



Casco Bay Island Transit District
Board of Directors Meeting Minutes Draft
Thursday, September 24, 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/>

	Webex	<u>Attendance</u> In Person	Phone	Absent
<i>Directors:</i>				
Jen Lavanture		X		
Joe Donovan		X		
Max Pizey	X (7:57)			
Jean Hoffman		X		
James Luedke		X		
Bud Higgins				X
Nate Cooper	X (7:48)			
Paul Belesca				X
Erik Winchester		X		
Dave Crowley				X
Heather Moretti		X		
Bill Geary		X (7:50)		

Staff:

C. Gildart		X		
P. Donovan				X
Dinsmore		X		
Bryand	X			
Charette		X		
Bowie		X		
Pottle	X (7:49)			

Public:

Lynn Heinnmann	X			
Ross Sneyd		X		
Barring Coughlin	X			
Call-in User 1			X (7:48)	



1. Call to Order
 - a. Lavanture calls meeting to order at 7:46 a.m.
 - b. Charette conducts roll call.
 - c. Lavanture notes that current director attendance is not enough for quorum and will need to reach quorum before any action can be taken.
2. Approval of meeting minutes from August 27, and September 3, 2026.
 - a. Lavanture asks for director comment on minutes. No comments. Plan to take action on approving minutes after quorum is reached.
 - b. Topic is revisited at 8:06 a.m. after roll call vote on stub year budget. Lavanture moves to approve minutes, Donovan seconds.
 - c. No public comment.
 - d. No director comment.
 - e. Charette conducts roll call vote. Minutes approved. Unanimous of all present.
3. Old Business
4. New Business
 - a. Consideration and action to approve the FY2026-B Stub Year Budget.
 - i. Lavanture introduces topic. Board voted to move budget period from October 1st through September 30th, which aligned with the Federal schedule to a calendar year schedule both to align better with Operations and also for easier communication to the public. Switch results in 3 month stub period and then full year calendar-based budget cycle will begin in January 2027. Item was most recently discussed at Finance Committee previous week. Asks Hoffman to speak to topic.
 1. Lavanture notes that with Geary now present, quorum has been reached. Proposes continuing discussion of current agenda item, and if no objections, can return to approval of meeting minutes.
 - ii. Lavanture comments that while there were several directors in attendance at last Finance Committee, there were not enough present for quorum so no formal recommendation, but understands that there was general consensus in support of recommendation. Asks Hoffman to present opening statement.
 - iii. Hoffman reiterates there was no quorum for formal recommendation at last Finance Committee meeting, but Bowie presented stub year budget and both she and Donovan were in favor and Lavanture had indicated she was in favor as well. Recommends accepting stub budget and notes while there is not currently a date and agenda set for a finance committee review, expect to have a more thorough review of full fiscal year 2027 budget, when Bowie is ready for presentation. The new fiscal year will start January 1. Key benefit will be full analysis of how summer went to inform the FY27 budget.
 - iv. Lavanture asks Bowie to give presentation. Bowie begins with assumptions: timeframe is October, November, and December of 2026. Actuals from Oct/Nov/Dec of 2025 are what staffing levels and service schedule are based on. No plan for additional hires, so typical fall into winter staffing and service scheduling. Only vessel in dry dock during stub period will be Bay Mist, so one progress payment likely, but not certain. Diesel locked in at \$3.13 and the amount of fuel is adequate to get through the stub period. Notes that is not the case starting in January, but that is for another discussion. Revenue an area where there were some changes. Took into account \$2 fare increase as well as \$1 increase for seniors and children, and quantity of tickets. Pass activity has stayed the same during that period. Very little month to month variability on pass activity. Vehicle revenue budgeted to include effect of prior year rate increase. No increase in freight revenue being included in stub period and budgeted at FY26 levels.
 - v. Overall increase for scheduled service, 968k over 902k in 2025; a very reasonable increase. Groups sales and tours flat, other income flat. Total overall a 6.2% increase over 2025.



- vi. Regarding expenses, personnel continues to be largest expense. Small decrease is due to 14 weeks in quarter as opposed to 13 weeks; the way payroll periods ended up and not an actual decrease, so same 7% collective bargaining increase factored in. In another quarter, there will be an offset increase due to the way weeks fall. 57% of total expense. Years prior was 54% and the year prior to that was 57% so consistent for personnel expense in relation to total.
 - vii. Next largest area of expense is vessel expenses. Battery Steele added in on a pro-rated basis based on what is expected for general categories. Bowie comments that in handout at current meeting, there was a separate sheet that detailed all the Battery Steele expenses. Assumes that those expenses start on October 1 and Bowie notes she does not personally have that updated timeframe, but was planned on as potentially being the case.
 - viii. Operations expenses. Bowie notes that she intentionally added one area with a question mark: barge subcontracting. Increased the barge subcontracting in the event the Peaks Island pier contract with MDOT goes over the contracted amount. Will ultimately be driven by what Board decides to do in regards to service levels. Reminds that anything over the 100k the state has agreed to cover, CBL would be responsible for covering. Increased legal expenses. "Other professional" category includes IT services.
 - ix. Training has 10k included in general training and another 25k in training for Battery Steele. Very difficult to pinpoint an exact amount for Battery Steele, but using as a placeholder.
 - x. Operations as a whole, 13% of expenses. Past percentages of 11% and 11.5% so consistent as well, and primarily driven by barge and legal. Upside potential with the barge subcontracting if service levels do not push the amount over the 100k being covered by the State.
 - xi. Terminal expenses flat. Sales expenses slightly less. Overall net operating loss 1.3m which is a slight reduction compared to almost 1.4m loss in 2025.
 - xii. Preventative maintenance revenue planned at 350k to cover dry dock and other repair expenses. Rural revenue covers a percentage of all expenses and functions as a state subsidy.
 - xiii. Loss of 695k for the quarter, but for calendar year it would be a surplus. Asks for any questions. Notes that in materials sent to Board, the detailed budget is there.
 - xiv. Hoffman thanks Bowie for work on subject and timeliness and recognizes the switch in fiscal year will require extra work on her part. As a snapshot, going in the right direction and gives example of revenue up 6.2% over prior period. Also notes expenses up 0%. Still work to be done, but even with additional expenses from Battery Steele, have cut trajectory of those expenses overall. Expiration of fuel lock given as an example of expenses that will be coming. Deficit down 5% compared to previous period, and would like to see more reduction, but going in right direction. Thanks all Board members and Finance committee for their thoughtful input.
 - xv. Lavanture asks for any further questions on presentation. There are none.
 - xvi. Hoffman moves that Board approve stub budget for the period October 1st to December 31st, 2026, as presented by the director of Finance. Lavanture seconds.
 - xvii. Lavanture asks for any public comment on the motion. There is none.
 - xviii. Lavanture asks for any director comment on the motion.
 - 1. Hoffman comments that Pizey has now joined the meeting remotely and needs to be changed to a panelist in Webex. Charette facilitates. No director comment.
 - xix. Charette conducts roll call vote on motion. Unanimous of all present. Motion passes.
5. General Information Reports
- a. Committee Reports



- i. Finance Committee. Hoffman mentions the stub year budget that was just discussed and voted on. Main focus of Finance Committee now is the freight rates. Reminds that rate discussions were handled in the order of what accounted for the most revenue, beginning with passengers, then vehicles, and now freight. Currently freight rates are before the committee and analysis by Dinsmore has been being presented at previous two meetings. Proposal was recently provided by Dinsmore with further analysis. Notes that freight applies to all islands and heavily driven by downbay, more than passengers and vehicles, which were last topics of rate adjustments. Encourages all to view Dinsmore's presentation and share with constituents. Notes that next Finance committee meeting on topic is on a Tuesday.
 - ii. Operations Committee. Donovan mentions that much of discussion was postponed due to lack of updates from the downbay boat advisory committee, but discussed the RFP responses for the propulsion integrator, which is being worked on by Nick Bishop and Bristol Harbor Group. Follow-up interviews planned. Majority of meeting was an open discussion with committee members and staff on the schedule review that is to be coming in future and that has been discussed at multiple committee levels. No recommendation from meeting, just discussion as how to proceed and how to include staff.
 - iii. Lavanture provides an update to the committee on the Public Utilities Commission, specifically to vehicle rate change proceeding. Reminds committee on background of the topic. December 2025, the PUC declined to open a formal investigation but did direct district to make a compliance filing. Deadline was May and it was timely filed. Commission deliberated compliance filing in early September and determined that the filing was sufficient and closed the proceeding. Two small procedural follow-ups that will be taken care of. Passenger rate still awaiting procedural order from commission on next steps and will keep Board updated as that develops. Good news for District in respect to the vehicle rate. Thanks Dinsmore and staff for work that went into filing.
 1. Hoffman asks Lavanture for more explanation on two procedural follow-ups that she mentioned.
 2. Lavanture reminds the district has agreed to provide funds for the financial assistance program to be administered by Peaks Island Tax and Energy Assistance to help address economic hardships faced by residents. Need to file agreements with PITEA and the commission, and keep commission updated of progress as it develops against the amount of money that was allocated for program. PITEA will be giving monthly progress reports as well, so that can be monitored and discussed, if need be, at Finance or Board level.
- b. Staff Reports
- i. Dinsmore notes that if there are any questions regarding the freight proposal, there is a link in his GM report and it is on the rate change page, under the community hub, on the website. Have received some helpful comments from public and happy to share with Board whenever is appropriate.
 - ii. Trash on Peaks has been an ongoing issue but put up trash reporting signs with QR codes that can now be used. If anyone notices full trash, scan code and a report goes directly to GM and staff. Some signs are already vandalized and working to address issue.
 - iii. Regarding Battery Steele, the tonnage certification work has been completed. Additional plating has also been completed, but needs approval from American Bureau of shipping and USCG. Ballast issue still ongoing. Elliott Bay, designer of vessel, engineered the brackets necessary for where lead weight will be added. Senesco needs to fabricate and install those brackets and add the weight, so that boat rests in the water appropriately. Still projecting into November assuming all final verifications and testing go as planned.



- iv. Franklin Street redesign was brought up by an island resident, specifically how it would affect the flow of traffic into the terminal. Dinsmore reviewed proposal and added comments on the City's public comment board. Pedestrian flow around terminal vastly improved by plan, but potentially at the cost of impeding vehicular traffic. More input to taken in the fall at public hearings by the City of Portland.
- v. Sailing schedule was discussed and included in report what would be helpful to received in terms of goals and limits.
- vi. Training – tragic incident on the property. Procedures were reviewed and commends staff on handling of the event, including delaying inbound boat until area was secure. Have added to security plan and working with staff to make sure they have the resources they need.
- vii. Ticket assistance plan is still in effect as Lavanture mentioned. Some activity within program which is good to see.
- viii. Dinsmore asks for questions.
 - 1. Donovan asks that Franklin Street project be added to community page of website as island residents will have opinions and want to be kept informed.
 - 2. Hoffman asks about Battery Steele. How common is most recent delay, pertaining to the weight issue.
 - a. Dinsmore responds that the issue is not common, notes that state boat did not have similar issue. Geary confirms.
 - b. Hoffman recalls during process to reach a decision to build the vessel, and prior to Dinsmore's hire, a consultant at a public meeting commented that weight not size was noted as influential to fuel utilization. In addition to design questions, will the additional weight add fuel costs.
 - c. Dinsmore notes that eventual weight will have the vessel match the fuel projections. Original design weight was used for all projections which is what it was modeled at, which is where it will end up after final weight. In terms of design and construction, there are protocols in the design and in the construction phase where there is an initial weight estimate, then as construction progresses any changes in weight are to be tracked and recorded so that any corrections can be made earlier on. That is where there may be some discrepancies in the way vessel was constructed and currently being looked at.
 - d. Hoffman asks for report to Board on clarity on when the boat will be delivered and to remind all that once it is delivered, time is needed for training, and it will not go into service right away. Hoffman further requests updates on current fuel consumption and a report on the expected cost to operate Battery Steele compared to both original estimates and to the Machigonne.

6. General Announcements

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

i. Executive Committee:	Thursday, October 1, 2026
ii. Finance Committee:	Tuesday, October 6, 2026
iii. Operations Committee:	Thursday, October 15, 2026
iv. Board of Directors:	Thursday, October 29, 2026
v. Personnel Committee:	TBD
vi. Government Relations Committee:	TBD
vii. Pension Committee:	TBD



7. Public comment on any items not on the agenda – No public comment.
8. Directors comment on any items not on the agenda.
 - a. Donovan asks how Finance Committee meeting dates that are set will apply to freight rate discussion and what will qualify as a workshop. Public needs adequate time for discussion and feedback. Hoffman mentions that she will make sure the meetings are qualified as appropriate and public feedback is the reason for many meetings. Asks for suggestions on how better to get information out to the public.
 - b. Winchester asks if there is a planned date for work on the Peaks transfer bridge. Dinsmore confirms there is not. Geary offers to reach out to someone from State regarding what that date may be.
 - c. Donovan thanks Dinsmore and Pottle for contributing to Long Island pier meeting. Great information on work to be done.
9. Adjournment
 - a. Lavanture asks for motion to adjourn. Hoffman moves to adjourn, Moretti seconds. Meeting adjourned at 8:35 a.m.