

**PORTLAND FISH PIER AUTHORITY
BOARD OF DIRECTORS**

September 18, 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/84924295603?pwd=sgg1tVE0sN5WEj079EIbmkn1AFlyg.1>

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

1. Approval of Meeting Minutes

- a. See attached Meeting Minutes from August 21, 2025.

Action Item - Pubic Comment

- b. See attached Meeting Minutes from September 8, 2025

Action Item - Public Comment

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 Financial Update

3. Facilities Update - Phil DiPierro, Project Manager.

- a. See attached Facilities Update

4. Portland Fish Exchange Update - Robert Vanmeter, PFX Exchange Manager.

- a. See attached PFEX Update
- b. Discussion on current PFEX refrigeration system and refrigerant.
- 5. Discuss and define the Portland Fish Exchange Subcommittee responsibilities.**
- 6. Discuss procurement process of the Portland Fish Exchange.**
- 7. Board and Staff discussion on items not on the Agenda**
- 8. Next Regular Meeting Date: October 16, 2025**
- 9. Adjournment**

DRAFT Meeting Minutes

PORTLAND FISH PIER AUTHORITY
BOARD OF DIRECTORS
August 21, 2025, 3:00 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

Class D Director: Representing the Public at Large

John Arnold

Class E Director: Representing the City Council

Wesley Pelletier, District 2

PFPA Board Members Unable to Attend

Class B Directors: Tim Merrill, Representing Groundfish Buyers

Class C Directors: Matthew Morretti, Representing the Aquaculture Industry

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

Staff Present

Avery Dandreta, Associate Corporate Counsel

Kaela Gonzalez, Program Coordinator

Public

There were approximately five (5) members of the public present.

1. Vote to approve Meeting Minutes from the following:

- a. **July 17, 2025 Meeting Minutes**

b. August 8, 2025

Motion to approve Meeting Minutes from July 17, 2025 and August 8, 2025

Arnold, 2nd Hudson

No Public Comment

Approved 6-0

2. Financial Update *Kaela Gonzalez, Program Coordinator*

Gonzalez presented the Portland Fish Pier Authority's August 2025 Financial Statement verbally. Phil DiPierro noted that a \$200,000 line item for land pier building repair is encumbered for the shore power project and will need to be replenished.

3. Facilities Update *Philip DiPierro, Project Manager*

DiPierro provided updates on several projects including the shore power project, security cameras, the results of a fender system inspection, recent parking lot striping, the plan to address the net yard pothole, and the status of the sewer line project.

4. Discussion and vote to accept Waterfront ME lease amendment.

Motion to go into executive session pursuant to 1 M.R.S.A. 405(6)(F) and 5 M.R.S.A. 13119—A, to review proprietary confidential information associated with this lease.

Hudson, 2nd Arnold

No Public Comment

Approved 6-0

The Board went into executive session at approximately 3:26 p.m.

The Board returned to the public session at approximately 3:41 p.m.

Motion to (i) approve the Fifth Amendment to Lease Agreement Between the Portland Fish Pier Authority and Waterfront Maine BT LLC in substantially the form attached to the agenda, and (ii) authorize the President of the Board to execute said lease amendment and any other documents necessary or appropriate to effectuate the intent of said amendment.

Hudson, 2nd Arnold

Public Comment

Dan Jacques asked for confirmation that the lease materials will be shared with Waterfront ME.

Approved 6-0

5. Portland Fish Exchange Update

Tracy Pearce presented the Portland Fish Exchange Manager's Report. July landings were down, impacting revenue. The Look Lobster agreement for unloads has not yet started. The

cooler's refrigeration operating system has consistent failures and goes offline during power outages. Gonzalez provided clarification on procurement policy and the responsibilities of the Fish Exchange versus the City of Portland regarding facility maintenance. Hudson mentioned that a MCFA grant writer is looking into potential grant opportunities.

6. Discussion and vote on recommendation from Portland Fish Exchange Subcommittee on fee structure changes.

Motion to approve increasing the fee for buyers and sellers by 4 cents each at the Portland Fish Exchange, effective September 8, 2025

Arnold, 2nd Alfiero

Discussion

This would not include a sliding scale. Several members expressed the desire to remain competitive. This change would bring fees back to where they were prior to the sliding scale of previous years.

No Public Comment

Approved 6-0

7. Board and Staff discussion on items not on the agenda.

No further discussion.

8. Next Regular Meeting Date: September 18, 2025 at 3:00 p.m.

9. Adjournment.

Motion to adjourn the meeting.

Hudson, 2nd John

Approved 6-0

The meeting was adjourned at approximately 4:18 p.m.

Attachments included in the meeting packet:

July 17, 2025 Draft Meeting Minutes

August 8, 2025 Draft Meeting Minutes

Portland Fish Pier Authority July 2025 Financial Update

DRAFT Meeting Minutes

PORTLAND FISH PIER AUTHORITY
BOARD OF DIRECTORS
SPECIAL MEETING
September 8, 2025, 4:00 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

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 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

PFPA Board Members Unable to Attend

Class B Directors: Representing the Groundfish Buyers

Tim Merrill, Merrill's Seafood

Class C Director: Representing the Aquaculture Industry

Matthew Moretti, Bang's Island Mussels

Staff Present

Kaela Gonzalez, Program Coordinator

Robert Vanmeter, PFEX Manager

Greg Watson, Housing & Economic Development Director

Public

Approximately two members of the public were in attendance.

1. Discussion and possible vote on Portland Fish Exchange Refrigeration System.

Robert Vanmeter, Portland Fish Exchange (PFEX) Manager provided an update on the status and condition of the compressors, which have been problematic for months and one (Compressor B) is currently shut down due to a coolant leak in the condenser. The PFEX is currently operating on a single compressor, which is insufficient for the 22,000 square foot cooler.

Key issues and proposed solutions discussed include:

- Condenser Replacement: A new condenser is needed. If ordered by September 10th, it can be shipped by October 17th, arrive within a week, and be installed within a day. The cost is approximately \$113,000, which includes installation. The current condenser is 7-8 years old and failed due to a lack of a proper water treatment system, which has since been implemented.
- Operating System: The current operating system (control panel) is custom-made and geared towards industrial use, causing issues with compressor regulation. A new commercial-grade operating system would have a 5-month lead time and cost around \$175,000. Miller, the current service provider, believes a new condenser and operating system will allow the existing compressors to work properly.

Vanmeter has investigated the possibility of renting 53-foot reefer trailers, which cost approximately \$570/week plus an hourly rate, and would run on diesel. These are readily available within a day or two from Ryder. Chris Mayo suggests exploring the Marine Terminal's reefer rack capacities or other cold storage facilities as alternatives to reefer trucks. Attempts to seek service and quotes from other companies have been unsuccessful.

There is a discussion about delegating the final decision on the condenser and operating system to the Finance Subcommittee, as proposed by Meredith Mendelson, to facilitate further discussion. John Arnold suggests proceeding with the condenser immediately due to the emergency, and bringing the operating system to the Finance Committee.

Motion to authorize the PFEX to procure the condenser for \$113,000.

Mendelson, 2nd Arnold

Discussion: Vanmeter believes that with a new control system, the PFEX will get a longer shelf life from the compressors.

No Public Comment

Approved 9-0

Motion to delegate the authority to make the final decision on the operating system to the finance subcommittee at their Wednesday, September 10, 2025 meeting.

Mendelson, 2nd Arnold

Disussion: Some Board members raised concerns regarding a few members voting on the approval or rejection of the PFEX operating system procurement. Mendelson clarified that the intent of this motion is to allow for time to take a deeper dive into the broader financial picture of the PFEX and PFPA.

No Public Comment

Approved 6-3

2. Motion to adjourn the meeting at approximately 5:02 p.m.

Arnold, 2nd Alfiero

Approved 8-0 (O'Connell left meeting at approximately 5:00 p.m.)

Fish Pier Authority
FY26 Budget Status
As of September 12 2025

PFPA 9.18.2025
Item # 2a

	FY26 Budget	YTD	Balance	%	FY25 YTD	FY26 vs. FY25	%
Revenue:							
Miscellaneous	5,275	556	4,719	10.5%	720	(164)	-22.8%
Berthing	6,888	7,644	(756)	111.0%	4,208	3,436	81.7%
Parking	518,637	135,807	382,830	26.2%	76,536	59,272	77.4%
Ground Rent (Leases)	243,556	55,964	187,592	23.0%	30,611	25,353	82.8%
Interest Income					76	(76)	-100.0%
Total Revenue	774,356	199,971	574,385	25.8%	112,150	87,821	78.3%
Expenditures:							
Admin. and Maint. Service	93,117	4,923	88,194	5.3%	27,704	(22,781)	-82.2%
Travel/Training/Meetings	1,500	0	1,500	0.0%	0	0	#DIV/0!
Contractual Services	30,263	3,593	26,670	11.9%	3,132	461	14.7%
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	1,857	13,143	12.4%	827	1,029	124.4%
Debt Service	9,822	0	9,822	0.0%	0	0	#DIV/0!
Contributions		250,000	(250,000)	100.0%			
Total Expenditures	417,522	263,144	404,378	63.0%	45,818	217,326	474.3%
Net Revenues Over(Under) Exp	356,834	(63,173)	420,007		66,332	(129,505)	-195.2%



To: Portland Fish Pier Authority Board
From: Philip DiPierro, Facilities Project Manager
Date: September 12, 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 August 2025

- The bid package for the shore power upgrade project has been sent to the City's Purchasing Department for review. It is currently in the queue for review. Once approved, it will be advertised for bidding.
- City staff met a second time with a vendor to look at a portion of the Fish Pier site for the installation of security cameras. A revised 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.
- City staff is working with the Fish Exchange to update and reinstall new parking signage around the Fish Exchange site. Several signs are missing and faded and need to be replaced.
- City staff is working with the Fish Exchange to re-stripe the parking areas in front of the exchange, and to re-stripe the loading docks.
- General site maintenance and grounds maintenance continues throughout the facility.

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.



PORTLAND FISH EXCHANGE

Management/Financial Report for September, 2025

<u>GF Landings – Auction</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
August 2025 - 12	217K	225K	(-8K)
<u>GF Landings – Auction</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
August 2024 - 14	229K	225K	4K
<u>Contract Unloads - GF</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
August 2025	25K	45K	(-20K)
<u>Total GF Land/Unloads</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
August 2025	242K	250K	(-8K)
<u>Pumping</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
2025 YTD	720K	1.2M	(480K)
<u>Financial Report</u>	<u>Net Income</u>	<u>Budgeted</u>	<u>Variance</u>
August 2025	\$18.5K	\$14.5K	\$4K

Financial Notes

- \$250K LOC available in full
- \$50K Cash Reserve available in full
- Current receivables are \$225K consisting of rent, buyer fees, berthing, net yard use, bait storage & warehousing
- Current checkbook is at \$95K after payments to vendors, boats, and payroll
- Fee adjustments went in to affect this week for both buyers and sellers. Buyers went from \$0.16 to \$0.20 and sellers went from \$0.08 to \$0.12.

Operations Notes

- The agreement with Look Lobster to use the facility for lobster unloads has not started yet. It has been a slow lobster season so far.

Monthly Payments of Note

- Nothing at this time

Facility Report

- We are currently down to one compressor. Compressor B has a coolant leak due to a compromised condenser that needs to be replaced. In an emergency board meeting held Monday of this week, the board approved the purchase of a new condenser that should arrive towards the end of October with a week install time. After installment compressor B will be fully operational
- I have removed all broken links from website.

Staff Report

- We had an employee leave employment at the Exchange for reasons unknown to management.
- We have hired another worker previously employed and spoken well of by Seafresh for the standard 30-day trial in a part-time fish crew position. He is doing well so far.
- A full-time employee was moved to part-time effective this week to match his schedule.

Landings Notes

- August just missed the 225K landing budget with good prices as seen all summer. September has seen 5 auctions with 95K landed and a budget of 175K.

New/Returning Vessels

- None at this time

New Buyers

- Nothing to report at this time