

**PORTLAND FISH PIER AUTHORITY
BOARD OF DIRECTORS
February 13, 2025, 3:30 PM**

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
Matthew Moretti, Representing the Aquaculture Industry

Class D Director: Representing the Public at Large
John Arnold

Class E Director: Representing the City Council
Wesley Pelletier, District 2

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*******

Please click the link below to join the webinar:

<https://portlandmaine-gov.zoom.us/j/83282527285?pwd=hXwQPbJggZx75iyfdHqnSGjhtM0o1i.1>

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

- 1. Approval of November 21, 2024 Meeting Minutes**
 - a. November 21, 2024 PFPA Meeting Draft Minutes attached.
Note: There was no quorum and no action taken on December 19, 2024.
Action Item - Public Comment
- 2. Review and vote on financial assistance to Portland Fish Exchange.**
 - a. See attached memorandum from the Portland Fish Exchange
- 3. Review and discuss formation of two Committees - Finance Committee and Portland Fish Exchange Committee.**
 - a. See the attached memorandum regarding the formation of Committees.
- 4. Election of Officers**

- a. The current slate of officers for the Board of Directors is:
President, Mary Hudson
Vice President, Robert Odlin
Treasurer, Brendan O'Connell
Secretary, John Arnold
Assistant Secretary, Bill Needelman
Nominations from the Floor
Action Item - Public Comment

5. Next Regular Board Meeting Date: February 20, 2025

6. Any other items from Board and staff

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, 2nd 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, Toyona 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, 2nd 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



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FISH EXCHANGE, INC.**

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Financial Assistance Request

February 6, 2025

The Portland Fish Exchange is requesting \$200,000 from the Portland Fish Pier Authority to pay off their line of credit. We would also request a comparable cash reserve to draw on, or an infusion of cash to our checking account / operating fund, to make us financially solvent and avoid future finance charges.

Best regards,

Signed by:

Robert Vanmeter

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Robert Vanmeter
General Manager

**Portland Fish Pier Authority
Board of Directors
Mary Hudson, Board President**



MEMORANDUM

TO: Portland Fish Pier Board of Directors

FROM: Mary Hudson, Board President

DATE: February 5, 2025

SUBJECT: Formation of Committees

At the upcoming meeting of the Board of Directors, I am recommending that the Board form two committees as follows:

Finance Committee: With the recent merger of the Portland Fish Exchange into the Portland Fish Pier Authority, financial information is currently being coordinated City and Fish Exchange staff, and a sub-Committee could better inform the entire Board, consulting with the City Finance Department and the Fish Exchange.

Portland Fish Exchange Committee: This Committee could keep the entire Board apprised of the Exchange and any issues for the auction, facility/infrastructure, and back office operations.

I look forward to your feedback and two or three volunteers to serve on these Committees.