

**PORTLAND FISH PIER AUTHORITY
BOARD OF DIRECTORS
November 21, 2024, 2:00 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
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*******

Please click the link below to join the webinar:

<https://portlandmaine-gov.zoom.us/j/83039257674?pwd=t0javenJ0Cu5PlgaHdCsErHJlD2oPd.1>

Passcode: 382197

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

1. Approval of Meeting Minutes.

- a. October 17, 2024 PFEX Meeting Draft Minutes attached.
Action Item - Public Comment

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

- a. See attached materials
- 3. Financial Statement, Portland Fish Pier. Statement produced by the Portland Finance Department, Tonya Mitchell, will be presented by Bill Needelman, Waterfront Coordinator.**
- a. See attached Financial Update.
- 4. Facilities Report. Phil DiPierro, Project Manager.**
- a. *Report to be postponed until December.*
- 5. Portland Fish Exchange Update - Robert Vanmeter, PFX Exchange Manager.**
- a. See attached Portland Fish Exchange Landings Report.
- 6. Portland Fish Exchange, Auction software update, BASE Pilot project update - Robert Vanmeter, PFX Exchange Manager, Bill Needelman, Waterfront Coordinator.**
- a. **Note:** The Pre-solicitation Forum for Auction Software developers is scheduled for November 25 (weather date, December 2) at the PFEX at 9:00 a.m.
- 7. Potential Extension of Lot 10 Ground Lease.**
- a. *Postponed until a later meeting to allow Corporation Counsel time to draft documents.*
- 8. Scheduling Board Retreat on Subcommittees.**
- 9. Board Discussion on items not on the Agenda**
- 10. Adjournment**

DRAFT Meeting Minutes

PORTLAND FISH PIER AUTHORITY BOARD OF
DIRECTORS

October 17, 2024, 3:00pm

Hybrid Meeting Format
#6 Portland Fish Pier, Portland, Maine and
on the Zoom Platform

PFPA Board members present

Class A Directors: Groundfish Harvester or Representative
Mary Hudson, MCFA, President
Tracy Pearce, F/V Gracelyn Jane

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, Vice President

Class D Director: Representing the Public at Large
John Arnold

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,

Representing the Portland City Manager
Brendan O'Connell, Finance Director
Treasurer

Board members absent

Class B Directors: Groundfish Buyers
Tim Merrill, Merrill's Seafood

Class E Director Representing the Portland City Council
Anna Bullett, District 4

Staff Present

Robert Vanmeter, PFX Exchange Manager
Phil DiPierro, Project Manager
Avery Dandreta, Associate Corporation Counsel
Kaela Gonzales, HED
Bill Needelman, Waterfront Coordinator (Note taker)

Approximately 5 members of the public attended by zoom

1. Approval of Meeting Minutes

September 19, 2024 PFEX Meeting

Draft minutes attached.

Motion to approve by Arnold, 2nd by Mayo. No Public Comment, no amendments. **Motion passed** by vote of 8-0 by all present.

2. Officer election of an Assistant Secretary Officer position

Motion to appoint Bill Needelman Assistant Secretary of the Board. Moved by Arnold, 2nd by Mendelson. No Public Comment, no amendments. **Motion passed** by vote of 6-0 by all present (O'Connell, Pearce stepped away temporarily during the vote.)

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

4. Facilities Report. *Phil DiPierro, Project Manager presented an update of recent work on the Portland Fish Pier.*

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

The Exchange Manager presented landings report as attached in the packet.

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

Mr. Vanmeter informed the Board that a test would be provided for bidders next week and that the pilot would go live soon there after.

A consensus of the Board agreed with Mr. Odlin that in parallel, the Board should explore options for developing a replacement for the existing auction software.

Motion: by Odlin, 2nd by Alfiero.

Identify up to 3 software development companies to view our current system and our auction process so they can give informal pricing and time frames feedback (on developing replacement auction software) to be communicated at the next available meeting of the Board of Directors

No Public Comment, no amendments. **Motion passed** by vote of 8-0 by all present.

Needelman will work with City staff and Exchange staff to implement.

7. **Update on City of Portland Storm Water and Sewer project** *with associated discussion on impacts to vacant lots.* Needelman noted that the item will return for the November meeting.
8. **Board Discussion on items not on the Agenda** Needelman will poll the board on start times for the November 21 meeting. Mr. Odlin suggested circulating past minutes to Board members.
9. **Executive Session to discuss potential extension of Lot 10 ground lease**

Motion: by O'Connell, 2nd by Arnold.

Consistent with Exec Session statute--1 MRS 405(6)(C) & (E) the Board may go into Executive Session to discuss potential extension of the ground lease for Lot 10

No Public Comment, no amendments. **Motion passed** by vote of 8-0 by all present.

The Board received executive session material by email under confidential cover.

10. **Adjournment** *The Meeting adjourned after leaving executive session*

Attachments provided for the meeting packet

- Draft Meeting Minutes, *September 19, 2024*
- Financial Statement
- Facilities Report
- PFX Management/Financial Report for October, 2024
- Executive Session material under confidential cover.



DEPARTMENT OF PUBLIC WORKS WATER RESOURCES PROJECT FACT SHEET

Commercial Street and Portland Fish Pier Storm Drain Outfall Project

Project:	Commercial Street and Portland Fish Pier Storm Drain Outfall Project
Project Owner:	City of Portland
Project Location:	Commercial Street – Maple Street to Center Street; Portland Fish Pier
Sewershed:	Fore River/ Portland Harbor
CSO's Impacted:	025 Long Wharf, 026 Maple Street
Construction Timeline	August 1, 2025 – May 31, 2026
Bid Amount:	Estimated Cost: \$3,800,000.00
Bid Date:	Scheduled for January 2025
Prime Consultant:	Gorrill Palmer Consulting Engineers
Prime Contractor:	TBD Through the Public Bidding Process

Project Goals and Description:

The City has identified three main goals for this project:

- To increase stormwater capacity in Commercial Street (Center St to Maple St) to help mitigate frequent flooding issues being experienced as a result of excessive stormwater runoff and tidal impacts in this area.
- To provide a new storm drain system with 25-year storm capacity that allows for the future combined sewer separation of a 30-acre watershed located in Center Street, Free Street, Spring Street and Pleasant Street in an effort to reduce combined sewer overflows (CSO) into Portland Harbor.
- To provide new tidal backflow prevention valves on the new storm drain system and the adjacent Maple Street CSO line to increase the system's resilience against tidal impacts.

This project will include the installation of a new 42" separated storm drain outfall located at the south western corner of the City's Portland Fish Pier Property. 42" Storm drain will be extended and installed in Commercial Street from Maple Street to Center Street to replace an existing 18" storm drain pipe. In total the project will install approximately 1,000 linear feet of new storm drain pipe.

Existing stormwater drainage in this section of Commercial Street currently flows into a combined sewer outflow pipe with limited capacity located at the intersection of Maple and Commercial Street.

This project will allow stormwater from this section of Commercial Street to be diverted to the new separated system in an effort to provide capacity relief to the overtaxed combined sewer outflow pipe. The new system and adjacent Maple Street CSO line will be equipped with Tide-Flex backwater valves to help increase system wide capacity at high tide as part of the project work.

In the 1970's the City installed a separate sanitary sewer up Center Street and Free Street from Commercial Street to Oak Street. This Center Street storm drain still connects to the combined sewer system in Commercial Street and contributes to CSO's at Long Wharf (CSO # 25) due to a lack of storm drain capacity in Commercial Street. The City has also identified several sanitary sewer connections that remain connected to the future Center St storm drain which will need to be removed and directed to the dedicated sewer lines prior connecting the pipe into the new separated stormwater system in Commercial Street. This remaining sewer separation work is scheduled to occur as part of a second project phase.

The proposed Commercial Street storm drain pipe has been designed to convey a 25-year storm from the entire Commercial Street and Center Street watershed. This will allow the City to connect the existing Center Street storm drain to the new Commercial storm drain system. This separation will remove approximately 30 acres of watershed area from the Commercial Street combined sewer and will result in a reduction of combined sewer overflow discharge volumes at the downstream Long Wharf CSO in the City's continued efforts to reduce combined sewer overflows (CSOs) into Casco Bay.



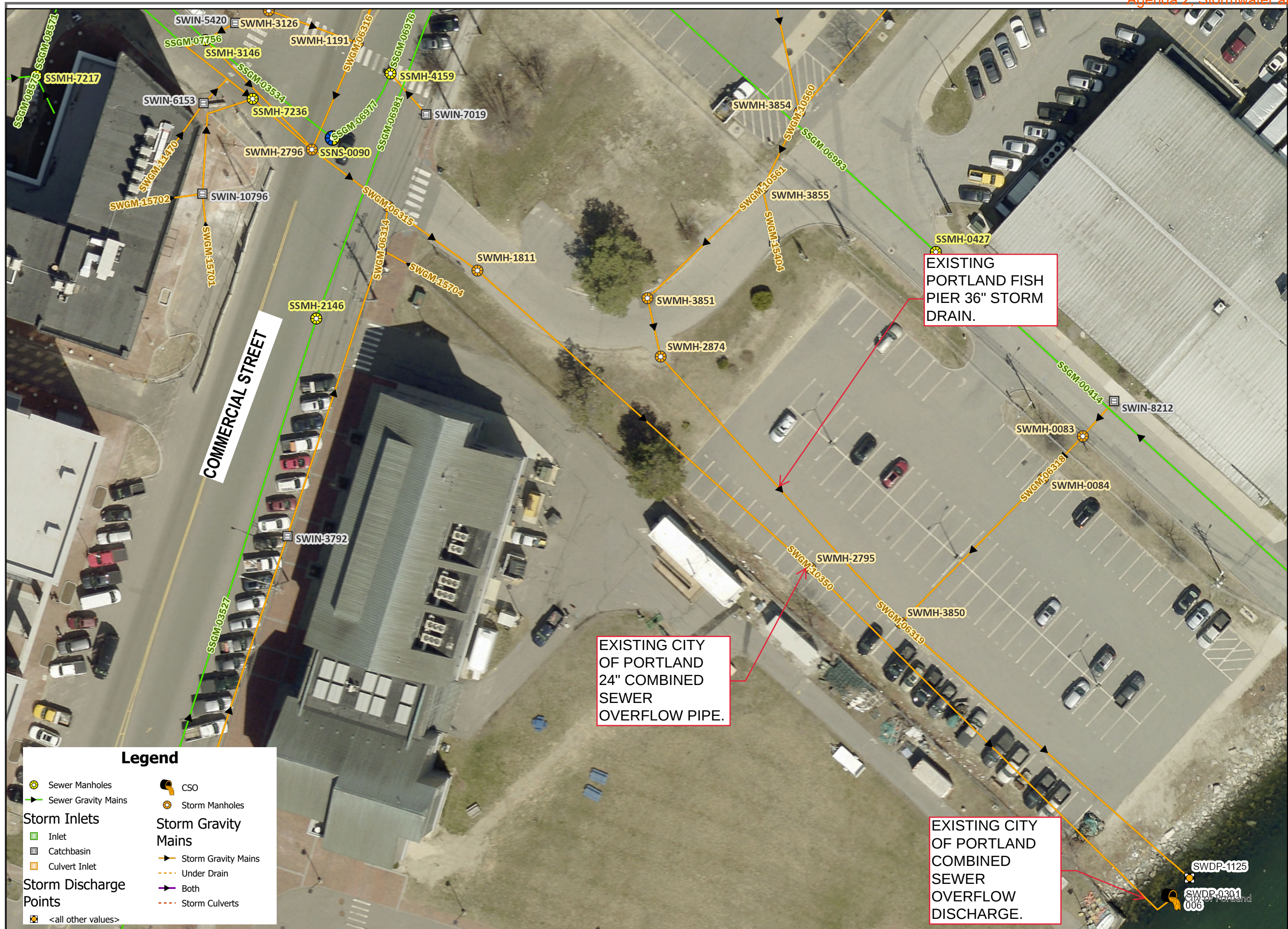
Photo: Flooding at the Maple Street/Commercial Street Intersection on 8/18/2023

PORTLAND FISH PIER EXISTING CONDITIONS SEWERS AND STORM DRAINS

REV	SUBMISSION	DATE

1
FIGURE
PAGE 1 OF 1
MARCH 2024

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PORTLAND FISH PIER PROPOSED STORM DRAIN MAP

REV	SUBMISSION	DATE

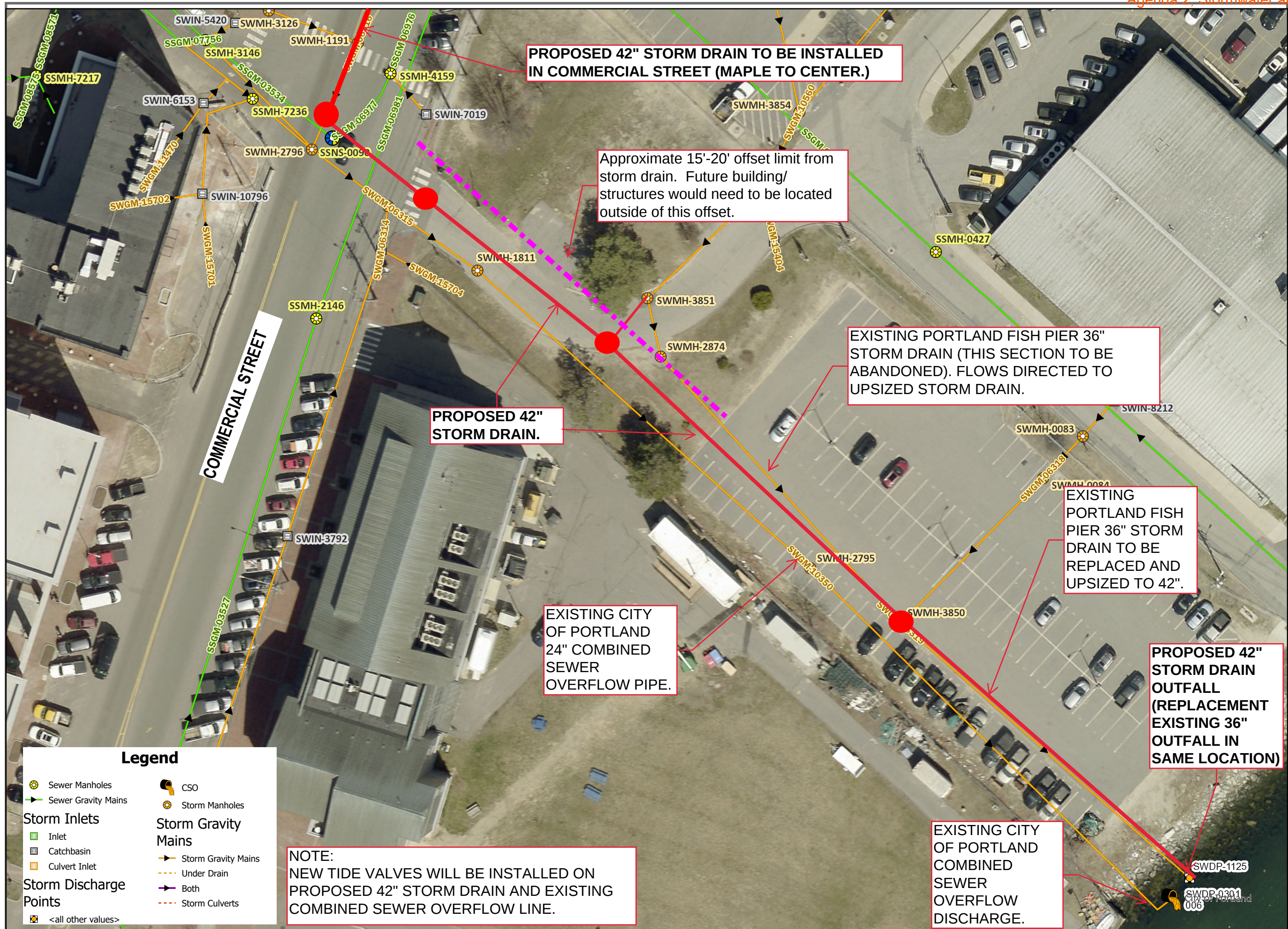
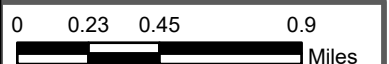
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FIGURE

PAGE 1 OF 1

MARCH 2024

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CITY OF PORTLAND, MAINE
DEPT. OF PUBLIC WORKS
212 CANCO RD, PORTLAND, MAINE 04103
PHONE (207) 874-8846 FAX (207) 874-8852

COMMERCIAL ST
STORM DRAIN
CONSTRUCTION IMPACTS

REV	SUBMISSION	DATE

N

3

FIGURE

PAGE 1 OF 1

MARCH 2024

DESIGN BY: XXX

DRAWN BY: XXX

CHECK BY: XXX

0

0.23

0.45

0.9

Miles

COMMERCIAL/FISH PIER STORM DRAIN

CONSTRUCTION SEQUENCING AND FISH PIER IMPACTS PHASE # 1

PHASE # 1 WORK LOCATION: NEW STORM DRAIN PIPE FROM FISH PIER OUTFALL TO COMMERCIAL STREET.

PROPOSED PHASE # 1 DURATION: 3.5 MONTHS.

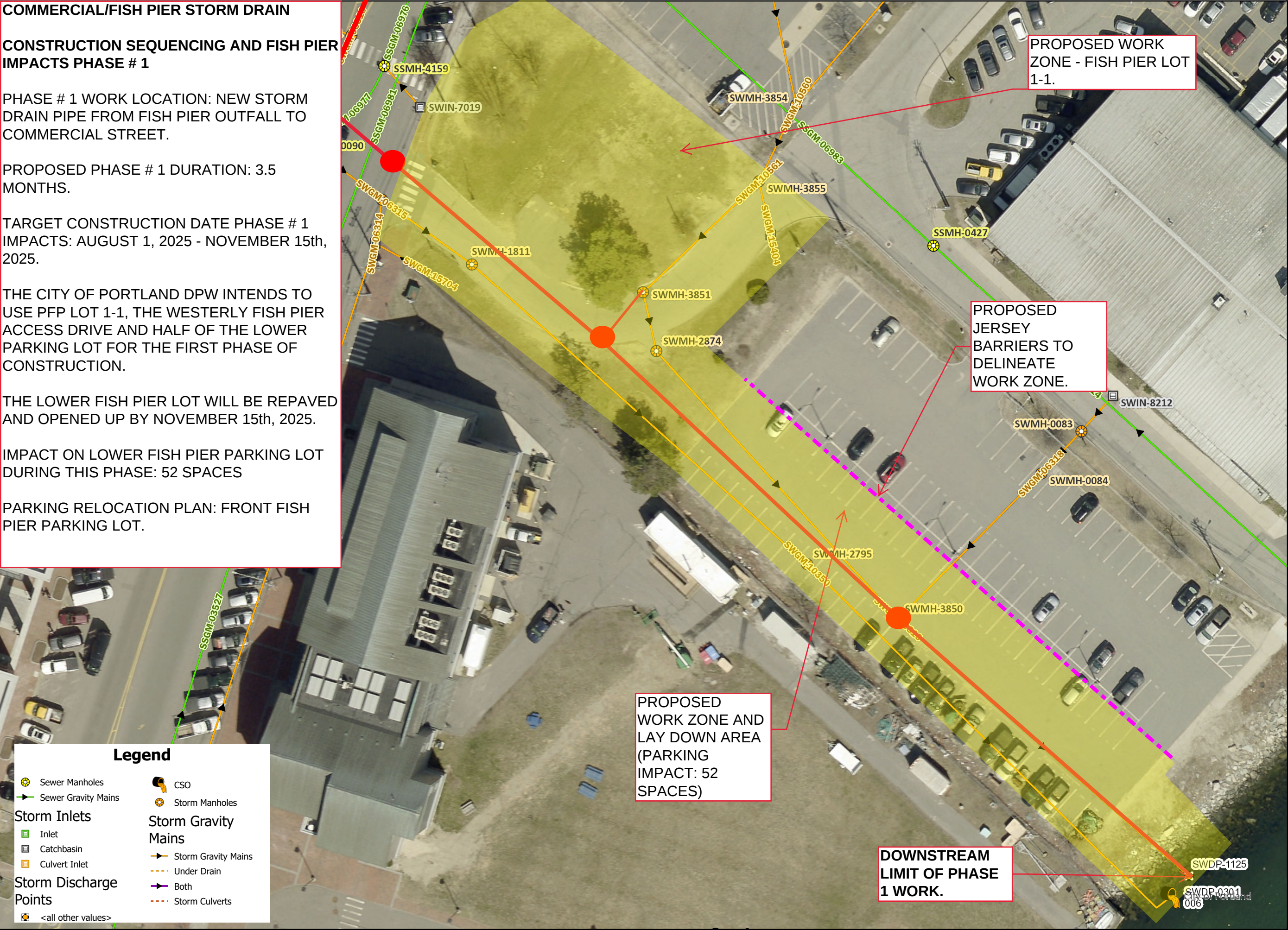
TARGET CONSTRUCTION DATE PHASE # 1 IMPACTS: AUGUST 1, 2025 - NOVEMBER 15th, 2025.

THE CITY OF PORTLAND DPW INTENDS TO USE PFP LOT 1-1, THE WESTERLY FISH PIER ACCESS DRIVE AND HALF OF THE LOWER PARKING LOT FOR THE FIRST PHASE OF CONSTRUCTION.

THE LOWER FISH PIER LOT WILL BE REPAVED AND OPENED UP BY NOVEMBER 15th, 2025.

IMPACT ON LOWER FISH PIER PARKING LOT DURING THIS PHASE: 52 SPACES

PARKING RELOCATION PLAN: FRONT FISH PIER PARKING LOT.



Legend

Sewer Manholes

Sewer Gravity Mains

Storm Inlets

Inlet

Catchbasin

Culvert Inlet

Storm Discharge Points

<all other values>

CSO

Storm Manholes

Storm Gravity Mains

Storm Gravity Mains

Under Drain

Both

Storm Culverts

PROPOSED
WORK ZONE AND
LAY DOWN AREA
(PARKING
IMPACT: 52
SPACES)

PROPOSED
JERSEY
BARRIERS TO
DELINEATE
WORK ZONE.

PROPOSED WORK
ZONE - FISH PIER LOT
1-1.

DOWNSTREAM
LIMIT OF PHASE
1 WORK.



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COMMERCIAL ST
STORM DRAIN
CONSTRUCTION IMPACTS

REV	SUBMISSION	DATE

N

4

FIGURE

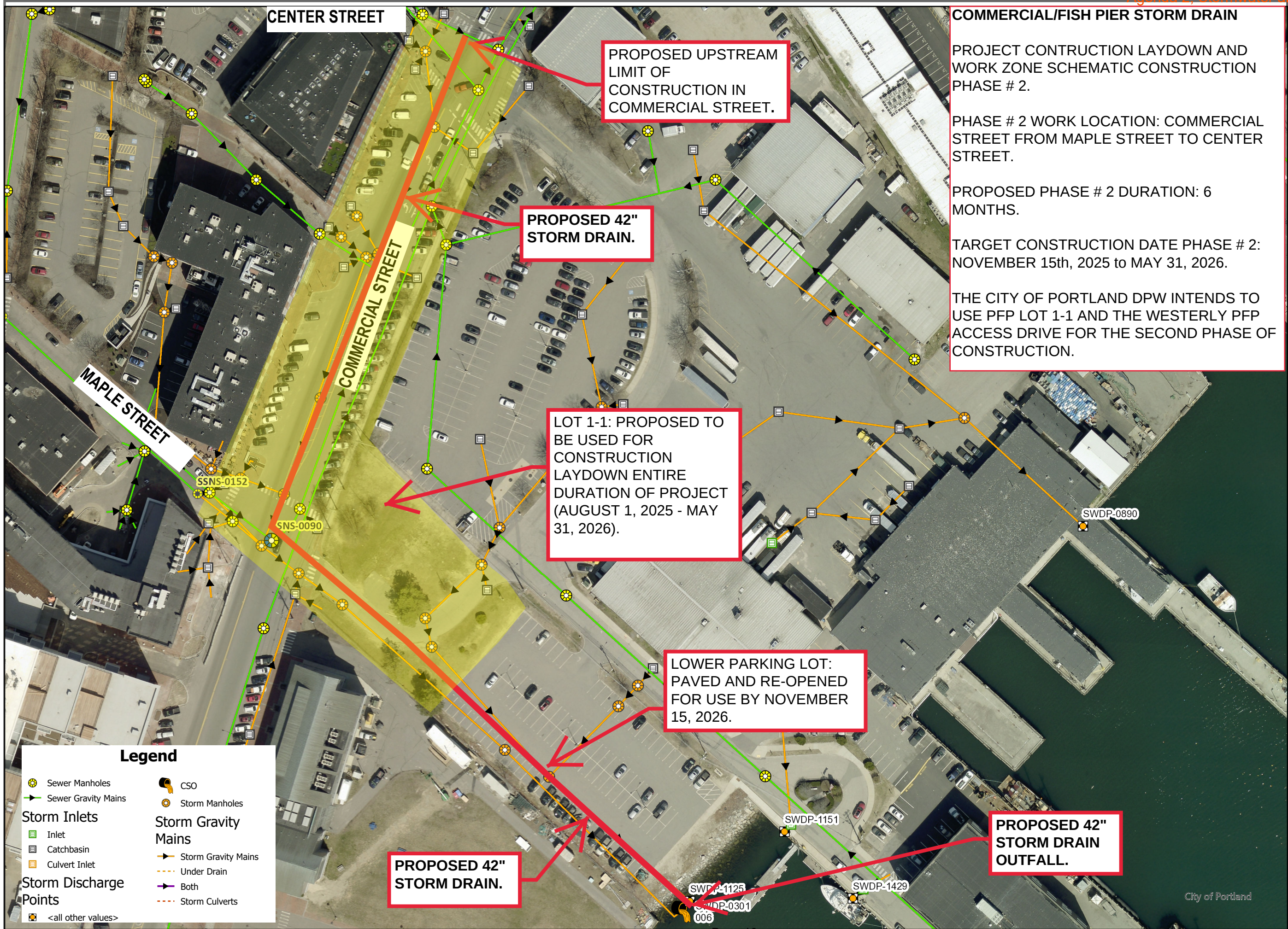
PAGE 1 OF 1

MARCH 2024

DESIGN BY: XXX
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0 0.23 0.45 0.9

Miles



**Fish Pier Authority
FY25 Budget Status
As of November 19-2024**

	FY25 Budget	YTD	Balance	%	FY24 YTD	FY25 vs. FY24	%
Revenue:							
<i>Miscellaneous</i>	14,395	1,144	13,251	7.9%	720	424	58.9%
<i>Berthing</i>	29,376	11,140	18,236	37.9%	4,208	6,932	164.7%
<i>Parking</i>	470,404	209,780	260,624	44.6%	76,536	133,244	174.1%
<i>Ground Rent (Leases)</i>	199,833	91,924	107,909	46.0%	30,611	61,313	200.3%
<i>Interest Income</i>					76	(76)	-100.0%
Total Revenue	714,008	313,988	400,020	44.0%	112,150	201,838	180.0%
Expenditures:							
<i>Admin. and Maint. Service</i>	92,399	17,777	74,622	19.2%	27,704	(9,927)	-35.8%
<i>Travel/Training/Meetings</i>	1,500	0	1,500	0.0%	0	0	#DIV/0!
<i>Contractual Services</i>	30,263	515	29,748	1.7%	3,132	(2,617)	-83.6%
<i>Engineering Services</i>	26,000	345	25,655	1.3%	3,007	(2,662)	-88.5%
<i>Printing/Copying</i>	1,200	0	1,200	0.0%	0	0	#DIV/0!
<i>Equipment Repair</i>	12,000	4,250	7,750	35.4%	0	4,250	#DIV/0!
<i>Land/Pier/Building Repair</i>	200,000	20,453	179,547	10.2%	11,148	9,304	83.5%
<i>Insurance</i>	15,120	0	15,120	0.0%	0	0	#DIV/0!
<i>Supplies</i>	13,500	1,457	12,043	10.8%	0	1,457	#DIV/0!
<i>Electricity</i>	15,000	4,264	10,736	28.4%	827	3,437	415.4%
<i>Debt Service</i>	10,724	631	10,093	5.9%	0	631	#DIV/0!
Total Expenditures	417,706	49,691	368,015	11.9%	45,818	3,872	8.5%
Net Revenues Over(Under) Expense	296,302	264,297	32,005		66,332	197,966	298.4%

Includes: 400110, 400130, 400140, 400210, 400285, 400295, 402030



PORTLAND FISH EXCHANGE

Management/Financial Report for November 21, 2024

<u>GF Landings – Auction</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
October	190K	230K	(-40K)
<u>Contract Unloads - GF</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
October	4K	25K	(-21K)
<u>Total GF Land/Unloads</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
October	194K	255K	(-61K)
<u>Pumping</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
October	0	0	0
<u>Financial Report</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
July	+\$10,700	(-\$14,300)	+\$25,000
August	(-\$6327)	(-\$15,173)	+\$8846
September	(-\$3649)	(-\$14812)	+\$11,163

Financial Notes

- Current receivables are \$170K. Checkbook is at \$65K
- \$50k of \$250K LOC in use
- Accounting replacement personnel current with financials

Landings Notes

- October showed steady landings with improved prices.
- November started with good landings. Prices have been favorable but flounder market has fallen due to heavy landings down south. The week of the 11th landings were impacted by heavy winds resulting in two small auctions with less than 10k landed.

Operations Notes

- New employee hired 11/7. Hard worker, fast learner, works well with crew.
- 2 employees out due to medical reasons - both currently on short term disability.

Facility Report

- Hot water system: Two of three tanks currently running. One new tank installed 11/12 – second tank and refitting to begin 11/30.