

**CASCO BAY ISLAND TRANSIT DISTRICT  
MINUTES OF THE BOARD OF DIRECTORS MEETING OF  
NOVEMBER 16, 2017**

Directors Present: Burr, Doane, Overlock, Flynn, Johnston, Braden, Crowley, Robinson

Directors Absent: Clark, Pellerin, Murray; (Hayes, to be appointed)

Public Present:

Staff Present: Berg, Greven, Higham

1. Call to Order: The Board meeting was called to order by President Flynn at 7:47 AM, and he noted that the meeting was being recorded. Berg thanked Larry Legere for 44 years of employment at Casco Bay Lines and presented him with a plaque.
2. Approve the minutes of the October 26, 2017 Board of Directors meeting: Johnston moved to approve the minutes of the October 26, 2017 meeting, Braden seconded and the vote was unanimous and the motion passed.
3. Business:
  - a. Accept Clerk's certification of the election results  
Johnston moved that the Board accept the attached tabulation of the 2017 CBITD Director's Election, which comes directly from the Official Return of Votes certified by Robin Clark, Clerk. Doane seconded and the vote was unanimous to certify the election results of November 7, 2017 for the CBITD Board of Directors. The results were:

**2017 CBITD Director's Election**

	<b>Peaks Island</b>	<b>Great Diamond, Little Diamond, Cliff, &amp; Absentee</b>	<b>Long Island</b>	<b>Chebeague Island</b>	<b>TOTALS</b>
<b>Director, Peaks Island 3 year seat</b>					
Patrick Flynn	323	81	79	188	671
<b>Director, Little Diamond Island 3 year seat</b>					
Scott Johnston	207	71	83	193	554
<b>Director, Great Diamond Island 3 year seat</b>					
Roger Robinson	89	28	71	100	288
James Luedke	77	44	31	53	205

- b. Qualification of newly elected Directors (swearing in)  
Charles Burr, Assistant Clerk, administered the Oath of Office to the newly re-elected Directors Flynn, Johnston and Robinson (see attached Agenda Item 3a).
  - c. Nomination of new Board officers  
Flynn read the recommendation of the Nominating Committee : President – Patrick Flynn, 1<sup>st</sup> Vice President – Scott Johnston, 2<sup>nd</sup> Vice President – Dan Doane, Treasurer – Bill Overlock, Clerk – Robin Clark, Assistant Clerk – Charles Burr, and stated that each Director must choose either the Nominating Committee’s recommendations or enter a name for each office. After the vote by secret ballot, the result was unanimous in favor to elect the slate as presented by the Nominating Committee.
  - d. Election and qualification of newly elected Board officers (swearing in)  
Burr administered the Oath of Office to the Board Officers Flynn, Johnston, Doane and Overlock
  - e. Consideration and action to accept CBITD’s revised Fund Balance Policy  
Overlock moved for the Board to accept CBITD’s revised Fund Balance Policy as presented, and Doane seconded. After discussion, the vote was unanimous and the motion passed.
  - f. Executive Session
    - i. Discussion regarding General Manager’s employment agreement pursuant to 1 M.R.S.A. Section 405 (6)(A) – item postponed
4. Workshop: None
5. Treasurer’s Report: Treasurer Overlock reported that the audit reports for FY2017 and FY2017B are pending, and the October financial commentary is to follow. The month of October is good with the total revenue favorable to budget by \$80k. Passengers, vehicles and freight are all favorable to budget, as well as group sales and tours. Expenses are favorable to budget by \$109k. These are preliminary numbers due to fuel and drydock variations. Operations surplus is \$190k favorable to budget, and there are variations on the timing of the grants. Berg reminded the Board that ridership was slightly down YTD, but freight is up and helped carry the revenue.
6. General Information Reports:
- a. Operations Committee: None  
Sales & Marketing Committee: None
  - b. Staff Reports:  
General Manager’s Report: Berg reported that the Bay Mist is running to Chebeague in place of the CTC boat for 3 days. The Wabanaki crane should be installed soon, and the frame is in place. Berg will be at FTA training during the first week of December.  
Operations Manager’s Report: None
  - c. Wharf and MDOT Reports: None
  - d. Projects update: None
8. General Announcements
- a. Establish next meeting dates:
    - 1. Executive Committee: Thursday, December 7 at 7:45 AM
    - 2. Operations Committee: Thursday, December 15 at 7:45 AM
    - 3. Finance Committee: Wednesday, December 20 at 7:45 AM
    - 4. Board of Directors: Thursday, December 21 at 7:45 AM
    - 5. Sales & Marketing Committee: No meeting planned
    - 6. Government Relations Committee: No meeting planned
    - 7. Pension Committee: No meeting planned
    - 8. Personnel Committee: TBD
  - b. Correspondence
9. Public Comment: None
10. Adjournment: Braden moved to adjourn, Crowley seconded and the vote was unanimous to adjourn at 8:25 AM.

Respectfully submitted by: \_\_\_\_\_  
Robin Clark, Clerk