

Newburyport Waterfront Trust
Online Meeting
August 16, 2023
Minutes

1. Call to Order

Chair Matt Pieniazek called an online meeting of the Newburyport Waterfront Trust to order at 7:00 p.m.

2. Roll Call

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

3. Minutes

Mike Sullivan moved to approve the minutes of the July 19, 2023, meeting. Dan Mello seconded the motion. The motion was approved.

4. Treasurer's Report

At the end of July, the cash balances were approximately \$331,000. The City owes \$29,000 and \$5,000 is due from the Harbormaster. A money market account was opened at the Newburyport Five, which pays an interest rate of 4.5%.

5. Approval of Invoices

Mike Sullivan moved to approve the payment of invoices from garden workers Sharon Parker, Chris Rau and Catherine Russell in the amounts of \$607.00, \$607.00 and \$648.00 respectively; SLS in the amounts of \$2,855.56 and \$1,904.00 for the monthly contract and the mowing of the two City lawns, Gretchen Joy in the amount of \$165 for minute taking; Edith Heyck in the amount of \$2,366.67 for her monthly salary; Roz Manley in the amount of \$866.25 and \$1,622.50 for bookkeeping services, \$408.54 for electrical fixtures and \$18 for a mirror. Steven Wallace seconded the motion. The motion was approved by a 4-0 vote (Matt Pieniazek, yes; Dan Mello, yes; Mike Sullivan, yes; Steven Wallace, yes).

Quotes were received from SLS for weeding along the boardwalk near the electrical box and the whale watch boat in the amount of \$865 and along Custom House Way in the amount of \$965. Edith Heyck said fencing has been added near the electrical box and she might now be able to receive a reduced price. The scope of work for Custom House Way has been reduced to include only the section where the bike path crosses the walkway. The Rosa rugosa is a safety hazard, as it obscures the view of pedestrians and will be cut down to a height of 18 inches. The garden workers were stung by wasps and the services of an exterminator are required to remove the nest.

Dan Mello moved to approve the hiring of an exterminator and the quotes from SLS, subject to a reduction in the cost of weeding near the electrical box. Steven Wallace seconded the motion. The motion was approved by a 4-0 vote (Matt Pieniazek, yes; Dan Mello, yes; Mike Sullivan, yes; Steven Wallace, yes).

6. Ongoing Projects

a) Market Landing Park Expansion

Andy Port has created a working committee for those impacted by the construction of the expanded park. Meetings will take place every two weeks and an informational page will be added to the City website. The work will take place Mondays through Thursdays to minimize the disruption to the park on weekends and is expected to be completed in the late spring or early summer.

The Trustees discussed the installation of construction screening along the fence in key locations to make the walkways less visible. Matt Pieniazek will approach Andy Port about extending the existing screening along the boardwalk. The Trust would be willing to contribute to the cost of the materials and Mike Sullivan said he would be able to donate a portion of the labor.

b) Bulkhead Repair

The bulkhead repair work is scheduled to begin mid-September.

c) Website

Steven Wallace said he and Dan Mello met to discuss upgrading the website and increasing the Trust's social media presence. He is compiling a list of the items that would be included on the website. Squarespace is a recommended site for website building.

7. Park Committee Report

a) Park Manager's Report

The Horticultural Society requested an increase in the amount it is paid for plant materials to \$650 annually. It appears the group was not aware it receives \$500 two times per year. Dan Mello moved to increase the annual payment to the Horticultural Society to \$1,300, to be made in two payments of \$650 each. Steven Wallace seconded the motion. The motion was approved by a 4-0 vote (Matt Pieniazek, yes; Dan Mello, yes; Mike Sullivan, yes; Steven Wallace, yes).

b) Park Use Applications

No new applications have been received. It does not appear that an invoice was sent to the Yankee Homecoming committee. An invoice should be sent as soon as an applicant has been approved.

Three events are scheduled for October. One of these is the Fall Fest, the dates of which had been reserved on the calendar but the application had not been approved. The Chamber asked for a discount for the Fall Fest, but has not yet made a payment for the Spring Fest. The scheduled rate for the Spring Fest would have been \$1,600, which was discounted to \$1,400. It is not clear if an invoice was sent. The

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second day of that event was rained out and the Chamber has offered a 50% discount to impacted vendors who will be participating in the Fall Fest.

Dan Mello moved to authorize Mike Sullivan to approve the Fall Fest after negotiating with the Chamber a total payment of \$1,600 to \$2,800. The motion was approved by a 4-0 vote (Matt Pieniazek, yes; Dan Mello, yes; Mike Sullivan, yes; Steven Wallace, yes).

8. Other Business

a) Flagpole Maintenance

The painting of the flagpole has been completed. Mike Sullivan will submit an invoice for the cost of the scissor lift. He said rotted wood was found during the work and it will eventually be necessary to replace the pole, which has been in place since 1938.

b) Boardwalk Maintenance

There are many tripping hazards on the boardwalk. The City has told the Trust to do the best it is able with the maintenance. The matter should again be discussed with the City.

c) Meeting Schedule

The next meeting of the Waterfront Trust will be scheduled for September 20.

9. Adjournment

Dan Mello moved to adjourn the meeting at 8:55 p.m. Mike Sullivan seconded the motion. The motion was approved.