

Newburyport Waterfront Trust
Online Meeting
March 18, 2020

1. Call to Order

Chair Steve Hines called an online 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, Matt Pieniazek, Dan Mello was absent. Attorney Grace Connolly, Park Manager Edith Heyck and note taker Gretchen Joy were also in attendance.

3. Minutes

Matt Pieniazek moved to approve the minutes of the February 19, 2020, meeting as submitted. Wilbur Shenk seconded the motion. The motion was unanimously approved.

4. Treasurer's Report

The cash balance on February 29 was \$264,887, up \$34,826 from the previous month. Revenue for the month totaled \$37,283 and included \$1,500 for the winter leases for the *Katie May* and the *Early Times*, \$35,000 from the City for the parking contract, \$275 for a wedding deposit, \$8 in interest and a \$500 donation from Fred Hufnagel. Expenses for the month totaled \$2,457 and included \$375 for handyman services, \$1682 for the park manager and minute taker and \$400 for the portable toilets.

Wilbur Shenk will contact Peter Kelly about the \$8,862, the payment for a full year, that is owed by the Firehouse. He had spoken with John Moynihan, who requested the amount the Trust reimburses the Firehouse be used as an offset, but that is currently only \$80. Mr. Moynihan said he would try to begin making payments in March.

A check was recently received from the NRA in the amount of \$3,131. The NRA had been invoiced for a total of \$9,272, which leaves a balance of \$6,141.

Matt Pieniazek moved to approve the payment of the following invoices: Roz Manley in the amount of \$770 for quarterly bookkeeping services, Tom Joy in the amount of \$113.75 for boardwalk maintenance, Red's Restrooms in the amount of \$200 for the portable toilet rental for March, Sonora DesignWorks in the amount of \$75 for website maintenance and Wilbur Shenk in the amount of \$32.87 for reimbursement of a payment for website hosting. Dan Mello seconded the motion. The motion was unanimously approved.

5. Chair's Report

Steve Hines said he worked with Wilbur Shenk and Grace Connolly to draft a lease through which the Harbor Commission would pay the Trust \$5,000 annually for attaching the floats to the bulkhead. The lease will be sent to Mayor Holaday for her review.

6. Park Use Applications

An application was received for a sculpture installation for July and August that would be held in conjunction with a show planned for Maudslay State Park. The sculptures would be located near Merrimac Street, outside of the Firehouse gallery door. It would be related to a retrospective that is to be held in the gallery and would be cancelled if that show were not to take place. Dan Mello moved to approve the application for the sculpture installation. Wilbur Shenk seconded the motion. The motion was unanimously approved.

The touch-a-boat event has been cancelled for this year. Wilbur Shenk told the coordinator the Trust would be happy to accommodate the event if it becomes possible to hold it later this summer.

Wilbur Shenk moved to approve an application from Sarah Oleson for the use of the park for a yoga class on Sunday mornings during the summer. She intends to reduce the number of sessions from previous years and the fee had been adjusted accordingly. A certificate of insurance was provided. Matt Pieniazek seconded the motion. The motion was unanimously approved.

The Trustees discussed sending letters to park-use applicants about the possibility of events being cancelled due to COVID-19. In the event the Mayor or Governor extends the prohibition of gatherings of ten or more, fees would be returned. No fee was to be charged for the first scheduled event of the year on May 30. The Chamber of Commerce has not yet submitted the fee for the movie series, which is set to begin on June 30. No action is needed for these events. A deposit has been received for a wedding planned for June 6 with over 100 attendees. Edith Heyck will touch base with the bride.

7. Park Committee Report

Edith Heyck said she has started to get the park ready for the spring. She asked if the donation from Fred Hufnagel could be given to the Horticultural Society for the three beds the group maintains. Wilbur Shenk moved to approve a \$500 donation to the Horticultural Society for plant materials. The motion was not seconded. Matt Pieniazek asked for a clarification of the difference between making a donation and paying an invoice. Grace Connolly said the donation from Mr. Hufnagel could not be diverted to another organization but the Trust could cover some of the cost of the plants the Horticultural Society installs in the beds in the park. The organization will be asked to provide a receipt or invoice for reimbursement.

8. Waterfront Committee Report

Chris Charos submitted a quote of \$6,280 each for two 10' x 16' docks. They would replace the docks used by the *Yankee Clipper*, which are in poor condition. The docks that had been used by the *Ninth Wave* would be connected to the new docks. The gap between the new docks and those used by the *Captain's Lady* could be filled in at a later date to create a continuous span. The *Yankee Clipper* docks are eight feet wide. The new docks would extend two feet further into the river, providing a greater water depth. Wilbur Shenk

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moved to approve the purchase of two new docks at a cost not to exceed \$13,000 with the condition that the owner of the *Yankee Clipper* shall be given prior notice. Dan Mello seconded the motion. The motion was unanimously approved. Steve Hines will contact Wilson Welding about repairing the ramp if it is determined the Trust owns it.

9. Public Comment

None

10. Adjournment

Wilbur Shenk moved to adjourn the meeting at 8:12 p.m. Matt Pieniazek seconded the motion. The motion was unanimously approved.