

Newburyport Waterfront Trust
October 21, 2015
Police Station Conference Room
Minutes

1. Call to Order

Chair Scott Sutherland called a regular meeting of the Newburyport Waterfront Trust to order at 7:00 p.m.

2. Roll Call

In attendance were Trustees Scott Sutherland, George Ellison, Joe Brown, Wilbur Shenk and Steve Hines.

3. Minutes

George Ellison moved to approve the minutes of the September 16 meeting. Joe Brown seconded the motion. The motion was unanimously approved.

4. Treasurer's Report

Scott Sutherland said the income for October was \$1,400 and expenses for the month totaled \$12,000. The account activity is on track with the budget. The Trust's cash position is approximately \$188,000.

George Ellison moved to approve the payment of an invoice from the Greenskeeper in the amount of \$90; from Home Depot in the amount of \$210.25 for spring bulbs; from Sonora DesignWorks in the amount of \$31.25 for website maintenance; from Fritz DeGuglielmo in the amount of \$287.00 for two months of accounting services; from International Bronze in the amount of \$154.00 for a plaque; from Edith Heyck in the amount of \$40.00 for lunch for the volunteers; from the Newburyport Redevelopment Authority in the amount of \$220.24 for reimbursement for electricity for six light fixtures in Riverside Park; and from Scott Sutherland in the amount \$293.69 for the Conservation Commission filing, stamps and website hosting. Joe Brown seconded the motion. The motion was unanimously approved.

5. Riverside Park Reconfiguration

The Conservation Commission issued a permit for the work to reconfigure the Riverside Park. The City intends to pave the lot next week with a temporary binder. Due to a concern about settling, the granite curbing will not be installed until the spring. It had been hoped the lighting would be installed this fall, but this work might be delayed until the spring as well. Joe Brown said \$100,000 had been budgeted for the improvements to the park. The total cost of the project is expected to be \$200,000. The value of the work to be done by the DPS is approximately \$30,000.

The NRA had reported that six of the seven lights for which it receives monthly bills from National Grid are on Trust property. The bill is in fact for eight lights instead of seven. The Trust will pay the invoice from the NRA as submitted and will request the amount be adjusted for the next month.

7. Harbor Commission Project

George Ellison and Steve Hines met with Bob Dow, Andrew Casson and Paul Hogg to discuss the development of a leasing agreement for the waterside portion of the Trust property. The two groups agreed in principle to work together to simplify the management of the waterfront. They would jointly determine the mix of uses for the Transportation Dock. The Harbor Commission would be responsible for the waterside activity of the west and east boardwalk and the embayment. This would include the negotiation of leases, the collection of payments and the provision of water and electricity. The embayment would remain open to commercial vessels between October 15 and April 15. The management of the boardwalk, signage and the ticket booth would be under the direction of the Trust. Because the future financial needs of the two groups is not yet known, dollar amounts were not discussed. The Harbor Commission wishes to raise docking fees and the Trust is seeking to increase parking rates. The Trust desires to increase its revenue \$10,000 to \$12,000 above the \$25,000 it now receives.

8. Parking Revenue

A report will be distributed for discussion at the November meeting.

9. Ad Hoc Committee

The ad hoc committee created by the City Council to develop a long-term vision for the central waterfront has met twice. The City's strategic and master plans were reviewed at the first meeting. The 2012 Open Space Master Plan was discussed at the second meeting. The Committee for an Open Waterfront made a presentation and Wilbur Shenk described the Trust's short and long-term goals, along with its revenue and expenses. The NRA is schedule to make a presentation at the next meeting.

8. Upper Custom House Way Dedication Document

The construction of the new Harbormaster's facility will be delayed until the spring because the bids for the project were significantly higher than expected. Scott Sutherland moved to table a discussion of the dedication document for Custom House Way. George Ellison seconded the motion. The motion was unanimously approved.

9. Parks Committee Report

No new applications have been received. Wilbur Shenk said Ann Ormond has agreed to a \$4,000 fee for the Riverfront Music Festival in 2016. The fee for Yankee Homecoming will be discussed at the November meeting.

10. Park Manager's Report

The public restrooms were closed for the season on October 13. The cost of renting a portable toilet would be \$220 per month. Scott Sutherland moved to install a portable toilet outside the existing facility until it is reopened next spring. Wilbur Shenk seconded the motion. The motion was unanimously approved.

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The check for the hydroseeding of the lawn was being held until the results of the work could be observed. Most of the grass has begun to grow. Joe Brown moved to release the check for the hydroseeding. Wilbur Shenk seconded the motion. The motion was unanimously approved.

Edith Heyck said she has made an assessment of the shrubs in the park and recommends that some be replaced in the spring.

11. Waterfront Committee Report

The fishing boat leases were sent out for three vessels. To date only one of the captains has returned the agreement and payment.

12. Request for Legal Opinion

Joe Brown moved to request that Doug Bolick provide an opinion on the legality of the Trust granting a dedication. He said he would like to know how a dedication differs from an easement. He also said the dedication for Custom House Way did not list a benefit to the Trust, as would be required. George Ellison seconded the motion. Wilbur Shenk, Steve Hines and Scott Sutherland voted against the motion and it was not approved.

13. Adjournment

George Ellison moved to adjourn the meeting at 8:35 p.m. Steve Hines seconded the motion. The motion was unanimously approved. The next meeting of the Waterfront Trust will be held on Wednesday, November 18 at 7:00 p.m.