

**PORTLAND FISH PIER AUTHORITY**  
**BOARD OF DIRECTORS**  
**August 21, 2025, 3:00 PM**  
**Remote Special Meeting Format on the Zoom Platform**

PFPA Board Members

**Class A Directors: Groundfish Harvester or Representative**

Mary Hudson, MCFA  
Tracy Pearce, Vice President

**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, President  
Matthew Moretti, Representing the Aquaculture Industry

**Class D Director: Representing the Public at Large**

John Arnold, Secretary

**Class E Director: Representing the City Council**

Wesley Pelletier, District 2

**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

**\*\*\*\*\*Meeting Link\*\*\*\*\***

Please click the link below to join the webinar:

<https://portlandmaine-gov.zoom.us/j/85154940544?pwd=tSJvvaNkJ8OMbpAPLoDwCgpA5TeUcY.1>

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

1. **Approval of Meeting Minutes**
  - a. July 17, 2025 Meeting Minutes
  - b. August 8, 2025 Meeting Minutes
2. **Financial Update - Statement produced by Tonya Mitchell, Senior Admin Officer II, Finance Department is attached and will be presented at the meeting by Kaela Gonzalez, Program Coordinator.**
  - a. See attached statement
3. **Facilities Update - Phil DiPierro, Project Manager.**
  - a. See attached update
4. **Discussion and vote to accept Waterfront ME lease amendment.**

- a. **Note:** Pursuant to 1 M.R.S.A. 405(6)(F) and 5 M.R.S.A. 13119—A, the Board may go into executive session to review proprietary confidential information associated with this lease.

5. **Portland Fish Exchange Update - Robert Vanmeter, PFX Exchange Manager.**
6. **Discussion and vote on recommendation from Portland Fish Exchange Subcommittee on fee structure changes.**
7. **Board and Staff discussion on items not on the Agenda**
8. **Next Regular Meeting Date: September 18, 2025**
9. **Adjournment**

**DRAFT** Meeting Minutes

PORTLAND FISH PIER AUTHORITY  
BOARD OF DIRECTORS  
July 17, 2025, 2:00 PM

**Remote Meeting Format on the Zoom Platform**

PFPA Board Members Present

**Class A Directors:** Groundfish Harvester or Representative

Mary Hudson  
Tracy Pearce

**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  
Matthew Moretti, Representing the Aquaculture Industry

**Class D Director:** Representing the Public at Large

John Arnold

**Class E Director:** Representing the City Council

Wesley Pelletier, District 2

**Ex-Officio Members of the Board of Directors:**

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

PFPA Board Members Unable to Attend

**Class B Directors:** Tim Merrill, Representing Groundfish Buyers

**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

Staff Present

Avery Dandreta, Associate Corporate Counsel  
Kaela Gonzalez, Program Coordinator  
Robert Vanmeter, PFEX Manager  
Greg Watson, Housing & Economic Development Director

Public

There were approximately four (4) members of the public present.

**1. Vote to approve Meeting Minutes from the following:**

- a. **April 28, 2025 Meeting Minutes**
- b. **May 15, 2025 Meeting Minutes**
- c. **June 12, 2025 Meeting Minutes**

**Motion to approve Meeting Minutes from April 28, 2025 and June 12, 2025**

Arnold, 2nd Odlin

The May 15, 2025 meeting did not reach a quorum and no action was taken.

**No Public Comment**

**Approved** 6-0

Note: Nick Alfiero and Matthew Moretti joined the meeting after the vote to approve minutes.

**2. Financial Update *Kaela Gonzalez, Program Coordinator***

Gonzalez presented the Portland Fish Pier Authority's June 2025 Financial Statement verbally.

**3. Facilities Update *Philip DiPierro, Project Manager***

DiPierro presented the Fish Pier Facilities Update. The parking lot on the west side (next to GMRI) of the Fish Pier has been swept and will be restriped and numbered. Several camel chains and weights have been replaced, and several other camels have been cleaned.

**4. Portland Fish Exchange Update *Robert Vanmeter, PFEX Manager***

Vanmeter presented the Portland Fish Exchange Manager's Report. In June, the Exchange held 12 auctions and landed 112,000 pounds. Vanmeter responded to questions regarding the compressors and Cozy Harbor and potential impacts.

**5. Discussion and possible vote on reduction of Line of Credit for Buyers at the Portland Fish Exchange.**

On June 10, 2025, the Fish Exchange Subcommittee voted to recommend to the PFPA Board allowing the Fish Exchange Manager the flexibility to negotiate the line of credit down to \$10,000 for buyers.

**Motion to approve the reduction of the Line of Credit for Buyers at the discretion of the Fish Exchange Manager to \$10,000.**

Odlin, 2nd Hudson

**No Public Comment**

**Approved** 8-0

**6. Board and Staff discussion on items not on the agenda.**

Odlin wanted to bring to the Board's attention an Executive Order named Restoring American Seafood Competitiveness.

**7. Next Regular Meeting Date: August 21, 2025 at 3:00 p.m.**

**8. Discussion on request from Waterfront ME for a lease amendment.**

Dan Jacques with Waterfront ME addressed the Board and provided background information regarding Lot #12 and Browne Trading Company. Jacques answered questions regarding the relationship between Waterfront ME and Browne Training, and verified the net yard land lease intent and current rate.

**Motion** to go into executive session pursuant to 1 M.R.S.A. 405(6)(F) and 5 M.R.S.A. 13119-A at approximately 3:12 p.m.

Arnold, 2nd Hudson

**No Public Comment**

**Approved** 4-3-0 (Hudson, Pearce, Arnold abstained by default)

Note: O'Connell left the meeting at approximately 3:00 p.m.

**9. Adjournment.**

**Motion** to adjourn the meeting.

Odlin, 2nd Alfiero

**Approved** 7-0

The meeting was adjourned at approximately 3:48 p.m.

**Attachments included in the meeting packet:**

April 28, 2025 Meeting Minutes

May 15, 2025 Meeting Minutes

June 12, 2025 Meeting Minutes

Portland Fish Pier Authority June 2025 Financial Update

Portland Fish Pier Facilities Update

Portland Fish Exchange Manager's Report

**DRAFT** Meeting Minutes

PORTLAND FISH PIER AUTHORITY  
BOARD OF DIRECTORS  
SPECIAL MEETING  
August 8, 2025, 2:00 PM

**Remote Meeting Format on the Zoom Platform**

PFPA Board Members Present

**Class A Directors:** Groundfish Harvester or Representative

Mary Hudson

Tracy Pearce

**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

Matthew Moretti, Representing the Aquaculture Industry

**Ex-Officio Members of the Board of Directors:**

Representing the Commissioner of Maine DMR

Meredith Mendelson, Department of Marine Resources

PFPA Board Members Unable to Attend

**Class D Director:** Representing the Public at Large

John Arnold

**Class B Directors:** Representing the Groundfish Buyers

Tim Merrill, Merrill's Seafood

**Class E Director:** Representing the City Council

Wesley Pelletier, District 2

**Ex-Officio Members of the Board of Directors:**

Representing the Commissioner of the Maine DOT

Chris Mayo

Representing the Portland City Manager

Brendan O'Connell, Finance Director

Staff Present

Diane Albert, PFEX

Avery Dandreta, Associate Corporate Counsel

Kaela Gonzalez, Program Coordinator

Robert Vanmeter, PFEX Manager

Greg Watson, Housing & Economic Development Director

Public

No public members were in attendance.

**1. Discuss Portland Fish Exchange financial situation with potential vote to pay line of credit and consider establishment of a cash reserve for Exchange operations.**

Robert Vanmeter, PFEX Manager, updated the Board on the Fish Exchange's financial situation. The Exchange has used \$200,000 of its line of credit and will need to delay vendor payments to prioritize payments to boats. This is due to several unexpected, significant capital expenses and lower-than-anticipated landings. Vanmeter is requesting \$200,000 to reduce the line of credit and an additional \$50,000 to create a cash reserve.

The Board largely concurred that the PFPA's mission, and the merger's objective, is to support the Fish Exchange. To boost revenue, several Board members expressed interest in re-evaluating fees. Diane Albert recommended exploring alternative accounting software to enhance assessment capabilities, while Vanmeter emphasized previously implemented cost-saving initiatives. A prevailing concern among the Board is the PFPA's financial capacity to maintain a cash reserve while supporting the Exchange, which warrants further investigation. Mendelson has requested that a Finance Subcommittee meeting be scheduled.

**Motion to approve a \$250,000 payment to the Portland Fish Exchange, of which \$200,000 will be utilized to pay down the line of credit and \$50,000 to establish a cash reserve.**

Mendelson, 2nd Odlin

**No Public Comment**

**Approved** 6-0

**2. Motion to adjourn the meeting at approximately 3:07 p.m.**

Mendelson, 2nd Alfiero

**Approved** by census

Fish Pier Authority  
FY25 Budget Status  
As of August 14 2025

Agenda Item #2  
August 21, 2025 PFPA Board Meeting

|                                              | FY25 Budget    | YTD              | Balance        | %            | FY26 vs.       |                  |                |
|----------------------------------------------|----------------|------------------|----------------|--------------|----------------|------------------|----------------|
|                                              |                |                  |                |              | FY24 YTD       | FY25             | %              |
| <b>Revenue:</b>                              |                |                  |                |              |                |                  |                |
| Miscellaneous                                | 5,275          | 410              | 4,865          | 7.8%         | 720            | (310)            | -43.1%         |
| Berthing                                     | 6,888          | 5,096            | 1,792          | 74.0%        | 4,208          | 888              | 21.1%          |
| Parking                                      | 518,637        | 65,565           | 453,072        | 12.6%        | 76,536         | (10,970)         | -14.3%         |
| Ground Rent (Leases)                         | 243,556        | 34,583           | 208,973        | 14.2%        | 30,611         | 3,972            | 13.0%          |
| Interest Income                              |                |                  |                |              | 76             | (76)             | -100.0%        |
| <b>Total Revenue</b>                         | <b>774,356</b> | <b>105,654</b>   | <b>668,702</b> | <b>13.6%</b> | <b>112,150</b> | <b>(6,496)</b>   | <b>-5.8%</b>   |
| <b>Expenditures:</b>                         |                |                  |                |              |                |                  |                |
| Admin. and Maint. Service                    | 93,117         | 0                | 93,117         | 0.0%         | 27,704         | (27,704)         | -100.0%        |
| Travel/Training/Meetings                     | 1,500          | 0                | 1,500          | 0.0%         | 0              | 0                | #DIV/0!        |
| Contractual Services                         | 30,263         | 2,781            | 27,482         | 9.2%         | 3,132          | (351)            | -11.2%         |
| Engineering Services                         | 26,000         | 0                | 26,000         | 0.0%         | 3,007          | (3,007)          | -100.0%        |
| Printing/Copying                             | 1,200          | 0                | 1,200          | 0.0%         | 0              | 0                | #DIV/0!        |
| Equipment Repair                             | 12,000         | 2,495            | 9,505          | 20.8%        | 0              | 2,495            | #DIV/0!        |
| Land/Pier/Building Repair                    | 200,000        | 0                | 200,000        | 0.0%         | 11,148         | (11,148)         | -100.0%        |
| Insurance                                    | 15,120         | 0                | 15,120         | 0.0%         | 0              | 0                | #DIV/0!        |
| Supplies                                     | 13,500         | 277              | 13,223         | 2.0%         | 0              | 277              | #DIV/0!        |
| Electricity                                  | 15,000         | 887              | 14,113         | 5.9%         | 827            | 60               | 7.2%           |
| Debt Service                                 | 9,822          | 0                | 9,822          | 0.0%         | 0              | 0                | #DIV/0!        |
| Contributions                                |                | 250,000          | (250,000)      | 100.0%       |                |                  |                |
| <b>Total Expenditures</b>                    | <b>417,522</b> | <b>256,440</b>   | <b>411,082</b> | <b>61.4%</b> | <b>45,818</b>  | <b>210,621</b>   | <b>459.7%</b>  |
| <b>Net Revenues Over(Under) Expenditures</b> | <b>356,834</b> | <b>(150,785)</b> | <b>507,619</b> |              | <b>66,332</b>  | <b>(217,117)</b> | <b>-327.3%</b> |



To: Portland Fish Pier Authority Board  
From: Philip DiPierro, Facilities Project Manager  
Date: August 15, 2025  
RE: Facilities Update  
CC: Rob Kierstead, Director

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

Updates July 2025

- A bid package for the shore power upgrade project has been sent to the City's Purchasing Department for review. Once approved, it will be advertised for bidding.
- City staff met with a vendor to look at a portion of the Fish Pier site for the installation of security cameras. A proposal has been received and it is currently under review by City staff.
- City staff has inspected the fender system of all the piers to assess maintenance needs. Several piles need to be either pulled and rebolted, or replaced. There are also several chocks and walers that need to be either repaired or replaced. City staff will develop a plan and scope of work for completing this project.
- The parking lot striping project on the west side (next to GMRI) of the Fish Pier site has been completed.
- Grounds maintenance for the season is ongoing.
- General site maintenance continues throughout the facility.

Updates May through June 2025

- Engineering and plans have been completed for the shore power upgrade project in the net yard and sorting pier one. The project is ready for bidding upon securing financing.
- A local contractor has been hired to complete the restriping and numbering of the parking lot on the west side (next to GMRI) of the Fish Pier site. The work is expected to take place within the next month.
- Several camels throughout the facility have been cleaned of marine growth and several camel chains and weights have been replaced due to corrosion and wear.
- Grounds maintenance for the season is ongoing.
- Ongoing maintenance continues throughout the facility.

Updates March through April 2025

- Engineering and plans have been completed for the shore power upgrade project in the net yard and sorting pier one. City staff has reviewed it with the Fish Pier Board and Fish Pier staff, and a bid package has been prepared. The project is ready for bidding upon securing financing.
- City staff met with an engineer/representative of TRC Companies, an engineering firm involved with the dredge operation in the harbor, to discuss the next phase of dredging. Dredging is expected to take place between November 2025 through March 2026. The next phase will involve dredging in the area of the Fish Pier.
- Grounds maintenance for the season is ongoing.
- Ongoing maintenance continues throughout the facility.

#### Updates January through February 2025

- Engineering and plans have been completed for the shore power upgrade project in the net yard and sorting pier one. City staff has reviewed it with Fish Pier staff and a bid package is being prepared. The project is scheduled to go out to bid in April or May.
- Grounds maintenance for the season is ongoing.
- Ongoing maintenance continues throughout the facility.

#### Updates December 2024

- City staff met again with an electrical engineer to discuss options for replacing or upgrading the shore power units in the Net Yard and on Sorting Pier 1. Once a contract is signed, engineering for a bid package will begin.
- Grounds maintenance for the season is ongoing.
- Ongoing maintenance continues throughout the facility.

#### Updates October through November 2024

- City staff is met with an electrical engineer to discuss options for replacing or upgrading the shore power units in the Net Yard and on Sorting Pier 1.
- Grounds maintenance for the season is ongoing. Salt/sand barrels have been set up and filled for the season, and common areas have been cleared for plowing.
- Ongoing maintenance continues throughout the facility to address a list of items that includes repair and/or replacement of loose/broken chocks, walers, piles, etc.

#### Updates September 2024

- Ten new galvanized camel brackets have been installed on the five new composite camels that were recently purchased and installed.
- The Dump Guy was recently contracted to pick up needles, clean the remains of homeless camps, and to remove accumulated trash from the common areas throughout the facility.
- City staff is looking into options for replacing or upgrading the shore power units in the Net Yard.
- Grounds maintenance for the season is ongoing. The City's Parks Department is working on fall cleanup throughout the facility.
- Ongoing maintenance continues throughout the facility to address a list of items that includes repair and/or replacement of loose/broken chocks, walers, piles, etc.