

Newburyport Waterfront Trust
Police Station Conference Room
January 18, 2017
Minutes

1. Call to Order

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

2. Roll Call

In attendance were Trustees Wilbur Shenk, Steve Hines, Dan Mello and George Ellison. Joe Brown was absent.

3. Minutes

George Ellison moved to approve the minutes of the December 14, 2016 meeting. Wilbur Shenk seconded the motion. The motion was approved.

4. Election of Officers

Wilbur Shenk moved to nominate Steve Hines for the position of chair, George Ellison for the position of vice chair, Wilbur Shenk for the position of treasurer and Dan Mello for the position of secretary. George Ellison seconded the motion. The motion was unanimously approved.

5. Treasurer's Report

Two donations were received from Fred and Stephanie Hufnagel in the amount of \$1,000 each and a deposit in the amount of \$1,500 was made for a bench plaque. The account balance is approximately \$172,000.

George Ellison moved to approve the payment of the following bills:

- Wilkinson Septic for the monthly portable toilet rental in the amount of \$200
- Roz Manley for bookkeeping services in the amount of \$825
- Rockingham Electric for the Riverside Park project in the amounts of \$13 and \$106
- International Bronze for a plaque in the amount of \$154
- Beacon Electrical for the Riverside Park project in the amounts of \$247 and \$230
- Edith Heyck for a plaque for Scott Sutherland in the amount of \$80
- Mount Vernon Insurance in the amount of \$1,244

Steve Hines seconded the motion. The motion was unanimously approved.

6. Sea Level Oyster Bar

George Carey, owner of the Sea Level Oyster Bar, is proposing to make change to the rear patio of the Firehouse, where currently a temporary tent is in place. The back wall would be moved to make a wider interior room under the theater balcony. A raised wood deck would be installed in the area of the existing patio and a lower brick patio would be installed adjacent to this. Transparent curtains would be added to extend the season for outdoor seating.

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Bill Harris said the area behind the Firehouse was once a part of a market landing and is protected under Article 97. He questioned if the approval of the action would exceed the authority of the Trustees. He asked to visit the site with Mr. Carey and to be given a copy of the plans.

Wilbur Shenk moved to support the proposed changes to the exterior of the rear of the Firehouse pending the resolution of the issues discussed. George Ellison seconded the motion. The motion was unanimously approved.

7. Waterfront Trust Amendment

Bill Harris reported Carol Powers has not yet completed her draft changes to the Trust document. She wishes to review her comments with the NRA members before forwarding them to him.

8. Waterfront Committee Report

Tour Boat Lease Renewal Update

The leases have been signed for the *Captain's Lady* and the *Coastie*. The captains of the *Ninth Wave* and the *Yankee Clipper* have requested that their leases be extended to five-year terms. A provision requiring the replacement or repair to the satisfaction of the Harbormaster of their docks has been added to the lease.

Ticket Booth Upgrade

Chris Charos submitted a plan for the enlargement of the ticket booth from 6' x 8' to 8' x 10'. Wilbur Shenk moved to approve the plan to increase the size of the ticket booth with the conditions the shingles are consistent with the appearance of those on the new Harbormaster's facility, the electrical service is upgraded and the granite blocks that are to be removed will be reused for the berm project in the west lot. George Ellison seconded the motion. The motion was unanimously approved.

9. Parks Committee Report

Park Use Applications

Wilbur Shenk moved to approve an application for a wedding scheduled for September 16. George Ellison seconded the motion. The motion was unanimously approved.

Wilbur Shenk moved to approve without a fee an application from the Chamber of Commerce for the waterfront movie series. George Ellison seconded the motion. The motion was unanimously approved.

The Chamber of Commerce submitted an application for the Riverfront Music Festival to be held on September 2. The fee for events for groups of 3,000 to 5,000 was increased to \$4,000 in 2014. While the estimated crowd size for event is significantly larger than 5,000, the audience is not confined to the boundaries of the park. Wilbur Shenk moved to approve the application for the Riverfront Music Festival for the current published fee of \$4,000 with the condition the Chamber of Commerce commits to planning for parking and security. George Ellison seconded the motion. The motion was unanimously approved.

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Park Manager's Report

Edith Heyck submitted a written report. She said she has been working with the DPS to remove snow and ice from the park walkways and along the boardwalk. Two benches have been sold. The Trustees discussed other ways funds could be raised, such as the sale of memorial bricks.

10. Other Business

Steve Hines met with Anne Ormond and City Councilor Bruce Vogel about creating a uniform signage system for businesses on the waterfront. Ms. Ormond will present a design proposal at a future meeting.

The contractor for the construction of the Harbormaster's facility removed an 18" x 24" bronze plaque dedicated to the 2002 boardwalk extension project from a planter adjacent to the fish pier. Paul Hogg recommended it be reinstalled under an existing bronze plaque on the granite monument near the brick plaza at the end of Custom House Way. The Trustees agreed with relocation of the plaque in this location.

The light fixtures have been installed in the Riverside Park parking lot.

11. Adjournment

Wilbur Shenk moved to adjourn the meeting at 8:19 p.m. George Ellison seconded the motion. The motion was unanimously approved.