

**Minutes of the Meeting
Of the
Board of Commissioners
Of the
Fishers Island Ferry District**

A meeting of the Board of Commissioners of the Fishers Island Ferry District was held at the FI Community Center on **Tuesday, March 1, 2011.**

Present were Commissioners Brooks, duPont, Edwards, Rafferty and three members of the public.

Minutes of the meeting held on Tuesday, February 15, 2011 were reviewed and accepted.

Moved by Commissioner Rafferty
Seconded by Commissioner duPont;
Ayes all.

A listing of the outstanding obligations of the District was distributed to the Board for audit and discussion. At the conclusion of the discussion, a resolution to pay the outstanding obligations of: **\$34,304.32** as represented by vouchers **#1380 through #1408**, dated, March 15, 2011, was;

Moved by Commissioner Brooks,
Seconded by Commissioner Rafferty;
Ayes: All

Commissioner Edwards asked who is responsible for oil/utilities at the Trooper Barracks and if the utilities are left on all winter. He recommended that the heat be left at 55 degrees if it is not already being done. Ms. Schmid said she would verify.

Correspondence

- a. Year round application by Alysanne Cochran approved.

Old Business

- a. Policies Approved as amended: Passengers on Deck (930907B)/Stowage of Vehicles(990120A)
Cmr. Edwards asked if there is a Master Policy Book set up in the office and that every Commissioner get their own copy, along with postings on the website. Cmr. Edwards also again asked that the NL staging sign be put out every morning and taken in every evening.
Moved by Commissioner Rafferty,
Seconded by Commissioner Edwards;
Ayes: All
- b. Property Management Discussion - Letter to Supervisor approved for mailing with list of Ferry District properties. Since Mgr. Doherty's last attempt to contact the supervisor, no response has been received from the Town regarding a meeting about the properties and the tax bill for Bldg. 240. Moved by Commissioner Edwards, Seconded by Commissioner Rafferty,
Ayes: All
- c. Real Estate Report/Leases-Discussion held re: Mr. Silverstein completing report, will be done with Cmr. Rafferty and Mgr. Doherty after Mr. Silverstein's court case is over by the next Cmr's meeting. Commissioner Rafferty indicated he was happy with the residential lease form received from Lamb & Barnosky, but the commercial lease form is still a problem. Cmr. Rafferty indicated the most important thing is to have leases that protect the District.
- d. HR Report-Ms. Schmid reported she met with Ms. Larson and Mr. Daukas, an associate, from 1-4:30pm, Monday, February 28, 2011. Cmr. agreed that the report should be ready for presentation at the April 5, 2011 meeting in New London, with copies received one week in advance for review.
- e. Uniforms - Cmr. Edwards is still interested in input from the Board and employees regarding exactly what types of uniforms to research and that the employees liked the idea of a stipend to cover uniforms. Cmr. agreed jeans/khakis are ok and that Cmr. Edwards would get info on magnetic nametags and shirts. Cmr. Rafferty and duPont reminded everyone the cost needs to

remain below budget. Cmr. Edwards questioned the float coat price in the March 15 warrant. Mgr. Doherty emailed Unifirst re: the waning contract with no response to date. Cmr. Edwards asked how much money will be left in the budget to spend on new uniforms and what we have to buy form Unifirst, if anything.

- f. Additional Revenues – Cmr. Brooks brought up the closing of the City Pier for improvements and suggested that the District may receive additional parking revenues from overflow. Cmr. duPont reminded the Board the permits for the NL Terminal do not allow for commercial parking. Cmr. Burnham, committee chair was absent and will be reporting at the next meeting.
- g. Winter Work List Update – Ms. Schmid stated Mgr. Doherty would be meeting with Joe Henderson March 7th regarding the Habitat Study; Randy Carnahan, Gencorp. Ins. will be meeting with the manager and Board regarding the upcoming August liability/marine insurance renewal. Cmr. Rafferty would like a written overview of all coverages and suggested that the agent for the District be invited to make a presentation at some future meeting of the Commissioners.
- h. North Ramp Engineering – Keith Nielson, Docko, is working on all 3 phases and will have reports in a couple of weeks. Cmr. duPont reminded everyone the budget is only \$200,000.
- i. Year Round ID Card Holder List – Cmr. Edwards asked that all Commissioners receive a copy of the current list for review and discussion at the next meeting. It was mentioned that Mgr. Doherty had emailed that information previously.

New Business

- a. 2011 Peak Season Schedule – Cmr. Edwards asked exactly what was expected by management. Ms. Schmid stated Mgr. Doherty distributed copies of last year’s schedule a couple of meetings ago and asked for review and input. Cmr. Discussed whether to keep both 9 am boats on Mon/Tues. and agreed to flip the off-peak Friday 4:30a.m. boat to Mondays. Cmr. Edwards mentioned the Thursday and Sunday first boat discounts should remain in place and also suggested it might be time to return to a shoulder configuration. The Board would like management to prepare a report of last year’s revenues per trip so they can review cost effectiveness and ridership to help shape the 2011 peak schedule. No rush to decide this meeting but should get things in order by approximately April 15 to get printed and distributed in a timely manner. It was also suggested Mgr. Doherty meet with FI Waste Management to determine their needs/usage, etc.
- b. Fuel Discussion – Ms. Schmid presented the WTI annualized flow chart as prepared by Cmr. Rafferty showing barrel price at budget and over budget amount to date of \$140,000. Cmr. explained increases at different percentages and amount of revenue that would be earned on the second chart. Price changes drive the model of ticket price inventory and revenue comparisons. Cmr. Edwards asked that all price lists continue to be reviewed/revise in a timely manner and he would like a review of general commercial rates. A discussion was held whether to do an across the board dollar amount fuel surcharge or a percentage. No fuel surcharge will be added to passenger rates at this time. It is hoped passengers who have diverted to charter operations will return. There was also discussion about how to handle commuter books. Perhaps collect \$2.00 in cash with passengers coming inside, or a stamp to show the surcharge was paid. It was decided requiring passengers with commuter tickets to come inside to pay defeated the convenience factor of buying commuter tickets. It was decided to let management handle this decision. It was resolved to adopt a 15% across the board fuel surcharge on all vehicles, commercial and non-commercial, based on tariff lists dated 5/15/09, 7/1/09 and 9/1/10 (contractor, pass/auto rates, charter rates, respectively), effective March 10, 2011 with commercial rates rounded up to the next nearest dollar, and non-commercial rates rounded down to the previous nearest dollar to be revisited when necessary.
Motion made by Commissioner Rafferty;
Seconded by Commissioner Edwards;
Ayes all.
- c. Fuel Contamination Problem – Cmr. were provided with a report from Capt. Easter explaining the attached test results from KMT labs in Iowa. The results showed contamination with calcium grease. Cmr. Brooks wanted to know why the samples went to Iowa and not locally. He also wanted to know why a letter was not sent to Dime. Cmr. duPont said no letter went to Dime because there were no results back yet. It was decided to ask Capt. Easter for all costs involved

when bills come in and write to Dime asking for reimbursement of those costs. Ms. Schmid mentioned the notation by Capt. Easter that perhaps there should be some consideration of going back to Drew Oil. Cmr. Rafferty said Dime would have to be proven in breach of contract first.

- d. 2010 Budget Modification- Approved. Motion made by Cmr Rafferty, Seconded by Cmr. duPont, Ayes all.
- e. Hire Part-time Deckhand John Hiller – table till March 15, 2011 meeting. Cmr Rafferty and Brooks questioned how many part-timers were needed “on the bench” at one time and do current ones get enough hours? Ms. Schmid said she has been here 12 years and there has always been approximately 30-35 on hand at one time, especially with the onset of spring. Ms. Schmid said that Capt. Easter should really be a part of that discussion and suggested they read Capt. Easter’s summation of the applicant. Cmr. Rafferty would ~~like~~ prefer to get the HR report before hiring any more part-timers.
- f. Permission granted to Molly Burr from IPP to use the NL conference room March 5, 2011. There was some discussion about charging for the use of the room, but Cmr. Edwards felt for the amount of times it gets used, it would net more PR not to charge. A policy for use should be drafted.
- g. Dental Insurance Renewal – After very brief review of information provided by Mary Center from Tzedakah House on the new Anthem dental plan, it was decided to table this until the next meeting and stay with the Standard until May 1 and wait for the HR report.
- h. New London Banner – tabled.
- i. Eastern Connecticut Conservation Letter requesting additional \$30,000 for fish ladder agreement made at time of terminal project DEC/CT permitting. –Tabled until copy of agreement can be found and discussed.
- j. COLA Letter to Employees – Approved as written for distribution by management.

Public Comment Session

Adjournment - 6:40 pm. Moved by Cmr. Rafferty; Seconded by Cmr. Brooks, Ayes all.

Next meeting - Wednesday, March 16, 2011 Fishers Island Community Center.

Submitted by,

Nina J. Schmid
Assistant Manager