

Newburyport Waterfront Trust
Police Station Conference Room
November 20, 2019
Minutes

1. Call to Order

Chair Steve Hines called a meeting of the Newburyport Waterfront Trust to order at 7:00 p.m.

2. Roll Call

In attendance were Trustees Sean Bradley, Steve Hines, Wilbur Shenk and Matt Pieniazek. Dan Mello was absent. Attorney Grace Connolly was also in attendance.

3. Minutes

Wilbur Shenk moved to approve the minutes of the October 16, 2019, meeting as submitted. Sean Bradley seconded the motion. The motion was approved.

4. Treasurer's Report

The cash balance on October 31 was \$259,882, down \$9,415 from the previous month. Income for the month totaled \$1,327, which included \$1,043 from the NRA, \$275 for a wedding deposit and \$9 in interest.

Expenses for the month totaled \$10,743 and included \$4,467 for the minute taker and the park manager and her assistants; \$174 for a bench plaque; \$1,838 for the landscaping contract; \$33 for website hosting; \$60 for handyman services and \$4,171 for the replacement of lamps on the boardwalk.

The NRA owes \$7,184 and \$4,431 is due from the NRA. Wilbur Shenk moved to approve a payment to the Home Depot in the amount of \$236.62 for flowers and to send a bill to the NRA in the amount of \$974.28 for its share of additional landscaping services. Sean Bradley seconded the motion. The motion was approved.

5. Landscaping Contract

Sean Bradley recused himself from the discussion. Three companies submitted bids for the base landscaping contract. SLS was the lowest, with a bid of \$21,350. Swazey Alexander submitted a bid in the amount of \$24,842 and ND Landscape bid \$26,364. When the alternatives were taken into consideration, the gap between the bidders became even greater. The Trust has been satisfied with the service SLS has provided. Matt Pieniazek moved to accept the bid from SLS for a three-year contract. Wilbur Shenk seconded the motion. The motion was approved with Sean Bradley abstaining.

6. Chair's Report

Steve Hines reported that he and Wilbur Shenk had a productive meeting with two members of the Harbor Commission about the submerged tidelands and revenue sharing. A second meeting took place with Mayor Holaday, Geordie Vining, Andy Port and Paul Hogg. The Trust owns the embayment and bulkhead but does not receive any revenue

Newburyport Waterfront Trust
November 20, 2019

for their use. It now owns 50% of the submerged tidelands. Wilbur Shenk has developed a plan for a base payment with a percentage of the earnings above the base amount. The Trust would like gross revenue figures to be used for determining the amount that is to be shared, while the City would like net revenue to be considered. The two groups could work together on programming that would generate additional revenue for both. Georgie Vining is preparing a draft lease agreement for discussion at a future meeting.

7. Waterfront Committee Report

The winter leases have been drafted for the three vessels that use the embayment. The captains will be notified that the documents are ready for signing. Sean Bradley will confirm that the bills have been sent.

8. Park Use Applications

Wilbur Shenk moved to approve an application with no fee from Fuel for the use of the stage for a fundraiser to benefit a needy family on November 23 from 9:00 -10:30 a.m. Sean Bradley seconded the motion. The motion was unanimously approved.

The Touch-a-Boat event is tentatively scheduled for June 7. The application has not yet been received.

9. Park Committee Report

Edith Heyck reported that the fall clean-up has been completed and the irrigation system has been shut down. She asked the DPS to remove some of the snow fencing that was installed along Somerby's Way because it was unattractive and too extensive.

Steve Hines will meet with Byfield Builders about repairing the boardwalk and replacing some of the boards. He is trying to reach the captain of the *Erica Lee* about renting space on the Transportation Dock next season. He was contacted by Paul Hogg about the electricity in the embayment being off. Dave Zinck was to install new meters and should be reading them in the spring and fall.

10. Public Comment

Pam Ketchum commented on a light fixture on the boardwalk that is broken. Edith Heyck will contact Dave Zinck.

11. Adjournment

Wilbur Shenk moved to adjourn the meeting at 8:10 p.m. Matt seconded the motion. The motion was unanimously approved. The next meeting of the Newburyport Waterfront Trust will take place on Wednesday, January 15, 2020.