

**PORTLAND FISH PIER AUTHORITY
BOARD OF DIRECTORS
December 11, 2025, 3:30 PM**

Portland Fish Exchange Subcommittee Meeting
Remote via Zoom

Please use the meeting information below to join the meeting:

<https://portlandmaine-gov.zoom.us/j/83313403034?pwd=8hLt7XWwJR12baxbnBFnmSPNdhtPeE.1>

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 November 13, 2025 Meeting Minutes**
 - a. See attached minutes from November 13, 2025
Action Item - Public Comment
- 3. Portland Fish Exchange Manager's Report**
 - a. Fish Exchange Manager's Report
 - b. Discuss and vote to recommend to the Portland Fish Pier Authority Board a new buyer, Quality Custom Packing Inc.
Action Item - Public Comment
 - c. Expense/revenue items deviating from the budget
 - d. Available space in coolers
 - e. Billing/receivables of berthing and leases by Portland Fish Exchange
 - f. Monitoring of the net yard
 - g. Discussion on fish sold after auction.
- 4. Discussion on multi-tiered fee system for the Portland Fish Exchange.**
- 5. Old Business**
 - a. Public relations
 - b. Discussion and possible vote on defining the subcommittee roles.
Action Item - Public Comment
- 6. Other items not on the agenda.**

7. **Next Regular Meeting Date: January 8, 2026**
8. **Adjournment**

Draft Meeting Minutes
Portland Fish Pier Authority - Portland Fish Exchange Subcommittee
November 13, 2025
3:30 PM

Subcommittee Member Attendees: John Arnold (joined at 3:43 pm), Mike Foster, Mary Hudson, Matt Moretti, Meredith Mendelson, Tracy Perce, and Rob Odlin (joined by phone).

Staff present: Kaela Gonzalez, Avery Novak, Greg Watson, Robert Vanmeter

Approximately three members of the public attended.

1. Committee Chair Comments: Committee Chair Pearce opened the meeting and announced that John Arnold will be attending, but expects to be 30 minutes late.

2. Approval of October 10, 2025 Meeting Minutes

Motion to approve Meeting Minutes for October 10, 2025.

Moretti, 2nd Hudson

Approved unanimously

3. Portland Fish Exchange Manager's Report

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

- 10 Auctions in October
- 180,000 landed (budgeted 225,000)
- No contract unloads (budgeted 15,000)
- 180,000 groundfish landings (budgeted 240,000)
- Current receivables are \$146,000
- Checkbooks are at \$88,000
- LOC and Cash reserve are available in full

The Exchange is rotating fresh and frozen bait storage for the fishing fleet. Look Lobster assisted in cleaning up Pier 1, including broken pallets, saving \$1,600 in dumpster fees. The annual cost of replacing lost totes is estimated to be between \$1,400 and \$1,800. The condenser installation is complete and running well, but the compressor rotation system is currently being operated manually. A new control system is expected mid-December for an early January installation. Parking lot restriping has been completed and new signs have been installed in front of the Exchange. Cozy Harbor has been sold, and the new owners plan to assume the lease and run the business as usual. James Needelman has been appointed as the Auction Assistant. New or returning vessels include Bay Drifter, Iliana C, and Paulo Marc.

Motion to recommend to the Portland Fish Pier Authority Board the approval of Glenn Fish (American Pride) as a new buyer at the Fish Exchange.

Hudson, 2nd Arnold

Approved unanimously.

4. Discussion on defining the subcommittee roles.

The proposed responsibilities were reviewed. Vanmeter noted that the PFE rules and regulations should be updated and language adjusted following the merger. There was a discussion that the subcommittee should consider meeting less frequently. There is also the remaining question of how Vanmeter reports to the Board, and it was suggested that the Subcommittee meeting minutes be used for reporting to the full Board.

5. Old Business

Moretti suggested creating a marketing campaign to brand the seafood from the Exchange to increase demand and value, including looking into intern or grant opportunities to fund a campaign and develop a social media presence. Also discussed was exploring the possibility of using City staff to help with grant writing and what type of grants the Exchange would be eligible for. Moretti requested that grant writing/opportunities be on the next agenda.

6. Other items not on the agenda.

Odlin requested that a discussion on a multi-tiered fee system structure be added to the agenda for next month.

Jerry Leeman has met with Odlin and Vanmeter over the past week and requested a few minutes to be able to address the subcommittee, and will follow up with a letter to the full Board. Mr. Leeman is working to mentor the next generation and develop a sustainable fishery.

7. Next Meeting: December 11, 2025

9. Adjournment:

Motion to adjourn

Arnold, 2nd Mendelson

Approved by consensus

The meeting adjourned at approximately 4:44 p.m.



PORTLAND FISH EXCHANGE

Management/Financial Report for December, 2025

<u>GF Landings – Auction</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
November 2025 – 8	184K	125K	59K
<u>GF Landings – Auction</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
November 2024 - 10	105K	125K	(20K)
<u>Contract Unloads - GF</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
November 2025	0	15K	(15K)
<u>Total GF Land/Unloads</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
November 2025	184K	190K	(6K)
<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>
November 2025	(\$28,088)	(\$30,459)	\$2371

Financial Notes

- \$250K LOC available in full
- \$50K Cash Reserve available in full
- Current receivables are \$165K consisting of rent, buyer fees, berthing, net yard use, bait storage & warehousing
- Current checkbook is at \$61K after payments to vendors, boats, and payroll

Landings Notes

- November started off slow with 3 auctions the first 2 weeks and then 3 auctions the third week. The last week of November had auctions of 60K on Monday and 57K on Tuesday. Due to the holiday, trucking was not available after Tuesday until the following week, so a Wednesday auction was not possible. Good weather & the return of the F/V Jocka gave us the substantial landings for the close of the month.

Operations Notes

- Currently rotating fresh & frozen bait storage for the fleet, Looks, and Northern Ocean

Monthly Payments of Note

- Auction labels - \$10,363.20
- Server / Licenses / User Remote services - \$15,456

Facility Report

- Condenser and compressors running well – no issues.
- New Operating / Control system remains on track for mid-December arrival and projected installation early January.

Staff Report

- Nothing to report

New/Returning Vessels

- F/V Jocka landed for the first time the week of Thanksgiving

New / Returning Buyers

- Quality Custom Packing Inc. is our newest buyer who will be targeting all species landed at the Exchange. A+ review from all references - \$15K cash deposit in bank.

PORTLAND FISH EXCHANGE APPLICATION FOR EXCHANGE SEAT

1032

General Information

Applicant Legal Name:
DBA:

Quality Custom Packing Inc.

Mailing Address:

City: 8 South St.
New Bedford State/Province: MA Zip: 02740

Physical Address:

City: Same as Above State/Province: Zip:

Phone: 508 993 0717 Email:

Michael Ryan@QualityCustomPacking.com

Business Type (circle):

Corporation

Partnership/LLC

Sole Proprietor

Corporations
please include

- Name, address, and title for all officers and directors (attach).
- Name, address, and percent of shares owned for all shareholders equal to or exceeding 5% (attach).
- Date incorporated and state/province in which incorporated:

2000

- Federal employer identification number:

043500924

Partnerships/LLC's
please include

- Names, addresses, and ownership percentages for all partners (attach).
- Date registered and state/province in which registered:

- Federal employer identification number:

Sole Proprietors
please include

- Name and address of owner, if different than above:
- Date established:
- Sole proprietor's social security #:

Federal dealer permit #:

State/province dealer permit #:

11915

Type of Auction Seat

Seat type:

FULL SEAT

Seatholder may purchase any item on any Exchange auction.

Requirements:

- \$250 one-time application fee (refunded if application declined).
- Cash Deposit OR Irrevocable Letter of Credit / Minimum \$15,000

Representatives

Representatives are authorized to incur charges to seatholder's accounts and designate destinations for products purchased. Representatives must demonstrate the ability to understand and participate in Exchange auctions before they are approved to act as a representative. Representatives require Board approval to participate in Exchange auctions; the General Manager of the Exchange may authorize representatives on an interim basis.

Representatives authorized to conduct business on the Exchange

Name: Michael R. St. Ours
 Mailing Address: 8 South St
 City: New Bedford State/Province: MA Zip: 02740
 Brief description of qualifications:

JR. (CEO/COO)

Name: Michael St. Ours
 Mailing Address: 8 South St
 City: New Bedford State/Province: MA Zip: 02740
 Brief description of qualifications:

SR. (owner)

Name: _____
 Mailing Address: _____
 City: _____ State/Province: _____ Zip: _____
 Brief description of qualifications: _____

References

Financial References (entities currently conducting business with the applicant)

Organization	<u>Bristol County Savings Bank</u>	Contact	<u>Jeff Pagliuca</u>
City	<u>Taunton</u>	State/Province	<u>MA</u>
Telephone	<u>(508) 324-3654</u>	Fax	
Account No.			

Organization		Contact	
City		State/Province	
Telephone		Fax	
Account No.			

Trade References (Up to 5, of which 3 should be from the seafood industry)

Organization	<u>Whaling City Seafood Display Auction</u>	Contact	<u>Cassie Canastra</u>
City	<u>New Bedford</u>	State/Province	<u>MA</u>
Telephone	<u>(508) 990-0799</u>	Fax	

Organization	<u>Premier Foods</u>	Contact	<u>Pierre Desbriens</u>
City	<u>Dartmouth</u>	State/Province	<u>MA</u>
Telephone	<u>(508) 743-9400</u>	Fax	

Organization	<u>New England Marine Holdings</u>	Contact	<u>Adam Medeiros</u>
City	<u>New Bedford</u>	State/Province	<u>MA</u>
Telephone	<u>(508) 951-9967</u>	Fax	

Organization		Contact	
City		State/Province	
Telephone		Fax	

Organization		Contact	
City		State/Province	
Telephone		Fax	

Other

Please provide a brief description of applicant's business and products.

Fresh/Frozen Seafood Processor

Has the applicant, any owner, officer, partner, or authorized representative been arrested for or convicted of any crime? If yes, please provide date, jurisdiction, and description.

NO

Has the applicant, any owner, officer, partner, or authorized representative been found guilty of or settled any violations of federal or state seafood regulations? If yes, please provide date, jurisdiction, and description.

NO

Has the applicant or any owner or partner ever declared bankruptcy or insolvency? If yes, please describe.

NO

Is the applicant currently involved in any lawsuits or claims? If yes, please describe.

NO

Does the applicant, any owner, officer, partner, or authorized representative have a financial interest in any other seafood company? If yes, please describe.

NO

TERMS AND CONDITIONS

The information contained in this application is confidential and intended for Portland Fish Exchange internal use only. Information will not be released except as required by law.

The Applicant understands and agrees that any and all information contained herein, is subject to confirmation, including but not limited to, background and credit checks on the organization and any owner, officer, director, and/or authorized representative.

The Applicant understands and agrees that any material misstatement on this application is grounds for denial of the application and/or disbarment from the Portland Fish Exchange.

The Applicant authorizes the Exchange to obtain further information about the Applicant from time to time in connection with any business relationship established between the Applicant and the Portland Fish Exchange.

The Applicant authorizes any reference listed in this application to release financial information to the Portland Fish Exchange.

The Applicant authorizes the Portland Fish Exchange to use any social security number, federal identification number, or federal or state permit number provided on or as part of this application to obtain information regarding the Applicant, any owner, officer, partner, or authorized representative.

The Applicant understands and agrees that the Board of Directors of the Portland Fish Exchange will evaluate all information gathered in the application process, and a decision to grant or deny seat holder privileges to the Applicant will be solely at the discretion of the Board for any reason(s) it deems fit.

The Applicant agrees that if, and as long as, any business relationship exists with the Portland Fish Exchange, the Applicant may not withdraw its consent to the Portland Fish Exchange's ongoing collection or use of information as described herein.

The Applicant certifies that he/she has read and understands the Rules of the Portland Fish Exchange. If granted privileges by the Portland Fish Exchange of acting in any capacity at the Portland Fish Exchange (either on the premises or through participation in any auction the Portland Fish Exchange may conduct), Applicant agrees to abide by those Rules at all times.

The Applicant understands and agrees that the privilege of Applicant or any authorized representative of Applicant to act in any capacity at the Portland Fish Exchange is subject to the sole discretion of the General Manager of the Portland Fish Exchange or his/her designee, and/or the Board of Directors of the Portland Fish Exchange, and such privilege(s) may be temporarily or permanently suspended by either the General Manager or the Board of Directors at any time and for any reason, subject to any limitations as described in the Rules.

Signed,

Michael R. St. Ours
Signature

Michael R. St. Ours
Printed Name

12-8-25
Date

CEO/COO
Title

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 (GM) 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 and the Board as necessary along with any additional recommendations the subcommittee may have.