

**Casco Bay Island Transit District  
Board of Directors Meeting Agenda\*  
Thursday, June 23, 2022 at 7:45 AM**

This meeting will be an **in-person** meeting with remote participation option available  
The public is invited to participate.  
Video Conference Link and Call-in number are available at:  
<https://www.cascobaylines.com/about-us/board/>

1. Call to Order
2. Approval of the May 10, 2022 and May 26, 2022 meeting minutes
3. Business
  - a. Annual CBITD Director election process discussion
4. Workshops
5. General Information Reports
  - a. Financial Report
  - b. Committee Reports
  - c. Staff Reports
  - d. Wharf and MDOT Reports
6. General Announcements
  - a. Establish next meeting dates (all meetings at 7:45 AM unless indicated otherwise):
 

i. Executive Committee:	Thursday, July 7, 2022
ii. Finance Committee:	No meeting planned
iii. Board of Directors:	No meeting planned
iv. Operations Committee:	No meeting planned
v. Personnel Committee:	No meeting planned
vi. Sales & Marketing Committee:	No meeting planned
vii. Government Relations Committee:	No meeting planned
viii. Pension Committee:	No meeting planned
7. Public Comment
  - a. Feedback on the 2022 Peaks Island residential boarding
8. Adjournment

Notes: \*Agenda items may be taken out of order  
\*Public comment is limited to 3 minutes per person

## **Agenda Item 2**

**Approval of the minutes of the previous Board of Directors' meeting**

**CASCO BAY ISLAND TRANSIT DISTRICT  
MINUTES OF THE BOARD OF DIRECTORS MEETING OF  
May 10, 2022  
In Person/Video Conference/Phone**

Directors: *In-person:* Braden, Crowley, Radis, Wentworth, Anderson, Donovan, Hoffman, Luedke, Pizey  
*Video Conference:* Cohen, Higgins, Murray  
*Phone:* None

Directors absent: None

Staff: *In-person:* Greven, Berg, C. Gildart, Mavodones, Bishop  
*Video Conference:* Pottle

Public: *In-person:* D. Doane, A. Doukas, C. Myers, L. Penalver  
*Video Conference:* L. Heineman, F. Somers, J. James, C. Chess, C. Hoppin, Julia, Jennifer B., L. Remick, Mark, N. Mills, J. Lavanture, K. McCormick, J. Maquire, M. Kelsey, C. Eisenberg, M. Coughlin, J. James  
*Phone:* Kim, B. Strupp

Guests: *In person:* K. McDonald

**1. Call to Order:**

- A. *The Board meeting was called to order at 8:00 AM by President Braden*
- B. *It was noted that the meeting was being recorded*
- C. *President Braden asked Berg to do a roll call of who was attending the meeting, which he did.*
- D. *President Braden introduced the topic of the special meeting and described the process*

**2. Consideration and action for reconsideration of the Board's February 25, 2021 approval of a motion authorizing the President and General Manager to execute a contract with the selected shipyard to construct the new Peaks Island Vessel using Elliot Bay Design Group's final design specifications and available funding**

- A. *President Braden asked if there was a motion*
- B. *Wentworth moved that the Board reconsider its February 25, 2021 approval of a motion authorizing the President and General Manager to execute a contract with the selected shipyard to construct the new Peaks Island Vessel using Elliot Bay Design Group's final design specifications and available funding. Crowley seconded.*
- C. *President Braden opened the floor to public comments*
  - a) *Doane gave a brief history of CBITD vessels and spoke against the motion*
  - b) *Myers shared her thoughts about alternative ideas*
  - c) *Doukas spoke against the motion*
  - d) *Chess spoke in favor of the motion*
  - e) *Eisenberg spoke in favor of the motion*
  - f) *Heineman spoke in favor of the motion*
  - g) *Kelsey spoke in favor of the motion*
  - h) *Lavanture spoke in favor of the motion*
  - i) *Remick spoke in favor of the motion*
- D. *There were no more public comments, so President Braden closed public comment*
- E. *President Braden opened the floor to Board comments*
  - a) *Wentworth asked that everyone follow the process and remain civil during the discussion*
  - b) *Crowley spoke in favor of the motion*
  - c) *Hoffman spoke in favor of the motion. "Hoffman commented that a legal opinion from counsel had been circulated to the Board advising that the past vote to move forward with the new Peaks boat "was not constrained by the cost of the vessel." She said that the current motion also had no budget language and pointed out that cost of the new boat could come in at \$50 million and that would still be considered approved by the Board. She raised concerns as Treasurer and Chair of the Finance*



*Committee about the increase in capital costs, the operating costs of the new boat and lack of a budget approval by the Board.”*

- d) *Anderson shared that he was torn. Personally, he was in favor of the motion but as an elected representative he felt he should vote against*
  - e) *Higgins spoke against the motion*
  - f) *Cohen spoke in favor of the motion*
  - g) *Radius spoke in favor of the motion*
  - h) *Murray spoke against the motion*
  - i) *Donovan spoke in favor of the motion*
  - j) *Luedke spoke against the motion*
  - k) *Pizey had no comment*
- F. *President Braden closed Board comments and asked Berg to answer questions that came up during the discussions*
- a) *Berg discussed the following:*
    - i) *Corrected interpretations of the legal opinion that was shared with the Board earlier including the summary included in the opinion which states that there has to be available funding available: “The authority granted by the CBITD Board of Directors to the President and staff to pursue the design and construction of the new vessel was not contingent upon the final cost, but instead merely upon the amount of financing that was available.”*
    - ii) *Reminded everyone capacity can be and has been set by policy*
    - iii) *The numerous public meetings that were conducted over the years*
    - iv) *The new vessel was included in the long-range capital plan*
    - v) *Vessel speed is slower because it is a doubled ended vessel, but the vessel doesn’t need to turn around at both ends. The sprint speed of the new vessel is projected to be 10.6 knots.*
    - vi) *Operating costs including the gas consumption was less for the bigger boat, but maintenance and insurance was slightly higher. A 30-year proforma was developed and presented a few years ago with six stress cases and later updated with a pandemic extreme stress test. All cases demonstrated there was negligible cost different between the two size boats*
    - vii) *Portland Yacht Services would not be able to haul the new vessel but added t it wouldn’t be able to haul the smaller version either. The dry dock is a competitive bid and it is awarded to the lowest cost qualified shipyard. There are at least two shipyards in the general area that will be able to service the new vessel*
    - viii) *Importance of partner relationships in gaining support and funding for CBITD*
    - ix) *Berg reviewed the cost of redesigning including the cost to date, the cost to redesign the vessel (which cannot be funded with FTA funds), constructions savings (which is estimated to be \$0) and unintended consequences including loss of credibility with funding and other key partners, as well as staff time and morale*
- G. *President Braden called for a roll call vote*
- H. *Berg did a roll call vote. The motion failed (5-7; Cohen, Crowley, Donovan, Hoffman and Radis voted in favor of the motion)*
3. **Adjournment**
- A. *Wentworth moved to adjourn the meeting; Crowley seconded.*
  - B. *The motion passed unanimously (12-0) and the meeting was adjourned*

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

James Luedke, Clerk



**CASCO BAY ISLAND TRANSIT DISTRICT  
 MINUTES OF THE BOARD OF DIRECTORS MEETING OF  
 May 26, 2022  
 In Person/Video Conference/Phone**

**Attendance**

**Webex                      In Person                      Phone                      Absent**

***Directors:***

Braden (Pres)		X		
Wentworth (1 <sup>st</sup> VP)		X		
Crowley (2 <sup>nd</sup> VP)	X			
Hoffman (Treasurer)	X			
Luedke (Clerk)		X		
Anderson (Ast. Clk)		X		
Cohen	X			
Donovan		X		
Higgins	X			
Murray	X			
Pizey				X
Radis				X

***Staff:***

Berg		X		
Bishop		X		
Gildart		X		
Greven		X		
Mavodones		X		
Pottle	X			

***Public:***

L. Heineman	X			
F. Somers	X			
M. Kelsey (Late)	X			
J. Lavanture (Late)	X			

***Guests:***

J. James		X		
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**1. Call to Order:**

- A. *The Board meeting was called to order at 7:47 AM by President Braden*
- B. *It was noted that the meeting was being recorded*
- C. *President Braden asked Berg to do a roll call of who was attending the meeting, which he did.*

**2. Approve the minutes of April 28, 2022 and May 10, 2022 Board of Directors meeting**

- A. *President Braden asked if there was a motion to approve the minutes.*
- B. *Anderson moved to approve the minutes included in the Board packet; Higgins seconded.*
- C. *President Braden opened the floor to Board comments*
  - a) *Hoffman requested more details in the minutes*
  - b) *President Braden asked a clarifying question*
  - c) *Donovan shared his thoughts*
  - d) *Crowley asked to add the sprint speed that was mentioned in the meeting to section 2Fav*
  - e) *Hoffman asked to add her comments made in the meeting about legal opinion. Braden asked Hoffman to send to Berg the exact wording she is suggesting.*
  - f) *Anderson and Higgins removed their motion and second so the May 10, 2022 minutes can be updated and then included in the June 23, 2022 Board meeting*
  - g) *Anderson moved to approve the April 28, 2022 minutes included in the Board packet; Donovan seconded.*
  - h) *There were no further comments*
- D. *President Braden called for a roll call vote of April 28, 2022 minutes*
- E. *Berg did a roll call vote. The motion passed unanimously (9-0; Cohen had technical issues prohibiting her from voting)*

**3. Business**

- A. *Consideration and action to adopt a Holiday schedule for Thanksgiving and Christmas*
  - i) *Berg reminded the Board a motion had been made and seconded at the April 28, 2022 meeting and that it was then postponed to the next regularly schedule Board meeting so the motion remains on the table.*
  - ii) *President Braden opened the floor for public comments*
    - (1) *There were no public comments*
  - iii) *President Braden opened the floor for Board comments*
    - (1) *Luedke asked for the schedule to be posted well in advance of the holidays*
    - (2) *Donovan asked a clarifying question*
  - iv) *President Braden called for a roll call vote on the motion*
- B. *Berg did a roll call vote. The motion passed unanimously (9-0; Cohen had technical issues prohibiting her from voting)*

**4. Workshops**

- A. *Sales and Marketing Update*
  - i) *Berg introduced Jessica James and James gave the overview of sales and marketing she gave at the Sales and Marketing committee meeting earlier in the year*
  - ii) *President Braden asked a clarifying question*
  - iii) *President Braden opened the floor for comments and questions*
    - (1) *Wentworth suggested sharing the holiday schedule now and right before the holidays. She also suggested doing a newsletter on social media and asked what schedule style will be posted on website (both).*
    - (2) *Anderson asked if there was any marketing of specific islands. J. James answered that is not done for Peaks Island*
    - (3) *Hoffman liked the recent communications on residential boarding and suggested the screens in the waiting area be used to display **the departure times of the next boats.***



**5. General Information Reports**

**A. Financial Report**

- a) *Greven reviewed the January financials*

**B. Committee Reports**

- a) *Hoffman reported on the May Finance Committee*
- b) *Anderson reported on the May Operations committee*

**C. Staff Reports**

- a) *Berg gave a status update on the ARPA funding*
- b) *Pottle gave an update on the renovation and new vessel project. He also reported on the meeting to discuss bike storage.*
- c) *Wentworth asked a clarifying question*
- d) *Mavodones shared that there are currently four marine side employees out due to COVID and that staffing will be a challenge for the holiday weekend so there may be some impact on service*

**6. General Announcements**

**A. Establish next meeting dates: (all meetings at 7:45 AM unless indicated otherwise)**

- i) Personnel Committee: Thursday, June 2
- ii) Executive Committee: Thursday, June 9
- iii) Finance Committee: Wednesday, June 22
- iv) Board of Directors: Thursday, June 23
- v) Operations Committee: No meeting planned
- vi) Sales & Marketing Committee: No meeting planned
- vii) Government Relations Committee: No meeting planned
- viii) Pension Committee: No meeting planned

**7. Public Comment**

- a. *President Braden opened the floor for public comments on items not on the agenda*
  - i) *There were no public comments*

**8. Adjournment**

- A. *Donovan moved to adjourn the meeting; Wentworth seconded.*
- B. *Berg did a roll call vote. The motion passed unanimously (8-0; Higgins had left early, and Cohen had technical issues prohibiting her from voting) and the meeting was adjourned*

Respectfully submitted by: \_\_\_\_\_  
James Luedke, Clerk

## **Agenda Item 3a**

### **Annual CBITD Director Election Process Discussion**



**BOARD MEMBER LIST & TERMS – As of November 2021**

Twain Braden	Peaks Island	Term Expires: 2022
Sharoan Cohen	Islands at Large	Term Expires: 2022
Dave Crowley	Cliff Island	Term Expires: 2022
Steve Anderson	Peaks Island	Term Expires: 2023
Max Pizey	Little Diamond Island	Term Expires: 2023
James Luedke	Great Diamond Island	Term Expires: 2023
Chuck Radis	Islands at Large	Term Expires: 2024
Jean Hoffman	Peaks Island	Term Expires: 2024
Joe Donovan	Long Island	Term Expires: 2024
Polly Wentworth	Chebeague Island	Term Expires: 2024
Mark Higgins	MDOT	Appointed
Mike Murray	City of Portland	Appointed