PORTLAND FISH PIER AUTHORITY
BOARD OF DIRECTORS
May 8, 2023, 3:00 PM

Class A Director: Member of the Portland City Council - Councilor Regina Phillips
Class B Director: Representing the Fishing Industry - Ben Martens, Maine Coast Fishermen's Association
Class B Director: Representing the Fishing Industry - Vacant
Class C Director: Representing the Commissioner of the Maine DOT - Christopher Mayo
Class C Director: Representing the Commissioner of Maine DMR - Meredith Mendelson, Department of Marine Resources, President
Ex-Officio Director: Representing the City Manager - Brendan O'Connell, Finance Director
Ex-Officio Director: President of the Board of Directors of the Portland Fish Exchange - Rob Odlin

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The Portland Fish Pier Authority will conduct this meeting remotely via Zoom pursuant to the Remote Meeting Policy adopted by the Boardl. Allow your computer to install the free Zoom app to get the best meeting experience.

For public comment via Zoom, you will need to use the "raise your hand" feature. To raise your hand via the telephone, please hit *9. You will be unmuted by the host when it is time for public comment.

Please click the link below to join the webinar:

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Webinar ID: 814 0598 4046
International numbers available: https://portlandmaine-gov.zoom.us/u/kgvNzfyXP

1. **Approval of March 13, 2023, meeting Minutes.**

   a. See attached draft meeting Minutes.

2. **Financial Update - Statement produced by Tonya Mitchell, Senior Adm. Officer II/Finance Department; presented by Bill Needelman, Waterfront Coordinator**

   a. See attached Financial Update.

3. **Facilities Update - Kathy Alves, Facilities Director, Phil DiPierro, Project Manager.**

a. Facilities project update attached.

4. Portland Fish Exchange Update - Rob Odlin, PFX President; Bert Jongerden, contract manager; Bill Needelman, Waterfront Coordinator. Robert Vanmeter, PFX Exhange Manager.

a. Management Report attached.

b. FY24 Budget attached.

c. Rent Forgiveness Letter. Attached.

Action Item - Public Comment

d. FY 24 Funding Request Letter

Action Item - Public Comment

e. Joint Governance Subcommittee update

5. Proposal on Parking Management - Postponed until an upcoming meeting.

6. Update on Infrastructure and Program Funding through CARES Act Funding - Meredith Mendelson, Maine DMR Deputy Commissioner, Bert Jongerden, PFX Contract Manager

7. Remote Meeting Policy

a. Consistent with City policy and Maine public meeting regulations, the Board is asked to adopt the attached remote meeting policy.

8. Marine Trade Center Lease Negotiations – Needelman; Michael Goldman, Corporation Counsel; Jason Howe, Preti Flaraty; Greg Davidson, Marine Trade Center; Sam Davidson, Marine Trade Center

a. **NOTE:** The Board may go into executive session pursuant to 1 M.R.S.A. 405(6)(c) for a discussion of personnel matters regarding real estate negotiations.

For some time, Sam and Greg Davidson and their attorney, Jason Howe, have been working with the Board and City staff to negotiate an amended ground lease for Lot 2 with associated parking rights for the Rear Parking Lot. Given the passage of time, some Board members may be new to this agenda item; however, the issues presented in the proposed lease have been discussed at length by the Board going back over two years.

The Board is asked to hold an executive session to review the terms of the lease amendments in preparation for anticipated action at the next available meeting. Staff would like to thank the Davidsons and their representatives for their patience in waiting for this item to come back for review and action.

9. Salary Reimbursement Request for funding a portion of the Waterfront Coordinator Position for the 2022 fiscal year - Mary Davis, Housing and Economic Development Director.

a. **NOTE:** The Board may go into executive session pursuant to 1 M.R.S.A. 405(6)(A) for a discussion of personnel matters regarding the Waterfront Coordinator position.

Portland Fish Pier Authority Board is asked to consider and approve using PFPA funds, in the approximate amount of $61,476, to cover fifty (50) percent of the FY2024 annual compensation costs (which includes benefits) for the City Waterfront Coordinator position.

Memo describing the request from Mary Davis, Interim HEDD Director, attached.

Action Item - Public Comment

10. Adjournment

DRAFT Meeting Agenda

PORTLAND FISH PIER
AUTHORITY BOARD OF DIRECTORS
March 13, 2023, 3:00pm

Remote Meeting Format – ZOOM Platform

PFPA Board members present

Class A Director:	*Member of the Portland City Council* Regina Phillips, *Arrived as of Agenda item 3*
Class B Director:	*Representing the fishing industry* Ben Martens, Maine Coast Fishermen's Association
Class B Director:	*Representing the fishing industry* Vacant
Class C Director:	*Representing the Commissioner of the Maine DOT* Chris Mayo
Class C Director:	*Representing the Commissioner of Maine DMR* Meredith Mendelson, Department of Marine Resources, President
Ex-Officio Director:	*Representing the City Manager* Brendan O'Connell, Finance Director, *Arrived as of Agenda item 3*

PFPA Board members absent

Ex-Officio Director:	*President of the Board of Directors of the Portland Fish Exchange* Rob Odlin

Staff Present

Phil DiPierro, Project Manager
Bill Needelman, Waterfront Coordinator, *Note taker*

6 members of the public participated by zoom

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2. **Financial update** was taken out of order- *Statement produced by Tonya Mitchell, Senior Admin Officer II, Finance Department was attached and was presented at the meeting by Bill Needelman, Waterfront Coordinator. No questions.*

1. **Approval of February 13, 2023 Meeting Minutes**
   Draft minutes attached.

   Motion to approve 2-13-23 minutes as provided in the packet.
   Moved by Mayo, 2nd by Martens. No Public Comment. ***Approved by vote of 3-0*** *by all present*

3. **Facilities update** - *Phil DiPierro, Project Manager. Facilities project update attached.*
Phil noted that PFX would update on refrigeration project, which is ongoing.
The batter piling project for sorting pier #1 has a signed contract with Prock and will start within two weeks. Met with TEC Assoc to discuss the steel piling wraps for same pier.
Spring cleaning, sweeping, striping to start in April.

4. **Portland Fish Exchange update** *–Bert Jongerden, contract manager; Bill Needelman, Waterfront Coordinator. Introducing the newly hired Exchange Manager, Robert Vanmeter*

- Introduction Exchange Manager/Executive Director, Robert Vanmeter
- Monthly landings and management report. Bert Jongerdenupdated on ongoing refrigeration repairs - nearing completion.. Bert noted that the LOC, previously at $200K is down to $25k marking a significant improvement. The PFX Board will be reviewing potential fee increases as the fees haven't kept pace with inflation. Subtenant Dropping Springs has ceased operations and has given up occupancy of their space. Cozy Harbor has been given 30-day notice to execute their option. Another operator has expressed strong interest in buying the Dropping Springs assets and taking over the space for a comparable operation.

- Update on Joint Governance Subcommittee progress

  Potential motion to accept the recommendation of the Governance Subcommittee to form a single entity oversight board with membership generally consistent with Option 2 as included in the 3-13-23 meeting packet.

  Needelman described that the Governance subcommittee recommended an 11 member board structure for a potential single governance structure for the Fish Pier and the Fish Exchange (2 PFX buyers, 2 PFX sellers, 2 seafood industry at large- lobster and aquaculture, City Councilor, Community member, City Manager, and 2 State agencies - DMR and MDOT.)

Motion to Accept the Governance Subcommittee recommendation to pursue a single governance board, as described in Option 2. *Motion by O'Connell, 2nd by Phillips.*

No public comment

Martens voiced support for the process and the product. Mayo agreed, expressing thanks and admiration for Subcommittee Chair, John Arnold. Mendelson added her support noting the need for industry participation and accountability.

Motion passed by vote of 5-0 by all present with Odlin absent.

5. **Communication on Parking Management**
   Needelman presented on behalf of the City Parking Manager a recommendation to consider installing a pay kiosk for the front lot to allow revenue collection for off hours. The Board asked for a detailed proposal to come back for possible action at a future meeting.

   Additional information requested regarding snow ban parking and impacts to snow removal. Board members also expressed opinion that the front lot should not be priced below comparable lots.

Note Councilor Phillips left the meeting

6. **Election of Officers - taken out of order**
   With the recent turnover of members, the PFPA Board needed to fill the slate of officers for reporting to the State of Maine. The current office holders on the Board were reported as:

President:	*Meredith Mendelson*
Vice President:	*Vacant*
Treasurer:	*Vacant*
Secretary/Clerk:	*Michael Goldman*

   Motion to fill the *Office of Treasurer with Brendan O'Connell and the Office of Vice President with Ben Martens*. *Motion by Mendelson, 2nd by Mayo.*

   No public comment

   Motion passed by vote of 4-0 by all present with Odlin and Phillips absent.

7. **Update on Infrastructure and Program Funding through CARES Act Funding -**, *Meredith Mendelson, Maine DMR Deputy Commissioner, Bert Jongerden, PFX Contract Manager*

   Mendelson reported that NOAA, against expectations, has approved extending the use of CARES II funds until June of 2024.

   Additionally, the previous expectations for use of funds has changed, including: Cost overruns for the Sorting Pier #1 project, less than expected use of seller rebate at PFX, less than expected use of ice/fuel subsidies at Vessel services, and high utilization of the Fishermen Feeding Mainers program for purchasing fish at the PFX.

   New priorities include transferring funds from seller rebates to infrastructure, continuing the Fishermen Feeding Mainers program, eliminating the hoist project (with funds going to the Sorting Pier #1 project), and reduction of the total ice and fuel subsidies at VS but remaining should support rebates through some portion of summer.

8. **Adjournment**

By unanimous vote the meeting was adjourned at +/-4:20

Attachments for the meeting packet:

Agenda Item 1: Draft Minutes from the December 21, 2022 Meeting
Agenda Item 2: Financial Statement
Agenda Item 3: Facilities Update
Agenda Item 4: Governance Subcommittee March 1, 2023 meeting notes
Governance Subcommittee: Board Options, Single entity
PFE Monthly Landings Report
Agenda Item 7: PFPA Bylaws Excerpt on election of officers

Fish Pier Authority
FY22 Budget Status
As of May 3 2023

	FY23 Budget	YTD	Balance	%	FY22 YTD	FY23 vs. FY22	%
Revenue:							
Miscellaneous	14,395	4,561	9,834	31.7%	6,377	(1,816)	-28.5%
Berthing	29,376	20,873	8,503	71.1%	27,696	(6,823)	-24.6%
Parking	399,844	374,529	25,315	93.7%	398,833	(24,304)	-6.1%
Ground Rent (Leases)	199,833	151,042	48,791	75.6%	200,712	(49,670)	-24.7%
Total Revenue	643,448	551,005	92,443	85.6%	633,618	(82,613)	-13.0%
Expenditures:							
Admin. and Maint. Services	95,748	82,774	12,974	86.4%	75,761	7,013	9.3%
Travel/Training/Meetings	1,500	0	1,500	0.0%	0	0	#DIV/0!
Contractual Services	21,663	12,301	9,362	56.8%	16,678	(4,377)	-26.2%
Engineering Services	26,000	25,658	342	98.7%	6,467	19,191	296.8%
Printing/Copying	600	892	(292)	148.7%	817	75	9.2%
Equipment Repair	12,000	1,767	10,233	14.7%	13,095	(11,328)	-86.5%
Land/Pier/Building Repair	215,000	15,898	199,102	7.4%	141,240	(125,342)	-88.7%
Insurance	15,120	0	15,120	0.0%	12,250	(12,250)	-100.0%
Supplies	13,500	6,098	7,402	45.2%	903	5,195	575.3%
Electricity	15,000	7,545	7,455	50.3%	11,855	(4,310)	-36.4%
Debt Service	11,086	11,086	0	100.0%	11,612	(526)	-4.5%
Total Expenditures	416,131	164,018	263,199	39.4%	290,678	(126,660)	-43.6%
Net Revenues Over(Under) Expenditures	227,317	386,987	(159,670)		342,940	44,047	12.8%

PORTLAND MAINE

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To: Portland Fish Pier Authority Board
From: Philip DiPierro, Facilities Project Manager
Date: May 5, 2023
RE: Facilities Update
CC: Kathy Alves, Facilities Director

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

Updates for March & April 2023

- Pepperell Cove Marine started the pile jacket work at Sorting Pier 1 Extension during the first week of April. To date, 10 of the 28 piles have been wrapped and grouted. Work is expected to continue on the project through the month of May.
- Prock Marine has been awarded the contract for the batter pile strengthening project at Sorting Pier 1. Materials have been ordered and work is expected to start in June.
- Staff is pursuing options for wrapping the remaining piles at Sorting Pier 1.
- AAA Energy Service Co. has been hired to install data logging equipment in the substation main electrical switch gear in order to track power demand. Power demand at the Fish Exchange has been fluctuating over the past several months and is unusually high. Data logging is the first step in an effort to find out why.
- Miller Refrigeration continues to work on the refrigeration system in the Fish Exchange building. The new system is partially operational, and there are still some issues that are in the process of being worked out.
- Two new wood camels have been purchased for installation along the Net Yard bulkhead.
- Fore River Dock & Dredge is scheduled to replace several broken piles throughout the facility.
- Seabreeze Property Services started grounds maintenance and spring clean-up work for the season.
- Ongoing repairs continue throughout the facility to address a list of maintenance items i.e. chocks, whalers, ladders, loose piles, etc.

Updates for February 2023

- Miller Refrigeration continues to work on the refrigeration system in the Fish Exchange building. The new system is partially operational, and there are still some issues that are in the process of being worked out.
- Staff continues to meet with Pepperell Cove Marine to discuss logistics for the Service Pier 1 Extension, pile jacket project. Work is expected to start on the project within the next couple weeks depending on weather.
- Prock Marine has been awarded the contract for the Fish Pier Repair project at Service Pier 1. The City is in the process of finalizing the contract with Prock, and work is expected to begin in June.
- Staff is pursuing options for wrapping the remaining piles at Service Pier 1.
- Seabreeze Property Services will begin grounds maintenance work as soon as weather permits.

- Ongoing repairs continue throughout the facility to address a list of maintenance items.

Updates for December 2022 through January 2023

- Miller Refrigeration continues to work on the refrigeration system in the Fish Exchange building. The new system is partially operational, and there are still some issues that are in the process of being worked out.
- Staff continues to meet with Pepperell Cove Marine to discuss logistics for the Service Pier 1 Extension, pile jacket project. Work is expected to start on the project in March 2023.
- Based on the bids and costs that were submitted for the Fish Pier Pile Repair project, the scope of work for the project has been changed. Service Pier 1 is the only pier that will be upgraded at this time. Prock Marine has been awarded the contract for this phase of the project.
- Staff is pursuing options for wrapping the remaining piles at Service Pier 1.
- Ongoing repairs continue throughout the facility to address a list of maintenance items.

Updates for November 2022

- Miller Refrigeration is still working on the refrigeration system in the Fish Exchange building. The new system is partially operational, and there are still some issues that are in the process of being worked out.
- Staff met with Pepperell Cove Marine to discuss logistics for the pile jacket project. Materials are being ordered and work staging areas are being discussed. Work is expected to start on the project in March 2023.
- Four bids for the Fish Pier Pile Repair project were received and Prock Marine was the low bidder. All bids came in much higher than expected, and staff is currently working on a plan on how best to proceed.
- Ongoing repairs continue throughout the facility to address a list of maintenance items.

Updates for July through October 2022

- Upgrades associated with the refrigeration system in the Fish Exchange building are under construction. Miller Refrigeration has been working throughout the summer to complete the work.
- Tec Associates completed the bid package for the pile jacket project for the pier extension at sorting pier 1. The project went out to bid in September and Pepperell Cove Marine won the bid. Work is expected to start on the project in March 2023.
- Tec Associates completed the bid package for the pier repair project and it is out to bid. Bids are due on December 7, 2022.
- Four new camel, chain, and weight assembly units have been installed at Sorting Pier 1. One existing camel assembly unit has been relocated to Sorting pier 2.
- Two new ladders have been installed within the Fish Exchange complex. One ladder was replaced at sorting pier 2 outside the PFEX, and one ladder along the bulkhead wall in the net yard was replaced.
- Ongoing repairs continue throughout the facility to address a list of maintenance items.
- Seabreeze Property Services continues to work on sweeping and seasonal maintenance activities.
- Zebra Striping completed crosswalk striping at five locations throughout the site.

Updates for May & June 2022

- Upgrades associated with the refrigeration system in the Fish Exchange building are under construction. Miller Refrigeration has been hired to complete the work.
- Tech Associates continues to work on a bid package for the pile jacket and pier repair project.
- The four camels that were recently delivered have not yet been installed. They are scheduled to be installed within the next 1 to 2 weeks.
- Two ladders will be replaced within the Fish Exchange complex. One ladder is scheduled to

be replaced at sorting pier 2 outside the PFEX, and one ladder along the bulkhead wall in the net yard will be replaced.

- Ongoing repairs continue throughout the facility to address a list of maintenance items.
- Seabreeze Property Services is working on sweeping and seasonal maintenance activities.

Updates for February, March & April 2022

- Issues associated with the refrigeration system in the Fish Exchange building are being addressed. The City is working with an engineer and refrigeration contractor to determine the components that need to be either upgraded, replaced or maintained.
- Tech Associates continues to work on a bid package, including plans and specs, for the pile jacket and pier repair project. The project will be based on the results of the inspection that was completed last year.
- Four camels have been ordered and delivered for installation at sorting pier 1 and sorting pier 2. Three camels will be installed at sorting pier 1 and one camel will be installed at sorting pier 2. The log camel that broke loose from the net yard last year has been recovered and reinstalled. The 4 camels were delivered on April 11'th, and installation will take place as soon as possible depending on weather and contractor availability.
- Several loose and/or broken piles throughout the facility have been identified. Fore River Dock & Dredge was hired to pull and re-bolt 5 piles, and replace **7** piles. JW Hale was hired to replace several chocks and wales around sorting piers 1 and 2.
- Ongoing repairs continue throughout the facility to address a list of maintenance items.
- Seabreeze Property Services is working on sweeping, spring cleanup and seasonal maintenance activities.

PORTLAND FISH EXCHANGE

Management/Financial Report for May 8th, 2023 for the Fish Pier Authority

Groundfish Landings:	Actual	Budgeted	Variance	Avg Fish $/lb.
February	204K lbs.	48K lbs.	152K lbs.	$2.00
March	187K lbs.	70K lbs.	117K lbs.	$1.87
April	172K	75K lbs.	98K lbs.	$1.83
Total Landings FY YTD (05/01/22)	1.92M lbs.	1.2K lbs.	716K lbs.	

Off-auction landings:			
Total Off-auction FY YTD (05/01/22)	133K lbs.	100K lbs.	33K lbs.

Pumping:			
Total Pumping FY YTD (05/01/22)	1.1M lbs.	500K lbs.	600K lbs.

Financial Notes:

- FY23 will close April 30, 2023
- Invoiced $28,647 in Care Acts returns for March
- Cares Act I Seller Rebate funds will be exhausted end of April
- Cares Act II seller rebate funds are available after Cares Act I is exhausted – allocation is $250K beginning May 1st
- An updated P/L will be available at the June BOD meeting

Operations Notes:

- Cozy Harbor has declined the available space vacated by Dropping Springs, Inc.
- Look Lobster Co. has accepted a revised 5-year lease term for the space
- PFE staff are cleaning, repairing, painting and readying the space for a new tenant
- COP has retained an electrical engineer to review lost power to ground
- The ice machine proposal with VSI fell through – though, PFE has been approved through a USDA grant to supply a similar ice machine – VSI, GMRI and PFE are negotiating terms
- Negotiating to unload tuna – will update the HACCP Scombroid Plan

Landings Notes:

- Kelp landings have begun – expecting 800K – season should end Mid-June
- Whole monkfish contract-offloading has started – season typically runs June - October

	FY24 Bud	FY23 Bud	Var FY24_FY23
Groundfish Lbs. on auction	1,750,000	1,200,000	550,000
Groundfish Lbs. off-auction	150,000	100,000	50,000
Pumping	500,000	500,000	0
Total	2,400,000	1,800,000	**600,000**
Weeks/Period			
Percentage/month/GF	Grounds		
Percentage/month/boxing	Boxing		
Percentage/month/pumping	Pumping		
Average/monthly/fees	Fish fees		
Percentage/monthly/OA			
REVENUE			
Fish Fees	507,500	300,000	207,500
Pumping	3,750	2,500	1,250
Misc. Unloading	1,000	10,000	-9,000
Off-auction fees	30,000	12,000	18,000
Totes/Pallets	7,500	5,500	2,000
Boxes/Cartons	35,000	36,000	-1,000
Misc. Items/Ice	3,500	7,000	-3,500
Warehousing	95,000	90,000	5,000
Re-Weighing	7,000	12,000	-5,000
Berthing	35,000	40,000	-5,000
Rental Income	206,100	204,000	2,100
Misc. Income	35,000	40,000	-5,000
Utility Reimbursement	5,400	16,000	-10,600
Subtotal	**971,750**	**775,000**	**196,750**
(Auction Discrepancy)	1,000	1,000	0
(Berthing Rebates).	1,500	1,500	0
Total	**2,500**	**2,500**	**0**
Net Revenue	**969,250**	**772,500**	**196,750**
COST OF GOODS SOLD			
Totes/Pallets	5,000	6,500	-1,500
Boxes/Cartons	21,000	24,500	-3,500
Bulk bins	2,500	2,500	0
Ice	29,108	23,400	5,708
Tote Disposal	1,500	1,500	0
Misc. Items	500	500	0
Total	**59,608**	**58,900**	**708**
Net Revenue	**909,643**	**713,600**	**196,043**
Operations			
Labor	425,000	390,000	35,000
Temporary Labor	5,000	5,000	0

Safety	500	250	250
Direct Supplies	18,000	6,500	11,500
Uniforms	5,000	4,800	200
Repairs & Maintenance	25,000	30,000	-5,000
Total Operations Expense	**478,500**	**436,550**	**41,950**
Admin & Management			
Administrative Pay	175,000	186,000	-11,000
City of Portland Rental	0	30,830	-30,830
City of Portland Shared Revenue	188	188	-1
Off-Site Rental	1,800	1,800	0
Dues & Licenses	1,500	1,200	300
Security System	1,000	1,000	0
Training	1,200	0	1,200
Utilities	125,000	102,000	23,000
Gen Ins Coverage	76,000	54,358	21,642
Interest Expense	750	2,000	-1,250
Office Expense	4,500	4,500	0
IT Repair	36,000	15,000	21,000
Office Equip Repair	500	500	0
Trash Removal	1,000	1,000	0
Hardware	1,000	1,000	0
Software Licensing	10,000	30,000	-20,000
Professional Fees	50,000	2,000	48,000
Banking Fees	3,000	2,800	200
Gift Expense	2,500	500	2,000
Travel & Meals	500	3,000	-2,500
Total	**491,438**	**439,676**	**51,762**
Revenue	**971,750**	**775,000**	196,750
Sales Adjustments	2,500	2,500	0
Net Sales	**969,250**	**772,500**	196,750
COG Sold	59,608	58,900	708
Gross Profit	**909,643**	**713,600**	196,043
Total Expenses	**969,938**	**876,226**	93,712
Gross Income	-60,295	-162,626	102,331
Capital Fund			
Net Income	-60,295	-162,626	102,331
Depreciation	63,996	63,996	0
Net Income	-124,291	-226,622	102,331

PORTLAND FISH EXCHANGE

6 Portland Fish Pier | Portland, ME 04101
Toll Free 1-866-633-4741 | Tel 207-773-0017 | www.pfex.org
Email to: hails@pfex.org

May 1, 2023

Meredith Mendelson, Chairperson
Portland Fish Pier Authority
389 Congress Street
Portland, Me 04101

Dear Ms. Mendelson and members of the Portland Fish Pier Authority,

I am writing on behalf of the Board of Directors for the Portland Fish Exchange. We request The Portland Fish Pier Authority forgive all rent due from May 1, 2022 to April 30, 2023 in the amount of $39,500 and from May 1, 2023 to April 30, 2024 in the amount of $39,500.

In recent years, unfortunately, the Exchange has operated at a deficit as groundfish auctioned here has continued to decline. This decline, which we have been unable to influence or reverse, reflects a decrease in the size of Maine's groundfishing fleet, difficulties in hiring crew, the repositioning of some of our boats to Massachusetts for economic reasons, and the sufficiency or insufficiency of fish stocks, which are regulated by the federal government according to their abundance.

Each year for the past several years, the Fish Pier Authority has funded these deficits and it appears likely that this arrangement will continue until such time as these economic and regulatory headwinds abate.

Meanwhile, our situation is one where the Exchange pays rent to the Authority, both of which are owned by the City of Portland, the deficit is increased by the amount of this rent, and later the rental payments are refunded by the Authority back to the Exchange.

To simplify this cumbersome arrangement, we ask that the rental amounts be acknowledged and forgiven.

Sincerely,

Rob Odlin
President

PORTLAND FISH EXCHANGE

6 Portland Fish Pier | Portland, ME 04101
Toll Free 1-866-633-4741 | Tel 207-773-0017 | www.pfex.org
Email to: hails@pfex.org

May 3, 2023

Meredith Mendelson, Chairperson
Portland Fish Pier Authority
389 Congress Street
Portland, Me 04101

Dear Ms. Mendelson and members of the Portland Fish Pier Authority,

I am writing to advise the members of the Fish Pier Authority of our operating budget for the upcoming fiscal year: May 1, 2023 to April 30, 2024. This budget is based on many factors: fish landings, related business activities that produce revenue for the Exchange, levels of property maintenance required, payroll, insurance, utilities, and the general effects of inflation on the cost of doing business in Maine in the coming year.

If our forecast proves correct, the Exchange will close the fiscal year with a deficit of $125,000. It is our understanding that the Authority would prefer to pre-fund this projected deficit amount rather than deal with it later, as has been done in the past. This letter is our request for funds in this amount.

When the Authority board meets to consider this request, we will attend and will be prepared to present and discuss our FY 2024 operating budget. We are grateful for your support as we work together to find ways for the Exchange to expand its service to Maine's seafood industries.

Sincerely,

Rob Odlin
President

REMOTE PARTICIPATION POLICY OF THE Portland Fish Pier Authority ADOPTED on _____, 2023

Pursuant to 1 M.R.S. § 403-B, and after public notice and a hearing, the Portland Fish Pier Authority hereby adopts the following policy to govern remote methods of participation in public proceedings or meetings (collectively, "meetings") of the Portland Fish Pier Authority Board of Directors (hereinafter collectively referred to as the "Board").

In addition to conducting meetings with in-person participation, the Board conducts meetings with two other types of participation: remote and hybrid.

Remote meetings allow Board members and the public to participate only by telephonic or video technology allowing simultaneous reception of information, but may include other means necessary to accommodate disabled persons (referred to herein as "remote methods of participation"). Remote meetings will not be by text-only means such as e-mail, text messages, or chat functions.

Hybrid meetings allow Board members and the public to participate in-person or by remote methods of participation. Members of the Board are encouraged to participate in-person for hybrid meetings.

Prior to each meeting, the Chair or other presiding officer, in consultation with other members of the Board if appropriate and possible, will determine whether participation at a meeting will be in person, remote, or hybrid in as timely a manner as possible under the circumstances. Any Board member who is unable to attend a meeting in-person will notify the Chair or other presiding officer as far in advance as possible.

The public, City staff and applicants before the Board will be provided a meaningful opportunity to attend a meeting via remote methods of participation when any member of the Board participates via remote methods or when remote methods are available and operational at a given Board meeting. If public input via remote methods is allowed or required at a meeting, an effective means of communication between the Board and the public will also be provided. The public will also be provided an opportunity to attend the meeting in person unless there is an emergency or urgent situation that requires the entire Board to meet only by remote methods.

Notice of all Board meetings will be provided in accordance with 1 M.R.S. § 406, and the City Charter, City Code or policy, if applicable. When the public may attend via remote methods, the notice will include the means by which the public may access the meeting remotely and will provide a method for disabled persons to request necessary accommodation to access the meeting. The notice will also identify the location where the public may attend the meeting in person. The Board will not restrict public attendance to remote methods except in the case of an emergency or urgent issue that requires it to meet using remote methods of attendance.

The Board will make all documents and materials to be considered by it during a meeting available, electronically or otherwise, to the public who attend remotely to the same extent customarily available to the public who attend in person, provided no additional costs are incurred.

All votes taken during a Board meeting using remote methods will be by roll call vote that can be seen and heard if using video technology, or heard if using audio technology only, by other members of the Board and the public. A member of the Board who participates remotely will be considered present for purposes of establishing a quorum and voting.

This policy will remain in force indefinitely unless amended by the Board.

City of Portland | Housing and Economic Development Department
Mary P. Davis, Interim Director

MEMORANDUM

To: **Portland Fish Pier Authority**

From: **Mary Davis, Interim Director**

Subject: **Annual Request to use Portland Fish Pier Authority Funds to Support the Waterfront Coordinator Position in FY2024**

Date: **May 2, 2023**

This memorandum requests the Portland Fish Pier Authority (PFPA) to consider and approve using PFPA funds, in the approximate amount of $61,476, to cover fifty (50) percent of the FY2024 annual compensation costs (which includes benefits) for the City Waterfront Coordinator position.

This is the fourth annual request. For FY2023, the Board approved 50% of the salary and benefits of approximately $58,030; FY2022, the Board approved 33.3% of the salary and benefits of approximately $37,021; and for FY2021, the Board approved 50% of salary and benefits of approximately $54,500.

BACKGROUND

Although the impact of the Pandemic is lessening, the City continues to struggle with budget challenges and the impacts of inflation. The City Manager's recommended FY2024 budget is with the Finance Committee and is estimating a 6% tax increase for its businesses and residents. To prepare the FY2024 City operational budget, the Finance Director has again challenged Department Directors to reduce overall Department budget expenditures and to propose creative approaches to fund needed staff to support on-going City service delivery. This is a result of that response for the Waterfront Coordinator position; the remaining funding for this position is from the Waterfront TIF fund.

Examples of Bill's time dedicated to the PFPA include:

- lead staff to prepare and issue all meeting agendas, minutes, and backup;
- liaison between PFPA tenants and fishing industry, as well as the Portland Fish Exchange;
- lease negotiations;
- intra-City departmental coordination;

- press and community relations contact;
- lead on current PFPA/Portland Fish Exchange merger process.

REQUEST FOR CONSIDERATION

I ask that the PFPA consider and vote to approve the request to fund 50% of the City Waterfront Coordinator Position.

I will attend your May 8, 2023, PFPA Board meeting to discuss this with you and answer any questions.