Casco Bay Island Transit District
Board of Directors Meeting Minutes Draft
Thursday, June 25, 2026 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/

Attendance

Directors:

	Webex	In Person	Phone	Absent
Jen Lavanture		X		
Joe Donovan		X		
Max Pizey	X			
Jean Hoffman	X			
James Luedke		X		
Bud Higgins		X		
Nate Cooper				X
Paul Belesca	X			
Erik Winchester		X		
Dave Crowley	X			
Heather Moretti		X (7:51)		
Bill Geary				X

Staff:

	Webex	In Person	Phone	Absent
C. Gildart		X		
P. Donovan				X
Dinsmore		X		
Bryand		X		
Charette		X		
Bowie		X		
Pottle	X			

Public:

	Webex	In Person	Phone	Absent
Lynn Heinnmann	X			
Ross Sneyd		X		
Barring Coughlin	X			
Margaret Kelsey		X		

1. Call to Order
    a. Lavanture calls meeting to order at 7:46 a.m.
    b. Charette conducts roll call.
2. Approval of meeting minutes from May 28, 2026.
    a. Lavanture mentions that a couple of comments were received and edits that were approved prior to minutes sent out with final Board packet. Lavanture asks for motion to accept minutes. Donovan moves to accept minutes, Higgins seconds.
    b. No public comment.
    c. No director comment.
    d. Charette conducts roll call vote on minutes. Belesca abstains due to not attending meeting. All others approve. 9 in favor. 1 abstention. Motion passes.
3. Old Business
4. New Business
    a. Consideration to adopt change to timing of fiscal year. Lavanture notes first item of new business is recommendation from Finance Committee. Has been discussed previously at Finance Committee level as well at Board level previous month when Berry Dunn was present for audit presentation. Turns discussion over to Hoffman, as chair of Finance Committee, with plan to deliberate after.
        i. Hoffman supports Lavanture's comments that fiscal year change to calendar year has been discussed multiple times previously and there are several reasons to consider doing so. A calendar view of financials gives a clearer picture to the public. Also provides better context for financial analysis, as it pertains to Board being able to hold GM accountable, since GM goals have been primarily based on a calendar year. Most importantly, CBL operations and therefore financials, are highly seasonal. With current fiscal year ending in September, it can be a difficult time to conduct financial analysis when it is still one of the busiest times of the year. Commends Bowie and Dinsmore on overall oversight of budget, but Operations should be providing substantial feedback, and they are busiest in summer months. Need the ability to analyze summertime data financially in order to have a meaningful budget for the following year, and if budget needs to be approved, it is difficult to achieve for October 1st because of how financial reporting is done.
        ii. Hoffman notes in terms of audit, there would be what is called a stub year. As change occurred, there would be a 3-month period that would be looked at with the other 9-month period, then onto the calendar fiscal year, provided Board accepts Finance Committee's recommendation at current meeting.
        iii. Lavanture asks directors for any clarifying questions.
            1. Higgins supports overall but asks Bowie if she is in support. Bowie responds that she does support, but acknowledges that stub year does make for slight inconsistencies in reporting. Last stub year was 2017 for a period of 6 months. Will still be a year that is looked at, reporting may show abnormalities because of stub, but same work goes into it as any other year. Supports all Hoffman's comments on reasons and rationale behind switching to calendar year, including being easier to understand for the public
            2. Higgins asks Dinsmore if he also supports. Dinsmore confirms, noting Hoffman's comments on budgeting and being able to fully analyze summer data.
            3. Donovan asks Bowie if there are any new costs associated as it pertains to Berry Dunn and any in-house resources, or will it be the same as current. Bowie confirms it will be very similar.

iv. Lavanture moves that Board resolve to adopt change to timing of fiscal year beginning with fiscal year 2027, which will result in stub period for 2026, beginning October 1st 2026 and ending December 31st 2026. Full Fiscal year 2027 to begin January 1st, 2027 and end December 31st, 2027, and following calendar year thereafter. Higgins seconds.
   1. Lavanture asks for any public comment on the motion. No public comment.
   2. Lavanture asks for director discussion. No director comment.
   3. Charette conducts roll call vote on motion. Unanimous of all present. Motion passes.

b. Adoption of Federal Transit Administration's (FTA) FY2026 Certifications and Assurance.
   i. Lavanture gives background on FTA certification and assurances. Annual process and Board is asked to authorize submission of FTA certifications and assurances. Consolidated set of representations that are required of all recipients of FTA funds. They confirm that CBITD has necessary policies in place and will comply with applicable federal requirement as a condition of receiving and administering FTA funds. They enable district to continue to maintain eligibility for federal grants and intent is that Board will authorize Dinsmore to submit the required certifications through the grant management system with approval of resolution at current meeting.

   ii. Lavanture moves that the Board comply with requirements of, and confirm that District has adopted all necessary policies and provisions to comply with the Federal Fiscal Year 2026 Certifications and Assurances for FTA assistance in compliance with Federal Transit Administration rules and regulations as listed in Appendix A attached hereto and described in the relevant provisions of Appendix B and authorize the General Manager as the company's Authorized Representative to sign and submit the Certifications and Assurances to the FTA immediately, without waiting for preparation or approval of the Minutes of this meeting. Donovan seconds.
      1. Lavanture notes there was a tracked change version distributed that shows changes in certifications and assurances and resolutions from prior fiscal year to current year.
   iii. Lavanture asks for public comment. No public comment.
   iv. Director discussion.
      1. Hoffman comments on section 1.3 within comparison, specifically a line added mentioning procurement. Language mentions prohibition of certain telecommunications and video surveillance. Asks what that refers to. Suggests that it may be based on US Government anti-use of Chinese equipment. Dinsmore and Lavanture confirm that is the case.
      2. No other director questions or comments.
      3. Charette conducts roll call vote. Unanimous of all present. Motion passes.

5. Workshops
6. General Information Reports
   a. Committee Reports
      i. Hoffman - Finance Committee met in June. One topic was fiscal year as just discussed. Dinsmore then gave initial presentation on freight rates. When decision was made in 2023 to begin looking at rate changes, three sources of scheduled service revenue and started with largest, passengers, then vehicles, and finally freight was the third and smallest of those sources of scheduled service revenue. Asks all to read Dinsmore's presentation on

freight, suggests it could end up being more challenging than large vehicle discussion. Next meeting in July will continue to discuss the issue, process through usual Finance Committee public process towards the intent of an eventual proposal. Down bay has had the most growth in freight so encourages those who represent those islands to continue to reach out to their constituents. Thanks Donovan and Belesca for their work towards that goal. Welcomes comments and feedback from all islands.

ii. Donovan – Operations has been discussing the winter schedule for 2026-2027. Good discussions with staff and members of the public who were present. Goal established was to reduce costs in the winter. Dinsmore asked for more guardrails and guidelines. Issues looked at included how it might affect the staff and the CBA, and how to still maintain service. Essential services were determined to be commuters and students. Further discussion to continue, but input from any of those who wish to contribute, from all islands, is essential for more data and informed decisions, so decisions are not made with secondary consequences that are not anticipated. Recalls Winchester had suggested a smaller working group and that could be at island level. One of the goals in terms of reduction of cost was, how well did the District do the previous year. Depending on how directors feel about what was accomplished last year, should be minimum for coming year, ideally better.

iii. Vessel Advisory Group, Donovan mentions nothing scheduled for Bristol Harbor Group at this point. Bishop and Pottle produced RFP for the integrator system so bids can be received. Purpose is integration of propulsion system with operations of vessel by those qualified.

iv. Lavanture asks for any questions on either committee. No questions.

b. Staff Reports

i. Dinsmore notes he has presentations that were given at both Operations and Finance Committee and can provide those. As it pertains to winter schedule, recalls that last years exercise in schedule changes was challenging. Welcomes engagement with local communities and feedback at any level will be enormous help into what specifically to look at. Levers that have been suggested, such as mitigating negative impact on staff, finding cost savings, and maintaining service levels all conflict with each other. Goals that have been set are challenging. Island feedback could be very valuable, however that may look. Suggests directors can determine if each island needs to have their own committee or formal process for communication of proposals that are discussed, so that there are no surprises.

ii. Freight analysis had interesting findings visible in the data, such as increase in down bay freight as Hoffman mentioned. Great Diamond, Diamond Cove, and Chebeague have increased 21%, 34%, 26% , respectively, in just the past two years. This has also affected the schedule, 8am and noon boats consistently running late because of the amount of freight. This makes CBL look bad because it cannot maintain the schedule, but also requires boat to run faster than established, which burns more fuel. Along with how islanders are affected, must also consider how CBL is operationally affected. If schedule review is similar to last year, may suggest a consultant proposal where professionals would come in to provide suggestions, but perhaps not if a system can be put in place. Would need committees on islands and channels to communicate further beyond what is currently being done and real visibility on what the needs are, as well as operational realities. Possible that it can still be handled internally.

iii. E-ticketing presentation was given at both Operations and Board meetings. Had provided a checklist of possible E-ticketing features as part of presentation and was hoping to get feedback from the Board on that. Still asking for that. Had looked at case studies in hopes it would align Board on certain priorities. Reminds where that checklist can be found.

1. Lavanture thanks Dinsmore for reminder and asks all directors to submit their comments by Thursday, July 2nd so that Dinsmore can review and it can then be discussed at Executive Committee for next steps.

iv. Battery Steele should be delivered by third or fourth week of July on current schedule.

v. Dinsmore reminds that pier will be repainted at Peaks and LPA barge will need to be utilized for up to 30 days. State of Maine will only provide a certain amount of money towards reimbursement of that, so CBL will need to look at what service will look like, how many ferries run, car ferries run, etc.

vi. Dinsmore thanks Pat Donovan and team for fixing Webex issues as there was no help from local vendors.

1. Joe Donovan asks who those vendors are, Dinsmore confirms that Cisco is the manufacturer and Systems Engineering is IT consulting firm. Locally, it is Systems Engineering.

vii. Higgins references Dinsmore's earlier comments that each island representative take on these issues at their island level, and welcomes any direction from Dinsmore, but is prepared to move forward any discussions on Peaks surrounding the winter schedule and E-ticketing.

viii. Luedke asks Dinsmore what would be most useful method for getting information on scheduling requests. Suggests asking for preferred timelines or canvassing island for what ferries are most critical for students and commuting as possible examples.

1. Dinsmore asks for which boats are the most critical, preferably a ranked order of most critical ferry times each day. Some type of mechanism that if proposals of changes are made, it is disseminated in the same way at each island so that residents know where they can find the information they need. Last year after winter schedule change, there were many residents that were surprised about the changes. Has data on which are least efficient, but not information on what are the most important to residents. Gives anecdotal example of a ferry time only carrying 10 people, but of those 10 what is the run being used for; work, shopping, taking care of an elderly parent. That is the information that is needed.

ix. Hoffman thanks Dinsmore for call to action and acknowledges that there can always be improvement on communication. Notes that as part of any rate change, it is a very public process with lots of notice, quasi-governmental agency approach to giving proper notice, virtual attendance option, public can submit comments in writing, but that process does not extend to social media. Encourages other island representatives to get their constituents to participate in meetings. Good data being provided at meetings and through Dinsmore's various presentations, which gives valuable context to discussions being had. Gives examples of data on ridership, and what certain trips have low ridership and what each trip costs, it will be easier for island residents to see the problem, productively engage, and see what hard choices need to be made.

7. General Announcements

a. Election announcement – Lavanture announces that Casco Bay Lines Island Transit District will hold a regular election on Tuesday, November 3rd, 2026 for the purpose of effecting the election of the following officers, One Director, representing Peaks Island, 3 year seat; One Director, representing Little Diamond, 3 year seat; One Director, representing Great Diamond, 3 year seat. For those interested in running, papers will be available to be taken out on Friday, June 26th by contacting Caity Gildart or Jake Charette. Papers will be due back by Monday, July 20th.

b. Establish next meeting dates, with all meetings at 7:45 AM unless indicated otherwise.

c. Lavanture notes there is some discussion about June Finance and Operations moving back a week but will be confirmed by June Executive Committee so they can be noticed.

i. Executive Committee: Thursday, July 9, 2026
ii. Finance Committee: Wednesday, July 15, 2026
iii. Operations Committee: Thursday, July 16, 2026
iv. Board of Directors: Thursday, July 23, 2026
v. Personnel Committee: TBD
vi. Government Relations Committee: TBD
vii. Pension Committee: TBD

8. Public comment on any items not on the agenda –
    a. Kelsey thanks Dinsmore for receiving public comment. Suggests residents go to social media because meetings are difficult to attend. CBL could improve accessibility by improving the website so information is easier to find; currently not user friendly. Asks that more surveys be disseminated to islanders. More community and debate in last discussion would have alleviated some of current issues. Advocates for ways the website can be used, or AI technology that can be utilized. Outside consultants could also be an option if certain items are beyond scope of Board.
9. Directors comment on any items not on the agenda – no director comment.
10. Adjournment
    a. Lavanture asks for motion to adjourn. Donovan move to adjourn, Higgins seconds. Charette conducts roll call. Meeting adjourned at 8:33 a.m.

Respectfully submitted by:____________________

James Luedke, Clerk