

**DRAFT Meeting Agenda**

**PORTLAND FISH PIER AUTHORITY BOARD OF DIRECTORS**

October 17, 2024, **3:00pm**

**Hybrid Meeting Format**  
**#6 Portland Fish Pier, Portland, Maine and**  
**on the Zoom Platform**

PFPA Board members

**Class A Directors:** Groundfish Harvester or Representative  
Mary Hudson, MCFA  
Tracy Pearce

**Class B Directors:** Groundfish Buyers  
Nick Alfiero, Harbor Fish Market  
Tim Merrill, Merrill's Seafood

**Class C Directors:** Representing the seafood industry of the State of Maine  
Rob Odlin, Representing the Lobster Industry  
Vacant, Representing the Aquaculture Industry

**Class D Director:** Representing the Public at Large  
John Arnold

**Class E Director** Representing the Portland City Council  
Anna Bullett, District 4

**Ex-Officio Members of the Board of Directors**

Representing the Commissioner of the Maine DOT  
Chris Mayo

Representing the Commissioner of Maine DMR  
Meredith Mendelson, Department of Marine Resources,  
President

Representing the Portland City Manager  
Brendan O'Connell, Finance Director  
Treasurer

**\*\*\*\*\*Meeting Link\*\*\*\*\***

Join Zoom Meeting

<https://us02web.zoom.us/j/84062537418?pwd=q6DHogFYbcVJzPACJ7BpvabZ8Qo6Ka.1>

Meeting ID: 840 6253 7418  
Passcode: 651840

1. **Approval of Meeting Minutes**  
*September 19, 2024 PFEX Meeting*  
Draft minutes attached.

**Action Item.** \_\_\_\_\_ **Public Comment**

2. **Officer election of an Assistant Secretary Officer position**

**Action Item.** \_\_\_\_\_ **Public Comment**

3. **Financial Statement, Portland Fish Pier.** *Statement produced by the Portland Finance Department, Toyna Mitchell, and presented by Waterfront Coordinator, Bill Needelman. Statement to be provided under separate cover.*
4. **Facilities Report.** *Phil DiPierro, Project Manager. Report to be provided under separate cover*
5. **Portland Fish Exchange update** –*Robert Vanmeter, PFX Exchange Manager*

The Exchange Manager will present landings report (attached) and is requesting a discussion and guidance on addressing Past Due Accounts

6. **Portland Fish Exchange, Auction software update, BASE Pilot project update** –*Robert Vanmeter, PFX Exchange Manager, Bill Needelman, Waterfront Coordinator*

**Potential Motion:**

*We formally request the City staff to consult the City IT department for advice on software development for new PFE Auction Software...and advise the City manager and ask for an exception, pursuant to City Code Chapter 2 Article VII Sec 2-303(e), to proceed with finding 3 quotes from well-established Software development companies to design, implement and support the PFE auction software, by the November meeting. Once and if we have ascertained 3 companies, they should be allowed to view our current system and our auction process so they can give informed and appropriate pricing and time frames for completion.*

**Action Item.** \_\_\_\_\_ **Public Comment**

7. **Update on City of Portland Storm Water and Sewer project** *with associated discussion on impacts to vacant lots*
8. **Board Discussion on items not on the Agenda**
9. **Executive Session to discuss potential extension of Lot 10 ground lease**

***Consistent with Exec Session statute--1 MRS 405(6)(C) & (E) the Board may go into Executive Session to discuss potential extension of the ground lease for Lot 10***

**Action Item.**

**Public Comment**

The Board will receive executive session material by email under confidential cover.

**10. Adjournment** *The Meeting will adjourn after leaving executive session*

**Attachments for the meeting packet to be emailed under separate cover:**

- Draft Meeting Minutes, *September 19, 2024*
- Financial Statement
- Facilities Report
- PFX Management/Financial Report for October, 2024