

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 PFEX Meeting.** Draft minutes were attached. **Motion to approve** by Arnold, 2nd 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, 2nd 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, Toyne 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, 2nd 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