



**CASCO BAY ISLAND TRANSIT DISTRICT  
MINUTES OF THE BOARD OF DIRECTORS MEETING OF  
February 24, 2022  
Video/Phone in only due to COVID-19**

Directors on Conference: Anderson, Braden, Crowley, Donovan, Higgins, Hoffman, Murray, Pizey, Radis, Wentworth  
Directors absent: Cohen, Luedke  
Staff on Conference: Greven, Berg, C. Gildart  
Public on Conference: L. Heineman

**1. Call to Order:**

- A. *The Board meeting was called to order at 8:05 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 January 17, 2022 Board of Directors meeting**

- A. *President Braden asked if there was a motion to approve the minutes.*
- B. *Hoffman moved to approve the minutes; Wentworth seconded.*
- C. *President Braden opened the floor for Board comments and there were none.*
- D. *President Braden called for a roll call vote.*
- E. *Berg did a roll call vote. The motion passed unanimously (10-0)*

**3. Business**

- A. Consideration and action regarding the Delegation of Authority to the Board President and General Manager
  - 1. *President Braden gave a short introduction*
  - 2. *There was a short discussion regarding process*
  - 3. *Donovan made a motion to delegate authority as presented in Board packet; Wentworth seconded*
  - 4. *President Braden opened the floor for Public comments*
    - *There were no public comments*
  - 5. *President Braden opened the floor for Board comments*
    - *Hoffman shared her thoughts*
    - *Wentworth shared her thoughts*
  - 6. *President Braden called for a roll call vote.*
  - 7. *Berg did a roll call vote. The motion failed unanimously (0-10)*
- B. Consideration and action to adopt the resolution authorizing the District's President and General Manager to apply, prepare, file, execute and approve draw down for grants
  - 1. *Berg gave an introduction and the recommendation to postpone this item until March*
  - 2. *President Braden asked if there was anyone against postponing. No one disagreed so it was agreed to postpone until the March Board meeting*

- C. Adoption of Federal Transit Administration's (FTA) FFY2022 Certifications and Assurances (TBD)
  - 1. *Berg gave an overview*
  - 2. *President Braden asked if there was a motion*
  - 3. *Wentworth made a motion to adopt the FTA Certification and Assurances as presented in the Board packet; Crowley seconded*
  - 4. *President Braden opened the floor for Public comments*
    - *There were no public comments*
  - 5. *President Braden opened the floor for Board comments*
    - *Anderson asked a clarifying question*
    - *Hoffman asked a clarifying questions*
  - 6. *President Braden called for a roll call vote.*
  - 7. *Berg did a roll call vote. The motion passed unanimously (10-0)*

- D. Executive Session
  - 1. Discussion of General Manager’s evaluation pursuant to 1 M.R.S.A. Section 405(6) (A)  
*The Executive session was moved out of order to the end of the meeting*

**4. Workshops**

- A. There were no workshops

**5. General Information Reports**

**A. Financial Report**

- a) *Hoffman shared her thoughts and solicited feedback from other Directors to see what the Board would like to see for financial reporting at the Board meeting*
- b) *Hoffman asked Greven to give a report on the November financials which he did*

**B. Committee Reports**

- a) *Anderson gave a report of the February Operations committee meeting where the committee discussed Peaks Island Vehicle Reservations, Peaks Island Council requests regarding webcam and display on the island, and a generator for the transfer bridge on the island*

**C. Staff Reports**

- a) *Berg gave an update on the terminal renovation, new Peaks ferry, and new grant funding for the Down Bay ferry replacement*
  - i) *Braden asked a clarifying question*
  - ii) *Donovan asked a clarifying question*
  - iii) *Hoffman shared her opinion of the Peaks Island replacement ferry process and requested the following:*
    - (1) *that the Finance committee be able to review proposals for the construction of the Peaks Island replacement ferry*
    - (2) *a briefing to the finance committee of cost reduction changes to the new vessel*
    - (3) *Asked when the proposals were due (Berg sent email out later that day sharing the due date of April 21)*
  - iv) *Crowley asked if the “sprint” speed changed and Berg replied he knew of no changes but would verify*
  - v) *Anderson asked a clarifying question on the terminal renovation*

**6. General Announcements**

- A. Establish next meeting dates: (all meetings at 8:00 AM unless indicated otherwise)

- |                                    |                       |
|------------------------------------|-----------------------|
| 1. Executive Committee:            | Thursday, February 3  |
| 2. Operations Committee:           | Thursday, February 17 |
| 3. Finance Committee:              | Tuesday, February 22  |
| 4. Board of Directors:             | Thursday, February 24 |
| 5. Sales & Marketing Committee:    | No meeting planned    |
| 6. Personnel Committee:            | No meeting planned    |
| 7. Government Relations Committee: | No meeting planned    |
| 8. 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. Executive Session**

A. Discussion of General Manager’s evaluation pursuant to 1 M.R.S.A. Section 405(6) (A) [taken out order]

1. *President Braden asked if there was a motion to go into executive session*

2. *Wentworth made a motion to go into Executive session to discuss the General Manager’s evaluation pursuant to 1 M.R.S.A. Section 405(6) as presented in Board packet; Hoffman seconded*

3. *President Braden opened the floor for Public comments*

▪ *There were no public comments*

4. *Recording was turned off & public blocked from the meeting*

5. *Executive session started and ended*

B. President Braden asked if there was a motion

1. *Wentworth made a motion to adopt the change to the General Manager’s compensation as discussed; Anderson seconded*

2. *The motion passed unanimously (10-0)*

**9. Adjournment**

A. *Murray moved to adjourn the meeting; Wentworth seconded.*

B. *The motion passed unanimously (10-0) and the meeting was adjourned*

Respectfully submitted by:   
James Michael Luedke (May 19, 2022 19:33 EDT)

James Luedke, Clerk