

Newburyport Waterfront Trust
August 20, 2012
Police Station Conference Room

Regular Business

a. Call to Order

A meeting of the Newburyport Waterfront Trust was called to order by Co-Chair Doug Locy at 7:00 p.m. In attendance were members Co-chairs Cliff Goudey and Doug Locy, Catherine Russell, Joe Brown and Scott Sutherland and Manager Charlie Nichols.

b. Request for Additional Agenda Items

Doug Locy added –discussion of his and Catherine’s meeting with the Custom House

c. Minutes

Since Joe Brown had requested a change in the draft minutes which had not yet been made, approval of the minutes was tabled until the next scheduled meeting.

d. Public Comment

There were no public comments

e. Manager’s Report

The parking signs on the Davis building have been removed from the 4 designated spaces. The prospective new owners intend to block the area between Davis Electric and the Brown Wharf Building which should allow us to expand a few more parking spaces, if we desire to do so or to exchange these potential new spaces for an expanded planting area, as we have discussed, closer to the River.. According to Butch Frangapanni the flag pole has a about a 10 year remaining life. It still needs the final coat of paint to be done by the DPS at a cost of \$232 for materials. Hosta has been temporarily planted on Somerby’s Way and will be replaced by roses when the weather cools. The dead shrub in the new garden will be replaced in the spring. The handyman reset 30 bricks on RR Ave. The cost of \$390 was approved. A check for \$599 was received from the auction held during a Yankee Homecoming concert. There are still some lights on the boardwalk that need replacing. Wilson Welding needs to complete anchoring of the iron fence on Merrimac Street. Manager suggested the Trust consider adding additional benches as we are running out of ones without plaques. The Mayor wants a new stage for Yankee Homecoming. We should add a runner of some sort to protect the grass next year. Up With People will hand out pamphlets on the boardwalk on 8.21.12 and 97 persons will be in the park area on next Monday.

f. Treasurer’s Report

The report was reviewed and minor corrections were suggested.

New Business

a. Park Use Application- Portmann

A slight change in the wedding time was mentioned. In addition it was agreed that going forward wedding application approval will be the responsibility of the Parks Committee.

b. Park Use Application Deposit Proposal

The idea of requiring a deposit was discussed. It was agreed that because the relatively small number of clean up issues the Trust has experienced in the past, which are primarily related to weddings, and the work involved in establishing and managing an escrow account, a section would be added to the application requiring the name and contact information for a the person responsible for clean up after an event.

c. Discuss NWT 2013 Budget

The budget was discussed. Generally the feeling was there are funds that have accumulated and that the Trust should begin to increase spending to improve the property. Cliff Goudey suggested an amount be added to undertake expansion of the T-Dock approximately 75 feet. It was agreed the project line item related to a feasibility of the same be increased to \$25,000 to include actual purchase and installation of docks. Goudey will pursue this project. Also it was agreed the Budget should remain a “living document “for at least one more meeting before finalization. A motion was made, seconded and unanimously approved to have the NFT enter an agreement with the city to plow snow and spread ice melt this winter. Doug Locy will coordinate with the city and prepare a draft agreement to include a plan of the areas to be maintained and costs involved to be brought to the next meeting for approval of the Trustees.

d. Review Parking Revenue

Doug Locy presented a report from the city Clerk showing parking revenues from the NWT lot of \$19,737 for the fiscal year 2012. It was noted this amount does not include violation fees, which city wide are about equal to the amount of direct revenue, and the \$3,000 payment from Murphy. Further it was noted that signage around the Kiosk is inconsistent (all day vs 3 hr and use of resident stickers) and tickets can be purchased from any Kiosk to be used anywhere in the city. Given the limited evening and weekend hours when paid parking is required it was felt the revenue was quite good.

e. Draft Notice of Names of Serving Trustees and Officers

Trustees were in agreement as to concept and format of the document and requested it be brought back for approval when finalized to include a survey plan and notarization language for the City Clerk’s signature.

f. Approve Trustee Appointment to Seaport Grant Advisory Committee

A motion was made, seconded and unanimously approved to appoint Cliff Goudey

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as the NWT representative and that Scott Sutherland shadow Cliff and to be prepared to take that responsibility when Goudey's term is up at the end of 2013 as this project will probably not be concluded by that time.

- g. Davis Auto Vacancy and Parking Changes** This item is covered in the Manager report Section of the minutes.
- h. Approve budget for DPS snow and ice melt next winter** This item is covered in the Budget report Section of the minutes.
- i. Custom House Meeting** Doug reported that he and Catherine had met with the curator of the Custom House to establish a communication link.

Old Business

a. Resolve ticket booth power cord Cliff Goudey stated he had not approached George Hilton on this matter as he was confused as to whether the cord had already been buried. Scott Sutherland indicated that as of the afternoon of the meeting the cord had not been buried. After discussion about this issue which has been hanging all summer, a motion was made, seconded and unanimously approved to give the owners two weeks to bury the cord and upgrade connections at the booth end and transformer end in accordance with City Code. Cliff agreed to contact Hilton regarding resolution of this matter.

b. Status of Fueling at HM fish boat docks Cliff Goudey presented a draft authorization to allow Burke to provide fuel at the T-Docks. After discussion a motion was made and seconded to modify the authorization to include only the Prince of Whales to be fueled. The vote was 4 in favor with Cliff Goudey voting against. Cliff Goudey will contact Burke to get the approved agreement signed.

c. Review & Approve the Open Space & Recreation Plan Following a brief discussion of the written comments Cliff Goudey presented as to input that he felt should be passed along from the NWT a motion was made, seconded and unanimously approved to authorize Cliff Goudey to forward his written comments to the planning group as the official position of the NWT.

d. Review NWT Sign Design etc It was agreed that this item would be postponed until the next meeting at which time Catherine Russell and Joe Brown would provide their recommendations.

e. Flag Pole final painting This item was covered in the manager's comments above.

f. Revision of Park Manager Job Description Doug Locy did not have the revisions agreed to at the last meeting incorporated into the draft job description presented at the last meeting for review. Nevertheless a discussion of who the position should report to

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ensued. It was agreed that the Park Manager should report to the Parks Committee as set forth in the By Laws and the Park Manager and Parks Committee were asked to get together and work on a communication plan to make this change work effectively. The effectiveness of this change in reporting structure as well as a revised job description (which Doug Locy will prepare) will be reviewed at the next meeting.

g. Review new island curbing and planting for Riverside Park All agreed this was something that should be pursued and Doug Locy agreed to try to get some cost estimates for this project to present at the next meeting.

h. Action Item Review A review of action items was postponed until the next meeting

Adjournment At 10:30 a motion was made, seconded and unanimously approved to adjourn the meeting

Scott Sutherland