

**Newburyport Waterfront Trust**  
September 10, 2012  
Police Station Conference Room  
Minutes

**1. Call to Order**

A meeting of the Newburyport Waterfront Trust was called to order by Co-Chair Doug Locy at 7:00 p.m.

**2. Roll Call**

In attendance were members Co-chairs Cliff Goudey and Doug Locy, Catherine Russell, Joe Brown and Scott Sutherland and Manager Charlie Nichols.

**3. Minutes**

Joe Brown moved to approve the minutes of the July 16 and August 20 meetings. Catherine Russell seconded the motion. The motion was unanimously approved.

**4. Davis Electric Building Plans**

The preliminary plans for the Davis Electric building were not sent out in time to be reviewed by all of the Trustees. The discussion of the item was deferred to the next meeting. Cliff Goudey said a message should be quickly conveyed that there are concerns with the plan and further discussion must take place. He commented that the main problem with the plan is that the front entrance opens onto Trust property. He said the five-foot walkway that extends from Merrimack Street to the end of the building does not add to the mission of the Trust. Doug Locy said that while parking is a permitted use for Riverside Park, in the future some spaces might be converted to parkland. He said the intended use of the spaces is for access to the park and tour boats. Joe Brown said the current lease with the City for parking prohibits Riverside Park spaces being used as an offset for Planning or Zoning Board parking requirements.

**5. Signage**

Jen Wright submitted a design for a Waterfront Park sign that would be located at the foot of Green Street, parallel to Merrimack Street. The 6' x 4' sign would have granite posts and would be low enough not to obscure the view of the river. Ms. Wright agreed to revise the design, making the logo smaller. She will provide a quote for a graffiti-proof material with installation. Doug Locy moved to approve the design as amended. Scott Sutherland seconded the motion. The motion was unanimously approved.

Joe Brown recommended that 13 new "bike riding" signs that include the logo replace the existing ones that are located in various locations around the park. Jen Wright will modify the design and provide a cost estimate.

## **6. Fueling**

Scott Sutherland reported on a meeting with the Fire Chief, who was complimentary of Dennis Burke and said the State Fire Marshall's permit for the company is in place. He said the Chief is not opposed to fueling taking place at the Fish Pier, the Harbormaster's dock or the Transportation Dock. Brad Duffin said the Harbormaster's dock would be removed for the winter. He said fueling is allowed at the Fish Pier by the City ordinance. He also said that as a private citizen he is vehemently opposed to a fuel line being extended across the boardwalk for a commercial entity. Cliff Goudey responded that due to the high cost of fuel in other locations, the agreement with the Trust has allowed the boats to stay in business. Doug Locy moved to amend the safety regulations to indicate the *Prince of Whales* is the only boat allowed to fuel at the Transportation Dock for the 2012 season and to send the document to Chief Cutter for his signature. Joe Brown seconded the motion. The motion was unanimously approved. Scott Sutherland moved to modify the letter to Dennis K. Burke, Inc., to remove the charge of \$.05 per gallon. Cliff Goudey seconded the motion. The motion was approved with Joe Brown voting in opposition. The company must provide its certificate of insurance, emergency plan and any other documents that are referenced in the agreement.

## **7. Ticket Booth Electricity**

The electrical cord for the ticket booth now runs in a conduit across the lawn. Cliff Goudey said that according to the electrical inspector the work is in compliance with the building code. Joe Brown requested the Dave Zink be asked to provide written approval of the work.

## **8. Dock Extension**

Cliff Goudey said a section of the bulkhead extending for 78 feet could not be used because a dock is not in front of it. A watersheet application submitted to the Harbor Commission was denied. Brad Duffin said the Harbor Commission would like to work collaboratively with the Trust to upgrade all of the docks and to allow the Harbormaster to administer the occupancy of the docks, which would include a transportation dock. He said the area outside of the bulkhead is the responsibility of the Harbormaster. He suggested a joint committee be formed to develop a proposal that creates a transportation dock for the loading and unloading of transient boats while providing enough space to allow the Trust's tenant vessels to safely navigate. He said the Harbor Commission is considering whether or not fingers could safely be added off the main docks. Joe Brown said the Trust's agreements with the three vendors expire at the end of the next season and as long as the vendors own the docks a competitive situation is not possible. He added the vendors provide a critical service. Scott Sutherland volunteered to be a member of the joint committee suggested by Mr. Duffin. It was agreed the two Trustees serving on the Waterfront Subcommittee would participate in the joint committee. Mr. Duffin ended by stressing the Harbor Commission has jurisdiction over the docks and any change would require a watersheet application and the approval of the Harbor Commission.

## **9. Status of Survey**

Scott Sutherland said a list of the Trustees must be put in the registry and he would like to include a copy of the survey. The survey should be completed within a week.

## **10. Budget**

Joe Brown said the only change in the spending plan for the upcoming year is the increase in the Transportation Dock allocation from \$2,000 to \$25,000.

## **11. Park Manager Job Description**

A discussion of the job description for the park manager was deferred to the next meeting.

## **12. Manager's Report**

Charlie Nichols reported that:

- Tony Funari said assured him he would not located a bike rack near the walkway leading to the bathrooms, as it would be too close the Trust's fence.
- he requested that Wilson Welding repair the fence by the Firehouse and provide a quote for ten benches for the boardwalk. Joe Brown and Catherine Russell requested that he coordinate with the Parks Committee to put together a package with the number and locations of any new benches to present to the board.
- he received a quote in the amount \$850 from the Handyman for the sanding and painting of the faces of the benches. The work would not be done until the spring.
- he would like to remove one of the trash barrels in the park and relocate a second one to the boardwalk. He was asked to review the proposal with the Parks Committee so that a proposal might be presented for a vote at an upcoming meeting.
- 15 Knock Out roses are to be planted in Riverside Park, along with five hydrangeas and one holly. He would like the Hosta plants that are being removed to be replanted on Railroad Avenue. Joe Brown explained the Trust had requested that roses be added to the bed along Somerby's Way to provide color and Hosta, which the Trustees had specifically asked to be omitted, were planted instead. The Trust owns the Hosta but would have to pay between \$175 and \$225 to have them transplanted. Doug Locy moved to approve the replanting of the Hosta. Joe Brown seconded the motion. The motion was unanimously approved.

Joe Brown moved to approve a payment to the Handyman, Inc. in the amount of \$1,175 for work to secure the planks on the boardwalk from the Black Cow to the west side of the embayment. Doug Locy seconded the motion. The motion was unanimously approved.

Joe Brown moved to approve an expenditure of not more than \$1,500 for the continuation of the work to secure the planks on the boardwalk from the east side of the embayment to the Harbormaster's shack. Doug Locy seconded the motion. The motion was unanimously approved.

Doug Locy moved to reimburse Charlie Nichols for the \$45 he paid a woman to weed. Joe Brown seconded the motion. The motion was unanimously approved.

### **13. Treasurer's Report**

Joe Brown thanked Scott Sutherland for his assistance on the comprehensive report. He requested that questions or comments be submitted for discussion at the next meeting. He said no money is currently owed to the Trust, although bills would shortly be sent to the SDAH and the City, and the Trust is in good financial condition. He contacted ND Landscape after he noticed the Trust had not received any bills recently. ND Landscape sent several bills in response. Five bills were for work that had previously been approved, two were for emergency work and three were outstanding bills. The outstanding bills include the pruning of the Rosa rugosa, which was billed two times, \$8,500 for Somerby's Way and \$2,200 for the planting beds near the Firehouse. The bills total approximately \$14,000.

### **14. Other Business**

Scott Sutherland said Andy Port would be willing to update the Trust's website with the expiration dates of the Trustees' terms and to scan archived materials. The scanned materials would only be accessible from the computer in the Planning Office. A separate site would be used for active files and the calendar.

### **15. Adjournment**

Doug Locy move to adjourn the meeting at 9:35 p.m. Joe Brown seconded the motion. The motion was unanimously approved.