

**PORTLAND FISH PIER AUTHORITY
BOARD OF DIRECTORS
April 14, 2020, 3:00 PM
Remote Meeting Format - Zoom**

On Tuesday, April 14, 2020, at 3:00 p.m., the Portland Fish Pier Authority Board of Directors will conduct its first virtual meeting using emergency legislation approved by LD 2167, 1 MRS 403-A, that authorizes cities and towns to conduct meetings online.

Please click the link below to join the webinar:

<https://zoom.us/j/563054448>

For public comment, you will need to use the “raise your hand” feature. To raise your hand via the telephone, please hit *9. You will be unmuted by the host when it is time for public comment.

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1. Approval of February 10, 2020, Meeting Minutes

- a. The draft minutes will be approved at a future meeting.

2. Introduction to Blue Ocean Seafood, Lot 12-a - Ernie Salamone, Sophy Im

- a. Blue Ocean is a Saco based seafood processing firm and is the potential buyer of the Freedom Fish building on Lot 12a. Representatives of the firm would like to introduce themselves to the Board and describe their plans for the building.

3. Financial Update

- a. Up to date financial statements were not available in time for this meeting and will be presented for the Board’s review at a later time. Bill Needelman will provide an update on current cash fund balance.

**4. Portland Fish Exchange Update - Bert Jongerden, PFX; Tom Valteau, PFX
President**

- a. A current financial statement for the PFX is attached and will inform discussion on potential actions under agenda item 5, below. For the fiscal year ending April 30, 2020, the PFX ended the year with a \$135,000 deficit.

COVID-19 Impact Survey - Fish Pier Tenant Status and Potential Response - Bill Needelman, Waterfront Coordinator; Greg Mitchell, Economic Development Director. The Economic Development staff has surveyed Portland Fish Pier land lease tenants and marine use subtenants regarding operational and financial impacts of the pandemic to their businesses. Economic Development staff will report the results of this inquiry to the Board and is recommending that the Board take immediate measures to help secure ongoing operations where possible, and speedy recovery for businesses that have temporarily suspended operations. POSSIBLE actions for the Board's consideration include:

5.

- a. Approve Portland Fish Exchange request for \$135,000 to reimburse the Fish Exchange for its operating deficit for the year ending April, 2020. ACTION ITEM: PUBLIC COMMENTS
- b. Rent deferral or abatement for ground lease tenants - percentage and term up for discussion. ACTION ITEM: PUBLIC COMMENTS
- c. Rent deferral or abatement for on-site parking tenants - parking tenants associated with a Portland Fish Pier ground lease or berthing lease. ACTION ITEM: PUBLIC COMMENTS
- d. Rent deferral or abatement for on-site parking tenants - parking tenants associated with a Portland Fish Pier ground lease or berthing lease. ACTION ITEM: PUBLIC COMMENTS
- e. Rent deferral or abatement of all for off-site parking tenants working in the seafood industry - harvesters and off-site processors, wholesalers, distributors. ACTION ITEM: PUBLIC COMMENTS
- f. Rent deferral or abatement for non-marine parking tenants. ACTION ITEM: PUBLIC COMMENTS
- g. Allowing short-term use of the Fish Pier common areas for seafood sales by non-tenant processors, restaurants, harvesters. ACTION ITEM: PUBLIC COMMENT
- h. Discussion of other potential short- and long-term actions. ACTION ITEM: PUBLIC COMMENTS

NOTE: CONSISTENT WITH EXECUTIVE SESSION STATUTE 1 M.R.S.A. 405(6)(C) AND (F), THE BOARD MAY GO INTO EXECUTIVE SESSION TO DISCUSS THE ABOVE LISTED ITEMS.

- i. See attached memo on survey conducted.

6. Facilities Update - Phil DiPierro, Project Manager

- a. *Time permitting.* A summary of recent projects is attached.

7. Update on the Portland Harbor Dredge and CAD projects: Portland Harbor Commercial Revitalization Project - CRP.

- a. *Time permitting.* Economic Development staff will provide a verbal update to the Board on the permitting and funding status of the long-planned dredging projects, and their relationship to the Portland Fish Pier.

8. Update on the potential to develop a cold storage facility at the International Marine Terminal.

- a. *Time permitting.* Economic Development staff will provide a verbal update to the Board on the Maine Port Authority's progress in securing a developer for a regionally significant freezer warehouse on the International Marine Terminal on the Western Waterfront.

9. Lot 1A Update

- a. *Time permitting.* Verbal update on the Maine Sustainable Seafood (Shucks) development proposal for Lot 1A.

10. Orientation Map

- a. See attached map.

Agenda 4, PFX \$ statement

FISH EXCHANGE FINANCIAL CONDITION AS OF APRIL 8, 2020

Portland Fish Exchange: April 2020 Year to date summary.

Provided by Bert Jongerded, General Manager

	expected	actual
pounds landed	2,700,000	1,900,000
total revenue	1,200,000	1,000,000
cash deficit	25,000	-135,000
cash on hand		75,000
weekly expenses		20,000
January \$ results		-37,000
February \$ results		-35,000
March \$ results		-36,000



CITY OF PORTLAND
Economic Development
Gregory A. Mitchell, Director

Memorandum

To: Nick Mavodones, President, Portland Fish Pier Authority and Members of the Board of Directors

From: Bill Needelman, Waterfront Coordinator

Date: April 10, 2020

Re: Status of Portland Fish Pier seafood businesses and potential response to the COVID-19 crisis

CC: Greg Mitchell, Economic Development Director

Introduction

As Board members are well aware, the seafood industry has been dramatically impacted by the ongoing COVID-19 pandemic. Demand, supply, workforce, logistics, and support services have all been disrupted. The Economic Development Department has started the process of reaching out to Fish Pier seafood businesses to understand the depth and breadth of the impacts. The April 13, 2020 Board meeting is an opportunity to share learning to date, to discuss with the Board potential short-term responses, to hear from Fish Pier tenants and interested parties, and to take appropriate actions. These will be the first of many discussions. Responses to the pandemic will likely require continued Board action for the foreseeable future.

Background

As the depth of the pandemic came into focus, the Economic Development department provided the seafood businesses on the Fish Pier with a survey to gauge the level of impact to their industry. Response to the survey has been understandably incomplete. Businesses are in survival mode. Responding to surveys is not a priority for many. However, the survey has generated results and staff will report a summary of findings at the meeting on Monday. Results are not reported herein to allow for time for additional responses.

While only an incomplete picture, the Board should have sufficient feedback from the

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industry to make informed decisions to assist Fish Pier tenants. Hopefully, the interactive Zoom platform will provide additional opportunity for industry representatives to speak for themselves and advocate for their needs during the crisis.

Confidential Information and Executive Session

Much of the information requested from the seafood industry is proprietary, including level of employment, revenue conditions, and individual justifications for potential financial assistance. The Economic Development staff considers all such information confidential and only aggregated summaries will be reported. Those businesses that provided proprietary information did so under an expectation of trust. The Executive Session format will provide the Board opportunity to dig deeper into the feedback provided, however, Economic Development staff will continue to protect the anonymity of respondents as promised with the circulation of the survey.

Content of the Survey

The focus of the survey is to establish the degree to which seafood businesses on the Fish Pier are able to operate and whether or not financial assistance is needed to continue operations. A blank PDF of the survey is attached to this memo.

Survey Platform

Staff used the “Google Forms” format. As of the writing of this memo, it is unclear whether this particular platform was a barrier to participation. Economic Development staff will continue to adapt to Fish Pier tenant needs in generating feedback as we move forward.

Potential Actions by the Board

Economic Development staff recommends that the Board consider taking actions immediately to give Fish Pier tenants assistance - recognizing that available information is imperfect. Based on staff judgement and feedback generated to date, the following actions are provided for consideration. The first action, reimbursement to the PFX, reflects a specific request from the PFX President.

Possible actions for the Board’s consideration:

- 1) Approve Portland Fish Exchange request for \$135,000 to reimburse the Fish Exchange for its operating deficit for the year ending in April, 2020.
- 2) Rent deferral or abatement for ground lease tenants – percentage and term up for discussion.
- 3) Rent deferral or abatement for on-site parking tenants - parking tenants associated with a Portland Fish Pier ground lease or berthing lease.

- 4) Rent deferral or abatement of all for off-site parking tenants working in the seafood industry – Harvesters and off-site processors, wholesalers, distributors.
- 5) Rent deferral or abatement for nonmarine parking tenants.
- 6) Allowing short-term use of the Fish Pier common areas for seafood sales by non-tenant processors, restaurants, harvesters.
- 7) Discussion of other potential short and long term actions.

Attachments:

Portland Fish Pier Tenant Survey

Portland Fish Pier Tenant Survey - COVID 19 Response - 4-5-20

State of the Portland Fish Pier Tenant Status During the COVID-19 Pandemic.

The Seafood Economy is an essential component of the local food system and is an important contributor to the economic well-being and food security of the Greater Portland Region. The following questions will help the City of Portland Economic Development Department understand the needs of the Portland Fish Pier tenants specifically and the seafood industry generally during these difficult times.

The following questions inform our understanding of the impacts of the pandemic and government's response to protect public safety. All individual results will be held confidential with only aggregated results presented publicly. Thank you for your trust and willingness to share proprietary information. We will do our best to live up to that trust.

The results of our analysis will be presented to the Portland Fish Pier Authority (PFPA) Board of Directors at their first available meeting. Your answers will inform City staff recommendations to the PFPA Board as soon as their scheduled meeting on April 13, 2020.

Please submit only once to ensure accurate reporting. Thank you and keep well.
Bill Needelman, City of Portland, Waterfront Coordinator

*** Required**

1. Email address *

2. 1. Is your business in operation?

Mark only one oval.

☐ Yes

☐ No

3. 2. Number of Full time employees before the pandemic?

4. 3. Number of Full time employees now?

5. 4. Have you reduced hours for Full Time employees?

Mark only one oval.

☐ No

☐ Yes

6. 5. Number of Part Time employees before the pandemic?

7. 6. Number of Part Time employees before the now?

8. 7. Have you reduced hours for Part Time employees?

Mark only one oval.

☐ Yes

☐ No

9. 8. If you have furloughed or laid off employees, have they applied for unemployment insurance?

Mark only one oval.

☐ Yes

☐ No

10. 9. Are your suppliers able to deliver adequately to support your production demand?

Mark only one oval.

☐ Yes

☐ No

11. 10. If you are willing to share with us, please indicate your company's annual sales revenues over each of the last five years? Approximate answers are fine and these answers are confidential. Annual sales for 2015?

12. 11. Annual sales for 2016?

13. 12. Annual sales for 2017?

14. 13. Annual sales for 2018?

15. 14. Annual sales for 2019?

16. 15. Has your customer demand changed? Please chose the one answer that best approximates your situation

Mark only one oval.

- ☐ Increased - small amount
- ☐ Increased - large amount
- ☐ Decreased - small amount
- ☐ Decreased - large amount
- ☐ No change

17. 16. Can you meet current customer demand?

Mark only one oval.

- ☐ Yes
- ☐ No
- ☐ Operations have ceased

18. 17. Is trucking or transportation interrupted?

Mark only one oval.

- ☐ Yes
- ☐ No

19. 18. Do you have adequate access to plant maintenance and repair services?

Mark only one oval.

☐ Yes

☐ No

20. 19. Do you need financial assistance?

Mark only one oval.

☐ Yes

☐ No

21. 20. If yes, have you contacted your bank for help, whether it be deferred payments, increased line of credit, additional loan or something else?

Mark only one oval.

☐ Yes

☐ No

22. 21. If yes, how much financial assistance is needed?

23. 22. If you need additional financing and your bank cannot assist, have you applied to the SBA or FAME for an emergency loan?

Mark only one oval.

☐ Yes

☐ No

24. 23. Is your insurance coverage sufficient?

Mark only one oval.

☐ Yes

☐ No

25. 24. Do you know where to go for up to date information on the COVID -19 pandemic?

Mark only one oval.

☐ Yes

☐ No

26. 25. Do you and/or your workforce have access to information on basic needs, including but not limited to: food, unemployment or rental assistance?

Mark only one oval.

☐ Yes

☐ No

27. 26. Do you need support for any non English or Limited English workforce? For example: with translated materials? Y/N

Mark only one oval.

☐ Yes

☐ No

28. 27. Does the current crisis impact your ability to make land lease payments to the PFPA? Or if a sub-tenant to your land lord?

Mark only one oval.

☐ Yes

☐ No

29. 29. What can the City of Portland and the Portland Fish Pier Authority do to support your company?

30. 30. Other issues or ideas for the Economic Development Department or the Portland Fish Pier Authority Board?

31. Name and Contact information of the person responding to this survey. Thank you!

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Google Forms



PORTLAND MAINE

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To: Portland Fish Pier Authority Board
From: Philip DiPierro, Facilities Project Manager
Date: April 10, 2020
RE: Facilities Update
CC: Kathy Alves, Facilities Director

Please find below a listing of the monthly improvements to the Portland Fish Pier by the Facilities Department:

Updates for February 2020 - March 2020

- The Cathodic Protection Project has been temporarily placed on hold due to the COVID-19 pandemic. The anodes have been delivered, and are currently stored inside the warehouse building at the Portland Ocean Terminal. Waterworks Diving Services will begin installing the anodes when it is safe to start. No specific start date has been given at this time.
- Fore River Dock and Dredge has pulled 17 old wooden piles, and re-installed 15 repurposed composite piles along two sides of the Net Yard area. Work has temporarily been placed on hold due to the COVID-19 pandemic. Work will continue when it is safe to re-start. No specific start date has been given at this time.
- Tec Associates completed a proposed grading plan for approximately 7,900 square feet of the driveway and parking area at the northeast corner of the Marine Trade Center. Surface drainage and puddling in this area have been problematic. The City will be soliciting proposals from contractors to complete grading and paving work based on the plan.
- Seacoast Security will be installing two new security cameras along the west side of the Fish Pier near where the Marine Patrol and Harbor Master boats are berthed. Work is expected to start within the next couple of weeks.

Updates for December 2019 - January 2020

- The anodes (232) for the Cathodic Protection Project have been delivered, and are currently stored inside the warehouse building at the Portland Ocean Terminal. Waterworks Diving Services expects to begin work starting in late March or early April, depending on the weather.
- Fore River Dock and Dredge has been hired by the City to begin pile replacement work on the east side of the Fish Pier facility. Deteriorated and worn wood piles along the berthing areas on the east side of the Net Yard are being replaced with repurposed composite piles that have been salvaged from the Portland Ocean Terminal Fender Replacement Project.
- Two cabinets with 20 inch life rings and 60 foot emergency heaving lines, have been installed along the western side of the Fish Pier facility berthing areas. One life ring has been installed on the sign structure across from the Marine Trade Center, and the other life ring has been installed on the end of the substation building behind Vessel Services.

Updates for October - November 2019

- We are currently working with Waterworks Diving Services to finalize the contract

for the Cathodic Protection Project so that work can begin. The new anodes have been ordered by Waterworks Diving Services.

- Zebra striping completed additional striping in the Net Yard to better delineate the area for commercial fishing activities, and adjacent to the Marine Trade Center in an effort to slow traffic making it safer for pedestrians leaving the building.
- General maintenance throughout the complex - additional sweeping, pallet removal and disposal, etc.

Updates for August - September 2019

- A total of 3 bids for the cathodic protection project have been received. Waterworks Diving Services is the low bidder. We are currently working with Waterworks Diving Services to finalize the contract so that work can begin this fall.
- A new upgraded fire alarm panel was installed in the electrical building behind Vessel Services.
- Zebra striping has been hired to complete additional striping in the Net Yard to better delineate the area for commercial fishing activities, and adjacent to the Marine Trade Center in an effort to slow traffic making it safer for pedestrians leaving the building. Speed bumps or speed tables are also being considered if the striping fails to work.
- Seabreeze Property Services has been hired to complete maintenance services, ie weeding, trash removal, sand removal, trench drain maintenance, etc. around the Fish Exchange Building.
- Approximately 950 square feet of gravel parking area will be paved near the northeast corner of the Marine Trade Center to help promote positive drainage in the area.

Updates for June - July 2019

- The cathodic protection project is currently out to bid. A pre-bid meeting was held at the facility on Wednesday July 31, 2019, to discuss the project with interested parties/contractors. A total of 5 contractors attended the pre-bid meeting. Bids are due by 3:00 pm on Wednesday August 14, 2019.
- Speed limit and boundary limit striping in the Net Yard area was completed.
- Seabreeze Property Services has completed sweeping services of the parking lots and roads throughout the facility.
- Catch basin cleaning of the entire facility was completed by the City's Sewer Department.
- Approximately 950 square feet of gravel parking area will be paved near the northeast corner of the Marine Trade Center to help promote positive drainage in the area.

Updates for April - May 2019

- Seabreeze Property Services has started summer maintenance services including mowing, weeding, pruning, and mulching plant beds. They are also being scheduled to sweep the parking lots and roads throughout the facility.
- Catch basin cleaning will be scheduled with the City's Sewer Department after the parking lot has been swept.
- The bid package for the cathodic protection project has been finalized for bidding.
- Approximately 950 square feet of gravel parking area will be paved near the northeast corner of the Marine Trade Center to help promote positive drainage in the area.

Updates for February - March 2019

- BTT Marine Construction Company was hired to complete pile maintenance work around the Service Piers and Net Yard areas.
 - 5 Wooden piles within the Service Piers area were replaced with 5 composite piles that were removed from the Portland Ocean Terminal project.

- 3 wooden piles in the Net Yard area were replaced with 5 composite piles that were removed from the Portland Ocean Terminal project.
- Several piles in the Service Pier area were raised and re-bolted.
- Several Chocks and wales were also repaired and rebolted.
- The Net Yard farelead and roller assembly was resecured to the concrete curb, and the face of the sheet pile wall below the roller was reinforced with additional composite piles (2 piles were removed and 4 composite piles were reinstalled).
- A new 10 yard dumpster was delivered to the site and positioned outside the Fish Exchange Building. The fish gear recycling area has been closed and the new dumpster will now be used to dispose of the gear.
- The bid package for the cathodic protection project is in the process of being finalized for bidding.
- Seabreeze Property Services is in the process of being scheduled to start spring cleanup and winter sand removal throughout the facility.

Updates for October 2018 - January 2019

- Seabreeze Property Services completed sweeping the Net Yard and the rear of the Marine Trade Center.
- Waterworks Diving Services spent two days cleaning camels around the service piers and along the berthing space on both sides of the pier.
- Tec Associates was hired to complete a Limited Routine Inspection of the sorting piers and the service piers, including an underwater inspection. Wayne Duffett, PE, is in the process of preparing a written report, which is expected to be submitted soon.
- In an effort to eliminate illegal dumping in the Net Yard, a decision has been made to relocate the Net Yard fishing gear recycling area. The current area will be used for parking, and a locking dumpster will be located in close proximity to the Fish Exchange building.
- We plan to complete pile and pier maintenance around the service piers, sorting piers, and berthing space. Various piles will be replaced, some will be pulled and re-bolted, and issues with chocks and wales will be addressed.
- Cathodic protection for each pier has reached the end of its' useful life. We will be looking into soliciting bids to replace the anodes.

Updates for September 2018

- Seabreeze Property Services completed sweeping of the parking lots and roads throughout the facility (except for the Net Yard), completed landscape maintenance including, weeding, tree pruning, mulching plant beds, and providing stone drip edge around portions of the Fish Exchange building.
- Speed limit striping in the Net Yard area was completed.
- A basic visual inspection was completed by City staff of the service piers and the sorting piers to assess the condition of the piles, chocks, wales, ladders, hardware, etc. The inspection will be used as a guide to schedule future maintenance work and repairs.
- A sink hole was discovered behind the sheet pile along the seawall between Vessel Services and the Marine Trade Center. We are in the process of evaluating the damage in order to complete repairs.
- Staff has contacted three engineering firms for proposals to complete a "Limited Routine Inspection" of the sorting piers and the service piers. The inspection will include assessment of the steel piles and cross bracing, pile caps, beams, decking, mooring hardware, and the fender system, with options for an underwater inspection and vertical load ratings.
- A new fire alarm panel has been installed to replace the failed panel in the electrical building behind Vessel Services.

- Camel cleaning has been scheduled with Waterworks Diving Services and is expected to be completed this month.
- Broken piles around the various piers are planned to be replaced.

Updates for May 2018 – August 2018:

- Seabreeze Property Services is being scheduled to sweep the parking lots and roads throughout the facility, to complete landscape maintenance including, weeding, tree pruning, mulching plant beds, and providing stone drip edge around portions of the Fish Exchange building.
- The erosion and drainage repairs have been completed in the netyard area.
- The sidewalk repair along the Portland Fish Pier Road has been completed.
- The catch basin lowering project has been completed.
- Speed limit striping in the netyard area is to be completed within the next month.
- Broken piles around the various piers are planned to be replaced.
- We are in the process of getting proposals to add concrete curbing at various locations around the inside and outside of the Fish Exchange building; to replace sections of the channel-grate drains inside the Fish Exchange building; and to install a dumpster pad under the dumpster at Cozy Harbor.
- Emergency repairs were made to a leaking water line the serves the building leased by Mr. Tamaki.

Updates for February 2018 – April 2018:

- Seabreeze Property Services has been scheduled to start spring cleanup and winter sand removal throughout the facility.

Updates for December 2017 – January 2018:

- The Fish Exchange electrical upgrade is complete as of January 27th.
- The first phase of the ventilation system at the PFEX is scheduled to be installed Saturday, 2/10/18 in the locker room area. The second phase of the system will be installed in the breakroom.

Updates for August - November 2017:

- A new 25yd self-contained compactor was installed at the Fish Exchange.
- Drainage issues in the parking lot at Bristol Seafood were addressed. A catch basin installation along with grading and paving, improved an ongoing drainage problem in the front parking lot.
- We will be installing a ventilation system at the PFEX in the locker room/common area.

Updates for July 2017:

- Pavement striping has been completed in various areas of the facility. These are changes that were discussed at the Fish Pier Authority Meeting to help with parking issues.
- The first phase of the electrical upgrade for the Fish Exchange has been completed. The components are being designed and will be ready for install in November approximately.
- New composite camels have been installed. (4) at the Fish Pier and (2) at the Fish Exchange.
- We have placed an order for a new 25yd self-contained compactor for the Fish Exchange.

Updates for June 2017:

- The majority of winter sand and spring cleanup was completed in May. Seabreeze will return to finish a few areas.
- We are getting quotes on pavement striping. Work tentatively scheduled for July/August.
- Bert and the electrician are working with CMP to coordinate the first phase of the electrical upgrade project.

