

Newburyport Waterfront Trust
Online Meeting
July 19, 2023
Minutes

1. Call to Order

Vice Chair Mike Sullivan called an online meeting of the Newburyport Waterfront Trust to order at 7:08 p.m.

2. Roll Call

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

3. Minutes

Leslie Eckholdt moved to approve the minutes of the June 21, 2023, meeting. Dan Mello seconded the motion. The motion was approved by a 3-0 vote (Leslie Eckholdt, yes; Dan Mello, yes; Mike Sullivan, yes).

4. Treasurer's Report

Leslie Eckholdt reported that on June 30, the balance of the accounts was \$335,655. Since that time, a check from the City in the amount of \$26,000 has been deposited. Scott Sutherland has signed the check from the Fidelity account. It will now be given to Steve Hines for his signature. The Institution for Savings will pay an interest rate of 4% on an account with a balance of at least \$250,000. Matt Pieniazek will contact the Newburyport Five about obtaining a comparable rate.

5. Approval of Invoices

Dan Mello moved to approve the payment of invoices from garden workers Sharon Parker, Chris Rau and Catherine Russell in the amounts of \$283.00, \$81.00 and \$270.00 respectively; CSE Electric in the amount of \$1,962.76 for work on the lanterns; the Greenskeeper in the amounts of \$875.00 and \$1,982.00 for granite work and plantings and SLS in the amounts of \$1,714.00 and \$1,570.00 for mulch on Somersby Way and the mowing of the two City lawns. Leslie Eckholdt seconded the motion. The motion was approved by a 3-0 vote (Leslie Eckholdt, yes; Dan Mello, yes; Mike Sullivan, yes).

The budget for FY23 was \$171,873. Mike Sullivan said a topic of discussion at the Market Landing Ad Hoc Committee meeting was operating cost of the expanded park, which is over budget. He suggested that SLS be contacted for help in understanding what would be needed for the budget. He said the SLS contract should be extended until the construction is complete. Leslie Eckholdt will prepare the FY24 budget before the next meeting of the Ad Hoc Committee. The DPS will be included in the meeting. While the Department is currently overextended, it has supported the Trust in the maintenance of the park in terms of trash and snow removal. Its role could be possibly expanded in the future.

6. Ongoing Projects

a) Market Landing Park Expansion

Mike Sullivan said the City has adequate funding for the first phase of the park expansion with a reduced scope. The culvert project will be delayed to a later phase, with the exception of some underground work in the waterfront zone. Mobilization will begin after Yankee Homecoming. The work will continue through the winter. Seeding and planting will be done in the spring.

b) Bulkhead Repair

The work to repair the bulkhead is expected to begin in mid to late September. The project should be completed during the winter and should not impact the summer boat rentals.

c) Website

Dan Mello demonstrated the use of Google Drive. The service will be used for the storage of the Trust's documents, such as minutes, park-use applications and contracts, and the posting of the monthly meeting materials.

7. Park Committee Report

a) Park Manager's Report

Edith Heyck reported that a request has been made for the addition of a second plaque on a bench. Dan Mello moved to approve the request for an additional plaque on an existing bench for a cost of \$500. Leslie Eckholdt seconded the motion. The motion was approved by a 3-0 vote (Leslie Eckholdt, yes; Dan Mello, yes; Mike Sullivan, yes). The existing benches were sold in perpetuity. The Trustees will consider making future plaque sales valid for a set period of time.

SLS provided an estimate of \$4,400 for the removal of weeds along Custom House Way. Leslie Eckholdt said the cost seems high and she is concerned about expending the funds on an area that will be altered during construction. She requested that the matter be put on hold and that Pesky Pete, the business that removes poison ivy from the Rail Trail, be asked for a quote.

b) Park Use Applications

The Fall Festival is scheduled for October 14 and 15. The Chamber of Commerce requested that the Trust return a portion of its fee for the Spring Fest. It is not known if the Chamber lost revenue after the second day of the event was canceled due to rain. The Chamber was charged a fee of \$1,600 for the event, but the records do not show that payment was submitted. The Chamber will be asked to pay the same rate for the Fall Festival. The Trust would consider a discount for the event after payment for the Spring Fest has been received. The dates will be reserved on the calendar, but the Trustees will not vote on the application until the matter has been discussed with the Chamber.

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Kristine Malpica requested that the Trust allow the use of the park and waive its fee on October 7 for a non-profit, community-wide event to honor indigenous people. A fee of \$150 was charged for the event last year. Dan Mello said an emphasis would be placed on demonstrations but vendors must be allowed to sell their products to make attendance at the event worthwhile. The standard rate for a full-day event of this scale would be \$800. Dan Mello moved to approve the application with a fee of \$200 due to the cultural nature of the event, with the understanding that the full fee would be expected in the future if the commercial activity were to be expanded. Leslie Eckholdt seconded the motion. The motion was approved by a 3-0 vote (Leslie Eckholdt, yes; Dan Mello, yes; Mike Sullivan, yes).

8. Other Business

a) Flagpole Maintenance

The paint has been purchased and the work will be done as soon as the weather is cooperative.

b) Restroom Maintenance

Mike Sullivan spoke with Matt Amaral about the cleaning of the temporary restrooms. The facilities will now be cleaned on Saturdays and Sundays in addition to Mondays, Wednesdays and Fridays. The DPS should have the responsibility of checking the portable toilets for cleanliness.

c) Meeting Schedule

The next meeting of the Waterfront Trust will be scheduled for August 16.

9. Adjournment

Dan Mello moved to adjourn the meeting at 9:00 p.m. Mike Sullivan seconded the motion. The motion was approved by a 3-0 vote (Leslie Eckholdt, yes; Dan Mello, yes; Mike Sullivan, yes).