

FINAL Meeting Minutes

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

**Remote Meeting Format – ZOOM
Platform**

PFFPA Board members present

Class B Director: *Representing the fishing industry*
Ben Martens, Maine Coast Fishermen's Association
Vice President

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
Treasurer

PFFPA Board members absent

Class A Director: *Member of the Portland City Council*
Regina Phillips

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

Staff Members Present

Phil DiPierro, Facilities Project Manager
Michael Goldman, Corporation Counsel
Mary Davis, Interim HEDD Director
Kaela Gonzalez, ARPA Coordinator HEDD
Bert Jongerden, PFEX Contract Manager, Outgoing
Robert Vanmeter, PFEX Exchange Manager
Bill Needelman, Waterfront Coordinator, note taker

Approximately 3 members of the public attended by Zoom

1. Approval of March 13 Meeting Minutes

Motion to approve by Martens, 2nd by Mayo.

No discussion, no public comment. Needelman to correct title in attached draft.

Motion passed on a vote of 4-0 by all present

2. Financial update - Statement produced by Tonya Mitchell, Senior Admin Officer II, Finance

Department, presented at the meeting by Needelman.

3. Facilities update - Phil DiPierro, Project Manager.

Mr. DiPierro relayed that the concrete pile jacket project was underway and that the batter pile project was under contract and would begin in June. Additional pile wrapping is in planning. The power bleed issue was under evaluation. Miller Refrigeration continues to fine tune PFX chillers. Two additional camels installed at PFEX. Broken piles under evaluation. Spring clean up underway by SeaBreeze.

4. Taken out of Order - Update on Infrastructure and Program Funding through CARES Act Funding - Meredith Mendelson, Maine DMR Deputy Commissioner, Bert Jongerden, PFX Contract Manager

Mendelson described that CARES II funds have been reallocated to account for the increased costs of completing the piling project at the PFEX and ice storage at Vessel Services. Allocation of funds for seller rebates at the PFEX have been revised to better align with projected landings and are expected to last through most of the current fishing year. Ice and fuel subsidies have been revised as well, and are expected to last through the summer. Fishermen Feeding Mainers has been successful and critical to the success of the overall program to support the groundfish industry in Maine, and has been allocated additional funds to enable continued support for a significant portion of the upcoming fishing year.

5. Portland Fish Exchange update –Rob Odlin, PFX President; Bert Jongerden, contract manager; Bill Needelman, Waterfront Coordinator. Robert Vanmeter, PFX Exchange Manager.

1) Management Report

Vanmeter presented landings and financial notes.

2) FY24 Budget

Jongerden presented FY 24 budget. Audit moving forward discussed. The Board requested that the Exchange provide a Budget-to-Actual at its next meeting.

3) Rent Forgiveness Request – for FY23 and FY24

Board members discussed preference to address FY23 first, and to add FY24 Rent to the FY24 budget shortfall funding request to be taken up as separate item (see below.)

Motion to approve abating FY23 rental payments due from the Portland Fish Exchange to the Portland Fish Pier Authority. *Motion by Martens, 2nd by Mayo.*
No Public Comment.

Motion passed on a vote of 4-0 by all present

4) FY24 Funding Request Letter

Motion to provide \$80,000 of funds requested by the Portland Fish Exchange to cover anticipated shortfalls in their FY24 budget, including 2024 rent payments to the Portland Fish Pier Authority. Additionally, the Portland Fish Exchange will report quarterly to the Portland Fish Pier Authority on how the monies are spent. *Motion by Mayo, 2nd by O'Connell*

No Public Comment.

Motion passed on a vote of 4-0 by all present

5) Joint Governance Subcommittee update

Needelman briefed the Board on the status of the potential board merger process with thanks to Joint Governance Committee Chair, John Arnold. Next steps include requesting the outside Counsel to generate a "plan of merger" for consideration by the committee and both boards of directors. Anticipated costs for legal support have been quoted at +/- \$15,000.

Motion to allocate \$15,000 towards board merger legal fees supporting the Joint Governance Subcommittee process.

Motion by Mayo, 2nd by Mendelson

No Public Comment.

Motion passed on a vote of 4-0 by all present

6. **Proposal on Parking Management**

Postponed until an upcoming meeting

7. **Remote Meeting Policy** – *Consistent with City policy and Maine public meeting regulations, the Board was asked to adopt the attached remote meeting policy.*

Motion to approve the attached Remote Meeting Participation Policy.

Motion by Martens, 2nd by O'Connell.

No Public Comment.

Motion passed on a vote of 4-0 by all present

8. Taken out of order. **Salary Reimbursement Request for funding a portion of the Waterfront Coordinator Position for the 2022 fiscal year totaling +/- \$61,476.**

Mary Davis, Housing and Economic Development Director, presented the request to cover fifty (50) percent of the FY2024 annual compensation costs (which includes benefits) for the City Waterfront Coordinator position

Motion to approve

Motion by O'Connell, 2nd by Mayo.

No Public Comment.

Motion passed on a vote of 4-0 by all present

9. **Marine Trade Center Lease Negotiations**

Motion to go into executive session pursuant to 1 M.R.S.A. 405(6)(c) for a discussion of real estate negotiations.

Motion by Mendelson, 2nd by O'Connell.

No Public Comment.

Motion passed on a vote of 4-0 by all present

Board came out of executive session for the purposes of adjourning

10. Other Business

Prompted by Mr. Martens, the Board discussed their sincere appreciation for Bert Jongerden's many years of service and his commitment to the seafood economy of Maine by coming out of retirement no less than four times to provide interim management and manager training during a challenging time for the Exchange from 2020 to the present.

11. Adjournment

The Board adjourned at 4:55.

Attachments included with the meeting packet:

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| Agenda Item 1: | Draft Minutes from the March 13, 2023 Meeting |
| Agenda Item 2: | Financial Statement |
| Agenda Item 3: | Facilities Update |
| Agenda Item 4: | 1) Management Report |
| | 2) FY24 Budget |
| | 3) Rent Forgiveness Letter |
| | 4) FY24 Funding Request Letter |
| Agenda Item 7: | Remote Meeting Policy |
| Agenda Item 9: | Waterfront Coordinator Salary Contribution Memo |

Executive Session Material was sent under Confidential Cover prior to the meeting on Monday