



**CASCO BAY ISLAND TRANSIT DISTRICT  
 MINUTES OF THE BOARD OF DIRECTORS MEETING OF  
 August 10, 2023  
 In Person/Video Conference/Phone**

**Attendance**

**Webex                      In Person                      Phone                      Absent**

***Directors:***

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

***Staff:***

Berg	X (For start only)			
C. Gildart				
Mavodones				
Pottle	X			
Bowie		X		
Mills				

***Public:***

Call in user 2				
C. Chess	X			
L. Heinemann	X			

***Guests:***


**1. Call to Order:**

- a. *The Board meeting was called to order at 7:48 AM by President Crowley*
- b. *It was noted that the meeting was being recorded.*
- c. *President Crowley asked for a roll call of who was attending the meeting, which Bowie did.*

**3. Business**

**a. Consideration and action to approve the selection of an audit firm based upon the recommendation of the Selection Committee.**

- i. *President Crowley opened the floor to the public; There were no comments.*
- ii. *President Crowley opened the floor to the Board.*
  - 1. *Hoffman thanked everyone for making time for the special meeting. She asked if there were comments from the sub-committee (Lavanture & Donovan).*
    - a. *Lavanture gave a brief summary.*
      - i. *CBITD received two proposals for audit services as a result of the RFP*
      - ii. *Sub-committee was unanimous in its recommended selection of Berry Dunn*
    - b. *Wentworth asked if Bowie was involved. Bowie answered in the affirmative*
    - c. *Anderson was impressed with the Berry Dunn proposal including the discussion regarding security. He was surprised how cheap RHR Smith was. He reported based on his research Berry Dunn's proposed cost was in line with industry standards.*
    - d. *Radis asked how past years cost compared to proposed Berry Dunn cost. Bowie replied it would be more than doubling the cost but technical proposals were reviewed first before there was a review of proposed costs. Cost was only 10% of scoring.*
    - e. *Hoffman shared she was surprised that the Berry Dunn proposed cost was as low as it was especially since that this would be their first year*
    - f. *Bowie reported that Berry Dun chose not to charge for start-up costs.*
  - 2. *Hoffman moved that the Board direct staff to finalize the engagement with Berry Dunn under the terms of the proposal; Cohen seconded.*
  - 3. *President Crowley asked Bowie to do a role call vote which she did. The motion passed unanimously (11-0).*

**4. Adjournment**

- A. *Wentworth moved to adjourn the meeting; No one objected so the meeting was adjourned.*

Respectfully submitted by:   
James Michael Luedke (Nov 24, 2023 12:45 EST)  
 James Luedke, Clerk