

**CASCO BAY ISLAND TRANSIT DISTRICT**  
**MINUTES OF THE BOARD OF DIRECTORS MEETING OF**  
**October 28, 2021**  
**Video/Phone in only due to COVID-19**

Directors on Conference: Doane, Clark, Cohen, Luedke, Overlock, Pizey, Wentworth, Anderson, Murray (late)  
Directors absent: Braden, Crowley, Higgins  
Staff on Conference: Greven, C. Gildart, Berg, Pottle, Mavodones, Bishop  
Public on Conference: F. Somers, J. Hoffman, L. Heineman, C. Hoppins, C. Radis, C. Jenkins, J. Davis

**1. Call to Order:**

- A. *The Board meeting was called to order at 8:09 AM by Vice-President Doane*
- B. *Vice President Doane asked Berg to do a roll call of who was attending the meeting, which he did.*

**2. Approve the minutes of the September 24, 2021 Board of Directors meeting**

- A. *Vice President Doane asked if there was a motion to approve the minutes.*
- B. *Anderson moved to approve the minutes; Cohen seconded.*
- C. *Vice President Doane opened the floor for Board comments and there were none.*
- D. *Vice President Doane called for a roll call vote.*
- E. *Berg did a roll call vote. The motion passed unanimously (8-0, Murray had not joined yet)*

**3. Business**

- A. Consideration and action on an amendment to CBITD's Remote Participation Policy for CBITD Board Meetings
  - i. *Vice President Doane asked Berg to give an introduction and explanation of the policy, which he did.*
  - ii. *Vice President Doane asked if there was a motion on the table*
    - iii. *Wentworth moved to approve the Amendment to the Policy as presented; Anderson seconded*
  - iv. *Vice President Doane opened the floor for public comments*
    - 1. *Hoffman suggested there should be certain technical requirements of those who participate remotely*
    - 2. *Hoppin suggested using ZOOM instead of Webex*
  - v. *Vice President Doane opened the floor for Director comments*
    - 1. *Anderson spoke in favor and noted there was a typo in the title*
    - 2. *Wentworth spoke in favor*
    - 3. *Clark spoke about technology issues*
    - 4. *Crowley aske clarifying questions*
    - 5. *Luedke asked about the consequence of not having a policy and Berg shared that is is required by law and if we didn't have a policy it might put at risk any actions taken by the Board during a virtual meeting.*
  - vi. *Vice President Doane called for a roll call vote.*
  - vii. *Berg did a roll call vote. The motion passed unanimously (8-0, Murray had not joined yet)*
- B. Selection of Nominating Committee to bring forth a recommendation for a slate of Officers at the November 18, 2021 Board meeting
  - i. *Vice President Doane asked Berg to give an introduction and explanation of this business item, which he did.*
  - ii. *It was noted there was no vote on this item; only a selection of 3 Directors for the nominating Committee which will be done by a secret poll.*
  - iii. *Vice President Doane opened the floor for Public comments*
    - 1. *Hoffman shared her concern about the creation of this committee before the election. Berg explained that the Committee would meet after the election and that the committee only provides a recommended slate of officers. Other nominations can be made at the November Board meeting.*
  - iv. *Vice President Doane opened the floor for Director comments*
    - 1. *Clark asked clarifying questions*
    - 2. *Cohen asked clarifying questions*
  - v. *A secret poll was conducted remotely, and the 3 Directors selected for the Nominating Committee were:*

1. *Anderson, Wentworth, Luedke*

C. Consideration and action on FY 2022 Operating Budget

- i. *Treasurer Overlock gave a summary of the Finance Committee discussion and reported that the Finance Committee recommends the Board approve the proposed operating budget*
- ii. *Greven gave an overview of the proposed budget*
- iii. *Vice President Doane asked if there was a motion on the table*
  1. *Luedke moved to approve the budget as presented; Wentworth seconded*
- iv. *Vice President Doane opened the floor for public comments*
  1. *Hoffman thought there should be more Board discussion on the budget*
  2. *Hoppin would like to see a pricing review for vehicle reservations and electronic ticketing*
- v. *Vice President Doane opened the floor for Director comments*
  1. *Cohen shared her thoughts and spoke against the budget*
  2. *Clark asked a clarifying question about committee process*
  3. *Anderson shared his thoughts about the budget and the current process. He also shared his thoughts about future considerations to the process and suggested the Finance Committee take them up at a future meeting.*
  4. *James asked about ridership and suggested a price increase be considered in the future. He also asked a clarifying question about funding.*
  5. *Cohen shared her thoughts*
  6. *Wentworth thought the Finance Committee should have a strategy discussion*
  7. *Overlock shared his thoughts about grant funding and the role of the finance committee*
- vi. *Vice President Doane called for a roll call vote.*
- vii. *Berg did a roll call vote. The motion passed (8-1, Cohen voted against)*

D. Consideration and action on FY 2022 Long Range Capital Plan

- i. *Treasurer Overlock gave a summary of the Finance Committee discussion and reported that the Finance Committee recommends the Board approve the proposed capital plan*
- ii. *Greven gave an overview of the proposed plan*
- iii. *Vice President Doane asked if there was a motion on the table*
  1. *Anderson moved to approve the budget as presented; Luedke seconded*
- iv. *Vice President Doane opened the floor for public comments*
  1. *Hoffman requested an update of the new Peaks Island vessel funding status*
- v. *Vice President Doane opened the floor for Director comments*
  1. *Clark asked some clarifying questions*
  2. *Vice President Doane asked Berg to move his update on the funding search for the short fall on the new Peaks Island vessel from the report section to now because there were several questions about it.*
  3. *Berg gave an updated status which included a commitment from MaineDOT for \$2M; a PACTS Policy Committee vote later this morning for another \$2M, reprogramming of \$2M of existing PM funds*
  4. *Luedke asked about grant funding expiration*
  5. *Cohen shared her thoughts about the Machigonne construction*
  6. *Clark asked more clarifying questions*
- vi. *Vice President Doane called for a roll call vote.*
- vii. *Berg did a roll call vote. The motion passed (8-1, Cohen voted against)*

4. **Workshops**

- A. *There were no workshops.*

5. **Treasurer's Report**

- A. *Treasurer Overlock gave a report on the August Financials*
  - a) *Cohen asked clarifying questions*
  - b) *Clark asked clarifying questions*

6. **General Information Reports**

A. **Committee Reports**

- a) *Operations Committee: There was no operations meeting in October*
- b) *Finance Committee: Treasurer Overlock reported there was a finance committee meeting which reviewed the proposed budget and long range capital plan*

**B. Staff Reports**

- a) *Berg gave an update on funding status and opportunities*
- b) *Pottle gave an update on wharf work by MaineDOT, the terminal renovation and the new Peaks Island vessel*

**7. General Announcements**

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

- i. Executive Committee: Thursday, November 4
- ii. Board of Directors: **Thursday, November 18**
- iii. Operations Committee: TBD
- iv. Finance Committee: TBD
- v. Sales & Marketing Committee: No meeting planned
- vi. Personnel Committee: No meeting planned
- vii. Government Relations Committee: No meeting planned
- viii. Pension Committee: No meeting planned

**8. Public Comment**

A. *Vice President Doane stated that since the meeting was running so late he would consider a motion for adjournment at this point.*

**9. Adjournment**

A. *Wentworth moved to adjourn the meeting, Overlock seconded.*

B. *The motion passed unanimously (8-0, Murray left the meeting early) and the meeting was adjourned*

Respectfully submitted by:   
Polly Wentworth (Nov 19, 2021 18:55 EST)

Polly Wentworth, Assistant Clerk