

Newburyport Waterfront Trust
Online Meeting
November 18, 2020
Minutes

1. Call to Order

An online meeting of the Newburyport Waterfront Trust was called to order at 7:05 p.m.

2. Roll Call

In attendance were Trustees Wilbur Shenk, Matt Pieniazek, Dan Mello, Sean Bradley and Steve Hines.

3. Minutes

Wilbur Shenk moved to approve the minutes of the October 21, 2020, meeting. Matt Pieniazek seconded the motion. The motion was approved by a 5-0 vote (Wilbur Shenk, yes; Matt Pieniazek, yes; Dan Mello, yes; Sean Bradley, yes; Steve Hines, yes).

4. Treasurer's Report

The cash balance on October 31 was \$248,918, down \$13,108 from the previous month. Revenue for the month totaled \$1,755 and included \$10 in interest; \$1,622 from the Firehouse and a deposit for a wedding in the amount of \$135.

Expenses for the month totaled \$14,863 and included payments to SLS for the monthly landscaping contract in the amount of \$2,372; SLS for mowing the new lawn area in the amount of \$534; SLS for tree pruning in the amount of \$2,636; SLS for Rosa rugosa pruning in the amount of \$340; Tom Joy for handyman services in the amount of \$1,227.34; Gretchen Joy for Pop Up Park maintenance and materials in the amount of \$1,057.50; the park manager and minute taker in the amount of \$1,758; the park manager's assistants in the amount of \$1,789; quarterly bookkeeping services in the amount of \$2,133; the filing fee for Form PC in the amount of \$70; a memorial plaque in the amount of \$174 and the planting of flowers and bulbs in the amount of \$769.

The Firehouse owes \$3,024 and has been making regular payments. The City owes \$21,367, which includes \$17,000 for the parking contract and \$4,367 for the first invoice for the maintenance of the NRA land. The invoice for October in the amount of \$2,667 will be submitted shortly. Two old NRA invoices will also be sent to the City.

Matt Pieniazek moved to approve the payment of invoices from Nunan's Greenhouse for mums in the amount of \$67.40; Edith Heyck for a deposit for signage in the amount of \$154.45; SLS for the weekly mowing of the City property in the amount of \$540; Rockingham Electric for three light poles in the amount of \$2,265 and Benjamin's Power Washing in the amount of \$200. Dan Mello seconded the motion. The motion was approved by a 5-0 vote (Wilbur Shenk, yes; Matt Pieniazek, yes; Dan Mello, yes; Sean Bradley, yes; Steve Hines,

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yes). The payment will not be made to Rockingham Electric until the poles have been received.

5. Chair's Report

Steve Hines reported that:

- This will be his last meeting. He has served for 12 years on the Harbor Commission and Waterfront Trust. He said he is proud of what he has accomplished and the Trust is a much better board now than it was when he joined. Edith Heyck read a plaque that was created to thank him for his service as chair.
- He recommended renewing the parking contract for one year at the current rate. The City continues to send the Trust parking revenue, although the contract has been expired for a year. Wilbur Shenk said he has asked Richard Jones for the figures for fines and pay-by-phone revenue. He said he wants to present the figures for 2020 to Mayor Holaday. The amount paid to the Trust was not increased when the parking rate doubled. He believes the City collects at least twice as much as it pays the Trust. The Mayor has indicated she would not be in favor of renegotiating the contract unless the Trust document is revised with regards to Articles VI and VII.
- Chris Charos has transported the *Ninth Wave* dock down river to the beach for storage over the winter. It is not expected that he will send a bill for this work. He said the dock is in good condition but the decking should be replaced. Wilbur Shenk moved to approve the replacement of the decking with new cleats and bracing for a cost not to exceed \$4,200. He said there would be money in maintenance budget for this. The full amount that was budgeted for the light poles and lamps would not be needed. Matt Pieniazek seconded the motion. The motion was approved by a 5-0 vote (Wilbur Shenk, yes; Matt Pieniazek, yes; Dan Mello, yes; Sean Bradley, yes; Steve Hines, yes). Dan Mello said the amount needed for the maintenance and replacement of the docks should be estimated and included in the budget.
- He has informed the Harbor Commission that a bill would be sent for the damage that was done to the light pole by the crane when the docks were taken out of the water. The cost of replacing and installing the pole is estimated at \$2,000. The bill should be sent now and the work should be done before spring. He also asked for the contact information for the boater whose boat broke free and damaged another pole.
- He contacted Wilson Welding about the installation of the second handrail on the stairs by the stage. The work will be done in the spring and the bill will not be sent until it is fully completed.
- Jim Maranto will replace the circuits from the power box to the receptacles on the east side of the embayment. Damage was done underground when one of the fishing boats was plugged into two receptacles. A discussion should take place with the captains in order to avoid a repeat of the problem.

6. Status of Harbor Commission/City Lease

No updates.

7. Memorandum of Understanding

No updates.

8. Central Waterfront Ad Hoc Committee

A decision was made to delay the walk through of the park and the bidding process for the design of the expanded park. A firm should be selected by the end of the year. Matt Pieniazek said he stated at the committee meeting that the docks should not be stored in the park. Wilbur Shenk spoke with Andy Port, who agreed that an acknowledgement of this should be included in the RFP.

9. Boardwalk Repairs

Wilbur Shenk, Edith Heyck and Tom Joy identified 94 planks on the boardwalk that should be replaced. The replacement of the planks could help keep the boardwalk safe until the time that the City is able to include the replacement of the entire boardwalk in its budget. The project could cost between \$20,000 and \$30,000. The Trust has money in reserve that could be used for this purpose. The City could be asked to help identify potential contractors. Steve Hines asked if some of the NRA funds could be used for the work. Matt Pieniazek said City Council seems to intend to use the NRA money for park design. Wilbur Shenk pointed out the NRA did not own the boardwalk. The boardwalk is covered under the City's insurance policy and the City has an interest in keeping it safe. Dan Mello said the boardwalk is special and unique and an important part of the city.

10. Annual Report

Dan Mello has completed the annual report. Steve Hines will forward a copy to Mayor Holaday. Wilbur Shenk moved to approve the annual report. Dan Mello seconded the motion. The motion was approved by a 5-0 vote (Wilbur Shenk, yes; Matt Pieniazek, yes; Dan Mello, yes; Sean Bradley, yes; Steve Hines, yes).

11. Winter Fishing Leases

Dan Mello contacted the captains of the three fishing boats that use the embayment during the winter about the renewal of their leases. Two wish to take care of this remotely, while the third will do it at Grace Connolly's office. They must provide their payment and certificates of insurance that are valid for the entire lease period.

12. Parks Committee Report

a) Park Use Applications

Wilbur Shenk moved to approve applications for two weddings. Sean Bradley seconded the motion. A check has been received for one of the weddings, which will take place on December 5. For the second application, the wedding is to take place elsewhere and the stage would be used briefly for the first dance. The

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motion was approved by a 5-0 vote (Wilbur Shenk, yes; Matt Pieniazek, yes; Dan Mello, yes; Sean Bradley, yes; Steve Hines, yes).

b) Park Manager Report

Edith Heyck reported:

- The gardens have been winterized and spring bulbs have been planted.
- SLS will be doing a final leaf pick up soon.
- The irrigation system has been shut down and the back-flow valve has been winterized. The Trust does not have information about the system installed to irrigate the two new lawn areas. Comack Brothers will be asked to shut down these systems.
- Two pedestrian crossing signs were installed by Custom House Way.

13. Public Comment

Jane Snow said she is glad that the plans for the new park are moving ahead. She said she appreciates the work Steve Hines did as chair.

14. Adjournment

Dan Mello moved to adjourn the meeting at 8:23 p.m. Sean Bradley seconded the motion. The motion was unanimously approved.