

**PORTLAND FISH PIER AUTHORITY
BOARD OF DIRECTORS
October 16, 2025, 3:00 PM
Remote 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/84390214591?pwd=9rqzcfvb758kS293mJe0jwvJchCQU8.1>

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

To submit written public comment on an agenda item, email edd@portlandmaine.gov. Submissions must be received by 12:00 pm the day before the Portland Fish Pier Authority meeting to guarantee their inclusion in the agenda packet. All submissions must include the commenter's name and legal address. To help ensure your comment is submitted for the correct item, please include the name of the agenda item (see below).

- 1. 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
- 2. Facilities Update - Phil DiPierro, Project Manager.**
 - a. See attached Facilities Update.
- 3. Portland Fish Exchange Update - Robert Vanmeter, PFX Exchange Manager.**
 - a. See attached Portland Fish Exchange Update.

4. **Discussion and possible vote on Draft Portland Fish Exchange Purchasing Policy.**
 - a. See attached Draft Purchasing Policy for the Portland Fish Exchange.
5. **Discussion and possible vote to accept the purposed responsibilities for the Portland Fish Exchange Subcommittees.**
 - a. See attached draft Portland Fish Exchange Subcommittee Responsibilities.
6. **Discussion regarding applying for a Small Harbor Improvement Program (SHIP) Grant.**
 - a. See attached information regarding the SHIP Grant Program.
7. **PFPA Board to Conduct a Review of the General Manager of the Portland Fish Exchange at next regular meeting.**
8. **Board and Staff discussion on items not on the Agenda**
9. **Discussion on request from Waterfront ME on 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.
10. **Next Regular Meeting Date: November 20, 2025**
11. **Adjournment**

Fish Pier Authority
FY26 Budget Status
As of October 10 2025

	FY26 Budget			FY26 vs.		
		YTD	Balance	%	FY25 YTD	FY25 %
Revenue:						
Miscellaneous	5,275	650	4,625	12.3%	720	(70) -9.7%
Berthing	6,888	10,192	(3,304)	148.0%	4,208	5,984 142.2%
Parking	518,637	187,222	331,415	36.1%	76,536	110,686 144.6%
Ground Rent (Leases)	243,556	74,256	169,300	30.5%	30,611	43,645 142.6%
Interest Income					76	(76) -100.0%
Total Revenue	774,356	272,320	502,036	35.2%	112,150	160,170 142.8%
Expenditures:						
Admin. and Maint. Service	93,117	13,998	79,119	15.0%	27,704	(13,706) -49.5%
Travel/Training/Meetings	1,500	0	1,500	0.0%	0	0 #DIV/0!
Contractual Services	30,263	4,406	25,857	14.6%	3,132	1,274 40.7%
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	2,287	11,213	16.9%	0	2,287 #DIV/0!
Electricity	15,000	2,756	12,244	18.4%	827	1,929 233.1%
Debt Service	9,822	405	9,417	4.1%	0	405 #DIV/0!
Contributions		250,000	(250,000)	100.0%		
Total Expenditures	417,522	276,348	391,174	66.2%	45,818	230,530 503.1%
Net Revenues Over(Under) Expense	356,834	(4,028)	360,862		66,332	(70,360) -106.1%

To: Portland Fish Pier Authority Board
From: Philip DiPierro, Facilities Project Manager
Date: October 14, 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 September 2025

- The pre-bid meeting for the shore power upgrade project was held on October 15th. Bids are due by October 29th.
- City staff is in the process of reviewing options for installing security cameras throughout the Fish Pier complex. The IT Department is pricing options for cameras and equipment to figure out the most cost-effective way to deploy the system i.e. standalone system vs connecting to the network.
- City of Portland Water Resources west parking lot stormwater/sewer project update to follow.
- Fender system maintenance is ongoing. City staff will continue to develop a plan, and a 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. New signs have been made and will be installed within the next month.
- 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. A striping company has been hired and work is expected to be completed the weekend of the 18th.
- The sinkholes at Look's Lobster's site have been assessed. City staff is working with Look's to determine a schedule for completing the work.
- General site maintenance and grounds maintenance continues throughout the facility.

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.



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.

Adopted: October xx, 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.

Draft Portland Fish Exchange Subcommittee Responsibilities

Finance Subcommittee

The purpose of the Finance Subcommittee shall be to provide oversight and accountability for PFPA finances. The subcommittee will primarily focus on the financial operations of the Portland Fish Pier and Portland Fish Exchange, making sure they adhere to their allocated budgets and maintain fiscal transparency. The subcommittee will also review budgets, expenditure trends, revenue trends, and financial policies in order to ensure compliance and effectiveness in spending and collections.

The Finance Subcommittee will also provide support for the development of the PFE budget. Financial issues that occur, such as unexpected capital expenditures or requests for the PFPA to pay off PFE lines of credit, shall go through the Finance Subcommittee if time permits, with the Subcommittee summarizing requests and making recommendations to the full board.

Portland Fish Exchange Subcommittee

The purpose of the PFE Subcommittee shall be to provide support and oversight to the PFE General Manager around PFE Operations. This may include, but is not limited to:

- Ideas for new revenue sources
- Floor usage and leasing
- Review of PFE rules and regulations
- Drumming up new buyers and sellers
- Assessing near and long-term equipment etc needs
- Fee structure changes/overview

The GM will provide manager reports to the subcommittee which the subcommittee will summarize to the board (rather than the PFE GM reiterating the full report to the full PFPA board) along with any recommendations the subcommittee may have.

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Welcome to the new MaineDOT website!

We've recently transitioned to a new content management system to improve the MaineDOT website. We appreciate your patience while we work to update the site. **If you have any questions or specific content requests in the meantime, please [Contact Us](#).**

[Home](#) → [About](#) → [Funding](#) → [Grants](#) → Small Harbor Improvement Program

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Vehicle Program](#)[Ferry grants](#)[Grant for Reliable
Infrastructure and](#)

Small Harbor Improvement Program

The Small Harbor Improvement Program (SHIP) promotes economic development, public access, improved commercial fishing opportunities and works to preserve, and create, infrastructure at facilities in tidewater and coastal municipalities. The SHIP program assists municipalities in improving or creating facilities, such as public wharves, piers, landings and boat ramps. There is a required 50% local share under this program. The SHIP program can provide up to \$250,000 in assistance towards eligible projects.

Ongoing Program for Future Funding Assistance

This grant application is open to tidewater communities that can demonstrate a need to improve economic activity and access to a tidewater river or the ocean on publicly-accessible property. Typical types of projects funded under this program include commercial and municipal wharf improvements, hoist systems,

Transit (GRIT)
Port Infrastructure Development Program (PIDP)
Protect Grant
History
Jobs
Organization
Regions
Rulemaking

boat ramps, gangways, stairwells to clam flats, piling replacements, etc.

The goal of this program is to promote economic development, and improve public marine infrastructure and public access. MaineDOT urges each community to contact us as soon possible with your project ideas/needs to begin the process for potential inclusion in upcoming budgets. MaineDOT will schedule site visits as needed once a letter of intent has been filed. Once a letter of intent project has been deemed eligible, the community will be able to submit an application.

Letter of Intent and Application Documents

- [Letter of Intent \(DOC\)](#) [\(PDF\)](#)
- [Application \(DOC\)](#) [\(PDF\)](#)
- [Project Estimating Tool Spreadsheet \(Excel\)](#)

Deadlines

We have instituted an ongoing application process. Please contact Chris Mayo at 207-624-3409 at any time to discuss your proposed project.

Ongoing Application Process

- MaineDOT will schedule site visits as needed after letters of intent have been filed. Below are a few specifics regarding the application process.

Project Eligibility

- The project proposal must meet three basic criteria:
 - Project must improve access to the water for the public, including but not limited to commercial and recreational fishermen and other resource-and tourism-related industries.
 - Proposed project must be on current or proposed public access facilities. If the project is not on public property, the public must have easement rights for at least 100 years.
 - The project and proposed local match must have local elected official approval before being

considered eligible for inclusion in future budgets

For more information, please call Chris Mayo at 207-624-3409.

Additional Information

For a list of current and future SHIP and BIG projects, please refer to the spreadsheet link below.

- [SHIP and BIG Project Listing \(Excel\)](#).

Credit

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