

**Newburyport Waterfront Trust**  
Online Meeting  
June 22, 2022  
Minutes

**1. Call to Order**

Chair Wilbur Shenk called an online meeting of the Newburyport Waterfront Trust to order at 7:03 p.m.

**2. Roll Call**

In attendance were Trustees Wilbur Shenk, Leslie Eckholdt, Matt Pieniazek and Dan Mello. Mike Sullivan was absent.

**3. Minutes**

Leslie Eckholdt moved to approve the minutes of the May 18, 2022, meeting. Matt Pieniazek seconded the motion. The motion was approved by a 4-0 vote (Wilbur Shenk, yes; Matt Pieniazek, yes; Leslie Eckholdt, yes; Dan Mello, yes).

**4. Regular Business**

**a) Treasurer's Report**

Wilbur Shenk reported that the cash balance at the end of April was \$313,607, up \$5,281 from the previous month. Income for the month totaled \$18,503 and included \$1,000 for a park use application, \$17,500 from the City and \$3 in interest.

Expenses for the month totaled \$10,493 and included \$3,716 for the SLS monthly contract; \$2,755 for the park manager, minute taker and bookkeeper; \$3,024 for the gardeners and \$997 for the electrician for connecting the electrical boxes in the embayment.

Wilbur Shenk said the financial position is strong. At the end of the eleventh month of the fiscal year, the account balance is \$52,000 greater than was expected. The work to reconnect the electrical boxes in the embayment cost much less than the amount that had been budgeted for it.

**b) Approval of Bills**

Dan Mello moved to approve a payment to Tom Joy in the amount of \$821.50 for handyman services. Leslie Eckholdt seconded the motion. The motion was approved by a 4-0 vote (Wilbur Shenk, yes; Matt Pieniazek, yes; Leslie Eckholdt, yes; Dan Mello, yes).

Dan Mello moved to approve payments to the Home Depot in the amount of \$993.23 for supplies for multiple months; to SLS in the amount of \$493 for work on the irrigation system; to SLS for in the amount of \$1,015 for work in the hosta garden; to SLS in the amount of \$2,235 for the start-up of the irrigation and repairs at the beginning of the season; to Edith Heyck in the amount of \$107.54 for miscellaneous expenses and to SLS in the amount of \$7,733 for the repair of the water main leak in front of the stage with the condition that Wilbur Shenk is satisfied with a review of

the invoice. Leslie Eckholdt seconded the motion. The motion was approved by a 4-0 vote (Wilbur Shenk, yes; Matt Pieniazek, yes; Leslie Eckholdt, yes; Dan Mello, yes).

## **5. Election**

Dan Mello moved to nominate Leslie Eckholdt as Treasurer. Matt Pieniazek seconded the motion. The motion was approved by a 4-0 vote (Wilbur Shenk, yes; Matt Pieniazek, yes; Leslie Eckholdt, yes; Dan Mello, yes)

## **6. Ongoing Projects**

### **a) Commercial Boat Leases**

The first installment has been received from all three lessees.

### **b) Parking Agreement**

Wilbur Shenk and Matt Pieniazek met with Richard Jones and Susan Acquaviva about the percentage of the City's parking management cost that is allocated to the Trust. Based on the number of parking spaces, the Trust's allocation would be 6.7%. The City maintains that the cost of managing the Trust's lot is higher than average because the spaces turnover more frequently. In addition, the City bears the expense of challenges to tickets. Based on revenue, the Trust's allocation would be 13.7% to 14.7%. The difference between the two figures would be approximately \$30,000. Wilbur Shenk proposed to split the difference as a compromise. He said Richard Jones has acknowledged that the Trust should receive an increase. The contract is currently for the same amount as it was before the rates were doubled. A second meeting will take place in the middle of July.

### **c) Ad Hoc Central Committee on Market Landing Park Expansion**

The Trustees were able to provide input on the latest plans for the expanded park. The next meeting of the Ad Hoc Committee is scheduled for June 29 at 6:30 p.m.

### **d) Bulkhead Repair**

The City continues to work to obtain funding for the repair of the bulkhead.

### **e) Bill Harris Memorial**

There is no change to the total of donations. The location of the memorial will be determined after the park design process has advanced further.

### **f) Brown's Wharf Sidewalk Extension**

No new information.

## **7. Parks Committee Report**

### **a) Park Use Applications**

Dan Mello moved to approve an application from Runway for Recovery for a fitness class on July 13 with a fee of \$135. Matt Pieniazek seconded the motion. The

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motion was approved by a 4-0 vote (Wilbur Shenk, yes; Matt Pieniazek, yes; Leslie Eckholdt, yes; Dan Mello, yes)

Matt Pieniazek moved to approve an application from Meg Leighton for four yoga classes in the month of June for a fee of \$100. Dan Mello seconded the motion. The motion was approved by a 4-0 vote (Wilbur Shenk, yes; Matt Pieniazek, yes; Leslie Eckholdt, yes; Dan Mello, yes)

Dan Mello moved to approve an application from the First Religious Society for an event with music and speakers focused on indigenous people on October 8 with a fee of \$135. Leslie Eckholdt seconded the motion. The motion was approved by a 4-0 vote (Wilbur Shenk, yes; Matt Pieniazek, yes; Leslie Eckholdt, yes; Dan Mello, yes)

Leslie Eckholdt moved to approve an application from the Jeanne Geiger Crisis Center for the Annual Walk Against Domestic Violence on October 2 with a fee of \$135 and the condition that banners shall only be installed on the fence on the day of the event. Matt Pieniazek seconded the motion. The motion was approved by a 4-0 vote (Wilbur Shenk, yes; Matt Pieniazek, yes; Leslie Eckholdt, yes; Dan Mello, yes)

Leslie Eckholdt moved to approve an application from the Chamber of Commerce for the movie series for five nights between August and October with a fee of \$500. Matt Pieniazek seconded the motion. The motion was approved by a 4-0 vote (Wilbur Shenk, yes; Matt Pieniazek, yes; Leslie Eckholdt, yes; Dan Mello, yes).

Matt Pieniazek moved to approve an application from the Chamber of Commerce for the Fall Fest with a fee of \$1,200. Leslie Eckholdt seconded the motion. The fee has been discounted 25% from the standard rate. The motion was approved by a 4-0 vote (Wilbur Shenk, yes; Matt Pieniazek, yes; Leslie Eckholdt, yes; Dan Mello, yes).

Leslie Eckholdt moved to approve an application from Dennis Palazzo for the 215<sup>th</sup> Army Band on Tuesday, July 5 and local bands on Monday, July 4 with a fee of \$600 for both days with the condition that no vendors shall be located on Trust property. Dan Mello seconded the motion. The Chamber of Commerce is sponsoring the event. Food trucks will be located on Merrimac Street and on City property. The motion was approved by a 4-0 vote (Wilbur Shenk, yes; Matt Pieniazek, yes; Leslie Eckholdt, yes; Dan Mello, yes).

Matt Pieniazek moved to approve a request to extend the Music Together classes four additional weeks for a fee of \$500. Leslie Eckholdt seconded the motion. The motion was approved by a 4-0 vote (Wilbur Shenk, yes; Matt Pieniazek, yes; Leslie Eckholdt, yes; Dan Mello, yes).

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Wilbur Shenk said he has given permission for the use of the boardwalk for a photo shoot on June 23 with the condition the boardwalk shall not be blocked. A certificate of insurance has been received. A fee will not be charged but a donation to the Trust was requested.

**b) Park Manager's Report**

Edith Heyck said she receives many inquiries about memorial plaques. She will provide information on the Key West Historic Memorial Sculpture Garden for discussion at a future meeting.

Leslie Eckholdt moved to approve a quote from SLS for 15 cubic yards of compost for Somersby Way, the lily beds and the bank beds in the amount of \$2,675. Matt Pieniazek seconded the motion. The motion was approved by a 4-0 vote (Wilbur Shenk, yes; Matt Pieniazek, yes; Leslie Eckholdt, yes; Dan Mello, yes).

Leslie Eckholdt moved to approve a quote from SLS for cleaning the two planting beds at the top of Custom House Way and the bed by the whale watch boat for a maximum of \$2,030. Matt Pieniazek seconded the motion. These have been neglected for years and are overgrown. The motion was approved by a 4-0 vote (Wilbur Shenk, yes; Matt Pieniazek, yes; Leslie Eckholdt, yes; Dan Mello, yes).

Leslie Eckholdt moved to approve a written request from the Horticultural Society for an increase to \$800 for plant materials for the 22-23 season. Dan Mello seconded the motion. The motion was approved by a 4-0 vote (Wilbur Shenk, yes; Matt Pieniazek, yes; Leslie Eckholdt, yes; Dan Mello, yes).

Dan Mello moved to approve a quote from SLS for the weeding of the Pop Up Park in the amount of \$1,884. Leslie Eckholdt seconded the motion. The Chamber of Commerce requested that the work be done to improve the appearance of the park for events. It is to be completed by July 2 and the Chamber might share the expense. The motion was approved by a 4-0 vote (Wilbur Shenk, yes; Matt Pieniazek, yes; Leslie Eckholdt, yes; Dan Mello, yes).

**8. Other Business**

The next meeting will be held on July 20.

**9. Adjournment**

Matt Pieniazek moved to adjourn the meeting at 9:25 p.m. Dan Mello seconded the motion. The motion was approved by a 4-0 vote (Wilbur Shenk, yes; Matt Pieniazek, yes; Leslie Eckholdt, yes; Dan Mello, yes).