

**Newburyport Waterfront Trust**  
Online Meeting  
August 26, 2020  
Minutes

**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 Steve Hines, Wilbur Shenk, Matt Pieniazek, Dan Mello and Sean Bradley. Attorney Grace Connolly and note taker Gretchen Joy were also in attendance.

**3. Minutes**

Wilbur Shenk moved to approve the minutes of the July 15, 2020, meeting as submitted. Matt Pieniazek seconded the motion. The motion was approved by a 5-0 vote (Steve Hines, yes; Wilbur Shenk, yes; Matt Pieniazek, yes; Dan Mello, yes; Sean Bradley, yes).

**4. Treasurer's Report**

The cash balance on July 31 was \$243,982, down \$12,333 from the previous month. Revenue for the month totaled \$1,620 and included \$9 in interest and \$1,611 from the Firehouse. The Firehouse owes an additional \$5,641. Of this, \$1,610 has been received but has not yet been deposited.

Expenses paid during the month of July totaled \$13,952 and included \$729 for quarterly bookkeeping services; \$1,083 to Tom Joy for handyman services; \$4,316 for the park manager and assistants; \$165 for minute taking; \$297 to The Home Depot for supplies; \$399 to Comack Brothers for sprinkler system work; \$73 to Edith Heyck lawn bags; \$3,000 to Bill Taplan for the purchase of his docks; \$2,372 to SLS for monthly landscaping services; \$3,196 to SLS for other services and a deposit for tree pruning and \$174 for a bench plaque deposit.

The Firehouse owes \$5,430 but has begun making payments. Two payments are due from the City for the parking contract. An invoice will be sent to the City in the amount of \$1,070 for its share of the monthly landscaping services.

Wilbur Shenk moved to approve the payment of two invoices from Roz Manley for bookkeeping services. Matt Pieniazek seconded the motion. The motion was approved by a 5-0 vote (Steve Hines, yes; Wilbur Shenk, yes; Matt Pieniazek, yes; Dan Mello, yes; Sean Bradley, yes).

The \$13,000 that was paid to Chris Charos in August for the new docks is to be included in the list of projects for FY21. A discussion should take place about landscape maintenance costs, which were higher than expected. The amount budgeted for 2020 was \$18,000 and the amount spent was over \$33,000.

## **5. Chair's Report**

### **a) Status of Harbor Commission/City Lease**

No updates.

### **b) Memorandum of Understanding**

The draft MOU for sharing the cost of park maintenance with the City was circulated to the Trustees. Sean Bradley asked about the inclusion of indemnification for the Trustees. Grace Connolly explained this document pertains to the maintenance of property that the Trust does not own. Dan Mello asked about the process for the payment of invoices submitted to the City. The City would be consulted before any large projects would be undertaken. The draft language of the MOU states that invoices would be submitted to the City for review and approval. This will be changed to indicate that invoices would be sent to the City for payment.

Wilbur Shenk moved to approve the MOU for sharing the cost of park maintenance with the City subject to the change in language. Matt Pieniazek seconded the motion. The motion was approved by a 5-0 vote (Steve Hines, yes; Wilbur Shenk, yes; Matt Pieniazek, yes; Dan Mello, yes; Sean Bradley, yes). The Trust will not sign the document until the City has paid at least one of the two outstanding parking invoices.

### **c) Central Waterfront Ad Hoc Committee**

Matt Pieniazek will represent the Trust at a Central Waterfront Ad Hoc Committee meeting on August 16. The Settlers have expressed concerns about the Ways to the Water. The City appears to be interested in revising the Trust document to increase the number of Trustees and delete Article 7.

## **6. Parks Committee Report**

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

Wilbur Shenk moved to approve an application for a wedding with 40- 45 attendees on October 3. Dan Mello seconded the motion. The motion was approved by a 5-0 vote (Steve Hines, yes; Wilbur Shenk, yes; Matt Pieniazek, yes; Dan Mello, yes; Sean Bradley, yes).

Dan Mello moved to approve an application for a wedding on September 5, 2021, with 125-140 attendees. Matt Pieniazek seconded the motion. The motion was approved by a 5-0 vote (Steve Hines, yes; Wilbur Shenk, yes; Matt Pieniazek, yes; Dan Mello, yes; Sean Bradley, yes).

### **b) Park Manager Report**

Edith Heyck submitted a written report that included the following:

- Three benches have been sold and will be ordered.
- The City has moved blocks of granite as requested.
- She has asked SLS for a quote to add fill and plant grass seed in the new lawn area.

## **7. Public Comment**

None

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**8. Adjournment**

Dan Mello moved to adjourn the meeting at 7:45 p.m. Matt Pieniazek seconded the motion. The motion was unanimously approved.