

**CASCO BAY ISLAND TRANSIT DISTRICT**  
**MINUTES OF THE BOARD OF DIRECTORS MEETING OF**  
**June 27, 2019**

Directors Present: Clark, Braden, Doane, Overlock, Johnston, Wentworth, Flynn, Burr, Hayes (Joined by phone at 7:53 AM), Crowley (arrived 8:15 AM)  
Directors Absent: Murray, Luedke  
Public Present: According to sign in sheet: L. Penalver, C. Radis S. Cohen (arrived during public comment)  
Staff Present: Gildart, Greven, Pottle, Harris

1. Call to Order: The Board meeting was called to order at 7:46 AM by Patrick Flynn, and he noted that the meeting was being recorded.  
Flynn read the following statement about the upcoming election:  
“Casco Bay Island Transit District will hold a regular election on Tuesday, November 5, 2019 for the purpose of effecting the election of the following officers:  
One Director, representing Peaks Island (3 year seat)  
One Director, representing Islands at Large (3 year seat)  
One Director, representing Cliff Island (3 year seat)  
Papers will be available to be taken out on Monday, July 8<sup>th</sup>, 2019 in the Casco Bay Island Transit District ticket office.”
2. Approve the minutes of the May 23, 2019 Board of Directors meeting:
  - a. Braden made an amendment to add “(and Braden via text to Hank Berg)” in parentheses at the end of section 5 of the minutes from May 23, 2019 meeting to the list of board members that were not in favor of the amendment.
  - b. The board then voted on the minutes as amended and the vote was unanimous.
3. Business
4. Workshop
5. Treasurer’s Report: Overlock reviewed May 2019 financials. Discussion followed.
6. General Information Reports:
  - a. Committee Reports:
    - a. Operations Committee:
      1. Doane reported that there was an operations committee meeting on Thursday, June 20, 2019.
      2. Braden reported that at the Operations Committee, Mavodones presented for 20-25 minutes on a memo that he drafted. Braden continued to report what was discussed at the operations committee meeting. He explained that the memo drafted by Mavodones will be shared with the board. Discussion followed.
    - b. Finance Committee: There was no finance committee meeting
    - c. Sales and Marketing Committee: Johnston reported that everything is going smoothly thanks to Gildart and that there was no Sales and Marketing Committee meeting this month.
      1. Clark requested to see the breakdown of the income and expense applied to the income of music cruises. She also requested an analysis of the Bailey Island and Charter Operation revenue and expenses.
  - b. Project updates:
    - a. Pottle reported Phase II RFP received no bids and we have since worked with FTA and MaineDOT to enter into a construction manager at risk process, where CBL will bring in firms, interview them, and evaluate them based primarily on their capabilities. Casco Bay Lines will then select a firm and negotiate the construction cost as the process is worked through. He further explained that due to today’s environment and all the work going on this is the only way to get someone to come in and build Phase II. He explained that he wrote an RFP, got it approved and it is out on the streets right now

and proposals should be back by late July and the hope is to have a firm selected by the end of August.

- b. Pottle reviewed the schedule project and reported that there will be meetings at the end of July to receive any additional comments or feedback about the new proposed schedule which will be shared with the Board. The meetings will be on each of the islands and that Casco Bay Lines management is looking for a physical facility for the Peaks Island meeting. The other island meetings will be held on the Bay Mist and there will be a meeting at the Casco Bay Lines Ferry Terminal. The hope is to move forward in the fall with a recommendation and activate the schedule in January.
- c. Pottle reviewed the new ferry project and reported that staff is continuing to work with the design team on propulsion reviews and they have brought in some new vendors and recently met with CMP to look at hybrid and electric type options to understand what the true cost would be to compare it to fuel cost to see which will be the most effective to do. He explained that right now if you look at the industry the industry is moving into hybrid and electric and alternative fueling methods and is trying to get away from straight diesel and emission issues that exist. Discussion followed.
- d. Greven did a project update on electronic ticketing and where it is at right now. He reported that this electronic ticketing project includes the ticket window software, the webstore software, any software that would come on a mobile platform, as well as the freight software. He explained that today they are now entering into the Semi-finals and have narrowed it down from twenty vendors to four. He explained to select the vendor there has been cross functional team put together from each department. This team will be starting to view demos of the final four vendors today and will then go through and select a vendor. He is predicting that this will go live February/March time of 2020.
  - 1. Robin Clark asked if it is always the same people that help with the projects. Greven explained that the people change based on the project and that he can list the names of who is working on this specific project.
  - 2. Overlock asked if having reservation systems for cars was part of this project. Greven replied that they do not have a lot of direction yet from the board but can safely say that all four software providers that are being considered now have some functionality for reservations and they run the range from basic reservations to fully baked vehicle reservations.
  - 3. Braden noted that at the board meeting before last the board agreed that they wanted staff to move forward with vehicle reservation and gave the full green light with anything in respect to E-ticketing.
  - 4. Overlock asked about lower prices for frequent riders and permanent residents like E-Z Pass and if this was being considered. Greven explained that it is being considered and that all four vendors have this capability.
- c. Flynn reported that the only meeting on the calendar is the Executive Committee meeting on July 11, 2019 due to the first Thursday landing on Independence Day. He explained that at this meeting the Executive Committee will determine whether or not the other meetings will be held during the month of July.

d. Wharf and MDOT Reports: None

7. General Announcements

a. Establish next meeting dates:

- |                                      |                                    |
|--------------------------------------|------------------------------------|
| i. Executive Committee:              | Thursday, July 11 at 7:45 AM       |
| ii. Finance Committee:               | No Finance Committee               |
| iii. Board of Directors:             | Thursday, July 25 at 7:45 AM (TBD) |
| iv. Operations Committee:            | Thursday, July 18 at 7:45 AM (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. Correspondence: None

9. Workshop: No workshop.

10. Public Comment:

Lisa Penalver, Resident of Peaks Island: thanked the staff for their work but still has concerns about a larger vessel

Sharon Cohen, Resident of Peaks Island: had concerns about two engineers Pete and Bruce from the company who were on the boat the other day.

Braden asked who the engineers were that Sharon was talking about.

Paul clarified "they are a vendor they are ABB they provide propulsion systems only they don't design boats they design propulsion systems. They were looking at it because they want to sell us an electrified boat. They are just a vendor."

Adjournment: Braden moved to adjourn, Doane seconded. The vote was unanimous to adjourn at 8:47 AM.

Respectfully submitted by:



~~Robin Clark~~, Clerk

Charles Burr, Assistant Clerk

