

FINAL Meeting Minutes

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

**Remote Meeting Format – ZOOM
Platform**

PFFPA 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*

PFFPA 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

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 Jongerden](#) updated 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:

<i>President:</i>	<i>Meredith Mendelson</i>
<i>Vice President:</i>	<i>Vacant</i>
<i>Treasurer:</i>	<i>Vacant</i>
<i>Secretary/Clerk:</i>	<i>Michael Goldman</i>

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