

FINAL Meeting Minutes

PORTLAND FISH PIER AUTHORITY
BOARD OF DIRECTORS
September 18, 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 C Directors: Representing the seafood industry of the State of Maine

Rob Odlin, Representing the Lobster Industry

Matthew Morretti, Representing the Aquaculture 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 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: Nick Alfiero, Representing Groundfish Buyers

Tim Merrill, Representing Groundfish Buyers

Ex-Officio Members of the Board of Directors:

Representing the Commissioner of the Maine DOT

Chris Mayo

Staff Present

Diane Albert, PFEX

Avery Dandreta, Associate Corporate Counsel

Kaela Gonzalez, Program Coordinator

Robert Vanmeter, PFEX Manager

Public

There were approximately three (3) members of the public present.

1. Vote to approve Meeting Minutes from the following:

- a. **August 21, 2025 Meeting Minutes**
- b. **September 8, 2025**

Motion to approve Meeting Minutes from August 21, 2025 and September 8, 2025

Hudson, 2nd Pelletier

No Public Comment

Approved 7-0 (Moretti joined the meeting at approximately 3:12 pm, after the vote)

2. Financial Update. *Kaela Gonzalez, Program Coordinator*

Gonzalez presented the Portland Fish Pier Authority's September 2025 Financial Statement verbally. 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 presented the facilities update, mentioning ongoing work on the shore power upgrade bid package, plans to install 2-3 security cameras in the vessel services and Marine Trade Center area, and a work scope for the fender system in the bulkhead area. Also discussed new signage and restriping of parking spaces in the exchange area and routine seasonal maintenance. Odlin raised concerns about climate resiliency and grant opportunities for pier structural repairs, to which DiPierro acknowledged the availability of some grant funds and agreed to consider sea level rise for new construction. A pothole near Look Lobster is on the list to be fixed, and the sewer line project has been pushed to next year. Mendelson also highlighted state rebuilding resiliency funds for public infrastructure that will be available next year.

4. Portland Fish Exchange Update. *Robert Vanmeter, PFEX Manager*

Vanmeter provided an update on the Portland Fish Exchange, stating that August landings were \$217,000 (slightly below the \$225,000 budget), and net income for August was a positive \$4,000. Fee adjustments for buyers and sellers went into effect last week. The condenser and control panel for the facility have been ordered, and broken website links have been removed. Employee shuffling has occurred, and efforts are ongoing to contact American Pride as a new buyer. Vanmeter also confirmed the target temperature for the building is 39 degrees Fahrenheit and that the refrigeration system has been working well recently.

5. Discuss and define the Portland Fish Exchange Subcommittee responsibilities.

Mendelson suggested documenting the scope of the subcommittee to avoid duplication with the finance subcommittee, especially concerning budget and HR-related issues. Dandreta agreed that the bylaws are outdated and need to be updated to clarify subcommittee roles, noting that subcommittees are discussion spaces and have no voting power; all final decisions must go to the main board. Hudson and O'Connell supported the idea of defining subcommittee roles.

Mendelson offered to draft up language to define the scope of the subcommittees. Dandreta will follow up this work with revised bylaws for the Board to review.

6. Discuss procurement process of the Portland Fish Exchange.

Pearce reported that a working group (Pearce, Mendelson, Gonzalez, and Vanmeter) is developing a standardized purchasing policy, which will be brought to the Fish Exchange Subcommittee and then to the Board for recommendation.

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

O'Connell summarized a Finance Subcommittee meeting where an additional \$170,000 purchase for equipment with a significant lead time was approved to keep the facility cold, and also suggested putting longer-term financial projections on a future board meeting agenda. Odlin raised concerns about the PFE's refrigeration system, noting that the current hydrofluorocarbon (HFC) refrigerant is being phased out by either 2028 or 2036. Hudson agreed that this important conversation should be held at the subcommittee level first.

Mike Foster, a Fish Pier Authority tenant, spoke regarding expenditures for the Fish Pier Authority.

8. Next Regular Meeting Date: October 16, 2025 at 3:00 p.m.

9. Adjournment.

Motion to adjourn the meeting.

Hudson, 2nd Mendelson

Approved 8-0

The meeting was adjourned at approximately 3:53 p.m.

Attachments included in the meeting packet:

August 21, 2025 Draft Meeting Minutes
September 8, 2025 Draft Meeting Minutes
Portland Fish Pier Authority September 2025 Financial Update
September Facilities Update
September Portland Fish Exchange Update