

PORTLAND FISH PIER AUTHORITY
BOARD OF DIRECTORS
June 14, 2021, 3:00 PM
VIA ZOOM

Please click the link below to join the webinar:

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1. Zoom Virtual Public Meeting Information

- a. Please click the link below to join the webinar:

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

2. Review and vote to approve April 12, 2021 Meeting Minutes

- a. Draft Minutes attached.

Action Item - Public Comment

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

- a. May 2021 Financial Statement, attached.

4. Facilities Update - Phil DiPierro, Project Manager; Kathy Alves, Facilities Director. Facilities staff will provide a verbal briefing at the meeting on the following items, in addition to regular maintenance updates:

- a. Waterline break at PFX
- b. Waterline break at Common Area/Lot 10
- c. TEC Associates Portland Fish Pier Conditions Report

5. Portland Fish Exchange (PFX) Update - Ellen Sanborn, PFX President; Jodi York, General Manager

- a. PFX Landings Report attached.

6. Strategic Planning Joint Work Plan - Portland Fish Pier and PFX: All

- a. June 23, 2021 - All-day facilitated Board meeting announced.
9:00 a.m. to 4:00 p.m. at the International Marine Terminal O&M Building.
No action.

7. Bristol Seafood - Request for assignment of Lot 12A Lease and Lease modification - Peter Handy, President/Bristol Seafood

- a. Bristol Seafood is under contract to purchase the building located at Lot 12A on the Portland Fish Pier. In the attached letter and pursuant to this purchase, Bristol's management requests the assignment of the 12A lease, an extension of its existing lease on Lot 5, and certain modifications to harmonize the 12A lease with its existing lease.

NOTE: Consistent with Executive Session statute--1 MRSA 405(6)(C) and (E), the Board may go into Executive Session to discuss Agenda Item 7 (Bristol Seafood's request for lease assignment and lease amendments.)

Action Item - Public Comment

8. Adjournment

**PORTLAND FISH PIER AUTHORITY BOARD OF
DIRECTORS
April 12, 3:00pm**

**Remote Meeting Format – ZOOM
Platform**

PFPA Board member present

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*
Ellen Sanborn

Staff present

Phil DiPierro, Facilities Project Manager
Michael Goldman, Associate Corporation Counsel
Greg Mitchell, HEDD Director
Lori Paulette, HEDD Office Manager
John Peverada, Parking Manager
Jodie York, PFX General Manager

Approximately 8 members of the public attended by zoom

1. Digital check in to Zoom

Webinar ID: 988 7967 9202

2. Approval of February 8, 2021 Meeting Minutes

Motion to approve the Feb 8, 2021 meeting minutes (Motion by Sanborn, 2nd by Mendelson) ***Vote: 5-0, motion passes by vote of all present.***

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

4. Facilities update - Phil DiPierro, Project Manager
Facilities Update, was presented verbally. A summary memo describing recent activity is attached to these minutes.

Mr. DiPierro noted that TEC Associates has conducted an inspection of pier piles and infrastructure and will provide a report and recommendations next month. Trench drains in the PFX have been replaced.

Ms. Sanborn noted the need to repair ladders (with agreement from DiPierro) stressing the need for sooner than later for safety.

5. Portland Fish Exchange update –Ellen Sanborn, PFX President, Jodie York, GM

The Board welcomed the new Portland Fish Exchange General Manager, Jodie York.

Ms. York presented the *Portland Fish Exchange Manager's Report* noting that landings were down. Fishing is being hampered by wind events. There have been unexpected herring off loads, as well as the Atlantic Seafarms kelp business which includes arranging transport. Facilities works includes painting and spring clean up. Ms York concluded with a list of stakeholder meetings that she is working through with industry representatives.

Ms. Sanborn summarized her budget memo, as provided in the packet noting that after receiving two \$90K payments from the PFPA and a PPP loan (forgivable), the PFX will not need the 3rd \$90K payment from the PFPA as approved. Cash position for the PFX looks better and post-covid should improve. The PFX Board is expected to pass a budget later this week.

The following item was taken out of order at the request of GM

8. Salary Reimbursement Request for funding a portion of the Waterfront Coordinator Position for the 2022 fiscal year. Greg Mitchell, Housing and Economic Development Director.

Mr. Mitchel introduced the request noting the Portland Fish Pier Authority is currently funding 50% of the salary and benefits for the Waterfront Coordinator position. The City Manager's FY2022 budget draft recommends reducing this request from the Portland Fish Pier Authority to 33.3% percentage totaling: (\$37,021). Moving forward, the Board is being requested to authorize funding *up to 50%* on a yearly basis, while also noting that FY2022's funding be at 33.3%. Requests will be annual.

Motion was made by Mendelson, 2nd by Sanborn, to approve funding 33% of the Waterfront Coordinator position (salary and benefits) as described in the packet memo.
Vote: 5-0, motion passes by vote of all present.

6. Strategic Planning Joint Work Plan – Portland Fish Pier and Portland Fish Exchange: All

Needelman looked to the Board for guidance on schedule and steps moving forward. Ms. Sanborn noted that the PFX board would not be full until June at the earliest and progress should start before then. Would like boards to be in person. Ms. Mendelson agreed. Mr. Mavodones suggested getting the presidents and staff together with the presumed facilitator to discuss scope and budget. Needelman to arrange.

7. Pierce Atwood Parking Lease: James Gorman, Pierce Atwood

Needelman introduced. The Pierce Atwood (PA) 10-year parking lease for 70 parking spaces in the Front Lot will expire September 2021. Pierce Atwood's request to extend the lease was discussed in executive session during the previous meeting.

Based on Board direction and with the agreement of the tenant, Staff recommended limiting the extension to **40 spaces for 5 years to be charged the market rate for parking in the Front Lot (currently \$120/space/month.)** Additional spaces could be leased on a month to month basis at market rate.

The Board was asked to approve the above terms and to authorize final documents to be developed by City Corporation Counsel for signature by PA and the Board President.

Motion was made by Sanborn, 2nd by Mendelson, to approve extending the Pierce Atwood parking lease, amended for 40 spaces for 5 years to be charged the market rate for parking in the Front Lot (currently \$120/space/month) and to authorize staff to produce relevant documents for signature by the Board President. ***Vote: 5-0, motion passes by vote of all present.***

- **Additional Agenda Items - Election of Officers**

Needelman asked that the Board consider who should replace Tom Valleau as VP. After discussion the following slate of officers was offered:

President: Nicholas Mavodones

Vice President: Meredith Mendelson

Treasurer: Matthew Burns

Clerk/secretary: Michael Goldman

Motion to approve the above slate by Burns, 2nd by Sanborn. ***Vote: 5-0, motion passes by vote of all present.***

- **Strategic Planning - Reopened**

Ms. Mendelson asked to re-open the **Strategic Planning** topic with the general agreement of the Board. With Federal opportunities for infrastructure funding, the Board should consider needs in the short term. Board members agreed, directing staff to identify a date in May to discuss in further detail.

- Needelman noted an evolving effort to memorialize fishermen lost at sea. A proposal for a **fishermen's memorial** may be coming to the Board at an upcoming meeting.
- DiPierro noted congestion and access issues on the **pier apron adjacent to the Marine Trade Center**. Staff to work with tenants on a solution.

9. **Adjournment.**

Motion to adjourn by Burns, 2nd by Mendelson. ***Vote at 3:52pm: 5-0, motion passes by vote of all present.***

Attachments:

Agenda Item 4: Facilities Update



PORTLAND MAINE

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To: Portland Fish Pier Authority Board
From: Philip DiPierro, Facilities Project Manager
Date: June 9, 2021
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 April 2021 - May 2021

- Tech Associates completed the inspection, and supplied a report, 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. The report indicates that maintenance is needed, and Facilities plans to meet with Tech Associates this week to discuss a scope of work and the RFP process.
- A water leak was discovered last month in the service lateral to the Fish Pier building. Jimino Plumbing and Heating was hired to replace the line from inside the Fish Pier building back to the PWD water main. Les Wilson & Sons completed the emergency repair from the main to the building exterior wall, and Jimino completed the installation of a new water line from the building exterior wall to the utility room. High ground water levels were observed during the water line replacement construction.
- 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 driven, have been received and installed. The remaining pile covers will be installed in the near future.
- 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.
- Several pier ladders are scheduled to be repaired or replaced throughout the Fish Pier complex.

Updates for February 2021 - March 2021

- Tech Associates completed 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 condition report is expected to be submitted this month.
- 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 driven, have been received and installed. The remaining pile covers will be installed in the near future.
- 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 has renegotiated the grounds maintenance contracts with Seabreeze Property Services for the 2021 through 2023 seasons. Spring cleanup is scheduled to begin this month.
- Trench drain repairs inside the Fish Exchange building have been completed.
- Repairs to several steel columns inside the Fish Exchange building have been completed.
- Several pier ladders are scheduled to be repaired or replaced throughout the Fish Pier complex.

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.
- 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.

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

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 1st.
- 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 1st 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

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.



PORTLAND FISH EXCHANGE

Portland Fish Exchange Management/Financial Report for June 2021

Groundfish Landings	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>	<u>Avg Fish \$/lb.</u>
April	69K lbs.	140K lbs.	-53K lbs.	\$1.46
Total Landings FY21	1.30M lbs.	2M lbs.	-700K lbs.	
May	23K lbs.	52K lbs.	-29K lbs.	\$1.83
Total Landings YTD (05/31/21)	23K lbs.	52K lbs.	-29K lbs.	
Off-auction landings.				
April	18K lbs.	0 lbs.	+18K lbs.	
Total Off-auction FY21	98K lbs.	150K lbs.	-52K lbs.	
May	400 lbs.	10K lbs.	-9.5K lbs.	
Total Off-auction YTD (5/31/21)	400 lbs.	10K lbs.	-9.5K lbs.	
Pumping				
Total Pumping FY21	2.5M lbs.	1.5M lbs.	+1M lbs.	
May	0 lbs.	0 lbs.	0 lbs.	
Total Pumping YTD (5/31/21)	0 lbs.	0 lbs.	0 lbs.	

Landings Notes:

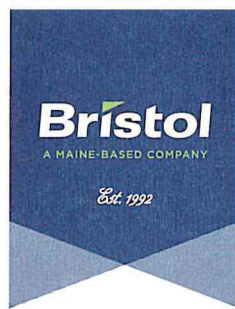
- Landings were very weak for April & May-summer day boats hadn't started fishing; any that we have spoken to are anticipating a June start
- Increase in off-auction landings due to whole monk market purchased by Red's Best; 1 vessel currently participating
- Atlantic Sea Farms, Summit Point, & The Crop Project landed and transferred kelp

Operations Notes:

- Met with Sustainable Harvest Sector manager
- Attended Marine Resource Education Program seminars
- Attended Maximum Retention Planning Meeting
- Continued meetings with Running Tide on streamlining oyster sorting & packaging for the upcoming season

Facility Report:

- Had a water pipe leak outside the building required replacing pipe & rerouting new pipe into the building through the lobby and up into the ceiling
 - Water District required relocation of meter from the back of the building to the front of the building
- Issues with cooler compressors; have refrigeration companies investigating issue
- Large scale facility clean-up by operations staff



Monday, June 07, 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 operations on the Portland Fish Pier. Our last communication to the Portland Fish Pier Authority requested a lease amendment to expand our existing building at 5 Portland Fish Pier. However, since that time, due to rising construction costs, we have shifted our plan forward. We have a new proposal that we would like for you and the Board of Directors to consider in its place.

As of May 13, 2021, we are under contract to acquire the building located on Lot 12-A, commonly referred to as the Freedom Fish Building. This acquisition will give Bristol a substantially larger footprint here on the Portland Fish Pier to support our growing business. We continue to grow our team (nearing one hundred, all floor workers have minimum wage of \$17, training and development opportunities, and company contribution towards health benefits) and sales volume (+47% YTD vs. 2020). We have no plans to engage in construction that would alter the height, appearance, or envelope at either location. Rather, modifications will be limited to repair and maintenance of existing finishes.

To give us the confidence necessary to make this substantial investment and double-down on the Portland Fish Pier as our long-term home, in addition to asking you to approve the lease assignment, we request that each lease can be amended to extend the terms and harmonize the rates to the weighted average rent for each building.

More specifically, we propose changing the terms and pricing for each building with 25 year initial terms, renewable for three additional ten year terms (same structure as our existing lease), at the square foot weighted average lease rate that is currently paid by Bristol and Freedom (comes out to \$0.96psf, with Bristol at \$1.29 and Freedom at \$0.40), **resulting in no change in total lease fees delivered to PFP between both buildings**, just a change in mix and a harmonization of rate.

More specifically, at present the leases are:

- 12A: Expires 1/25/2031, renewable 2 times for 10 years, and psf cost of \$0.40, square footage: 22,352
- 5: Expires 2/19/2022, renewable 3 times for 10 years, and psf cost of \$1.29, square footage: 37,676

In total, I respectfully request the following three actions by the Board:

- Approve the lease assignment and sale of improvements from the existing tenant of Lot 12A to Bristol Seafood, LLC effective on the close date of our purchase (scheduled September 15, 2021)
- Supersede existing lease for 12A with a new lease that is identical in all material respects to the existing lease for 5A, notwithstanding the below requested modifications:
 - Term: Expires 25 years from assignment, renewable 3 times for 10 years each
 - Pricing: \$0.960 per square foot
- Lease amendment for lot 5:
 - Term: Expires 25 years from assignment, renewable 3 times for 10 years each
 - Pricing: \$0.960 per square foot

Best,

Peter Handy
President & CEO
Bristol Seafood, LLC

PHYSICAL ADDRESS: 5 Portland Fish Pier, Portland, Maine 04101

MAILING ADDRESS: PO Box 486, Portland, Maine 04112

SALES: 207-774-3177 • GENERAL: 207-761-4251 • BRISTOLSEAFOOD.COM





Economic Development Department

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

From: Bill Needelman, Waterfront Coordinator

Date: June 9, 2021

Re: Bristol Seafood Assignment of Lot 12A Lease and Lot 5 Lease Amendments

CC: Mary Davis, Acting Housing and Economic Development Director
Michael Goldman, Associate Corporation Council
John Peverada, Parking Manager
Kathy Alves, Facilities and Port Director

Introduction:

Bristol Seafood, Lot 5, is requesting action by the Board at the June 14, 2021 meeting related to a planned purchase of improvements located on Lot 12A, currently occupied by Freedom Fish. Bristol is requesting an assignment of the current Lot 12A lease to Bristol and associated amendments to both the Lot 12A and Lot 5 leases. The status, rationale, and proposed terms for the assignment and amendments summarized herein and are outlined in detail in a letter by Bristol President, Peter Handy which is included with the June 14 public meeting packet.

Background:

Bristol Seafood is the largest processor of fish on the Portland Fish Pier complex and has been contemplating expansion opportunities for several years. In February 2021, the Portland Fish Pier Authority Board approved several motions including: an expansion of the Lot 5 leasehold, a 9000 sq ft addition to the Bristol Seafood building, a parking lease, and associated ground lease amendments.

As an alternative to construction of a building addition, Bristol is currently under contract to purchase the improvements on Lot 5 and requests and assignment of the associated ground lease. The Freedom Fish building has been listed for sale for some time. A previous sale to

Blue Ocean Seafood was approved by the PFPA Board, but that sale fell through and the contract has expired.

Requested Lease Amendments:

In summary, Bristol is requesting to amend both the Lot 12A and Lot 5 ground leases to provide restarted and consistent expiration dates and rent charges per square foot.

- Lease term would restart for both lots with an initial 25 year term and three 10 year extensions. This is consistent with the recent approvals for amendments on Lot 5.
- Lease rental charges are proposed to average per square foot rates between the lots, resulting in consistent charges per square foot for both lots. Monthly revenues from the aggregation of both lots would remain consistent.

Staff is comfortable with either approach described above.