

**CASCO BAY ISLAND TRANSIT DISTRICT  
MINUTES OF THE BOARD OF DIRECTORS MEETING OF  
March 28, 2024  
56 Commercial Street, Portland, ME  
In Person/Video Conference/Phone  
\*Video of entire meeting is online**

|                          | <b>Webex</b> | <b><u>Attendance</u><br/>In Person</b> | <b>Phone</b> | <b>Absent</b> |
|--------------------------|--------------|----------------------------------------|--------------|---------------|
| <b><i>Directors:</i></b> |              |                                        |              |               |
| Crowley                  |              | X                                      |              |               |
| Belesca                  |              | X                                      |              |               |
| Donovan                  |              | X                                      |              |               |
| Hoffman                  |              | X                                      |              |               |
| Luedke                   |              | X                                      |              |               |
| Cohen                    |              | X                                      |              |               |
| Cooper                   |              | X                                      |              |               |
| Geary                    |              | X                                      |              |               |
| Crowley                  |              | X                                      |              |               |
| Needelman                |              | X                                      |              |               |
| Pizey                    |              | X                                      |              |               |
| Radis                    |              | X                                      |              |               |
| Lavanture                |              | X                                      |              |               |

|                      |  |   |  |  |
|----------------------|--|---|--|--|
| <b><i>Staff:</i></b> |  |   |  |  |
| C. Gildart           |  | X |  |  |
| Mavodones            |  | X |  |  |
| Bishop               |  |   |  |  |

|                       |   |   |  |  |
|-----------------------|---|---|--|--|
| <b><i>Public:</i></b> |   |   |  |  |
| Lynn Heineman         | X |   |  |  |
| Ross Sneyd            |   | X |  |  |
| Call In User          | X |   |  |  |

***Guests:***

President Crowley called the meeting to order at 7:45 AM.

Crowley requested that certain items be taken out of order.

Crowley noted that Paul Belesca and Bill Needelman need to be sworn in.

Crowley noted that following the resignation of Chebeague Board member Polly Wentworth he had reached out to municipal officials on Chebeague to see if they might have suggestions on candidates to temporarily fill this position. He then reached out to Paul

Belesca, who has served on District vessel advisory committees, to inquire if he was interested.

Belesca then introduced himself as someone who grew up on Chebeague, worked for Seaworthy Systems and while there had been involved in design of the Aucocisco and Wabanaki and also noted that Wentworth had reached out to him to see if he might be interested in filling her seat.

Bill Needelman, the City of Portland's representative to the Board, introduced himself as the City of Portland's Waterfront Coordinator who had prior experience in the City Planning Department. He grew up as a summer resident of Little Diamond, where he worked for 9 years as a carpenter, and still visits.

Hoffman made a motion to accept Belesca to fill the open Chebeague Island seat. Pizey seconded. The vote was unanimous of those present.

Luedke then read the oath of office and swore in Belesca and Needleman.

Crowley next took out of order a workshop on FOAA (Freedom of Access Act) and Board Orientation training provided by Justin Cary, Esq. Cary then went through a slide deck on these topics. Board members asked various questions and Cary provided answers during this workshop.

Crowley asked Mavodones to introduce Agenda Item 4b. Mavodones noted that this is an annual vote by the Board that confirms District compliance with all federal requirements to request grants and ensures compliance with all regulations. District Counsel John Lightbody reviewed and confirmed compliance. Once the Board has voted, Lightbody will pin this action in Federal Transit Administration's TRAMS system. Needleman made a motion to adopt the Federal Transit Administration's (FTA) FFFY24 Certifications and Assurances. Cooper seconded. Hoffman noted she has gone through this process on the Jackson Lab Board. She is not asking for modifications at this time; however, would like a more detailed presentation when this item comes up next year. Belesca inquired about why certain sections were not applicable. Mavodones explained, as an example, that FTA defers to the Coast Guard regarding safety. Consequently, that section is not applicable for this purpose. Lavanture noted she generally agreed with Hoffman's comments. Crowley asked for a vote on this item. The vote in favor of adoption was unanimous (Cohen had left at this point).

Hoffman next provided an update from the General Manager Search Committee process. She highlighted for the public and new Board members that the Committee, following interviews, selected and engaged ProSearch as to assist with the search. The job

description has been updated and posted. ProSearch will screen all applicants and provide a written summary to the Committee. Discussions about candidates will be held while in executive session. Other items such as job description or scheduling can be discussed while in public session. The Committee will consider candidates and determine whether to advance, park or pass. The Committee has interviewed four candidates to date. The Committee continues to meet weekly. There was some general discussion about other Board members, staff and Association members being involved in the process going forward, as well as general discussion about relocation costs.

Crowley next moved to Finance and Operations Committee reports.

Lavanture provided an update on the March Finance Committee meeting. She noted the Committee had reviewed a proposal for revision of the Passenger Tariff. She also reminded members that the FY24 budget was approved with a 4.3 million dollar operating loss and that it was made neutral through grant revenue. The Committee expects to take up bicycle tickets, as well as tour and charter pricing, at its April meeting. She also pointed out that freight and auto rates are not included in this proposal and, due to previous guidance, it is not possible to implement residential pricing at this time. The April Finance Committee meeting will be the second workshop, as well as a public hearing, on this topic. She also noted regarding the effort to reduce the budget by one million dollars, through a mix of revenue increases and expense reductions, which could not include schedule reductions, that staff should be commended for their robust and thoughtful effort at identifying in excess of \$300,000 in expense reductions. The two largest components of this proposal are a fuel challenge to operate the vessels a slower speed and not filling the financial analysis and planning position.

Donovan provided an update on the March 14<sup>th</sup> Operations Committee. He also noted that a written operations update had been provided to the Board. Donovan pointed out that there had been no progress on Peaks vehicle reservations and that a few suggestions had been received from Nate Mills regarding the Down Bay Sailing Schedule; most of these were time adjustments to existing trips. He also noted that the next Down Bay Vessel Advisory Committee would likely be during the month of June.

There was no public comment on items not on the agenda.

Under Board comment on items not on the agenda, Needelman expressed appreciation to District staff for assistance and counsel on the City's dredge project and sinks holes on and around the State Pier.

Pizey moved to adjourn. Luedke seconded. The vote was unanimous of those present

Respectfully submitted by:

James Luedke, Clerk

A handwritten signature in black ink, appearing to be 'J. Luedke', written over a horizontal line.