

**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=q6DH0GFYbcVJzPACJ7BpvabZ8Qo6Ka.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

DRAFT Meeting Minutes  
PORTLAND FISH PIER AUTHORITY BOARD OF  
DIRECTORS  
September 19, 2024, 2:00pm

**Remote meeting on the Zoom Platform**

PFPA Board members present

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

**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 (joining as of item #2)  
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

PFPA Board members absent

**Class A Directors:** Groundfish Harvester or Representative  
Tim Merrill, Merrill's Seafood

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

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

Staff Present

Robert Vanmeter, PFX Exchange Manager  
Phil DiPierro, Project Manager  
Avery Dandreta, Associate Corporation Counsel  
Bill Needelman, Waterfront Coordinator (Note taker)

Public

Approximately 3 members of the public attended on zoom as well as Pending Class A Board member Tracy Pearce

1. **Approval of Meeting Minutes for the August 15, 2024 PFX Meeting.** Draft minutes were attached. **Motion to approve** by Arnold, 2<sup>nd</sup> by Mayo. No Public Comment, no amendments. **Motion passed** by vote of 6-0 by all present.

2. **Approval of the amendments to the Bylaws to create an Assistant Secretary Officer position**  
*Draft Bylaws with amendments were attached.*

The City Corporation Counsel Office recommended amending the PFPA Bylaws to create an officer position of **Assistant Secretary**, who may or may not be a member of the Board, to act on the Board's behalf to execute documents as needed.

**Motion to approve** by Arnold, 2<sup>nd</sup> by Mayo. No Public Comment, no amendments. **Motion passed** by vote of 7-0 by all present

3. **Financial Statement, Portland Fish Pier.** *Statement as of September 9, 2024 produced by the Portland Finance Department, Toyona Mitchell, and presented by Waterfront Coordinator, Bill Needelman. Statement was attached. Needelman noted an unexpected \$119K expense under supplies that warranted an explanation. (Note: Facilities staff concluded that the number was in error and will be corrected for future statements.)*
4. **Facilities Report.** *Phil DiPierro, Project Manager presented information that was included in the attached Facilities.*
5. **Portland Fish Exchange update** –Robert Vanmeter, PFX Exchange Manager

The Exchange Manager presented the year to date landings report (which was attached.)

6. **City of Portland Request to Install a Public Restroom along Commercial Street - Tatyana Vashchenko, Project Manager, Parks, Recreation, and Facilities,** presented the specifics of a plan to move the pad mounted public restroom to a location adjacent to the Center St intersection with Commercial Street. The new restroom would include a subgrade vault, allowing greater capacity.

**Motion to authorize City Staff to prepare necessary documents and to proceed with the installation as presented.** Motion by Arnold, 2<sup>nd</sup> by Mayo. No Public Comment, no amendments. **Motion passed** by vote of 7-0 by all present

7. **Portland Fish Exchange, Auction software update, BASE Pilot project update** –Robert Vanmeter, PFX Exchange Manager, presented an update on the status of the pilot project to place PFX fish on the New Bedford, MA, BASE auction. Following a discussion among the Board related to alternatives to the BASE option, it was suggested that a summary of the research conducted to date would be presented at the next board meeting.

- 8. Update on City of Portland Storm Water and Sewer project** *with associated discussion on impacts to vacant lots.* Postponed to a later meeting. Needelman provided a brief presentation on potential reconfiguration of Lot 1-1 as may be possible in coordination with the future sewer project.
- 9. Communication:** Pending Board Member, Tracy Pearce was welcomed by the Board.
- 10. Adjournment.** The next regular meeting was set for October 17, 2024 at 3:00pm. Meeting adjourned at +/-4:00.

**Attachments included in the meeting packet:**

- Draft Meeting Minutes, *August 15, 2024*
- Draft Bylaws for the Portland Fish Pier Authority
- Financial Statement, Sept. 9, 2024
- Facilities Report, Sept. 12, 2024
- PFX Management/Financial Report for Sept, 2024
- Public Toilet Letter and Drawings

**Fish Pier Authority  
FY22 Budget Status  
As of January 5-2024**

**Agenda 3  
Monthly Financial Report, Sept. 2024**

	FY24 Budget	YTD	Balance	%	FY24 vs.		
					FY23 YTD	FY23	%
<b>Revenue:</b>							
<i>Miscellaneous</i>	14,395	2,307	12,088	16.0%	720	1,586	220.3%
<i>Berthing</i>	29,376	18,696	10,680	63.6%	4,208	14,488	344.3%
<i>Parking</i>	433,024	222,551	210,473	51.4%	76,536	146,015	190.8%
<i>Ground Rent (Leases)</i>	199,833	112,941	86,892	56.5%	30,611	82,330	269.0%
		0			76	(76)	-100.0%
<b>Total Revenue</b>							
	676,628	356,495	320,133	52.7%	112,150	244,344	217.9%
<b>Expenditures:</b>							
<i>Admin. and Maint. Services</i>	104,331	67,211	37,120	64.4%	27,704	39,507	142.6%
<i>Travel/Training/Meetings</i>	1,500	0	1,500	0.0%	0	0	#DIV/0!
<i>Contractual Services</i>	22,263	4,492	17,771	20.2%	3,132	1,360	43.4%
<i>Engineering Services</i>	26,000	15,718	10,282	60.5%	3,007	12,711	422.7%
<i>Printing/Copying</i>	1,200	892	308	74.3%	0	892	#DIV/0!
<i>Equipment Repair</i>	12,000	4,999	7,001	41.7%	0	4,999	#DIV/0!
<i>Land/Pier/Building Repair</i>	200,000	0	200,000	0.0%	11,148	(11,148)	-100.0%
<i>Insurance</i>	15,120	0	15,120	0.0%	0	0	#DIV/0!
<i>Supplies</i>	13,500	61	13,439	0.5%	0	61	#DIV/0!
<i>Electricity</i>	15,000	5,190	9,810	34.6%	827	4,362	527.3%
<i>Debt Service</i>	10,724	856	9,868	8.0%	0	856	#DIV/0!
<b>Total Expenditures</b>		0	-	#DIV/0!	0	0	#DIV/0!
	421,638	99,419	322,219	23.6%	45,818	53,601	117.0%
<b>Net Revenues Over(Under) Expenditures</b>							
	254,990	257,075	(2,085)		66,332	190,744	287.6%

To: Portland Fish Pier Authority Board  
From: Philip DiPierro, Facilities Project Manager  
Date: October 15, 2024  
RE: Facilities Update  
CC: Rob Kierstead, Director

Please find below a listing of the monthly improvements to the Portland Fish Pier by the Public Buildings and Waterfront Division:

Updates September 2024

- Ten new galvanized camel brackets have been installed on the five new composite camels that were recently purchased and installed.
- The Dump Guy was recently contracted to pick up needles, clean the remains of homeless camps, and to remove accumulated trash from the common areas throughout the facility.
- City staff is looking into options for replacing or upgrading the shore power units in the Net Yard.
- Grounds maintenance for the season is ongoing. The City's Parks Department is working on fall cleanup throughout the facility.
- Ongoing maintenance continues throughout the facility to address a list of items that includes repair and/or replacement of loose/broken chocks, walers, piles, etc.

Updates June through August 2024

- Five additional new ladders have been installed throughout the facility for a total of 10 new ladders this year.
- Five new composite camels have been installed throughout the facility & two log camels have been relocated.
- The concrete steps located between Cozy Harbor and Bristol Seafood have been repaired to eliminate a tripping hazard that existed. The concrete walls on the face of the ramp and steps have also been repaired with a concrete structural skin product, to improve the look and to help extend the life of the concrete.
- The area that generated trash located next to the substation between Vessel Services and the Marine Trade Center has been cleaned.
- The trench drains in front of the Exchange loading docks have all been cleaned.
- Grounds maintenance for the season is ongoing. The City's Parks Department will start fall cleanup next month.
- Ongoing maintenance continues throughout the facility to address a list of items that includes repair and/or replacement of loose/broken chocks, walers, piles, etc.

Updates March through May 2024

- The pile jacket project at sorting pier 1 has been completed. Peperrell Cove Marine finished the project in April.
- Five new ladders have been installed throughout the facility. Five additional ladders have been ordered for installation by the end of June.
- Five new camels have been ordered for installation throughout the facility. Camel delivery is expected during the week of June 10<sup>th</sup>, and installation will take place before the end of June.
- The City's Traffic Division completed the re-striping of the front parking lot.



- Spring cleanup of the Facility, and grounds maintenance has started for the season. The City's Parks Department is now providing these services.
- The Bellingham floats that were stored in the Net Yard have been removed.
- Ongoing maintenance continues throughout the facility to address a list of items that includes repair and/or replacement of loose/broken chocks, walers, piles, etc.

#### Updates January through February 2024

- Prock Marine has been awarded a change order for the installation of 28 pile jackets at sorting pier one. Prock has subcontracted the pile jacket project to Pepperrell Cove Marine. Pepperrell Cove is expected to start work within the next month.
- Five new ladders have been purchased for installation throughout the facility.
- Five new camels have been ordered for installation throughout the facility.
- City staff is working with our Traffic Division to complete re-striping of the front parking lot.
- City staff has secured additional CARES funding to complete additional projects throughout the facility i.e. camel installs, ladder installs, shore power upgrades, pile jacketing, etc.
- Spring cleanup of the Facility, and grounds maintenance is expected to start in April.
- Ongoing maintenance continues throughout the facility to address a list of items that includes repair and/or replacement of loose/broken chocks, walers, piles, etc.

#### Updates December 2023

- Prock Marine completed the batter pile strengthening project at Sorting Pier 1. TEC Associates will be completing a final inspection so that the project can be closed out. Pepperrell Cove Marine provided pricing for the installation of pile jackets on the 28 steel H-piles at this pier.
- City staff has been working with AAA Energy Service Co. to estimate the cost for updating 9 shore power units throughout the facility.
- City staff has been working with TEC Associates to develop a Capital Improvements Plan for maintaining the piers throughout the facility. TEC Assoc completed the inspection of all 6 piers, all that is left to inspect is the bulkhead wall around the facility. Upon completion of the inspections, TEC Associates will be updating the condition report that was completed in 2021 which will be used to develop the CIP.
- City staff has been working with the State DMR to secure additional CARES funding to complete additional projects throughout the facility i.e. camel installs, ladder installs, shore power installs, pile jacketing, etc.

#### Updates for October through November 2023

- Prock Marine completed the concrete work on the batter pile strengthening project at Sorting Pier 1. They are in the process of removing forms, breaking down the staging, and completing the punch list and clean up of the site. Pepperrell Cove Marine has been contacted to provide pricing for the installation of pile jackets on the 28 steel H-piles at this pier.
- City staff has been working with AAA Energy Service Co. to estimate the cost for updating 9 shore power units throughout the facility.
- City staff has been working with TEC Associates to develop a Capital Improvements Plan for maintaining the piers throughout the facility. TEC Assoc is in the process of inspecting the piers and updating the condition report that was completed in 2021.
- City staff has been working with the State DMR to secure additional CARES funding to complete additional projects throughout the facility i.e. camel installs, ladder installs, shore power installs, pile jacketing, etc.

Updates for July through September 2023

- Prock Marine continues to work on the batter pile strengthening project at Sorting Pier 1. All of the batter piles have been driven and all of the concrete cutting has been completed. Prock is working on concrete forming and rebar installation for tying the new batter piles into the pier deck.
- AAA Energy Service Co. completed phase 2 of the power demand investigation project. AAA completed the inspection and re-torquing of all connections in the switchgear and electrical panels throughout the entire Fish Exchange facility. They also checked for corrosion of electrical panels and have made some recommendations. The next phase will be to look at the shore power units on the piers and in the Net Yard.
- Miller Refrigeration completed their work on the refrigeration system. All systems appear to be working as expected.
- City staff is in the process of coordinating with The City's Wastewater Department to clean catch basins and trench drains, and to undertake pavement sweeping throughout the facility.
- Seabreeze Property Services is in the process of wrapping up summer maintenance work throughout the facility. They recently completed sweeping of the curblines along the bulkhead wall and service piers.



## PORTLAND FISH EXCHANGE

### Management/Financial Report for October 17, 2024

<b><u>GF Landings – Auction</u></b>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
September	177K	230K	(-53K)
<b><u>Contract Unloads - GF</u></b>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
September	59K	25K	+34K
<b><u>Total GF Land/Unloads</u></b>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
September	236K	255K	(-19K)
<b><u>Pumping</u></b>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
September	0	300K	(-300K)
<b><u>Financial Report</u></b>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
September			

#### Financial Notes

- Current receivables are \$227K. Checkbook is at \$69K
- \$50k of \$250K LOC in use
- Replacement accountant started Oct. 3 / working with Jaki & I to get current

#### Landings Notes

- September – Landing's down - boats were hesitant to sail with the low fish prices on auction
- October – So far landings have been steady – fish prices have improved

#### Operations Notes

- New full-time employee hired. Acclimating well & good fit with existing crew.

#### Facility Report

- Hot water system failed. Previous piping installation done incorrectly resulting in loss of one of two 100-gallon tanks. Plumber was able to get one tank running - working to have re-piping done and new 100-gallon tank installed.