

**CASCO BAY ISLAND TRANSIT DISTRICT
MINUTES OF THE BOARD OF DIRECTORS MEETING OF
February 27, 2025**

56 Commercial Street, Portland, ME

In Person/Video Conference/Phone

*Video of entire meeting is online in two parts

	Webex	<u>Attendance</u> In Person	Phone	Absent
<i>Directors:</i>				
Lavanture (Pres)		X		
Belesca		X		
Donovan (1 st VP)		X		
Hoffman (Treasurer)		X		
Luedke (Clerk)		X		
Cohen		X		
Cooper		X		
Geary		X		
Crowley	X			
Needelman				X
Pizey (2 nd VP)		X		
Higgins (Ast. Clk)		X		

Staff:

Warnock		X		
C. Gildart				
Mavodones		X		
Pottle	X			
Bowie		X		
Bryand				
Bishop				
Mills	X			

Public:

Lynn Heineman	X			
Ross Sneyd		X		
Call In User	X			
Call In User	X			

Guests:

President Lavanture called the meeting to order at 7:47 AM.

Due to Webex related issues the meeting moved the small conference room and was restarted at 7:53 AM

Lavanture noted that approval of minutes is behind.

Hoffman moved approval of June 2025, August 25 and September 18, 2025 meeting minutes. Belesca seconded. The vote was unanimous of those present (Needleman absent)

Action on the September 26, 2025 minutes was postponed due to missing information.

Concerning the October 24, 2024 minutes, it was suggested the following language be added: "General Manager John Warnock presented reorganization plan. Questions were raised and discussed in Executive Session."

Concerning the November 21, 2024 minutes, it was suggested the following language be added following the Nominating Committee: "An update on Battery Steele was provided. Donovan expressed extreme disappointment with the management of the Battery Steele project. A report on the FY23 audit corrective plan was provided by Laurie. Lavanture noted that the balance sheet will be a repeat finding noting that it was a material deficiency in FY 23. Donovan asked about an executive action plan regarding the employee survey. Capt. Tracy attended the meeting and commented on congestion at Peaks during peak season. It was noted by the General Manager that a vehicle reservation proposal was not ready.

Hoffman made a motion to approve the July 2024, October 2024 and November 2024 meeting minutes with the revisions noted above. Lavanture seconded. The vote was unanimous of those present (Needelman absent)

Lavanture moved on to Workshop Item 5a. Donovan provided an overview of the Operations Committee work on a Peaks Vehicle Reservation Program. He outlined that considerable public comment had been received and considered by the Committee. Donovan noted that he and Lavanture had worked on a memo concerning next steps. The memo outlines three potential options to move forward. Option 1 would be to postpone vehicle reservations to a future date. Option 2 would be to evaluate alternate pilot implementation. Option 3 would be to use initial draft proposal as basis for further workshop, deliberation and revision. Considerable discussion followed Donovan's description of the process and options. Lavanture proposed that over the spring and summer a small-scale pilot vehicle reservation program that takes into account the needs of the islanders be evaluated for fall implementation. A straw poll was conducted

There were no public or Board comments concerning items not on the agenda

Lavanture moved to adjourn. Pizey seconded. The vote was unanimous of those present at 11:02 AM.

Respectfully submitted by:

James Luedke, Clerk

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

regarding this proposal. Ten Board of the eleven members present supported the proposal. Luedke did not support.

Hoffman provided an update on the recent Finance Committee meeting. She noted that the FY24 Audit is ahead of schedule and the FY23 Audit CAPAs have all been addressed. She pointed out the Committee had discussed decoupling vehicle reservations from vehicle fares. She further noted a three year goal of reducing deficit to one million dollars by FY27. Lavanture noted she will bring forward a resolution to this effect at the March Board meeting. Hoffman added that she will be bringing forward a six month budget for the remainder of FY25 and a proposal on Peaks vehicle fares.

Lavanture raised the issue of liquidated damages associated with the construction of the Battery Steele at Senesco Shipyard. There was considerable discussion on this topic that included delays related to construction, whether liquidated damages are being assessed and project management of the construction. Mavodones noted, in accordance with the contract, liquidated damages will be assessed beginning on April 1st. Lavanture requested Bowie to include a regular update on FTA payments. Bowie indicated she will do so and that nothing has changed to date regarding drawdowns from FTA.

Lavanture introduced New Business Item 4a. Donovan moved to go into executive session pursuant to MRSA 405 6A, for the purpose of discussing the General Manager's evaluation and compensation. Lavanture seconded. The vote was unanimous of those present. Lavanture noted that it was anticipated the Board would return to public session at 10:05n AM.

The Board came out of executive session at 10:52 AM. Lavanture asked for a motion on agenda item 4b. Belesca moved that The Board accept the confidential personnel committee report regarding the performance assessment and action plan for the general manager and contained within the personnel committee recommendation to the Board that the General Manager not be awarded a bonus for the period of 2024. The actual assessment and action plan was for the period of July 22, 2024 through December 31, 2024. Hoffman seconded. Lavanture proposed an amendment to strike "the action plan." Donovan seconded. The vote on the amendment was unanimous of those present. The vote on the main motion was unanimous of those present. Lavanture will meet with Warnock to discuss further.

Lavanture noted her intention to table agenda item 4c concerning General Manager's Goals to the March meeting.