

PORTLAND FISH PIER AUTHORITY
BOARD OF DIRECTORS
October 9, 2025, 3:30 PM
Portland Fish Exchange Subcommittee Meeting
Remote via Zoom

Please use the meeting information below to join the meeting:

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To submit written public comment on an Agenda item, please send an email to edd@portlandmaine.gov. Submissions must be received by 12:00 p.m. the day before the Portland Fish Exchange Subcommittee meeting to guarantee their inclusion in the Agenda packet.

- 1. Committee Chair Comments**
- 2. Approval of Meeting Minutes**
 - a. See attached Meeting Minutes for August 14, 2025.
 - b. See attached Meeting Minutes for September 11, 2025.
- 3. Portland Fish Exchange Manager's Report**
 - a. Fish Exchange Report - October 2025
 - b. Expense/revenue items deviating from the budget
 - c. Available space in coolers
 - d. Changes in existing buyers and sellers.
- 4. Review of the Portland Fish Exchange Draft Purchasing Policy with possible vote on recommendation to the Portland Fish Pier Authority Board.**
 - a. See attached draft purchasing policy.
- 5. Old Business**
 - a. Public relations of PFE
 - b. Other

- 6. Update on responsibilities of Portland Fish Exchange Subcommittee**
- 7. Other items not on the agenda.**
- 8. Next Regular Meeting Date: November 13, 2025**
- 9. Adjournment**

Draft Meeting Minutes
Portland Fish Pier Authority - Portland Fish Exchange Subcommittee
August 14, 2025
3:30 PM

Subcommittee Member Attendees: Chair Tracy Pearce, Nick Alfiero, John Arnold (joined at approximately 4:18 p.m.), Mike Foster, Mary Hudson, Matthew Moretti.

Staff present: Diane Albert, Kaela Gonzalez, Robert Vanmeter

Approximately three members of the public attended.

1. Committee Chair Comments: Chair Tracy Pearce opened the meeting at approximately 3:30 p.m.

2. Approval of Meeting Minutes:

Motion to approve Meeting Minutes from July 10, 2025.

Hudson, 2nd by Alfiero

Approved by consensus.

3. Old Business:

Regarding public relations, Mary Hudson expects to hear back on a grant for community outreach in September. Mike Foster noted an increase in foot traffic on the fish pier and a need for public-facing information. There was a discussion on whether to keep Lobster Landings as an agenda item due to the repetitive nature of the conversations and lack of new information. There was a question about whether the PFEX Manager's review falls under the subcommittee or the full board, with Kaela Gonzalez agreeing to investigate the bylaws for clarification. Vanmeter will be working with iBec to update the website and fix broken links. Vanmeter also updated the subcommittee on Cozy Harbor, and that a new buyer will assume the lease as written.

4. Portland Fish Exchange Manager's Report:

Mr. Vanmeter presented the manager's report verbally. Highlights are as follows:

- 11 Auctions in July
- \$184,000 landed (budgeted \$250,000)
- \$21,000 contract unloads (budgeted \$50,000)
- 700,000 lbs for pumping (budgeted 300,000)
- Current receivables are \$238,000
- Checkbook balance of \$31,000 (does not include the reserve of \$50,000)

Vanmeter provided a quote from Miller Refrigeration Company. The current operating system is malfunctioning, resulting in frequent shutdowns and temperature regulation issues.

The quote for a new operating system is \$175,000 (plus an optional \$13,000). A full replacement of the compressors would be an additional \$345,000. Hudson offered to explore USDA grants as a potential funding source.

Diane Albert presented information regarding PFEX financials, noting difficulties in historical comparisons due to a change in the PFE's fiscal year (from April-April to July-June). Albert highlighted adjustments made when the city took over, such as expensing equipment previously capitalized, which impacted the bottom line. Nick Alfiero expressed concern over the high payroll (71% of sales) and legal/accounting expenses (\$107,000). Diane is working on compiling historical financial data in Excel for better comparison.

5. Discuss changes in existing buyers and sellers:

Vanmeter has been in contact with two buyers: East Coast and Scott Bode with Pier Fish.

There was a strong consensus on the urgent need to increase fees due to the significant deficit. Hudson explained that fees were reduced after COVID-19 relief funding ran out to ease the burden on boats. Vanmeter calculated that a 5-cent increase per pound would only generate \$100,000 annually, which is insufficient to cover the current deficit of \$572,000.

Alfiero proposed increasing both seller and buyer fees by 4 cents each, bringing the total fee to 32 cents per pound. He argued that the cost of doing business has increased across the board.

Motion to recommend to the Portland Fish Pier Authority Board to increase buyers' and sellers' fees by four (4) cents each, effective September 1, 2025.

Hudson, 2nd Alfiero

Approved by consensus.

6. Upcoming changes to regulations impacting Herring and Groundfish (NMFS) or Lobster and Pogies (DMR)

Corrin Flora expressed concern that Addendum 69 has not been published, which contain the specifications for all other species besides cod. If the addendum passes, the limits for Gulf of Maine haddock would increase.

7. Next Meeting: September 11, 2025

8. Adjournment:

Motion to adjourn

Arnold, 2nd Alfiero

Approved by consensus

The meeting adjourned at approximately 4:56 p.m.

Draft Meeting Minutes
Portland Fish Pier Authority - Portland Fish Exchange Subcommittee
September 11, 2025
3:30 PM

Subcommittee Member Attendees: Chair Tracy Pearce, John Arnold, Mike Foster, Mary Hudson, Meredith Mendelson, and Rob Odlin.

Staff present: Diane Albert, Kaela Gonzalez, Robert Vanmeter

Approximately three members of the public attended.

1. Committee Chair Comments: Chair Tracy Pearce opened the meeting at approximately 3:30 p.m. Pearce reminded members that the subcommittee was formed to oversee the management, operation, and promotion of the Portland Fish Exchange. As well as the utilization of other infrastructures of the Portland Fish Pier.

2. Portland Fish Exchange Manager's Report

Robert Vanmeter presented the manager's report verbally. Highlights are as follows:

- 12 Auctions in August
- \$217,000 landed (budgeted \$225,000)
- \$25,000 contract unloads (budgeted \$45,000)
- Current receivables are \$206,000
- Net income for the month was \$18,500

Vanmeter canceled three lines to save money after the fee per line increased. UMaine is now using space at the Exchange for students to dissect tuna heads, paying \$550/month to the Exchange. Mary Hudson is working on a potential new buyer. Chair Pearce inquired about the overall facility status, and Vanmeter mentioned a broken bay door, a recently overhauled hoist, and the need to replace a server, which is estimated to cost \$18,000.

3. Discussion on amending the Fish Pier Exchange bylaws to mirror the City of Portland Purchasing Policy with possible vote on recommendation to the Portland Fish Pier Authority Board.

Motion to mirror the City of Portland's procurement process for purchases over \$5,000, for the interim, while a procurement policy is drafted for the Exchange.

Odlin, 2nd Pearce

Motion was withdrawn.

A significant discussion took place regarding the implementation of a purchasing policy for the Exchange. Concerns were raised about the rigidity and administrative burden of the city's policy, particularly for smaller purchases and the challenges of finding contractors. Meredith Mendelson also provided information on state and federal COVID-19 relief funds received by the Exchange and Fish Pier Authority, totaling over \$2.5 million, to provide context for current

spending. A working group (Meredith Mendelson, Tracy Pearce, Robert Vanmeter, and Kaela Gonzalez) was formed to draft a hybridized procurement policy suitable for the Fish Exchange.

4. Old Business

Vanmeter confirmed that the website has been cleaned up and the broken links have been fixed. Odlin inquired about the recent strong price of fish, attributing it possibly to USDA contracts or a lack of inventory to the south. Hudson attributes this to multiple factors including quota cuts. Subcommittee members would like clarification and to define the role of the subcommittee.

5. Changes in existing buyers and sellers.

No changes to report.

6. Upcoming changes to regulations impacting Herring and Groundfish (NMFS) or Lobster and Pogies (DMR)

Mendelson is expecting a substantial cut in the Pogie quota.

7. Next Meeting: October 9, 2025

8. Adjournment:

Motion to adjourn

Hudson, 2nd Arnold

Approved by consensus

The meeting adjourned at approximately 4:54 p.m.



PORTLAND FISH EXCHANGE

Management/Financial Report for October, 2025

<u>GF Landings – Auction</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
September 2025 - 12	230K	175K	55K
<u>GF Landings – Auction</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
September 2024 - 13	227K	175K	52K
<u>Contract Unloads - GF</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
September 2025	6K	50K	(-44K)
<u>Total GF Land/Unloads</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
September 2025	236K	225K	11K
<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>
September 2025		(-5K)	

Financial Notes

- \$250K LOC available in full
- \$50K Cash Reserve available in full
- Current receivables are \$150K consisting of rent, buyer fees, berthing, net yard use, bait storage & warehousing
- Current checkbook is at \$145K after payments to vendors, boats, and payroll

Operations Notes

- Nothing to report

Monthly Payments of Note

- Nothing at this time

Facility Report

- No problems to report with refrigeration system / compressor A has been running without issue
- Condenser set to ship out 10/17 – installation scheduled for 10/27
- Operating system scheduled to ship middle December with a projected installation of early January.
- R-407c:

Our current system operates with a coolant called R-407C. This coolant replaced another called R22 in 2010. Due to environmental impacts, this coolant is being phased out or phased down, like R22 was. This means that as of a certain announced date, in this case January 2025, a process was started where companies are no longer allowed to build or install units that use this coolant as a primary. This process is set to continue through 2036 with a projected 85% reduction.

After speaking with Miller and research online, this has been an ongoing process with refrigerants. The R-407c coolant will continue to be produced and will also be available through a reclaiming process from existing systems and reusable. Miller stated we would be good with our existing system until 2036, or longer, with my research substantiating this.

R-32 and R-454B will be replacing the R-407c, like we saw with R22. It looks like we would be able to use existing piping if in good condition, but would need a new condenser, compressors, and evaporators, due to the flammability of the new refrigerant.

Ammonia would be the preferred system if we were to do a complete change, due to its zero impact on the ozone and global warming. CO2 is a naturally occurring gas that doesn't deplete the ozone but does contribute greenhouse gas.

We cannot change our system to CO2 or Ammonia without replacing everything but the control panel.

Staff Report

- 30-day trial complete for potential new hire. He will stay on as a part-time / on-call employee

Landings Notes

- October has seen 2 auctions with 25K landed and a budget of 175K. The month has started off slow with several boats doing maintenance, engine replacements, lobstering, etc.

New/Returning Vessels

- F/V Newfi Star landed groundfish for the first time this season. Fish was still in rigor and very well received by all buyers.

New Buyers

- Currently working with Glenn Bickelman, owner of American Pride, to bring on board as a new buyer.

Date: October 07, 2025

Portland Fish Exchange Purchasing Policy

I. Purpose

The purpose of this policy is to establish a purchasing procedure for the Portland Fish Exchange.

II. Procedures

A. General Procurement Procedure

The purpose of this policy is to maintain a responsible purchasing process with for the Portland Fish Exchange. This process will be administered by the Portland Fish Exchange Manager, under direction of the Portland Fish Pier Authority Board. The Manager's responsibilities include administering purchasing policies, maintaining files containing all information regarding purchasing performance, negotiating and approving purchases, consolidating purchases of like or common items, and continually evaluating the purchasing process. Procurement commitments will be stated by contract. Selections may be based on considerations other than only price. Purchases may also be awarded based also on availability, quality, experience, reputation and performance capability of the vendor, which creates the basis for the preferred vendor list.

1. Over \$20,000

Expenditures of more than \$20,000 can, but do not need, to be formally bid. They do need to be priced, the Manager is required to obtain a minimum of three (3) written quotes, unless, following a good faith effort, three vendors cannot be located to provide bids. The only exceptions are a declared emergency, sole source item, and brand specific items, all of which must be approved by the Portland Fish Pier Authority Board, or for ongoing maintenance or services provided by a company on the preferred vendor list.

An emergency situation must be supported by written explanation. An emergency is usually easily identifiable, but can include situations involving safety of the public or city employees, and repair or replacement of essential equipment. No services or goods shall be purchased prior to the Board's declaration of emergency or without knowledge and consent of Board chair.

A sole source determination must be supported by a written finding that the supplier, contractor or consultant is the only one that can supply the Exchange with these goods or services. Such determinations are subject to verification by the Board and will be reviewed periodically.

Once a decision has been made, Manager will work with City legal counsel to develop and finalize a contract. Exchange will maintain records of quotes for one year.

2. Up to \$20,000

Expenditures of up to \$20,000 can be made at the discretion of the Exchange Manager. Although not required, the Manager is strongly encouraged to obtain a minimum of two (2) written quotes to ensure the best price is secured, unless, following a good faith effort, two vendors cannot be located to provide bids. The Manager is not expected to solicit multiple bids for ongoing maintenance or services provided by a preferred vendor.

Exchange will maintain records of quotes for one year. Board will perform periodic review of transactions up to \$20,000 to ensure best prices are being obtained.

Purchases cannot be split to avoid limitations and cannot be used for personal purchases.

B. Changes to Contracts and Purchase Orders

After a purchase is awarded, there may be desired changes to the original cost and/or terms. These occurrences should be rare, as products should be bid as desired.

A change to a contract can be in one of two forms:

1. A change to a contract can be made with an amendment, with assistance or review by City legal counsel as warranted.
The Board must endorse all contract amendments over 10% of the original contract value if original contract exceeded \$20,000.
2. A change to a construction contract can be made with a change order.
The Board must endorse all change orders that exceed the budgeted project contingency.

Approvals should be obtained BEFORE work is actually done. In instances of public or employee safety, written approvals can be obtained after the fact. For any other instances where prior approvals may not be possible, communications must be made with the Board, and appropriate approvals must be obtained immediately after the fact.

In both cases of change, Purchasing will encumber the funds by either changing the current purchase order or creating a new one.

C. *Non-Performance by Vendor or Contractor*

Departments experiencing problems with any vendor or contractor can notify Legal and Purchasing in writing of those problems. Purchasing will keep track of such issues to provide aid as needed in researching qualifications on future bids/quotes. Legal will also help to resolve problems between vendors/contractors and departments. The time to notify Legal and/or Purchasing about the unsatisfactory performance of a vendor/contractor is during the contract period.

D. *Procurement of Computer Software and Applications*

Multiple quotes should be obtained whenever possible. Procurement should follow process outlined above based on cost of goods or service.

E. *Non-Discrimination Policy and Required Contract Language*

The Exchange requires the following language included in all contracts:

Contractor agrees to adhere to a policy of non-discrimination in all employment actions, practices, policies, procedures, phases, and conditions of employment. This shall include compliance with the Workforce Investment Act of 1998, as amended (WIA, 29 CFR part 37); the Nontraditional Employment for Women Act of 1991; title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 37 and all other applicable laws, including the Maine Human Rights Act, ordinances and regulations regarding equal opportunity and equal treatment. Contractor specifically agrees that all employment-related decisions (including but not limited to hiring, discharge, transfers, promotions, discipline, training, job opportunities, and wage and salary levels) will be made without discrimination based on an individual's race or color, religion, age, sex (including pregnancy), sexual orientation, gender identity or expression, ancestry or national origin, physical or mental disability, veteran status, genetic information, previous assertion of a claim or right under Maine's Workers' Compensation Act, previous actions taken protected under Maine's Whistleblowers' Protection Act, or any other protected group status as defined by applicable law. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity, or age limitations will be adhered to by the Contractor and its subcontractors where appropriate.

F. Violations of Purchasing Policy

Any violations of this purchasing policy will be communicated to the Manager, the Board, and the violating employee. Repeat offenses by any employee will be subject to temporary suspension of purchasing privileges. Purchasing privileges will only be restored upon completion of a Purchasing Policy training session performed by the Manager or Board Chair.

Continued repeat violations of this Purchasing Policy will be formally communicated by the Manager or Board Chair to the Board, and the violating employee. Such violations will be subject to permanent revocation of all purchasing procedures.

G. Preferred Vendor List

Preferred vendors list is generated by compiling companies that are currently servicing or have serviced in prior years for the Portland Fish Exchange, whose rates are not increasing at a rate that outpaces inflation or competition, and whose quality of work and customer service remains strong. Preferred vendors should be reviewed every five (5) years.