

**DRAFT Meeting Agenda  
PORTLAND FISH PIER AUTHORITY BOARD OF  
DIRECTORS**

**December 19, 2024, 2:00pm**

**Remote Meeting Format  
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\*\*\*\*\***

Public Meeting Link to join the webinar:

<https://portlandmaine-gov.zoom.us/j/84806023172?pwd=CeaC92B8RCbkqrGrIzX0o0ehJofGTJ.1>

Passcode:999018

Phone one-tap:

+16469313860,,84806023172# US

+19292056099,,84806023172# US (New York)

Webinar ID: 848 0602 3172

International numbers available: <https://portlandmaine-gov.zoom.us/j/84806023172?pwd=CeaC92B8RCbkqrGrIzX0o0ehJofGTJ.1>

Panelists will receive their own unique link via email on the day of the meeting.

1. **Thank you to outgoing Board Member, Councilor Anna Bullet.**

Councilor Wesley Pelletier will be the Class E, City Council representative, as of January 2025.

2. **Approval of Meeting Minutes.** *November 19, 2024 PFEX Meeting*  
Draft minutes attached.

**Action Item.**

**Public Comment**

3. **Financial Statement, Portland Fish Pier.** *Statement produced by the Portland Finance Department, Toyna Mitchell (attached) will be presented by Waterfront Coordinator, Bill Needelman.*

4. **Facilities Report.** *Phil DiPierro.* .  
November Facilities Report attached.

*Note:* At a future meeting, the board will receive a presentation by TEC Associates on the Fish Pier Condition and prioritized projects.

5. **Portland Fish Exchange update** –*Robert Vanmeter, PFX Exchange Manager.*

- The Exchange Manager will present landings report (attached)
- Board approval of a new buyer, *Atlantic Offshore Fishery, Point Pleasant Beach, NJ*, on the (application attached)

**Action Item.**

**Public Comment**

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

7. **Portland Fish Pier and Portland Fish Exchange Budget Integration** *Brendan O’Connell, Treasurer*

- Approach
- Timeline
- Appoint Board Subcommittee?

8. **Potential extension of Lot 10 ground lease**

*Postponed until a later meeting to allow Corporation Counsel time to draft documents.*

9. **Scheduling future Board meetings** *Board discussion*

10. **Workshop (retreat) on Subcommittees update** *Needelman. Board discussion*

Board is asked to pick a date in February and assign up to two members to attend a pre-workshop planning meeting with the facilitator to give guidance on workshop goals, format, and outcomes.

11. **Board Discussion on items not on the Agenda**

12. **Adjournment**

**Attachments included in the meeting packet:**

- Agenda 1: Draft Meeting Minutes, November 21, 2024
- Agenda 2: Financial Statement, PFPA, November 19, 2024
- Agenda 3: Facilities Report
- Agenda 4: PFX Management/Financial Report for November, 2024  
PFX New Buyer application materials

**DRAFT Meeting Minutes**

**PORTLAND FISH PIER AUTHORITY BOARD OF DIRECTORS**

**November 21, 2024, 2:00pm**

**Remote Meeting Format**  
**on the Zoom Platform**

PFPA Board members present

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

**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

**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 Maine DMR  
Meredith Mendelson, Department of Marine Resources,  
Representing the Portland City Manager  
Brendan O'Connell, Finance Director  
Treasurer

PFPA Board members absent

Groundfish Buyers  
Tim Merrill, Merrill's Seafood  
Representing the Commissioner of the Maine DOT  
Chris Mayo

Staff Present

Robert Vanmeter, PFX Exchange Manager  
Avery Dandreta, Associate Corporation Counsel  
Kaela Gonzales, HED  
Justin Pellerin, Water Resources  
Bill Boornazian, Water Resources  
Bill Needelman, Waterfront Coordinator, Assistant Secretary (Note taker)

Approximately 2 members of the public attended by zoom

**1. Approval of Meeting Minutes. October 17, 2024 PFEX Meeting**

**Motion to approve** by Arnold, 2<sup>nd</sup> by Alfiero. No Public Comment, no amendments. **Motion passed** by vote of 8-0 by all present.

2. **Update on City of Portland Storm Water and Sewer project** *with associated discussion on impacts to vacant lots. Justin Pellerin, Water Resources Division*

Mr. Pellerin provided an overview of the project and answered board questions. The project anticipates starting in August 2025 with occupancy of half of the rear parking lot until November 2025. Access to the front parking lot will be offered to MTC tenants during construction. The project will occupy Lot 1-1 and the west entry drive from August 2025 until May 2026. Needelman will explore options for potential reconfiguring of the west entry drive in conjunction with the project.

3. **Financial Statement, Portland Fish Pier.** *Statement produced by the Portland Finance Department, Toyna Mitchell, was presented by Waterfront Coordinator, Bill Needelman.*

Board discussed having a budget integration (PFEX with the PFPA) discussion at the December meeting.

4. **Facilities Report.** *Report to be postponed until December*

5. **Portland Fish Exchange update** –*Robert Vanmeter, PFX Exchange Manager. The Exchange Manager presented landings and management report for the month.*

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

Vanmeter reported that the BASE trial auction process will take place after Thanksgiving.

Needelman reported that the pre-solicitation Forum for Auction Software Developers was advertised for November 25 at the PFEX at 9:00am.

7. **Potential extension of Lot 10 ground lease**  
*Postponed until a later meeting to allow Corporation Counsel time to draft documents.*

8. **Scheduling Board Retreat on Subcommittees**

Needelman will reach out to the facilitator to schedule a half day retreat of the Board after the holidays.

9. **Board Discussion on items not on the Agenda**

Pearce inquired if the temporary flat fee structure was to remain in effect? Hudson suggested that the Board take action to extend the rate reduction for the time being.

***Motion: To extend the current flat fee rates for PFEX buyers (\$0.16/lb) and sellers (\$0.08/lb) until January 31, 2025, unless otherwise modified by the Board.*** *Moved by Arnold, 2<sup>nd</sup> by*

*Bullett. No Public Comment. **Motion passed** by vote of 7-0 by all present. (O'Connell had left the meeting prior to the vote.)*

**10. Adjournment**

Meeting adjourned by consensus of the Board at approximately 3:50pm

**Attachments included in the meeting packet:**

- Agenda 1: Draft Meeting Minutes, October 17, 2024
- Agenda 2: Fact Sheet and graphics for Stormwater and Sewer Project
- Agenda 3: Financial Statement, PFPA, November 19, 2024
- Agenda 5: PFX Management/Financial Report for October, 2024

Fish Pier Authority  
 FY25 Budget Status

As of December 12-2024

	FY25 Budget			FY25 vs.			
	YTD	Balance	%	FY24 YTD	FY24	%	
<b>Revenue:</b>							
Miscellaneous	14,395	1,595	12,800	11.1%	720	875	121.5%
Berthing	29,376	13,488	15,888	45.9%	4,208	9,280	220.5%
Parking	470,404	245,922	224,482	52.3%	76,536	169,387	221.3%
Ground Rent (Leases)	199,833	109,993	89,840	55.0%	30,611	79,382	259.3%
Interest Income					76	(76)	-100.0%
<b>Total Revenue</b>	<b>714,008</b>	<b>370,999</b>	<b>343,009</b>	<b>52.0%</b>	<b>112,150</b>	<b>258,849</b>	<b>230.8%</b>
<b>Expenditures:</b>							
Admin. and Maint. Service	92,399	19,191	73,208	20.8%	27,704	(8,513)	-30.7%
Travel/Training/Meetings	1,500	0	1,500	0.0%	0	0	#DIV/0!
Contractual Services	30,263	3,318	26,945	11.0%	3,132	186	5.9%
Engineering Services	26,000	345	25,655	1.3%	3,007	(2,662)	-88.5%
Printing/Copying	1,200	880	320	73.3%	0	880	#DIV/0!
Equipment Repair	12,000	4,250	7,750	35.4%	0	4,250	#DIV/0!
Land/Pier/Building Repair	200,000	20,453	179,547	10.2%	11,148	9,304	83.5%
Insurance	15,120	0	15,120	0.0%	0	0	#DIV/0!
Supplies	13,500	1,457	12,043	10.8%	0	1,457	#DIV/0!
Electricity	15,000	5,935	9,065	39.6%	827	5,107	617.3%
Debt Service	10,724	631	10,093	5.9%	0	631	#DIV/0!
<b>Total Expenditures</b>	<b>417,706</b>	<b>56,459</b>	<b>361,247</b>	<b>13.5%</b>	<b>45,818</b>	<b>10,640</b>	<b>23.2%</b>

**Net Revenues Over(Under) Expense**      296,302      314,541      (18,239)      66,332      248,209      374.2%

To: Portland Fish Pier Authority Board  
From: Philip DiPierro, Facilities Project Manager  
Date: December 13, 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 October through November 2024

- City staff is met with an electrical engineer to discuss options for replacing or upgrading the shore power units in the Net Yard and on Sorting Pier 1.
- Grounds maintenance for the season is ongoing. Salt/sand barrels have been set up and filled for the season, and common areas have been cleared for plowing.
- 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 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. Pepperrell 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'th, and installation will take place before the end of June.
- The City's Traffic Division completed the re-stripping 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-stripping 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 December2023

- 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.



## PORTLAND FISH EXCHANGE

### Management/Financial Report for December 19, 2024

<b><u>GF Landings – Auction</u></b>	<b><u>Actual</u></b>	<b><u>Budgeted</u></b>	<b><u>Variance</u></b>
November	106K	125K	(-19K)
<b><u>Contract Unloads - GF</u></b>	<b><u>Actual</u></b>	<b><u>Budgeted</u></b>	<b><u>Variance</u></b>
November	0	15K	(-15K)
<b><u>Total GF Land/Unloads</u></b>	<b><u>Actual</u></b>	<b><u>Budgeted</u></b>	<b><u>Variance</u></b>
November	106K	140K	(-34K)
<b><u>Pumping</u></b>	<b><u>Actual</u></b>	<b><u>Budgeted</u></b>	<b><u>Variance</u></b>
November	0	0	0
<b><u>Financial Report</u></b>	<b><u>Actual</u></b>	<b><u>Budgeted</u></b>	<b><u>Variance</u></b>
TBD			

#### Financial Notes

- Current receivables are \$165K. Checkbook is at \$5K
- Currently using \$50k of \$250K LOC

#### Landings Notes

- November presented decent landings and prices throughout with the expected lull for Thanksgiving.
- December started with strong landings & favorable prices. Wind/weather has impacted fishing in recent weeks.

#### Operations Notes

- New buyer - Atlantic Offshore Fishery out of New Jersey. Owner Mike Sarapochillo has 5 of his own vessels as well as independent fishermen that supply his multiple businesses. Been in business since 2004, has retail & wholesale market as well as his own restaurant. Active on all auctions since 12-5 – primary has been monk and flats.

#### Facility Report

- Hot water system work completed – system running well.

## PORTLAND FISH EXCHANGE APPLICATION FOR EXCHANGE SEAT

### General Information

Applicant Legal Name: Atlantic Offshore Fishery  
DBA: \_\_\_\_\_

Mailing Address: 212 Channel Dr  
City: Pt. Pleasant Beach State/Province: NJ Zip: 08742

Physical Address: Same  
City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Business Type (circle): Corporation Partnership/LLC Sole Proprietor

**Corporations**  
please include

- Name, address, and title for all officers and directors (attach).
- Name, address, and percent of shares owned for all shareholders equal to or exceeding 5% (attach).
- Date incorporated and state/province in which incorporated:  
\_\_\_\_\_
- Federal employer identification number:  
\_\_\_\_\_

**Partnerships/LLC's**  
please include

- Names, addresses, and ownership percentages for all partners (attach).
- Date registered and state/province in which registered:  
2018 NJ
- Federal employer identification number:  
81-5390229

**Sole Proprietors**  
please include

- Name and address of owner, if different than above:  
\_\_\_\_\_
- Date established:  
\_\_\_\_\_
- Sole proprietor's social security #:  
\_\_\_\_\_

Federal dealer permit #: 4418

State/province dealer permit #: 947927

**Type of Auction Seat**

Seat type: Note

FULL SEAT      Seat holder may purchase any item on any Exchange auction.

Requirements:

- \$250 one-time application fee (refunded if application declined).
- Irrevocable letter of credit, minimum \$15,000