

**PORTLAND FISH PIER AUTHORITY
BOARD OF DIRECTORS
February 8, 2021, 3:00 PM**

The Portland Fish Pier Authority Board of Directors will hold a meeting on Monday, February 8, 2021, at 3:00 p.m. This meeting will take place remotely using Zoom. Virtual meetings are allowed using emergency legislation approved by LD 2167; 1 M.R.S. Section 403A, that authorizes cities and town to conduct meetings online.

Allow your computer to install the free Zoom app to get the best meeting experience. 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 your public comment.

Please click the link below to join the webinar:

<https://zoom.us/j/96966359474?pwd=MFhKSmZKanFRWnYyWUx0YmpoZkRxQT09>

Passcode: 599003

Or iPhone one-tap :

US: +13126266799,,96966359474# or +16465588656,,96966359474#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 9128 or +1 253 215 8782

PFPA Board members:

Class A Director: Member of the Portland City Council - Councilor 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 - Ellen Sanborn

1. Zoom Virtual Public Meeting Information

- a. The Portland Fish Pier Authority Board of Directors will hold a meeting on Monday, February 8, 2021, at 3:00 p.m. This meeting will take place remotely using Zoom. Virtual meetings are allowed using emergency legislation approved by LD 2167; 1 M.R.S. Section 403A, that authorizes cities and town to conduct meetings online.

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2. Approval of December 14, 2020, Meeting Minutes.

- a. See attached draft Minutes attached.

Action Item/Public Comment

3. Financial Update - Material produced by Rhonda Girard, Finance Department, presented by Bill Needelman, Waterfront Coordinator.

- a. Current statements attached.

Rent deferment repayment status for each tenant was discussed at the December 14, 2020, Board meeting. If the Board would like to discuss the specifics of individual tenant repayment schedules, staff suggests going into executive session.

Consistent with Executive Session statute --1 MRS 405(6)(C) & (E), the Board may go into Executive Session to discuss issues related to rent deferral repayment.

4. Facilities Update - Phil DiPierro, Project Manager; Kathy Alves, Facilities Director.

- a. A summary of recent maintenance activity is attached.

5. Portland Fish Exchange (PFX) Update - Ellen Sanborn, PFX President; Bert Jongerden, Acting General Manager

- a. Board members will note the return of Bert Jongerden as Acting General Manager of the PFX following the departure of Nick Pappas.

Consistent with the conditions for financial assistance approved by the Board on October 19, 2020, the PFX has provided (attached) a summary of recent governance and expenditure changes.

ITEM #6: Strategic Planning Joint Work Plan - Portland Fish Pier and PFX: Bill Needelman, Waterfront Coordinator; Bert Jongerden, PFX Acting General Manager

6. **NOTE: CONSISTENT WITH EXECUTIVE SESSION STATUTE --1 MRS 405(6)(C) and (E), the Board may go into Executive Session to discuss Agenda Items 6 (Strategic Planning,) 7 (Marine Trade Center,) 8 (Pierce Atwood,) and 9 (Bristol.)**

- a. **Staff recommends conducting public introductions and discussions on Items 6, 7, 8, and 9 prior to going into an executive session for items 6 through 9 as a batch. The Board will then return to public session for any actions.**

With the departure of the permanent General Manager for the FPX and a vacancy on the Board, the PFX President has requested that the joint strategic planning process takes a pause.

PFX and PFPA Board Presidents have agreed to hire a facilitator to conduct a joint Board discussion on in the near future.

Staff is seeking guidance on moving forward on PFP issues, absent the PFX.

Consistent with Executive Session statute --1 MRS 405(6)(C) & (E), the Board may go into Executive Session to discuss strategic planning as it relates to real estate negotiations.

7. **Marine Trade Center - Lot 2 and Lot 3 - Request to renegotiate existing Ground and Parking Lease: Greg Davidson, Sam Davidson, Principles - Marine Trade Center, LLC**

- a. Greg Davidson and Sam Davidson, representing the Marine Trade Center have previously provided under confidential cover a detailed request for specific amendments to the existing ground lease for the Board's consideration. Following conversations with Staff, the Davidsons and their counsel have updated their position of portions of their request. Attorney Jason Howe has drafted a letter for the Board review and discussion in executive session.

Consistent with Executive Session statute --1 MRS 405(6)(C) & (E), the Board may go into Executive Session to discuss real estate negotiations.

8. **Pierce Atwood Parking Lease - James Gorman, Pierce Atwood**

- a. The Pierce Atwood (PA) parking lease for 70 parking spaces in the Front Lot will expire September 2021. Representing the firm, attorney James Gorman has requested that the Board consider extending the lease. The specifics of the PA parking lease request are provided in the Executive Session packet.

Consistent with Executive Session statute --1 MRS 405(6)(C) & (E), the Board may go into Executive Session to discuss real estate negotiations.

9. Bristol Seafood - Lot 5 - Request to renegotiate Ground Lease and discuss potential expansion plans - Peter Handy, President/Bristol Seafood

- a. Bristol Seafood is requesting approval for expansion plans for the existing plant on Lot 5 along with an associated parking lease and amendments to the current ground lease.

The Board has discussed the item under executive session 12-14-20 meeting. In summary, Bristol is requesting changes to their lease which include:

- Approval in concept of a 9000-10,000 sf addition to the existing building.
- Expansion of the existing ground leasehold to accommodate the expansion as well as sole use loading bays serving the building.
- Keeping the monthly rent payment consistent with the current amount.
- Restarting the lease term for 25 years, with three 10 year extensions.
- Approval of a new parking lease in the front lot for employee parking, with a term consistent with the ground lease. Initial rates would be for \$90/space/month, escalating \$10/ space/year until equal to the market rate.

Find attached: letter from Mr. Handy describing the proposal, and a sketch diagram showing the proposed expansion of the building and the lot.

Consistent with Executive Session statute --1 MRS 405(6)(C) & (E), the Board may go into Executive Session to discuss real estate negotiations.

Action Item/Public Comment

10. Adjournment

Draft Meeting Minutes

**PORTLAND FISH PIER AUTHORITY BOARD OF
DIRECTORS
December 14, 2020, 3:00pm**

**Remote Meeting Format – ZOOM
Platform**

Webinar ID: 963 8540 1754

PFPA Board members present

Class A Director:	<i>Member of the Portland City Council Nicholas Mavodones, President,</i>
Class B Director:	<i>Representing the fishing industry Meredith Mendelson, Department of Marine Resources</i>
Class C Director:	<i>Representing the Commissioner of the Maine DOT Matthew Burns, Treasurer</i>
Ex-Officio Director:	<i>Representing the City Manager Brendan O’Connell, Finance Director Joined during Agenda item 4.</i>
Ex-Officio Director:	<i>President of the Board of Directors of the Portland Fish Exchange Ellen Sanborn</i>
Staff:	<i>Bill Needelman, Waterfront Coordinator (Note taker) Michael Goldman, Associate Corporation Counsel John Peverada, Parking Manager Kathy Alves, Facilities Director Phil DiPierro, Project Manager Nick Pappas, PFX General Manager joined by phone</i>
Public:	<i>Approximately 10 members of the public participated as attendees.</i>

President Mavodones brought the meeting to order at approximately 3:03pm

- 1. Approval of October 19, 2020 Meeting Minutes**
Motion to approve. *Moved by Mendelson, 2nd by Burns. No public comment.
Passed 3-0, Sanborn abstained, O’Connell not yet joined.*
- 2. Financial update** - Material produced by Rhonda Girard, Finance, presented by Bill Needelman, Waterfront Coordinator. Current statements were presented with no questions other than clarification that higher expenses on “Land/Buildings” were budgeted items related to cathodic protection and fendering improvements/repairs.
- 3. Facilities update** - Phil DiPierro, Project Manager; Kathy Alves, Facilities Director.

Mr. DiPierro presented a summary of recent work as outlined in the packet material.

4. **Portland Fish Exchange update** –*Ellen Sanborn, PFX President.*
Approval of Promissory Note for repayment of subtenant rent deferral to the Portland Fish Exchange. – Michael Goldman, Associate Corporation Counsel.

Ms Sanborn explained that The Portland Fish Exchange Board of Directors voted to the repayment agreement on December 10, 2020.

Board members discussed the relationship between the *Promissory Note* and Agenda 5 issue *Ground Lease and Berthing Lease Deferred Rent Repayment Options* and chose to discuss the items together.

5. **Ground Lease and Berthing Lease Deferred Rent Repayment Options:** Bill Needelman, Waterfront Coordinator

Needelman provided background noting that following the onset of the Covid-19 pandemic, the Portland Fish Pier Board voted to allow ground lease and berthing tenants the option of deferring payment of rents through the end of September 2020. The April 2020 action of the Board stipulated that deferred rent would not be due until 2021. The Board had previously asked to discuss options for repayment and four potential options for repayment were provided in the agenda.

Associate Corporation Counsel, Michael Goldman indicated that the April 2020 motion of the Board provides sufficient direction and authorization for staff and the President of the Board to establish a schedule for repayment and to generate any necessary documents.

Options for repayment include, but are not limited to:

1. Lump sum repayment of all back rent by date certain.
2. Prorated repayment spread over a specific timeframe added to current monthly rent, with or without interest due.
3. Individualized repayments determined by one-to-one negotiations with tenants according to tenant needs and situations.
4. Rent abatement, with no repayment.

Needelman noted that there is no consistency between tenants' using the deferral option. Most have paid in full, some have deferred rent entirely, and others have paid partially. Additionally, the extent of individual tenant needs and the full effects of the pandemic are not yet known. Given that each tenant will have different business conditions and abilities to pay, ***staff recommended number 3 above - taking an individualized approach.***

Recent rent payment histories and back rent owed for Fish Pier tenants were included in the Executive Session material circulated under confidential cover.

Motion: Defer rents from Sept 2020 to April 2021, by Mendelson, 2nd by Sanborn

Payment schedules were discussed with concern expressed by Mendelson and Sanborn on the disparity between those tenants who have kept up with payments. Abatement did not seem appropriate. No action taken.

Motion to Table Items 4 (Promissory Note) and 5 (Deferred Rent Repayment) until the end of the meeting: Moved by Mendelson, 2nd by Burns.

Motion to Table passed by vote of 5-0.

6. **Lot 12A –Update on Brownfield Phase I Environmental Assessment:** Bill Needelman, Waterfront Coordinator

Needelman presented a synopsis of Phase I report and recommendations. An executive summary of the report was attached in the meeting packet. Needelman requested a Board action to continue the process with a Phase II assessment.

Motion: The Board authorizes Housing and Economic Development staff to pursue Brownfields program funding to conduct a Phase II environmental assessment for Lot 12A with funding from the City of Portland Brownfield Assessment program: Motion by Sanborn, 2nd by Mendelson.

Motion passed by vote of 5-0

7. **Strategic Planning Joint Work Plan – Portland Fish Pier and Portland Fish Exchange:** Bill Needelman, Waterfront Coordinator; Nick Pappas, PFX General Manager.

A draft work plan through May 2021 was presented by Needelman for the PFPA and the PFX. The schedule and work plan had been drafted with PFX GM Nick Pappas and was provided for Board comment and potential revision. Needelman stressed that the work plan was presented as a fluid document subject to change.

Board members expressed a consensus opinion that specific industry feedback would be reserved for joint meetings. Board members also expressed preference for having open forums for industry sectors instead of individually invited “keynote” representatives.

Board members Mendelson and Sanborn discussed the governance issues in the work plan. Board members came to agree that there needed to be a broad discussion on governance, but that the function of the PFX in particular needed clarity so that an appropriate governance structure could be designed.

Ms. Mendelson referenced a motion passed at the previous PFPA meeting which drove timing of issues for discussion in the work plan. Ms. Mendelson noted that her intention was to ask the PFX to provide clarity of thinking on a business plan, which would inform

governance.

Regarding PFX board make up and current openings, Pres. Mavodones clarified that applications had been open until early December. He also noted that the City Council Appointments Committee would be reviewing applicants for open board seats on the PFX along with all other City boards and that there were many seats to fill resulting in a backlog of work.

Needelman said that he would add “framing questions” to the work plan table to help structure discussions and feedback.

Public Comment

Ben Martens, MCFA, noted that the strategic planning process is critically important and the Board’s should consider bringing in a consultant/facilitator.

Editor’s Note: Items 8 and 9 below were introduced but not discussed prior to voting to go into executive session.

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

Bristol Seafood has previously provided the Board with material under confidential cover related to potential lease amendments needed to pursue expansion plans for the existing plant on Lot 5. Staff has generated a proposed amendment to Lot 5 which could accommodate the proposed expansion which was considered by the Board during Executive Session. See motion below.

9. Marine Trade Center, Lot 2 and Lot 3 – Request to renegotiate existing ground and parking lease. Greg Davidson, Sam Davidson, Principals, Marine Trade Center, LLC.

Greg Davidson and Sam Davidson have previously provided under confidential cover a detailed request for specific amendments to the existing ground lease for the Board’s consideration. Following conversations with Staff, the Davidsons have responded with counter proposals for key issues for consideration by the Board during Executive Session.

Motion: Consistent with Exec Session statute--1 MRS 405(6)(C) & (E) the Board will go into Executive Session to discuss Agenda Items 8 (Bristol,) 9 (Marine Trade Center,) and issues related to rent deferral (Agenda Items 4 and 5) Motion by Mendelson, 2nd Burns.
Motion Passed 5-0

Motion: The Board will come out of Executive Session Motion by Mendelson, 2nd Burns.
Motion Passed 5-0

5. Portland Fish Exchange Promissory Note

Motion: Amending previous approval of a loan to the Portland Fish Exchange to cover deferred rent, consistent with the Promissory Note, as attached. *Motion by Mendelson, 2nd Burns.*
Motion Passed 4-0, *Sanborn recused*

The Board voted to adjourn at approximately 5:53pm

Fish Pier Authority
FY21 Budget Status
As of Jan 31, 2021

Agenda 3
Statements

Financial

	FY21 Budget	YTD	Balance	%	FY20 YTD	FY21 vs. FY20	%
Revenue:							
Miscellaneous	16,820	4,532	12,288	26.9%	5,519	(987)	-17.9%
Berthing	29,376	17,136	12,240	58.3%	17,136	0	0.0%
Parking	348,856	176,141	172,715	50.5%	194,380	(18,240)	-9.4%
Ground Rent (Leases)	186,252	117,096	69,157	62.9%	105,059	12,036	11.5%
Total Revenue	581,304	314,904	266,400	54.2%	322,095	(7,191)	-2.2%
Expenditures:							
Admin. and Maint. Services	99,546	54,262	45,284	54.5%	7,433	46,830	630.0%
Travel/Training/Meetings	1,500	0	1,500	0.0%	0	0	0.0%
Contractual Services	19,076	10,542	8,534	55.3%	11,031	(489)	-4.4%
Engineering Services	23,000	4,904	18,096	21.3%	235	4,669	1986.6%
Printing/Copying	400	400	-	100.0%	0	400	0.0%
Equipment Repair	10,000	3,008	6,992	30.1%	1,842	1,165	63.2%
Land/Pier/Building Repair	215,000	157,904	57,096	73.4%	840	157,064	18698.1%
Insurance	14,195	0	14,195	0.0%	0	0	0.0%
Supplies	13,500	7,605	5,895	56.3%	630	6,975	1107.2%
Electricity	15,000	5,470	9,530	36.5%	5,435	35	0.6%
Debt Service	11,999	1,332	10,667	11.1%	1,466	(134)	-9.1%
Total Expenditures	423,216	245,427	177,789	58.0%	28,913	216,515	748.9%
Net Revenues Over(Under) Expenditures	158,088	69,477	88,611		293,182	(223,705)	-76.3%



PORTLAND MAINE

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To: Portland Fish Pier Authority Board
From: Philip DiPierro, Facilities Project Manager
Date: February 5, 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 December 2020 - January 2021

- Tech Associates has been hired to complete the inspection of the steel and coating conditions for all Sorting Pier piles, Service Pier piles, and bulkhead sheet piles above MLW, including bracing conditions and ultrasonic steel thickness readings. A report has not yet been submitted.
- The fender at the southeast corner of Service Pier # 1 has pulled away from the side of the pier and is scheduled to be repaired.
- Approximately half of the pile covers for the composite piles that were recently installed have been received. They are in the process of being installed in the Net Yard area.
- Several sections of the lower whaler along the home fleet berthing area are disconnected from the bulkhead. A contractor will be hired to repair it.
- Several of the camel chains along the transient berthing area are in need of maintenance. The City is working with a contractor on the scope of work and pricing.
- The City is in the process of renegotiating the grounds maintenance contracts with Seabreeze Property Services for the 2021 season.

Updates for October 2020 - November 2020

- The City is currently working with Tech Associates to schedule a site visit to inspect steel and coating conditions for all Sorting Pier piles, Service Pier piles, and bulkhead sheet piles above MLW, including bracing conditions and ultrasonic steel thickness readings.
- The fender at the southeast corner of Service Pier # 1 has pulled away from the side of the pier and is scheduled to be repaired.
- Pile covers are in the process of being ordered for the composite piles that were recently installed. They will be installed once we receive them.
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- Several of the camel chains along the transient berthing area are in need of maintenance. The City is working with a contractor on the scope of work and pricing.

Updates for August 2020 - September 2020

- The Cathodic Protection Project is complete. Waterworks Diving Services finished in July. The system was inspected and tested in early September and is functioning as expected.
- The paving project between the Marine Trade Center and Bristol Seafood has been completed. Parking lot striping within the limits of the newly paved area has also been completed. In

- addition, 3 signs have been added along the bulkhead limiting parking to 2 hours.
- Fore River Dock and Dredge completed the pile replacement project in the Net Yard area in August. They mobilized to the west side of the complex and completed replacement of worn wooden piles with the composite piles along the home fleet berthing area in early October. A total of 67 composite piles were installed.
- Fore River Dock and Dredge pulled and re-bolted a broken pile at the southeast corner of service pier 1, by Vessel Services.
- Seabreeze Property Services completed maintenance services, i.e. weeding, trash removal, sand removal, trench drain maintenance, etc. around the Fish Exchange Building. They will also be completing fall cleanup services throughout the complex in October.

Updates for June 2020 - July 2020

- The Cathodic Protection Project project is almost complete. Waterworks Diving Services completed the installation of the anodes. All that remains is for the system to be tested. Testing is scheduled for September 1'st.
- Fore River Dock and Dredge will continue working on the pile replacement project around the facility where needed. Pile replacement work is expected to continue throughout the year.
- The City has hired a paving contractor to complete the grading and paving project between the Marine Trade Center and Bristol Seafood. Work is expected to be completed in August.
- Seacoast Security Co. completed the installation of two additional new security cameras along the west side of the Fish Pier near where the Marine Patrol and Harbor Master boats are berthed. We now have 4 cameras to monitor the area.
- Seasonal grounds maintenance work is ongoing throughout the complex. SeaBreeze performs weekly mowing, trimming, etc.
- Waterworks Diving Services completed cleaning of the camels around the service piers and along the transient berthing areas.

Updates for April 2020 - May 2020

- The Cathodic Protection Project has started. Waterworks Diving Services began work on June 1'st at sorting pier #3 (behind Cozy Harbor).
- Fore River Dock and Dredge has pulled 21 old wooden piles, and re-installed 21 repurposed composite piles along two sides of the Net Yard area. Pile replacement work is expected to continue throughout the year.
- 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 has met with four contractors to review the work scope for grading and paving, and is awaiting the submission of proposals to complete the work.
- Seacoast Security Co. completed the installation of two new security cameras along the west side of the Fish Pier near where the Marine Patrol and Harbor Master boats are berthed.
- Seasonal grounds maintenance work has started throughout the complex. SeaBreeze is performing weekly mowing, trimming, etc., and the City is filling potholes.

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.



PORTLAND MAINE

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To: Portland Fish Pier Authority Board
From: Philip DiPierro, Facilities Project Manager
Date: February 5, 2020
RE: Facilities Update
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- Approximately half of the pile covers for the composite piles that were recently installed have been received. They are in the process of being installed in the Net Yard area.
- Several sections of the lower whaler along the home fleet berthing area are disconnected from the bulkhead. A contractor will be hired to repair it.
- Several of the camel chains along the transient berthing area are in need of maintenance. The City is working with a contractor on the scope of work and pricing.
- The City is in the process of renegotiating the grounds maintenance contracts with Seabreeze Property Services for the 2021 season.

Updates for October 2020 - November 2020

- The City is currently working with Tech Associates to schedule a site visit to inspect steel and coating conditions for all Sorting Pier piles, Service Pier piles, and bulkhead sheet piles above MLW, including bracing conditions and ultrasonic steel thickness readings.
- The fender at the southeast corner of Service Pier # 1 has pulled away from the side of the pier and is scheduled to be repaired.
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Updates for August 2020 - September 2020

- The Cathodic Protection Project is complete. Waterworks Diving Services finished in July. The system was inspected and tested in early September and is functioning as expected.
- The paving project between the Marine Trade Center and Bristol Seafood has been completed. Parking lot striping within the limits of the newly paved area has also been completed. In

- addition, 3 signs have been added along the bulkhead limiting parking to 2 hours.
- Fore River Dock and Dredge completed the pile replacement project in the Net Yard area in August. They mobilized to the west side of the complex and completed replacement of worn wooden piles with the composite piles along the home fleet berthing area in early October. A total of 67 composite piles were installed.
- Fore River Dock and Dredge pulled and re-bolted a broken pile at the southeast corner of service pier 1, by Vessel Services.
- Seabreeze Property Services completed maintenance services, i.e. weeding, trash removal, sand removal, trench drain maintenance, etc. around the Fish Exchange Building. They will also be completing fall cleanup services throughout the complex in October.

Updates for June 2020 - July 2020

- The Cathodic Protection Project project is almost complete. Waterworks Diving Services completed the installation of the anodes. All that remains is for the system to be tested. Testing is scheduled for September 1'st.
- Fore River Dock and Dredge will continue working on the pile replacement project around the facility where needed. Pile replacement work is expected to continue throughout the year.
- The City has hired a paving contractor to complete the grading and paving project between the Marine Trade Center and Bristol Seafood. Work is expected to be completed in August.
- Seacoast Security Co. completed the installation of two additional new security cameras along the west side of the Fish Pier near where the Marine Patrol and Harbor Master boats are berthed. We now have 4 cameras to monitor the area.
- Seasonal grounds maintenance work is ongoing throughout the complex. SeaBreeze performs weekly mowing, trimming, etc.
- Waterworks Diving Services completed cleaning of the camels around the service piers and along the transient berthing areas.

Updates for April 2020 - May 2020

- The Cathodic Protection Project has started. Waterworks Diving Services began work on June 1'st at sorting pier #3 (behind Cozy Harbor).
- Fore River Dock and Dredge has pulled 21 old wooden piles, and re-installed 21 repurposed composite piles along two sides of the Net Yard area. Pile replacement work is expected to continue throughout the year.
- 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 has met with four contractors to review the work scope for grading and paving, and is awaiting the submission of proposals to complete the work.
- Seacoast Security Co. completed the installation of two new security cameras along the west side of the Fish Pier near where the Marine Patrol and Harbor Master boats are berthed.
- Seasonal grounds maintenance work has started throughout the complex. SeaBreeze is performing weekly mowing, trimming, etc., and the City is filling potholes.

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

- 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.

Report on governance and expenditures at the Portland Fish Exchange As of January 2021

The Board of Directors of the Portland Fish Pier Authority has requested information to be presented in January, 2021 on two topics: Governance and reduction of expenditures. We are well familiar with these subjects and, responding to the Authority's request, we report the following:

Interim report on governance

Our directors are appointed by the Portland City Council and serve terms of two years. We are required to have industry representation for both buyers and sellers. In October, three seats on our Board became vacant.

We posted these upcoming vacancies on our web site to attract new applicants. Additionally, we reached out to industry leaders and organizations to encourage applications. In some cases, we walked individuals through the application process, explaining each of the steps that need to be taken and explaining how the selection process worked. The result was relatively successful in that six new applications were submitted and were considered by the City Council Appointments Committee. As a result, two directors were reappointed and a new director who is to be named potentially in March.

At the December 2020 meeting, the Board voted in a Slate of Officers – long serving President Tom Valleau will now serve as Secretary/Treasurer, Ellen Sanborn as President and Matt Tarasevich as Vice President.

We do not consider this as the end of the discussion on governance. We note that a facilitated workshop between the Boards of the Exchange and the Authority is to be scheduled.

Reducing expenditures

Payroll is our largest single expenditure it and has been sensitive in that we need to keep enough staff on hand to service an unpredictable volume of business. We have spent many hours over many years on this issue.

On January 28th our operations manager, a valued and long tenured employee, will leave us. This has led to a review and rethinking of our staffing profile such that we can absorb this departure without hiring a replacement. Also, in replacing our general manager we have reduced the compensation for that position by twelve percent. With these two steps, we will have reduced our payroll expense while maintaining the level of service that our customers require of us.

Tuesday, February 2, 2021

Bill Needelman
Waterfront Coordinator
Housing and Economic Development Department
City of Portland, Maine
389 Congress Street
Portland, Maine 04101-3509

Dear Mr. Needelman:

I write regarding Bristol Seafood's lease on the Portland Fish Pier. Thank you for the time that you and Greg Mitchell invested in understanding our long-term strategy and related real estate needs. It is clear that we are both interested in charting a path for responsible, sustainable growth here in Portland. Our intent is to build an additional +/- 10,000sf of processing space to support our growing business, and transition our parking area to the lot adjacent to Commercial Street.

Following our discussion, I request an action from the Portland Fish Pier Authority Board on the following items:

1. Modify Lot 5 from +/- 37,676sf to +/- 45,322sf to include the area needed to accommodate the building expansion as well as current common area directly adjacent to the Bristol building.
2. Modify our lease rate from \$1.29psf to \$1.08psf, which keeps our monthly rent we pay to the Portland Fish Pier Authority unchanged, with the adjustment reflecting the change in associated square footage
3. Extend our lease term to better align with the useful life of the proposed addition:
 - a. Existing Terms:
 - i. Initial term commenced on February 19th, 1987, and ended on February 19th, 2012, twenty-five years thereafter
 - ii. First renewal term commenced February 19th, 2012 and will end on February 19th, 2022
 - iii. Provided we are not in default of terms identified in our lease, we have the option for three additional ten year renewal terms (ending 2052)
 - b. Proposed Terms
 - i. Initial term commencing on February 19th, 2021, ending twenty five years thereafter
 - ii. Three additional ten year renewal terms
4. A commitment from the Portland Fish Pier Authority to align, as appropriate, the terms of our parking agreement with the terms of our revised lease. A loss of parking would be a substantial and insurmountable challenge to operating from this location.

Best,

// Peter Handy //

Peter Handy
President & CEO
Bristol Seafood, LLC