

DRAFT Meeting Agenda

PORTLAND FISH PIER AUTHORITY BOARD OF DIRECTORS

August, 15, 2024, 2:00pm

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

PFPA Board members present:

Class A Directors: Groundfish Harvester or Representative
Mary Hudson, MCFA, President

Class B Directors: Groundfish Buyers
Nick Alfiero, Harbor Fish Market*

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

Class D Director: Representing the Public at Large
John Arnold, Secretary

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*

PFPA Board members absent:

Groundfish Buyers
Tim Merrill, Merrill's Seafood

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

Staff present:

Robert Vanmeter, PFX Exchange Manager
Avery Dandreta, Associate Corporation Counsel*
Dave Townsend, PFX Operations Manager*
Bill Needelman, Waterfront Coordinator (Note taker)

* Indicates remote participation

Approximately 4 members of the public attended remotely and one attended in person.

Agenda

1. Approval of Meeting Minutes

July 8, 2024 meeting. Draft minutes were attached.

Motion to approve. Moved by Arnold, 2nd by Alfierro. No public comment. Vote 6-0, **Passed** by all present (O’Connell, Merrill, Mayo absent)

2. Announcements – PFFPA Board Openings

The Portland City Clerk’s Office is currently accepting applications to fill 4 seats on the Portland Fish Pier Board of Directors.

Two seats are currently vacant:

1 seat - Class A (Groundfish harvester, Seller Rep, or Sector Manager)

1 seat - Class C (Active in the Aquaculture Industry).

Two seats are filled and will expire in October of 2024:

1 seat - Class A (Groundfish harvester, Seller Rep, or Sector Manager)

1 seat - Class D (At-large, Portland Resident).

3. PFFEX Fee Structure: *Mary Hudson, President, Robert Vanmeter, PFX Exchange Manager*

Following the expiration of CARES Act funded seller fee rebates, Mary Hudson asked the Board to consider adjusting fish fees to encourage continued landings at the Portland Fish Exchange. Amended fee schedules were presented at the meeting.

Motion: *For a three month trial period, starting on August 19, 2024, the fish fees for the Portland Fish Exchange shall be amended to flat rates (eliminating the tiered system) according to the following schedule:*

Seller fees: \$0.08/lb

Buyer fees: \$0.16/lb

No Bid fee: \$0.08/lb

Scratch fee: \$0.24/lb

Motion by Hudson, 2nd by Arnold. After Board discussion and public comment, **Motion Passed** by Vote 7-0 by all present. (O’Connell, Merrill absent)

In addition to fish fee adjustments, the Exchange Manager recommended increasing the Seller Rep fee from \$300 to \$500

Motion: **To increase Seller Rep fees from \$300 to \$500.** Motion by Arnold, 2nd by Hudson. No public comment. **Motion Passed** by vote of 7-0 by all present. (O’Connell, Merrill absent)

4. Portland Fish Exchange update –Robert Vanmeter, PFX Exchange Manager

Vanmeter presented the most recent landings report and manager’s report, noting that the PFX was utilizing \$50K from the LOC. Mr. Vanmeter asked that the Board approve a deficit reimbursement of \$88,200, a rent deferral (between the PFEX and the PFPA) valued at \$39,400, and a budget amendment to cover \$28,543 in cost associated with repairs to the truck dock shelters.

Motion: To approve deficit reimbursement (\$88,200) and rent deferral (\$39,400).

Motion by Arnold, 2nd by Mendelson. After Board discussion and public comment, **Motion Passed** by Vote 7-0 by all present. (O’Connell, Merrill absent)

Note: Truck dock shelters will be paid for from the PFPA budget “Land/Pier/Building Repair” line item. No action needed.

Mr. Vanmeter noted that Sandy, the long-time private fish grader at the PFX, was retiring – creating a service gap at the PFX. Mr. Vanmeter requested that the Board consider changing the PFX rules to allow PFX employees to grade fish when fish were to be auctioned by a third party (such as BASE.) Mr. Vanmeter would be overseeing the training of graders with Sandy’s assistance to provide consistent grading comparable to past practice and customer expectations.

Motion: To approve amendments to the PFX Rules to allow PFX employees to grade fish to be auctioned by others when a private third party grader is not available.

Motion by Arnold, 2nd by Mendelson. After Board discussion and public comment, **Motion Passed** by Vote 6-1. (Odlin against, O’Connell, Merrill absent)

5. PFPA/PFEX Budget Consolidation

There was a general board consensus that aligning the fiscal years for the entities and combining the budgets made the most sense moving forward.

7. Subcommittees Retreat update

Needelman provided an update on the status of discussion with a potential facilitator. Board members suggested waiting until the two empty seats are filled and scheduling an extended board workshop in early October.

8. Other Business

Rob Odlin made a motion to hire *Software Consultant* to explore options for replacing the aging PFX auction software. After Board discussion and friendly amendments - **Motion: That prior to the next meeting of the Board (September 19, 2024) waterfront coordinator will reach out to the City IT department to request assistance and consultation on options for replacing the PFX auction software. Moved by Odlin, 2nd by Alfierro.** After Board discussion and public comment, **Motion Passed** by Vote 6-0. (Mayo, O’Connell, Merrill absent)

9. Adjournment

By consensus of the Board, the meeting adjourned at approximately 4:30pm

Attachments included in the meeting packet:

Draft Meeting Minutes

- *July 8, 2024 PFPA Meeting*
- *PFX Manager's Report*
- *PFX funding request letters and cost estimate for truck dock shelter repair*