Meeting Minutes

PORTLAND FISH PIER AUTHORITY
BOARD OF DIRECTORS
SPECIAL MEETING
April 28, 2025, 1:00 PM

Remote Meeting Format on the Zoom Platform

PFPA Board Members Present
Class A Directors: Groundfish Harvester or Representative
Mary Hudson, MCFA
Tracy Pearce
Class B Directors: Groundfish Buyers
Nick Alfiero
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: Wesley Pelletier, District 2
Ex-Officio Members of the Board of Directors:
Representing the Commissioner of Maine DMR
Meredith Mendelson, Department of Marine Resources, President
Representing the Portland City Manager
Brendan O'Connell, Finance Directo

PFPA Board Members Unable to Attend
Class B Directors: Tim Merrill, Representing Groundfish Buyers
Class C Directors: Matthew Moretti, Representing the Aquaculture Industry
Ex-Officio Members of the Board of Directors:
Representing the Commissioner of the Maine DOT
Chris Mayo

Staff Present
Robert Vanmeter, PFEX Exchange Manager
Avery Dandreta, Associate Corporate Counsel
Philip DiPierro, Waterfront Project Manager
Michael Goldman, Corporate Counsel
Kaela Gonzalez, ARPA Program Coordinator
Rachel Millette, Associate Corporate Counsel
Greg Watson, Director of Housing and Economic Development Department

Public

Approximately 2 members of the public attended on Zoom.

1. Nomination and vote for additional Board Members to join the following subcommittees:

a. Finance Subcommittee
b. Portland Fish Exchange Subcommittee

Motion to approve the nomination of Tracy Pearce to the Finance Subcommittee and Meredith Mendelson to both the Finance and Portland Fish Exchange Subcommittee.
Motion by O'Connell, 2nd by Arnold
No Public Comment
Approved 7-0 by all present.

2. Executive Session for attorney advice/education
Motion to enter into executive session pursuant to 1 M.R.S.A. 405(6)(e).
Motion by Hudson, 2nd by Arnold
No Public Comment
Approved 7-0 by all present.

The Board went into executive session at approximately 1:08 pm. Nick Alfiero joined the meeting at approximately 1:10 pm in executive session.
The Portland Pier Authority Board reentered the public session at approximately 2:02 pm.

3. Approval of Meeting Minutes. *March 20, 2025, PFPA Meeting*

Motion to approve March 20, 2025 Meeting Minutes
Motion by Hudson, 2nd by Mendelson
No Public Comment
Approved 8-0 by all present.

4. Financial Update. *Kaela Gonzalez, ARPA Program Coordinator.*
Gonzalez verbally presented the financial report.

5. Presentation by Tec Associates on the Fish Pier Condition and prioritized projects.

Gordon Armstrong and Gabriel Lambert, both with Tec Associates, shared with the Board the presentation included in the meeting materials. Tec Associates inspected the marine infrastructure of the Fish Pier, including Service Piers #1, #2, #3, and Sorting Piers #1, #2, and #3 during the Winter of 2023/2024. Failure is expected when the structure is loaded to approximately 200% of the allowable capacity, and repairs are recommended when the structure nears 75% capacity. Tec Associates proposed a three-phase approach to repairs and offered three different project cost estimates, with Service Pier #1 being the highest priority. The Board is being asked to provide direction after consideration.

6. Review and vote on Portland Fish Exchange Shore Power Upgrade Project. *Phil DiPierro, Project Manager.*

DiPierro gave a brief overview of the shore power upgrade project with a projected cost of $400,000, which was presented to the Board in detail at the March 20, 2025 meeting. There was

Motion to approve $400,000 to upgrade shore power systems at the Portland Fish Exchange, subject to adequate funding.
Motion by Arnold, 2nd by Alfiero
No Public Comment
Approved 6-0 by all present.
Note: O'Connell and Mendelson left the meeting at approximately 3:00 pm.

7. Review and vote on proposed overnight parking at the Front Fish Pier Lot.

Kaela Gonzalez gave a brief overview of the proposal first presented to the Board by Matthew Ouellette, Parking Division Supervisor, at the March 20, 2025 board meeting.

Motion to approve overnight parking at the Front Fish Pier Lot.
Motion by Arnold, 2nd by Hudson
No Public Comment
Approved 6-0 by all present.

8. Portland Fish Exchange Update. *Robert Vanmeter, PFX Exchange Manager.*

Robert Vanmeter verbally presented the Portland Fish Exchange Manager's Report for April 2025.
Atlantic Offshore Fishery has been doing well with no violations.

Motion to approve Atlantic Offshore Fishery as a new buyer at the PFEX.
Motion by Arnold, 2nd by Odlin.
No Public Comment.
Approved 6-0 by all present.

9. Review and vote to accept the proposed Portland Fish Exchange FY2026 Budget. Robert Vanmeter, PFX Exchange Manager.

Robert Vanmeter highlighted the major changes in the FY2026 Budget from the previous year's proposed budget, including changes due to the merger. There was broad discussion on revenue stream ideas, potential areas for savings, and uncertainty around budget planning.

Motion to approve the proposed PFEX FY2026 Budget as presented.
Motion by Arnold, 2nd by Alfiero
No Public Comment
Approved 4-1-1 (Odlin abstained)

10. Review and vote on the amended and restated Lease Agreement with 10 Portland Fish Pier LLC (Lot #10).

Kaela Gonzalez gave an overview of the request by Douty Brothers, Inc. for an assignment and extension of the lease to 10 Portland Fish Pier LLC, with a term of 15 years with an option to renew for one 15-year renewal. Avery Dandreta confirmed the standard nature of this request.

Motion to (i) approve the Amended and Restated Lease Agreement between the Portland Fish Pier Authority and 10 Portland Fish Pier LLC in substantially the form attached to the agenda and (ii) consent to the Assignment and Assumption of Lease agreement in substantially the form attached to the agenda, and (iii) authorize the President of the Board to execute said lease and assignment agreements and any other documents necessary or appropriate to effectuate the intent of said agreement.
Motion by Arnold, 2nd by Alfiero
No Public Comment
Approved 6-0 by all present.

11. Review request from Bristol Seafood to install concrete pad for refrigeration equipment.

Brett Heidtke, with Bristol Seafood, is requesting permission to install a compressor on a concrete pad, 11x4 feet, on the northwest side of the building. This space would require a licence agreement as the proposed space is outside of the leased space. City staff does not have concerns with the placement of the pad, advises checking with code enforcement, and recommends adding language to protect the city from liability in the event of damages. The Board has directed city staff not to include additional fees or costs as part of the license agreement and to allow for the agreement to extend for the duration of Bristol's tenancy. The Board is generally supportive of this request with no stated objection to moving forward.

12. Board and Staff discussion on items not on the Agenda.

Alfiero thanked Robert Vanmeter for his work on the Fish Exchange budget. Arnold thanked Rob Odlin for working through the lengthly agenda today.

13. Next Regular Meeting Date: May 15, 2025

14. Adjournment.

Motion to adjourn the meeting.
Motion by Arnold, 2nd by Alfiero
Approved 6-0 by all present

The meeting was adjourned at approximately 4:00 pm.

Attachments included in the meeting packet:

Draft Meeting Minutes for March 20, 2025
PFPA Financial Update for April 2025
Tec Association Presentation
PFEX Shore Power Presentation
Nightly Use Parking Proposal
PFEX Manager Update for April 2025
PFPA New Buyer Application
PFEX Proposed FY26 Budget
Douty Lease Memo and related materials
Bristol Seafood Request