$14k over budget for fuel. Grants were favorable for the month by \$109k and for YTD by \$440k. McKone asked about pension adjustments, and Berg reported that we estimate pensions and adjust at the end of the year. Peretti commented that expenses seemed high under the legal category for the two law firms, and Berg explained that each firm has its own expertise. We use Drummond & Woodsum for personnel related matters and Murray Plumb & Murray for legal Board issues, PUC matters, etc. Clark noted that it would be helpful to see the ticket sales page, which is no longer included on the financial reports. She requested that the Board receive the financial detail each month. (Note: Moreau excused herself from the meeting at 8:40 AM).
7. General Information Reports:
  - a. Committee Reports:
    - Operations Committee: Operations Manager Nick Mavodones reported that the Committee discussed Child Tickets at the last meeting, and will continue with that item next month. Cushing Island residents were in attendance at the meeting and requested discussion on Cushing Island passenger and/or freight service. That discussion will be continued.
    - Sales & Marketing Committee: Sales & Marketing Chair Scott Johnston reported that the Committee will meet in November.
    - Government Relations Committee: No report

b. Staff Reports:

General Manager's Report: General Manager Hank Berg reported that the FTA is changing its grant management software and the NTD will be upgraded also. We are working on the Terminal Renovations punch list, furniture is being ordered for the conference room and new employee area and temporary signage has been ordered. The sliding doors that face the whale wall have issues and will be replaced. An acoustic engineer will be consulted for the echo sound in the new conference room. We will also be installing stainless steel backsplash plates below the automatic hand dryers in the restrooms. Fuel price has dropped a bit after locking in a price but it is still a very good price. Our medical insurance will be increasing, and we will not be going to Affordable Care Act plans this year because our medical plan renewal is in December. We are having an employee appreciation night on 10/30 at Easy Day Bowl in South Portland to thank everyone for their hard work during the summer. The City of Portland Finance Director has taken another job, so Berg met with the interim Finance Director and reviewed the District's Lease, Maintenance and Excess Funds. \$109k from the Maintenance Fund is owed to us from 2012 and should be released fairly soon. Phase Two of Terminal Renovations was discussed in the last Operations Committee meeting and a sub-committee will be created soon consisting of Committee members, employees and members of the public to help guide how the project will go. We are looking to see if we can use the current architectural/engineering team for Phase Two, or if we need to go out for competitive bid again. The City Waterfront Coordinator has convened a Pier Committee to address the area from the intersection of Franklin/Commercial down to the end of the pier, and we are a member of that Committee. The Franklin Street Committee addresses the area from the same intersection to the entrance to 295, and we are also a member of that Committee.

Operations Managers Report: Operations Manager Nick Mavodones reported that there was a recent transfer bridge issue on Peaks which got resolved. The apron will be replaced on 12/3 by Maritime Construction and the car ferry won't run for part of the day, but we will be using Lionel Plante. McKone asked about a generator at CBL. There is a generator on our roof, and the State is looking into the installation of a generator on Peaks Island. Peretti expressed her thanks to CBL employee Lloyd Jones for helping her with her car this summer when it got dirty from the construction.

c. Wharf and MDOT Reports: None

d. Projects update: None

8. General Announcements

a. Establish next meeting dates:

- i. Executive Committee: Thursday, November 6 at 7:45 AM
- ii. Sales & Marketing Committee: Monday, November 17 at 7:45 AM
- iii. Government Relations Committee: No meeting planned
- iv. Pension Committee: No meeting planned
- v. Personnel Committee: No meeting planned
- vi. Operations Committee: Thursday, November 13 at 7:45 AM
- vii. Finance Committee: No meeting planned
- viii. Board of Directors: Thursday, November 20 at 7:45 AM

b. Correspondence

9. Public Comment:

10. Adjournment: Overlock motioned, Johnston seconded and the vote was unanimous to adjourn at 9:05 AM.

Respectfully submitted by: \_\_\_\_\_

Robin Clark, Clerk