

**PORTLAND FISH PIER AUTHORITY
BOARD OF DIRECTORS
May 16, 2022, 3:00 PM**

(postponed from April 11, 2022)

Remote Meeting Format – ZOOM Platform

PFPA Board members:

Class A Director: Member of the Portland City Council - Councilor Tae Chong

Class B Director: Representing the fishing industry - Meredith Mendelson, Department of Marine Resources, Vice President

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

Note: This will be the final meeting of Ellen Sanborn's tenure as the ex-officio Board member representing the Portland Fish Exchange. Ms. Sanborn has been a long-time member of the Exchange Board. In her previous role as the Finance Director for the City of Portland, Ms. Sanborn ably kept the finances of the Portland Fish Pier Authority and was the primary staff to the Board. All of us who work with these two entities thank her for her years of service to the State of Maine fishing industry.

1. Digital check into Zoom

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

<https://portlandmaine-gov.zoom.us/j/82013004740?pwd=aStPUFFRQkVhQnJBQXMzRUpKZ3BxZz09>

Passcode: 784688

Or One tap mobile :

US: +13126266799,,82013004740# or +19292056099,,82013004740#

Or Telephone:

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

US: +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 or +1 346 248 7799 or
+1 669 900 6833 or +1 253 215 8782

Webinar ID: 820 1300 4740

International numbers available: <https://portlandmaine-gov.zoom.us/j/82013004740?pwd=aStPUFFRQkVhQnJBQXMzRUpKZ3BxZz09>

2. Approval of February 28, 2022, meeting Minutes.

- a. Draft Minutes attached.

3. Potential Infrastructure and Program Funding through CARES Act Funding - Bill Needelman, Waterfront Coordinator, Steven Schultz, PFX GM, Meredith Mendelson, Maine DMR Deputy Commissioner

4. Financial Update - Statement produced by Tonya Mitchell, Senior Admin Officer II, Finance Department. Presented by Bill Needelman, Waterfront Coordinator.

- a. Financial update attached.

5. Facilities update - Kathy Alves, Facilities Director; Phil DiPierro, Project Manager

- a. Facilities update attached.

6. Portland Fish Exchange update – Ellen Sanborn, PFX President, Steven Schultz, GM

- a. General Manager's Report
- b. Request for Financial Assistance

The Portland Fish Exchange requests \$240K to cover three months' operations (see Strategic Planning Memo for Agenda Item 7).

Action Item - Public Comment

7. Strategic Planning – Needelman, Steven Schultz, PFX GM

- a. Presentation on "Roadmap" for the future of the Portland Fish Exchange (PFEX), Steven Schultz
- b. Strategic Actions, Needelman
- c. Board composition and potential changes in Representation, Goldman

Note: Consistent with Executive Session Statute--1 MRSA 405(6)(C) & (E), the Board may go into Executive Session to discuss Agenda Item 7.

Draft Motion: To recommend to the City Council that the Bylaws of the Portland Fish Pier Authority be amended to expand the Board of Directors from 5 to 7 members by adding one Class B Director and one Class C director substantially as set forth in the revised draft of the Bylaws included with the Agenda.

The intent of the expansion is to add an additional Class B (seafood industry representative) and to create a new Class C representative to be appointed by the Commissioner of the Maine Department of Marine Resources.

Action Item - Public Comment

8. Home Port Berthing Update - Needelman

- a. Staff is reviewing and updating monthly berthing Agreements to ensure insurance coverage and to clarify vacancy turnover procedures.

9. Election of Officers

- a. With the departure of former Portland Fish Pier President, Nick Mavodones, the Board will need to nominate and elect a new president of the Board.

Action Item - Public Comment

10. Marine Trade Center Lease Amendments – Postponed until a later meeting. Greg Davidson, Marine Trade Center Associates

11. Salary Reimbursement Request for funding a portion of the Waterfront Coordinator Position for the 2022 fiscal year. Mary Davis, Housing and Economic Development Director.

- a. **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.

The Portland Fish Pier Authority is currently funding 33% of the salary and benefits for the Waterfront Coordinator position. The City Manager's FY2023 budget draft recommends increasing this request from the Portland Fish Pier Authority to 50% of salary and benefits of approximately \$58,000.

As discussed by the Board at the April 12, 2021 PFPA meeting, requests for salary support for up to 50% of the Waterfront Coordinator will be reviewed annually.

Memo describing the request from Mary Davis, Interim HEDD Director, attached.

Action Item - Public Comment

12. Lot 1-1 Development Interest

- a. **Note:** Consistent with Executive Session statute--1 MRSA 405(6)(C) & (E) the Board may go into Executive Session to discuss Agenda Item 12.

13. Adjournment