

**PORTLAND FISH PIER AUTHORITY
BOARD OF DIRECTORS
September 16, 2020, 3:00 PM**

Remote Meeting Format – ZOOM Platform

Please click the link below to join the webinar:

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Webinar ID: 922 1133 0542

International numbers available: <https://zoom.us/j/92211330542>

PFPA Board Members:

Class A Director: Member of the Portland City Council

Nicholas Mavodones, President

Class B Director: Representing the fishing industry

Meredith Mendelson, Department of Marine Resources

Class C Director: Representing the Commissioner of the Maine DOT

Matthew Burns, Treasurer

Ex-Officio Director: Representing the City Manager

Brendan O’Connell, Finance Director

Ex-Officio Director: President of the Board of Directors of the Portland Fish Exchange

Thomas Valleau, Vice President

1. Approval of August 10, 2020, meeting Minutes

- a. See attached draft Minutes.
ACTION ITEM - PUBLIC COMMENT

2. Review and vote on approval of FY2021 budget item, charging fifty percent (50%) of the Waterfront Coordinator position, including benefits, to the Portland Fish Pier Authority fund.

- a. See attached Memorandum from Greg Mitchell.
ACTION ITEM - PUBLIC COMMENT

NOTE: The Board may go into executive session pursuant to 1 M.R.S.A. 405(6)(a) for a discussion of personnel matters regarding the Waterfront Coordinator position.

3. Other matters as may be brought up by Board and/or staff.

Draft Meeting Minutes

**PORTLAND FISH PIER AUTHORITY BOARD OF
DIRECTORS**

August 10, 2020, 3:00pm

**Remote Meeting Format – ZOOM
Platform.**

<https://zoom.us/j/91818502048>

Webinar ID: 918 1850 2048

PFPA Board members present

Class A Director:	<i>Member of the Portland City Council</i> Nicholas Mavodones, President
Class B Director:	<i>Representing the fishing industry</i> Meredith Mendelson, Department of Marine Resources
Class C Director:	<i>Representing the Commissioner of the Maine DOT</i> Matthew Burns, Treasurer
Ex-Officio Director:	<i>Representing the City Manager</i> Brendan O'Connell, Finance Director
Ex-Officio Director:	<i>President of the Board of Directors of the Portland Fish Exchange</i> Thomas Valleau, Vice President

Staff Present

Bill Needelman, Waterfront Coordinator, Note Taker
Michael Goldman, Associate Corporation Counsel
Greg Mitchell, Director of Economic Development
Bert Jongerden, PFEX General Manager
Anelina Klouthis, Office of Economic Opportunity, Zoom-master

1. Approval of June 8, 2020 Meeting Minutes

Motion: *To approve the June 8, 2020 minutes as submitted.*

Moved by Valleau, 2nd by Burns. No public comment. **Passed by vote of 5-0**

- 2. Financial update** - Material produced by Rhonda Girard, Finance, presented by Bill Needelman, Waterfront Coordinator. An updated financial statement was provided to Board members by email prior to the meeting and is attached to these minutes.

An update on the status of deferred rent payments was provided verbally.

- 3. Facilities update** - A memo in the meeting packet from Phil DiPierro, Project Manager was referred to with questions deferred to a future meeting.
- 4. Portland Fish Exchange update** – Bert Jongerden, PFX General Manager; Tom Valleau, President

Mr. Jongerden noted that May and June “tanked” but activity improved in July. July provided near budget numbers (134,000 lbs) with improved prices and fewer scratched lots. The PFX received the MTI grant for oyster equipment. Pogeys quota was reached early, but there has been some herring pumping. Gill netters have retreated away from dogfish and are mostly now lobstering. Browne Trading is still in the PFX - likely until fall. Two new buyers have joined the PFX. NMFC meeting in September will be important with rule changes in the works – “amendment 23” impacting on-board monitoring and other issues.

5. **Lot 12A –Lease assignment from Freedom Fish to Ocean Team, LLC (Blue Ocean Seafood)** – Choun Muth, President, Blue Ocean Seafood; Sophy Im, Chief Operations Officer and Treasurer, Blue Ocean Seafood; Ernie Salamone, Atlantic Seafood Partners

The Board was asked to take three separate actions related the planned sale of the Freedom Fish building on Lot 12A to Blue Ocean Seafood:

- **Assignment of Freedom Fish ground lease**
- **Approval in concept of expansion plans**
- **Request for 30 parking spaces in the Front Lot**

Consistent with Exec Session statute--1 MRS 405(6)(C) & (E) the Board voted to go into Executive Session. Moved by Mendelson, 2nd by Burns. No public comment.
Passed by vote of 5-0.

After returning from executive session (held by conference call,) the Board voted on the following motions.

Public comment was provided by Dan Jacques, Waterfront Maine, supporting the proposal and asking for a copy of the site plan design.

Motions:

1. Lease Assignment: The Board moved to approve the assignment and assumption of the Lot 12A lease agreement from Freedom Fish to Ocean Team Properties, LLC, as included in the meeting materials, and to authorize the Board President to sign any such documents necessary to execute the transaction in a form acceptable to City Corporation Counsel. This approval is subject to the closing of the sale between Freedom Fish and Ocean Team Properties, LLC.

Moved by Burns, 2nd by O'Connell, **Vote 5-0, passed.**

2. Concept Plans: The Board moved to approve in concept the expansion of the existing building by +/-3000 square feet with an external nitrogen tank (see attached concept plan), as previously presented by Ocean Team Property, LLC, subject to all necessary permits and approvals, and subject to closing on the sale of property from Freedom Fish to Ocean Team Properties, LLC and execution of the Assignment and Assumption of Lease Agreement.

Moved by Mendelson, 2nd by Valteau, **Vote 5-0, passed.**

3. Parking Lease: The Board moved to approve a parking lease for Ocean Team Property LLC for the Front Lot for 30 spaces for a 3-year term at a rate of

\$90/space/month for the first year, \$100/space/month for the second year, and \$110/space/month for the third year. Said spaces shall be non-transferable and only for the use by Ocean Team Properties, LLC's (Blue Ocean Seafood) employees, customers, and vendors; and, may be relocated within the Portland Fish Pier complex with reasonable notice. The Board President is authorized to sign any such documents needed to execute the parking lease in a form acceptable to the City Corporation Counsel and approval is subject to closing on the sale of property from Freedom Fish to Ocean Team Property, LLC and execution of the Assignment and Assumption of Lease Agreement.

Moved by Mendelson, 2nd by O'Connell, **Vote 5-0, passed.**

6. Bristol Seafood, Lot 5 – Request to renegotiate ground lease and to discuss potential expansion plans. Peter Handy, President, Bristol Seafood

Mr. Handy noted Bristol's desires to expand their existing facility by +/-11,000 sq ft, to secure parking in the front lot due to lost parking necessitated by building expansion, and to normalize their ground lease with other Fish Pier leases.

The item will return to the Fish Pier with more specifics at the October meeting.

Workshop, no action

7. Pierce Atwood Parking Lease, Front lot - Request to renegotiate parking lease. Jim Gorman, Chief Operating Officer, Pierce Atwood

Mr. Gorman described PA's desire to extend their parking lease for 70 spaces for 5 years to align their Fish Pier parking lease (set to expire in Sept 2021) with their Merrill Wharf building lease. PA would also like to add spaces if available and add an option to extend beyond 2026, if possible.

Workshop, no action

8. Seafood Industry interviews and Strategic Planning: *Bill Needeman, Waterfront Coordinator*

Following direction provided at the June 8, 2020 meeting, the Waterfront Coordinator conducted a series of 20 interviews with leaders in the seafood industry. The purpose of the interviews was to better understand gaps, opportunities, and short-term actions available to better support seafood production and commerce at the Portland Fish Pier. Needelman summarized the results of the process and requested an executive session with the Board to discuss potential real estate related issues raised by the research.

A detailed memo describing the interview process and results was provided in the meeting packet.

Workshop, no action

Consistent with Exec Session statute--1 MRS 405(6)(C) & (E) the Board moved to go into Executive Session to discuss Agenda Items 6,7, and 8.

Public comment: Alan Tracy, Vessel Services, requested stakeholder input at a later meeting on strategic planning issues. A letter to the Board from Mr. Tracy was provided to the Board prior to the meeting and is attached to these minutes.

Moved by Burns, 2nd by Mendelson **Passed by vote of 5-0.**

The Board adjourned from the meeting after coming out of Executive Session at +/-5:08

Respectfully submitted, WBN

Fish Pier Authority
FY20 Budget Status
As of June 30, 2020

	FY20 Budget	YTD	Balance	%	FY19 YTD	FY20 vs. FY19	%
Revenue:							
<i>Miscellaneous</i>	17,120	10,729	6,391	62.7%	20,189	(9,460)	-46.9%
<i>Berthing</i>	29,376	31,357	(1,981)	106.7%	29,143	2,214	7.6%
<i>Parking</i>	330,226	346,077	(15,851)	104.8%	359,808	(13,731)	-3.8%
<i>Ground Rent (Leases)</i>	182,456	181,553	903	99.5%	187,630	(6,077)	-3.2%
Total Revenue	559,178	569,716	(10,538)	101.9%	596,770	(27,054)	-4.5%
Expenditures:							
<i>Admin. and Maint. Services</i>	45,094	38,980	6,114	86.4%	32,153	6,827	21.2%
<i>Travel/Training/Meetings</i>	1,500	0	1,500	0.0%	0	0	0.0%
<i>Contractual Services</i>	19,276	12,322	6,954	63.9%	20,375	(8,053)	-39.5%
<i>Engineering Services</i>	23,000	1,013	21,987	4.4%	8,296	(7,283)	-87.8%
<i>Printing/Copying</i>	400	148	252	37.0%	0	148	0.0%
<i>Equipment Repair</i>	10,000	13,096	(3,096)	131.0%	14,142	(1,046)	-7.4%
<i>Land/Pier/Building Repair</i>	215,000	147,307	67,693	68.5%	98,333	48,974	49.8%
<i>Insurance</i>	13,119	13,079	40	99.7%	10,750	2,329	21.7%
<i>Supplies</i>	13,500	1,580	11,920	11.7%	4,418	(2,838)	-64.2%
<i>Electricity</i>	15,000	13,155	1,845	87.7%	16,141	(2,986)	-18.5%
<i>Stormwater</i>	20,304	21,244	(940)	104.6%	21,319	(75)	-0.4%
<i>Debt Service</i>	12,486	11,686	800	93.6%	16,508	(4,822)	-29.2%
Total Expenditures	388,679	273,609	115,070	70.4%	242,435	31,174	12.9%
Net Revenues Over(Under) Expenditures	170,499	296,106	(125,607)		354,335	(58,229)	-16.4%

1. SIDEWALK AND VERTICAL CURB TO BE REPLACED SHALL BE REBUILT TO CITY OF PORTLAND STANDARD.
2. PAVEMENT STRIPING AND MARKINGS SHALL COMPLY TO CITY OF PORTLAND STANDARDS.
3. CURB TO BE REMOVED AND REPAIRED MUST BE STRIPPED AND PROPERLY DISPOSED OF.
4. CURB TO BE REMOVED, STOCKPILED AND RESET IN ACCORDANCE WITH DETAIL. BROKEN CURB SHALL BE PROPERLY DISPOSED OF AND SHALL BE REPLACED AT THE CONTRACTOR'S EXPENSE.
5. CURB TO BE REPLACED WITH 12 INCH MINIMUM THICKNESS 1 INCH PER FOOT FOR A MAXIMUM RISE OF 30".
6. ALL SITE SIGNAGE TO COMPLY WITH MUTCD STANDARDS. CONTRACTOR TO COORDINATE AND INSTALL.
7. CONTRACTOR TO BE RESPONSIBLE FOR THE MAINTENANCE AND MANAGEMENT OF DRIVEWAYS.
8. SITE LIGHTING, TRASH REMOVAL AND SNOW REMOVAL.
9. ORTHOMOGRAPHY, DATED 2018, OBTAINED FROM THE MAIN OFFICE OF GIS ORTHOMOGRAPHY DISCOVERY AND DOWNLOAD APPLICATION.
10. EFFECTIVE FLOOD ZONE LOCATION OBTAINED ON 7/1/2020 FROM CITY OF PORTLAND "FLOOD MAP VIEWER."

[illegible][illegible]



VESSEL
SERVICES INC.

1 Portland Fish Pier
Portland, Maine 04101
207-772-5718
207-772-2512 (fax)

August 3, 2020

Sent via Email

Portland Fish Pier Authority
City of Portland
Portland, ME 04101

Re: Portland Fish Exchange Board of Directors

Dear Members of the Fish Pier Authority:

I am writing to request you consider changes to the Portland Fish Exchange Board of Directors (PFE Board). It is essential that the PFE Board be connected and in touch with the fishing community and the ongoing issues that impact them. There are legitimate questions about whether that connection currently exists. It is my opinion that the PFE Board would benefit greatly by having representatives from the Maine Coast Fishermen's Association (MCFA) and Vessel Services, Inc. (VSI) as Board members. These two organizations are at the center of the groundfish community in Portland and in Maine and would bring much needed perspective and knowledge to current Board deliberations.

MCFA is the most active and most innovative fishing organization in Maine and is directly connected to fishermen and the issues that are important to them. Many of its sector members rely on the PFE and they are in tune with the issues there as well as the greater regional issues affecting fishing. MCFA should have a seat on the PFE Board.

From VSI, I would nominate Mike Foster, our General Manager. Mike has well over 20 years of daily experience on the Portland Fish Pier, is well known and well liked by fishermen, staff at the PFE and in the general community. I encourage you to inquire about Mike's suitability to be a productive member of the PFE Board and support his appointment.

The appointment of Board members from these two organizations would immediately bring fresh and relevant perspective and begin a very necessary process of change and new ideas at the PFE. Whether they fill expiring terms or new seats are created, these appointments would be a step toward fixing an organization that needs fresh thinking. In my opinion these appointments would also immediately boost opinion of the PFE in the fishing community.

This request is not intended to diminish the service and efforts or any current Board member but is an honest proposal to initiate positive change. Thank you for considering this request.

Sincerely,

A handwritten signature in blue ink, appearing to be 'Alan Tracy', with a long horizontal stroke extending to the right.

Alan Tracy
President
Vessel Services, Inc.

Cc: Commissioner Patrick Keliher, Maine Department of Marine Resources
Ben Martens, Maine Coast Fishermen's Association



CITY OF PORTLAND
Economic Development
Gregory A. Mitchell, Director

MEMORANDUM

To: Portland Fish Pier Authority

From: Greg Mitchell, Economic Development Director

**Subject: Request to use Portland Fish Pier Authority Funds to Support
the Waterfront Coordinator Position**

Date: September 3, 2020

This Memo asks for the Fish Pier Authority's (FPA) consideration and vote to use FPA funds, in the amount of \$54,500, to cover fifty (50) percent of the annual compensation costs (which includes benefits) for the City Waterfront Coordinator position, which position provides lead staff and research support to the FPA.

BACKGROUND

As everyone knows, the impact of the Pandemic has resulted in significant revenue reductions to the City of Portland. To prepare the FY2021 City operational budget, the City Manager challenged Department directors to reduce overall Department budget expenditures from the previous year and to propose creative approaches to fund needed staff to support on-going City service delivery. In response, one of my proposals presented to the City Manager was to propose the FPA contributing fifty (50) percent to fund the City Waterfront Coordinator Position (occupied by Bill Needelman) based upon an allocation of his work time dedicated to supporting the FPA. Examples of Bill's time dedicated to the FPA include:

- lead staff to prepare and issue all meeting agendas, minutes, and backup;
- liaison between FPA tenants and fishing industry;
- lease negotiation;
- intra-City departmental coordination;

- press and community relations contact;
- lead on current FPA strategic planning process.

The City Manager incorporated my proposal into his recommended FY2021 City Budget presented to the City Council.

Excerpt from the City Manager's Budget Memo to the Finance Committee includes the following proposal:

Economic Development now Housing and Economic Development

*This budget shows an overall increase due to the reorganization of Housing and Community Development from Planning and Urban Development into a newly named department. The Housing and Economic Development Department will work side by side to continue its efforts to meet the goals of the Council's Housing and Economic Development Committees. Separately included in this budget is the elimination of the Marketing Coordinator position and **a 50% cost shift of two staff to either the Fish Pier Authority or Portland Development Corporation to align staff services to work on responsibilities and free up TIF revenue for other investments.***

REQUEST FOR CONSIDERATION

I ask that the FPA consider and vote on the request to fund fifty (50) percent of the City Waterfront Coordinator Position. I note that Bill has provided lead staff support to the FPA since 2014 and this is the first financial request to the FPA to cover a portion of his salary.

I will attend your Special Board Meeting on September 16th to discuss this with you and answer any questions.