

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

Directors on Conference: Doane, Johnston, Wentworth, Cohen, Overlock, Flynn, Clark, Luedke, Braden, Higgins, Crowley (joined late), Murray (joined late)

Newly Elected Directors: Anderson, Pizey

Public on Conference: J. Hoffman, L. Heinemann, F. Somers

Staff on Conference: Greven, Pottle, Mavodones, C. Gildart, Berg, Bishop

1. Call to Order:

A. *The Board meeting was called to order at 7:48 AM by President Flynn and it was noted that the meeting was being recorded.*

B. *President Flynn asked Berg to share who was attending the meeting with everybody which he did.*

2. Approve the minutes of the October 22, 2020 Board of Directors meeting

A. *President Flynn asked if there was a motion to approve the minutes*

B. *Doane moved to approve the minutes, Braden seconded.*

C. *President Flynn opened the floor for comments and there were none*

D. *President Flynn called for a roll call vote*

E. *Berg did a roll call vote. The motion passed unanimously (10-0) (Crowley & Murray had not joined yet)*

3. Business

President Flynn asked Berg to give an Introduction of the annual election process which he did

A. *Accept Clerk's certification of the election results*

a) *President Flynn asked if there was a motion*

b) *Doane made a motion to approve, Braden seconded*

c) *President Flynn opened the floor to public comment – there were no comments*

d) *President Flynn opened the floor to Board comment – there were no comments*

e) *President Flynn called for a roll call vote*

f) *Berg did a roll call vote. The motion passed (10-0) (Crowley & Murray had not joined yet)*

Berg welcomed the newly elected Directors and thanked outgoing Board members Flynn and Johnston

B. *Qualification of newly elected Directors (swearing in)*

a) *Assistant Clerk Wentworth swore in Anderson, Pizey and Luedke*

Presiding Officer Doane gave an Introduction of the Board Officers selection and election process

Berg explained that since the by-laws required a secret ballot the voting would have to be done by a anonymous poll directly at the conclusion of the meeting. Berg will send the link to the poll and the poll will be open for an hour after which a count will be taken and the results reported to the Board. The swearing in of the officers will take place later.

C. *Nomination of new Board Officers*

a) *Nominating Chair Doane read the slate of recommended officers*

i) *President Twain Braden*

ii) *1st Vice President Dan Doane*

iii) *2nd Vice President Dave Crowley*

iv) *Treasurer Bill Overlock*

v) *Clerk Robin Clark*

vi) *Assistant Clerk Polly Wentworth*

b) *Presiding Officer Doane asked if there were any other nominations from the floor. There were none*

c) *Presiding Officer Doane asked if each of the nominated were okay with being nominated. All were.*

D. *Consideration and action regarding the Delegation of Authority to the Board Vice President and General Manager*

a) *Presiding Officer Doane asked Berg to explain the reason for this item. 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.*

- b) *Presiding Officer Doane if there was a motion*
- c) *Luedke made a motion to approve, Braden seconded*
- d) *Presiding Officer Doane opened the floor to public comment – there were no comments*
- e) *Presiding Officer Doane opened the floor to Board comment – there were no comments*
- f) *Presiding Officer Doane called for a roll call vote*
- g) *Berg did a roll call vote. The motion passed (10-1) (Cohen voted against and Overlock had dropped off during the vote)*

4. **Workshops** (None)

5. **Treasurer’s Report**

- A. *Treasurer Overlock was having problems with his audio so Greven was asked to give a summary of the preliminary September financials, which he did.*

6. **General Information Reports**

- A. **Committee Reports** -. *Doane gave a report of the October 15 Operations Committee meeting.*

B. Staff Reports

- 1) *Berg gave an update on following:*
 - a) *Continuing to work on the annunciator on Peaks*
 - b) *Ordered HEPA like filters for the waiting area*
 - c) *Planning to change up the auto announcements in terminal and on vessel*
 - d) *Governor’s recent orders take Massachusetts, New York and New Jersey off the list of states exempted from quarantine restrictions and leaves only NH & VT.*
 - e) *Submitted request to the MPO for funding from CARES act for first six months in 2021. Will be reviewed in December*
 - f) *MPO (PACTS) is in the process of restructuring their committees and funding allocation process. Probably wil not be flushed out until early next year*
 - g) *Waiting to see if the Governor releases any more executive orders and what impact they may or may not have on CBL*
 - h) *Middle of a triennial review and documents and answers due Dec. 15*
 - i) *Ridership update*
- 2) *Pottle gave an update on the following projects:*
 - a) *Preventative Maintenance Software*
 - b) *Terminal renovation*
 - c) *New vessel*
- 3) *There were comments from Braden, Cohen and Doane*

- C. **Wharf and MDOT Reports** – *Doane asked Pottle to give an update on the planned work on the Peaks transfer bridge, which he did.*

7. **General Announcements**

- A. Establish next meeting dates: (all meetings at 7:45 AM unless indicated otherwise)
 - i. Executive Committee: Thursday, December 3 at 7:45 AM
 - ii. Operations Committee: Thursday, December 10 at 7:45 AM
 - iii. Board of Directors: Thursday, December 17 at 7:45 AM
 - 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. *Hoffman thanked Flynn and Johnston for their service*

9. Adjournment

A. *Presiding Officer Doane asked if there was a motion to adjourn*

B. *Braden moved to adjourn the meeting, Doane seconded.*

C. *Berg asked for a roll call for the motion to adjourn. The motion passed unanimously (12-0) and the meeting was adjourned*

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