

**Casco Bay Island Transit District  
Board of Directors Meeting Agenda\*  
Thursday, September 22, 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 June 23, 2022 meeting minutes
3. Business
  - a. Consideration and action on FY 2023 Operating Budget including a report from the Finance Committee
  - b. Consideration and action on FY 2023 Long Range Capital Plan including a report from the Finance Committee
  - c. Executive Session
    - i. Consultation with the District’s attorney pursuant to 1 M.R.S.A. Section 405(6) (E)
4. Workshops
  - a. Discussion regarding the level of detail of the Board of Directors’ meeting minutes
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, October 6, 2022
ii. Operations Committee:	Thursday, October 13, 2022
iii. Finance Committee:	Wednesday, October 26, 2022
iv. Board of Directors:	Thursday, October 27, 2022
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
8. Adjournment

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



**CASCO BAY ISLAND TRANSIT DISTRICT  
MINUTES OF THE BOARD OF DIRECTORS MEETING OF  
June 23, 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 (late)			
Radis		X		

***Staff:***

Berg		X		
Gildart	X (late)			
Greven		X		
Mavodones		X		
Pottle		X		

***Public:***

L. Heineman	X			
F. Somers	X			
Ashley	X			
J. Lavanture	X (part)			
C. Hoppin	X			
B. Carter	X			

***Guests:***

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**1. Call to Order:**

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

**2. Approve the minutes of the May 10, 2022 and May 26, 2022 Board of Directors meetings**

- A. Vice-President Wentworth asked if there was a motion to approve the minutes.
- B. Hoffman moved to approve the minutes included in the Board packet; Donovan seconded.
- C. Vice-President Wentworth opened the floor to Board comments. There were no comments.
- D. Vice-President Wentworth called for a roll call vote of the minutes
- E. Berg did a roll call vote. The motion passed unanimously (9-0; Pizey had not joined yet)

**3. Business**

- A. Annual CBITD Director election process discussion
  - i) Berg reviewed which seats are up for election, the election process, and the dates

**4. Workshops**

- A. There were no workshops

**5. General Information Reports**

**A. Financial Report**

~~a) Greven stated that he still did not have financials ready due to continued delays in reconciling data from the new systems. The last financials provided to the board were for February. Greven advised that the audit was likely to be completed by the end of June but not in time for public notice for a Finance Committee meeting. Hoffman commented that the Finance Committee could meet in July to review the audit and meet independently in executive session with the auditors and asked Greven to send her the audit when received. Greven reviewed the status of the financials and annual audit~~

~~b)a) Discussion followed about a variety of topics~~

**B. Committee Reports**

a) There were no committee reports

**C. Staff Reports**

a) Berg gave a status update on the new vessel construction contract with Senesco and an update on funding opportunities

b) Pottle gave an update on the renovation and new vessel projects.

~~i) Hoffman commented that all contracts had clauses allowing for price increases in certain contingencies such as increases in the price of steel and asked Pottle to describe what areas might be at risk of price increases in the contract. Pottle and Mavodones described numerous areas of the contract where price increases might occur. Hoffman asked that management report to the board any material (>5%) price increase. Hoffman asked about areas at risk for price increases for the new vessel~~

~~ii) Hoffman requested that a report be given to the Board of any material deviations (>5%) of contract price~~

c) Mavodones gave an update on staffing

~~i) Donovan requested a report on safety issues at board meetings. Donovan requested reports of any safety issues~~

~~ii) Wentworth requested reports of significant freight issues~~

~~iii)ii) Hoffman suggested documenting the freight process on the website~~

~~iv)iii) Cohen shared her thoughts~~

**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

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- vii) Government Relations Committee: No meeting planned
- viii) Pension Committee: No meeting planned

**7. Public Comment**

- a. Vice-President Wentworth opened the floor for public comments on items not on the agenda including Peaks Island Residential Boarding
  - i) L. Heineman spoke in favor of Peaks Island Residential Boarding
  - ii) F. Somers spoke in favor of Peaks Island Residential Boarding
  - iii) C. Hoppin spoke in favor of Peaks Island Residential Boarding
  - iv) B. Carter repeated her concern about lack of shade under the existing tent and reported that many non-pass holders crowd the area
    - ~~v)~~ Radis expressed concerns about visibility of the residential boarding area and suggested putting the sign higher. C. Radis suggested putting the sign higher
    - ~~vi)~~ S. Cohen shared her thoughts
    - ~~vii)~~ Ashley questioned the need for residential boarding passes for students who already have school passes.
    - ~~viii)~~ Hoffman thanked everyone for their feedback. She would like to see clearer delineation of the waiting areas on both Peaks and Portland sides and agrees about the student pass. She would also like to see more communications about the residential boarding program and process. ~~f~~ Hoffman thanked everyone for their feedback. She would like to see clearer delineation of the waiting area and agrees about student pass. She would also like to see more communication.
    - ~~ix)~~ S. Cohen shared her thoughts

**8. Adjournment**

- A. Murray moved to adjourn the meeting; Radis seconded.
- B. There were no objections, and the meeting was adjourned

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