

**Newburyport Waterfront Trust**  
Police Station Conference Room  
February 19, 2020

**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**

Matt Pieniazek moved to approve the minutes of the January 15, 2020, meeting as submitted. Wilbur Shenk seconded the motion. The motion was unanimously approved.

**4. Treasurer's Report**

The cash balance on January 31 was \$233,464, down \$11,358 from the previous month. Revenue for the month included \$750 from the *Lisa Ann* for the winter lease and \$8 in interest. Expenses for the month totaled \$12,166 and included \$1,682 for the park manager and minute taker; \$3,800 for Swazey and Alexander for composting the planting beds; \$5,028.50 for legal services from Grace Connolly; \$100 for Comack Brothers Landscaping; \$260 for the Home Depot; \$95 for Tom Joy for the installation of a bench plaque; \$200 for the portable toilet and \$950 for the preparation of the Form 990.

Invoices have been sent to the Firehouse that total \$8,862, the payment for a full year. The NRA has approved the payment of invoices totaling \$9,272 and a check should be received shortly. The City issued payments totaling \$35,000 for two quarters of the parking contract and is now up to date.

Sean Bradley moved to approve the following payments: Spittle Associates for electrical repairs in the amount of \$3,316; Ritz Payroll for the preparation of the 1099 forms in the amount of \$68 and D.A. Wilkerson for the portable toilet rental in the amount of \$400. Wilbur Shenk seconded the motion. The motion was unanimously approved.

An invoice will be sent to the NRA for its portion of landscaping services for the month of January in the amount of \$409.50.

**5. Chair's Report**

Geordie Vining drafted a lease through which the Harbor Commission would pay the Trust \$5,000 annually for attaching the floats to the bulkhead. The Trustees were not in favor of some the terms of the draft lease. Steve Hines, Wilbur Shenk and Grace Connolly are working to amend it.

The City is continuing to make payments according to the expired parking contract. The Trustees will not begin negotiations on a new contract until the lease for the bulkhead has been finalized.

**6. Legal Update**

Grace Connolly reported the Trust is named as insured on the City insurance policy but the coverage is limited to City use of the Trust's parking lot. She will clarify with the

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insurance company that the Trustees are fully covered as additional insureds. The limit of the insurance is \$1million per occurrence and \$3 million aggregate, which is low. A written request will be sent to Mayor Holaday stating that the insurance should be expanded to include all Trust property, including the new docks.

**7. Park Use Applications**

Wilbur Shenk moved to approve an application for a wedding on June 6. Matt Pieniazek seconded the motion. The motion was unanimously approved.

The Chamber of Commerce wishes to expand its movie series to nine nights. The Trust did not charge a fee for the event when it was held for three nights. When it expanded to five nights last year a fee of \$400 was charged. Wilbur Shenk moved to approve the application with a fee of \$750. Matt Pieniazek seconded the motion. The motion was unanimously approved.

Wilbur Shenk moved to approve the application for the Touch-a-Boat event on June 7 with no fee. Matt Pieniazek seconded the motion. The motion was unanimously approved.

**8. Park Committee Report**

Edith Heyck reported that it has been a quiet month and all of the lights on Trust property are working.

Wilbur Shenk recommended a 5% salary increase for Edith, effective the next pay period. He said he is pleased with her performance and the park looked better this past year with the assistance with weeding. Matt Pieniazek seconded the motion. The motion was unanimously approved.

**9. Waterfront Committee Report**

The Trustees discussed a plan to create a continuous row of docks to the west of the embayment. The *Yankee Clipper* dock is not in good condition and could be replaced. Chris Charos will provide an estimate for the new docks, which he would build. The Merrohawke Nature School might be interested in adding one or two small fishing boats. Bill Taplin has indicated he would be interested in renewing his lease for one year. The docks, ramps and access points should all be included under the City's insurance policy.

**10. Public Comment**

Nicholas Metcalf, 110 Hay Street, Newbury, said he has been out of town. He asked questions about events that happened while he was away. He was brought up to date on the ownership of the submerged tidelands, the likely conveyance of the NRA property to the City, the plans for an expanded park and the planting of grass seed in the NRA parking lots.

**11. Adjournment**

Wilbur Shenk moved to adjourn the meeting at 8:00 p.m. Matt Pieniazek seconded the motion. The motion was unanimously approved.