

Newburyport Waterfront Trust
Online Meeting
September 1, 2021
Minutes

1. Call to Order

Chair Wilbur Shenk called an online meeting of the Newburyport Waterfront Trust to order at 7:02 p.m.

2. Roll Call

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

3. Minutes

Matt Pieniazek moved to approve the minutes of the July 28, 2021, meeting. Mike Sullivan seconded the motion. The motion was approved by a 4-0 vote (Wilbur Shenk, yes; Matt Pieniazek, yes; Dan Mello, yes; Mike Sullivan, yes).

4. Regular Business

a) FY22 Budget

Wilbur Shenk presented the draft FY22 budget that he and Sean Bradley prepared. He began by reviewing the year-end figures. The income realized in FY21 was \$164,000, while \$108,000 was budgeted. The income has higher than expected because of income from the new charter fishing boat and two extra parking payments that were received from the City. The projected income for FY22 is \$132,000.

The FY21 budget for reoccurring expenses was \$126,000, while actual expenses totaled \$97,000. Several large projects were planned that did not take place. Some expenses that have been budgeted for FY22 include the repair of underground cables in the embayment, trash barrel replacement, boardwalk maintenance, planting along Somerby's Way and the purchase of additional Adirondack chairs. Expenses are projected at \$172,000, which would result in a negative cash flow of \$40,000. With approximately \$300,000 in reserve, the Trust could accomplish the proposed projects without a detrimental impact on its financial position.

Mike Sullivan moved to approve the FY22 budget. Dan Mello seconded the motion. The motion was approved by a 4-0 vote (Wilbur Shenk, yes; Matt Pieniazek, yes; Dan Mello, yes; Mike Sullivan, yes).

b) Treasurer's Report

In July, \$3000 was received for two bench plaques. The Yankee Homecoming Committee and Chamber of Commerce made payments totaling \$4,125. Expenses were \$17,000, resulting in a \$10,000 negative cash flow.

Dan Mello moved to approve the payment of invoices from Wilbur Shenk for cornhole bags in the amount of \$48; Freedom Pest Control in the amount of \$225 for bee removal and for Adirondack chairs in the amount of \$1,778. Matt Pieniazek seconded

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the motion. The motion was approved by a 4-0 vote (Wilbur Shenk, yes; Matt Pieniazek, yes; Dan Mello, yes; Mike Sullivan, yes).

5. Ongoing Projects

a) Park Expansion Plans

Sasaki Associates is scheduled to make a presentation to the Ad Hoc Committee on September 16. A follow-up meeting is planned for October 7.

b) Bulkhead Repairs

Mike Sullivan attended a meeting at which the results of the bulkhead inspection was discussed. The amount of erosion that has occurred since 2012 was not found to be significant, but it was discovered that the heads of nine bolts that hold the panels in place have sheared off, creating a structural issue. The problem would be resolved by the plan to encapsulate the bulkhead in concrete. The City is currently looking for funding sources for the project. The Harbormaster agreed to inspect the other bolts monthly. It might be necessary to implement an interim plan if additional bolt heads are lost before the project can be scheduled, but this would have no long-term benefit. Some pilings that support the docks were found to be in poor condition. Larger boats will not be allowed to tie up in the area. This condition and the loss of material through weep holes would also be resolved by the planned improvements.

To the west of the embayment, it was found that the chains holding the docks have eroded the paint on the pilings. In some locations, PCV was added over the chains. This low-cost solution should be implemented for all of the chains.

c) Memorandum of Understanding

Invoicing under the agreement has begun.

d) Harbor Commission/City Lease

The Harbor Commission will be invoiced for the first \$5,000 annual payment, which has been included in the FY22 budget.

e) Parking Agreement

Richard Jones has been asked to provide figures on the parking revenue collected in Trust's lot. The contract has expired. Wilbur Shenk wishes to negotiate a new agreement with the current administration.

f) Boardwalk Repairs

Tom Joy will continue to repair or replace the boards that create a tripping hazard.

g) Summer Commercial Boat Leases

A payment was received for the *Captain's Lady* for the first half of the lease, was invoiced at 50% of the regular rate, along with a full payment for the second half. All the tour boats are now fully paid for the summer.

h) Bill Harris Memorial

Additional donations for the memorial have been received. No plans will be made until the park design is further refined.

i) Browns Wharf Sidewalk Extension

An engineer has been asked to produce plans that would show the degree to which the roadway would be impacted. The width must be sufficient to allow the passage of a firetruck.

6. Parks Committee Report

a) Park Use Applications

Mike Sullivan moved to approve an application from Runway for Recovery. Matt Pieniazek seconded the motion. The fee has been received. The event took place prior to the approval of the application. The motion was approved by a 4-0 vote (Wilbur Shenk, yes; Matt Pieniazek, yes; Dan Mello, yes; Mike Sullivan, yes).

b) Park Manager's Report

Edith Heyck said the summer was successful. She is now focusing on replacing some of the trash barrels. The electrician will repair the wiring in the embayment after the docks have been removed. A water line at the Transportation Dock broke and was repaired. Fall mums and spring bulbs will be planted.

7. New Business

The next meeting of the Trust will be scheduled for September 29.

Dan Mello will put together information on a better solution for the Trust's website. It might be possible to archive documents through Google Drive.

8. Public Comment

Jane Snow said that the Mayor reported on her blog that the \$2.4 million earmarked for the bulkhead repair project has successfully passed through three legislative subcommittees.

9. Adjournment

Matt Pieniazek moved to adjourn the meeting at 8:05 p.m. Dan Mello seconded the motion. The motion was approved by a 4-0 vote (Wilbur Shenk, yes; Matt Pieniazek, yes; Dan Mello, yes; Mike Sullivan, yes).