

CASCO BAY ISLAND TRANSIT DISTRICT
MINUTES OF THE BOARD OF DIRECTORS MEETING OF
December 17, 2020
Video/Phone in only due to COVID-19

Directors on Conference: Anderson, Braden, Clark, Cohen, Doane, Higgins, Luedke, Overlock, Pizey, Wentworth
Directors absent: Crowley, Murray
Public on Conference: L. Heinemann, F. Somers, C. Radis (for a short period)
Staff on Conference: Greven, Pottle, Mavodones, Berg,

1. Call to Order:

- A. *The Board meeting was called to order at 8:04 AM by President Braden and it was noted that the meeting was being recorded.*
- B. *President Braden asked Berg to share who was attending the meeting with everybody which he did.*

2. Approve the minutes of the November 19, 2020 Board of Directors meeting

- A. *President Braden asked if there was a motion to approve the minutes.*
- B. *Doane moved to approve the minutes, Overlock seconded.*
- C. *President Braden opened the floor for 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. *Qualification of newly elected Board Officers (Swearing in)*
 - a) *Clerk Clark swore in the following officers:*
 - i) *1st Vice President: D. Doane*
 - ii) *Treasurer: B. Overlock*
 - iii) *Clerk: R, Clark*
 - iv) *Assistant Clerk: P. Wentworth*
 - v) *Note: President Braden was sworn in at an earlier date and 2nd Vice President elect D. Crowley was absent*
- B. *Consideration and action regarding the Delegation of Authority to the Board Vice President and General Manager*
 - i) *Berg explained the reason for this agenda item was primarily due the continued state of emergency for Maine and the increase in cases nationwide and in the state.*
 - ii) *President Braden spoke in favor of the delegation and shared how it has worked.*
 - iii) *President Braden asked if there was a motion.*
 - iv) *Doane made a motion to approve, Wentworth seconded.*
 - v) *President Braden opened the floor to public comment – there were no comments.*
 - vi) *President Braden opened the floor to Board comment – there were no comments.*
 - vii) *President Braden called for a roll call vote.*
 - viii) *Berg did a roll call vote. The motion passed (9-1) (Cohen voted against)*

4. Workshops (None)

5. Treasurer's Report

- A. *There was no Treasurer's report due to technical difficulties entering the FY2021 budget into MUNIS.*

6. General Information Reports

- A. **Committee Reports** -. *Doane gave a report of the December 10 Operations Committee meeting.*

B. Staff Reports

- 1) *Berg gave an update on following:*
- 2) *Funding update: Still working on CARES act funding for first half of 2021.*
- 3) *Annunciator update: Changed up recordings at terminal and on ferries. Waiting for some parts for annunciator on Peaks. Need to coordinate with the state to get access to power.*
- 4) *Ambassador program update: Working on getting an AmeriCorps staff to help.*
- 5) *Other:*
 - a) *Purchased portable Air Purifiers for wheelhouses, ticket office, maintenance office, employee break room and trailer.*

- b) *The new commandant of the Coast Guard's first district, Admiral Allan, visited CBL the day before along with the Captain of the Port, to learn about our operations and our response to the Pandemic.*
- 6) *Ridership: Berg reviewed latest Ridership trends*
- 7) *Pottle gave an update on the following projects:*
 - a) *Preventative Maintenance Software*
 - b) *Terminal renovation*
 - c) *New vessel*
- 8) *There were comments from the Board.*

C. **Wharf and MDOT Reports** –*Pottle gave an update on the planned work on the Peaks transfer bridge.*

7. General Announcements

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

- i. Executive Committee: Thursday, January 7
- ii. Operations Committee: Thursday, January 21
- iii. Board of Directors: Thursday, January 28
- iv. Finance Committee: No meeting planned
- 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. *President Braden opened the floor to public comment. There were no public comments.*

9. Board Comments

A. *President Braden opened the floor to Board comments. Cohen shared her thoughts about several topics.*

10. Adjournment

- A. *President Braden gave concluding remarks including his two goals as President which are 1) Continued culture of innovation and 2) continued/improved customer service and responsiveness.*
- B. *President Braden asked if there was a motion to adjourn.*
- C. *Doane moved to adjourn the meeting, Wentworth seconded.*
- D. *Berg asked for a roll call for the motion to adjourn. The motion passed unanimously (10-0) and the meeting was adjourned*

Respectfully submitted by: *Polly Wentworth*
Robin Clark, Clerk