

City of Portland

Portland Fish Pier Authority Board -

Portland Fish Pier Subcommittee Agenda



Thursday, April 10, 2025 at 3:30 PM
Location: CHANGED TO REMOTE ONLY
Join remotely with the link below.

REMOTE ACCESS INFORMATION:

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 on the link below to join the meeting:

<https://portlandmaine-gov.zoom.us/j/87647772902?pwd=CAovxvLp5rHzmb0pLrbRwTcvWELATb.1>

1. Committee Chair Comments
2. Review and vote on acceptance of Meeting Minutes - March 13, 2025
 - a. See attached Meeting Minutes for March 13, 2025.
3. Old Business
4. Review requested Portland Fish Exchange meeting materials
 - a. See attached Portland Fish Exchange Management Report for April 2025
5. Discuss and vote to recommend approval of new buyer, Atlantic Offshore Fisheries, to the Portland Fish Pier Authority Board.
 - a. See attached new buyer application, Atlantic Offshore Fishery
6. Discuss and vote on a recommend to the Portland Fish Pier Authority a new tenant, Ocean's Balance to the Portland Fish Pier.
7. Discuss changes in existing buyers and sellers.
8. Discuss the "Walk the Working Waterfront" event to occur on May 31, 2025.
9. Next Meeting: Set next meeting date.
10. Adjournment

Draft Meeting Minutes
Portland Fish Pier Authority - Portland Fish Exchange Subcommittee
March 13, 2025
3:30 PM

Subcommittee Member Attendees: Chair Tracy Pearce, Nick Alfiero, John Arnold, Mike Foster, Mary Hudson, Matthew Moretti

Staff present: Avery Dandreta, Kaela Gonzalez

1. Committee Chair Comments: Chair Tracy Pearce opened the meeting at approximately 3:37 p.m. with a roll call.

2. Approval of Meeting Minutes: February 26, 2025 PFEX Subcommittee Meeting.

Motion by Hudson, 2nd by Arnold

Approved 6-0 by unanimous vote by all present.

3. Follow up on items from February 26, 2025 Meeting:

Hudson provided an overview of the current fee structure. Rough estimates conclude that the Exchange receives \$8-9K less a month under the new fee structure during peak months. Subcommittee Members discussed the possibility that the new fee structure increased the volume of landings and determined that it would be difficult to quantify.

Follow-up items for future discussion include the City of Portland's procurement process, BASE software, and detailed financial reports for review.

4. Review requested Portland Fish Exchange meeting materials:

The subcommittee reviewed the current Fish Exchange FY2025 Budget vs Actual with discussion regarding Exchange expenses including electric costs and shore power, insurance options, and other collaboration opportunities with the City to reduce expenses.

The new ice machine has been installed and should be up and running by the end of March. January and February landings are down. There is a new buyer that needs to be voted in, which will be done at the Portland Fish Pier Authority Board level. The subcommittee will follow up with the possibility of offshore lobster landings at the Exchange.

There was some discussion on what role or authority the subcommittee should take regarding the Fish Exchange. The City will distribute confidentiality forms to be signed by the Board and Subcommittees.

5. Next Subcommittee Meeting: TBD; next Portland Fish Pier Authority Board Meeting set for March 20, 2025

6. Subcommittee discussion involving Portland Fish Exchange:

- a. **Note:** The Subcommittee may go into executive session to discuss Portland Fish Exchange proprietary information and personnel matters pursuant to 1 M.R.S.A 405(6)(F), 5 M.R.S.A. 13119-A, and 1 M.R.S.A 405(6)(A).

Motion by Arnold, 2nd by Hudson

Approved 6-0 by unanimous vote by all present. The Subcommittee entered into Executive Session at approximately 4:41 p.m. and will adjourn from there.

The meeting was adjourned at 5:31 p.m.



PORTLAND FISH EXCHANGE

Management/Financial Report for April, 2025

<u>GF Landings – Auction</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
January	248K	250K	(-2K)
February	83K	225K	(-142K)
March	86K	225K	(-139K)
 <u>Contract Unloads - GF</u>	 <u>Actual</u>	 <u>Budgeted</u>	 <u>Variance</u>
January-March	0	0	0
 <u>Total GF Land/Unloads</u>	 <u>Actual</u>	 <u>Budgeted</u>	 <u>Variance</u>
January	248K	250K	(-2K)
February	83K	225K	(-142K)
March	86K	225K	(-139K)
 <u>Pumping</u>	 <u>Actual</u>	 <u>Budgeted</u>	 <u>Variance</u>
January-March	0	0	0
 <u>Financial Report</u>	 <u>Net Income</u>	 <u>Budgeted</u>	 <u>Variance</u>
January	(-\$51K)	(-\$8400)	(-\$42.6K)
February	(-\$90K)	(-\$7500)	(-82.5K)
March	(K)	(-\$7500)	(K)

Financial Notes

- Current receivables are \$106K. Checkbook is at \$35K
- 55K of \$250K LOC in use

Additional Monthly Payments to Consider

- \$11,000 Business Insurance Premium payment / Clark Insurance
- \$3356 MEMIC (Worker Comp/Liability) payment / Clark Insurance
- \$2100 Fork Truck Repair / Crown
- \$1256 Cooling System Repair / Miller

Facility Report

- Ice Machine: We started producing ice Friday, April 4th. The machine is running great - currently running tests to establish timelines for ice production and familiarize ourselves with the new machine.

Staff Report

- Alex Wellington was promoted from Office/Auction Assistant to Operations Manager of the Portland Fish Exchange on March 17. Alex has consistently demonstrated exceptional skills and dedication throughout his tenure with the PFE. He has accumulated extensive knowledge of the Exchanges operations and has consistently proven to be a valuable asset to our team. Alex's continued leadership and respect he has with the boat captains, truckers, customers, buyers, staff and crew, have made him an ideal candidate for this position.

Alex has demonstrated exceptional leadership and proficiency in managing daily landings and auctions. He has effectively guided the crew in various projects, fostering a positive and productive work environment.

- Sam Lariviere completed his 6-month review this week. He has demonstrated exceptional performance on the fish crew as well as in the shipping and receiving department. Sam continues to apply himself and is a great addition to the team.

Landings Notes

- Landings were adversely affected by wind & weather with boats hesitant to sail with the low fish prices on auction. March is traditionally slow for seafood sales across the country as seen with limited interest from our buyers for the month.

New Vessels

- We have no new vessels to announce.

New Buyers

- I am presently working with the East Coast Seafood company for potential monk tail and dogfish contract unloading business. The tail business looks attainable – dogfish will be a challenge with their current delivered price. Working as well to get them back on as a buyer for the Exchange auction.

Operations Notes

- **Kelp Season** The 2025 Kelp season started Sunday, April 6. We are working with Atlantic Sea Farms, unloading multiple boats Sunday through Thursday. Product is unloaded in vats, stored in the cooler and shipped within 24 hours. We have a 3-man rotating crew to facilitate the unloads, and a rep from ASF is generally on site to observe and tag the vats.

PORTLAND FISH EXCHANGE APPLICATION FOR EXCHANGE SEAT

General Information

Applicant Legal Name: Atlantic Offshore Fishery
DBA: _____

Mailing Address: 212 Channel Dr
City: Pt. Pleasant Beach State/Province: NJ Zip: 08742

Physical Address: Same
City: _____ State/Province: _____ Zip: _____
Phone: _____ Email: _____

Business Type (circle): Corporation Partnership/LLC Sole Proprietor

Corporations
please include

- Name, address, and title for all officers and directors (attach).
- Name, address, and percent of shares owned for all shareholders equal to or exceeding 5% (attach).
- Date incorporated and state/province in which incorporated:
- Federal employer identification number:

Partnerships/LLC's
please include

- Names, addresses, and ownership percentages for all partners (attach).
- Date registered and state/province in which registered:
- Federal employer identification number:

Sole Proprietors
please include

- Name and address of owner, if different than above:
- Date established:
- Sole proprietor's social security #:

Federal dealer permit #: 4418

State/province dealer permit #:

947927

Type of Auction Seat

Seat type: Note

FULL SEAT

Seat holder may purchase any item on any Exchange auction.

Requirements:

- \$250 one-time application fee (refunded if application declined).
- Irrevocable letter of credit, minimum \$15,000