

**CASCO BAY ISLAND TRANSIT DISTRICT  
MINUTES OF THE BOARD OF DIRECTORS MEETING OF  
December 20, 2018**

Directors Present: Burr, Overlock, Crowley, Clark, Wentworth, Flynn, Murray, Johnston, Doane  
Directors Absent: Luedke, Hayes, Braden  
Public Present: J. Hoffman, A. Foster, L. Penalver, C. Hoppin, A. Fink, C. Chess, A. Rosenberg, J. Halliday  
Staff Present: Berg, Pottle, Greven, C. Gildart, Mavodones

1. Call to Order: The Board meeting was called to order at 7:47 AM by President Flynn, and he noted that the meeting was being recorded.
2. Approve the minutes of the November 15, 2018 Board of Directors meeting: Crowley moved to approve the minutes of the November 15, 2018 meeting, Johnston seconded, and the vote was unanimous and the motion passed.
3. Business:
  - a. Consideration and action to move forward with the Terminal Renovation Phase II as presented
    - i. Pottle gave an overview of the proposed design and the process of public outreach and Building Advisory Committee
    - ii. Berg gave an overview of the current cost projections and the proposed phasing and financing of the project. It was also mentioned that the Finance Committee reviewed it and all were in favor.
    - iii. President Flynn asked for public comment
    - iv. Hoffman expressed her appreciation for the work done by staff especially in increasing the area for freight
    - v. Hoppin asked questions about the sidewalks and Franklin street
    - vi. Chess thanked Pottle for the good presentation on Wednesday night, requested the District provide a comfort room as suggested by the Long Island Wellness committee, and requested shading over the walkway
    - vii. Penalver requested a comfort room be included in the Phase II design
    - viii. Foster asked about Bike space and requested a comfort room be included in the design
    - ix. Crowley made a motion for the Board to authorize staff to proceed with the Terminal Renovation Phase II project as presented; Wentworth seconded
    - x. President Flynn asked for Board comments
    - xi. Clark requested a comfort room be included in the design, liked the pier extension, and requested cover over the walkway
    - xii. Overlocked discussed the waiting area
    - xiii. Crowley shared his support of the wellness initiative
    - xiv. Discussion followed
    - xv. Crowley moved that the motion on the table be amended to include the following at the end of the motion "to include space for a wellness room if at all possible and it is determined to be the best solution."; Wentworth seconded;
    - xvi. President Flynn asked for public and board comments. There were none.
    - xvii. A vote was taken and was unanimous and the motion passed.
    - xviii. A vote was then taken on the amended motion "to move forward with the Terminal Renovation Phase II as presented to include space for a wellness room if at all possible and it is determined to be the best solution" The vote was unanimous, and the amended motion passed.
  - b. Consideration and action regarding an amendment to correct the CBITD Pension Plan Adoption Agreement.
    - i. Murray made the motion and Johnston seconded it
    - ii. Berg explained what this was for
    - iii. Discussion followed
    - iv. A vote was taken; it was unanimous, and the motion passed.
4. Workshop: None
5. Treasurer's Report: Overlock reviewed the preliminary November 2018 financials and noted that they were preliminary due to the early Board meeting date. It was noted that the final October financials will be posted on the website. No discussion followed.

6. General Information Reports:
  - a. Committee Reports:
    - i. Operations Committee: There was no Operations Committee meeting.
    - ii. Finance Committee: There was no report since the Renovation project was addressed earlier
    - iii. Sales and Market Committee: There was no Sales and marketing meeting
  - b. Staff Reports:
    - i. General Manager: Berg reported the Portland City Council approved the proposed lease effective October 1, 2018 at their last meeting.
  - c. Projects update: Pottle reviewed the status of the Schedule and New Vessel projects. Discussion followed.
  - d. Wharf and MDOT Reports: None
7. General Announcements
  - a. Establish next meeting dates:

i. Executive Committee:	Thursday, January 3 at 7:45 AM
ii. Personnel Committee:	Thursday, January 3 following the Exec Comm
iii. Finance Committee:	No meeting planned
iv. Board of Directors:	Thursday, January 24 at 7:45 AM
v. Operations Committee:	No meeting planned
vi. Government Relations Committee:	No meeting planned
vii. Pension Committee:	No meeting planned
  - b. Correspondence: None
8. Public Comment:
  - a. Hoppin asked about Electronic Ticketing and mentioned Portland's Waterfront Ordinance effort
  - b. Fink was concerned about the size of the proposed new car ferry and thought it should not be as large as proposed
  - c. Rosenberg was concerned about the size of the proposed new car ferry and thought it should not be as large as proposed; was also concerned about the lack of communication between PI representatives and PIC
  - d. Chess thought Paul has done a good job but felt discussion was limited about the proposed new vessel at the public meetings
  - e. Penalver requested KPFF survey results, Boat advisory Committee meeting minutes, layout of the proposed vessel, a meeting on the island about the new boat; more Board representative involvement with PIC and City involvement with a traffic study
  - f. Halliday read the CBITD/Board mission and vision statements and was concerned about public input into the new boat and all the development on Peak's island
  - g. Flynn spoke in favor of the proposed new vessel
  - h. Hoffman would like to see a thorough analysis of alternate solutions to a new bigger vessel to be able to handle the demand
  - i. Halliday suggested implementing reservations for vehicles
  - j. Foster requested to not only look at the size of the new vessel but also the infrastructure on Peaks island
9. Adjournment: Johnston moved to adjourn, Doane seconded. The vote was unanimous to adjourn (9:34 AM)

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

*Robin Clark*