

Newburyport Waterfront Trust

July 2, 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 June 11 meeting as amended. Doug Locy seconded the motion. The motion was unanimously approved.

4. Applications for Park Use

Ann Bees submitted an application to conduct a yoga class on the stage on Thursday mornings. The park is maintained on Fridays in order to be in good condition for the weekend. ND Landscape uses leaf blowers that bother a separate yoga group that meets on Fridays. Doug Locy intends to speak to the organizer of that group about moving to Thursday mornings. Ms. Bees said her class would run between 6:00 and 7:00 Thursday mornings. She will contact Doug Locy or Cliff Goudey if she decides instead to hold the classes on a different day. She submitted a check in the amount of \$100 with her application and expected to pay a balance of \$100. She plans to donate the proceeds from the community yoga class to a charity. The Trustees decided that because of this the fee has been paid in full. The class is to begin the week of July 9 and will run through the end of August. Doug Locy moved to approve the application. Joe Brown seconded the motion. The motion was unanimously approved.

5. Survey

The survey contract was renegotiated and 34 pins will be set at a cost of \$4,000. Scott Sutherland moved to approve the amended contract. Joe Brown seconded the motion. The motion was unanimously approved. Joe Brown moved to share the cost of the survey with the NRA. Doug Locy seconded the motion. The motion was unanimously approved. The NRA will have the right to approve of any changes to the contract and will be entitled to a copy of the deliverables. The Trust will pay for the survey up front and will be reimbursed by the NRA. James Shanley signed the agreement for the NRA to pay \$2,000, half of the cost of the survey.

6. Rail Trail

Geordie Vining presented conceptual plans for the second phase of the Rail Trail, which would extend from Parker Street to the central waterfront. He said signage would be

installed to inform bike riders that they must dismount at the boardwalk. A bike path might eventually be routed though the park, but the location of this would not be decided until the NRA's plans have been determined. Joe Brown said there are several signs in the park about bike riding that are not effective. Geordie Vining said it is a seasonal conflict and riders might be discouraged during the summer months when there are more pedestrians on the boardwalk. Charlie Nichols suggested that the bike path be routed along the walkway at the rear of the Firehouse. The draft design package is scheduled to be completed in the fall but the project is not expected to be put out to bid until 2015.

7. Manager's Report

Charlie Nichols reported that:

- he plans to ask the Handyman to cut and replace a portion of a plank that has split. He will be asked to use the same material as the existing if possible.
- planks that have lifted have been marked with orange tape. One plank has been flipped.
- the timers on the irrigation system have been adjusted only so that it operates only every other day and for one hour longer on those days.
- the Mayor will attempt to allocate funds for the light bulbs for the fixtures in the park near the restaurant before Yankee Homecoming.
- the shape of the garden was changed to that of a kidney and three more shrubs were installed than were planned.
- the bayberry and Scotch broom have been pruned as much as possible. The contract called for six plants and only four were installed. Two alternative plants were installed and will be substituted later in the month.
- the root feeding of the trees will not take place until a steady rain is forecast.
- Comcast is planning to film a documentary on the city during the Rivers concert.

The contract with ND Landscape includes the spraying of the grass under the benches. Scott Sutherland said it is time for this work to be done.

8. Treasurer's Report

Joe Brown said a check in the amount of \$4,000 was received for the *Ninth Wave*, bringing the payments up to date. A payment in the amount of \$4,000 was due for the *Prince of Whales* on May 1. Cliff Goudey will speak with George Hilton. A certificate of insurance has not yet been received for the *Ninth Wave*.

ND Landscape billed the Trust a total of nearly \$4,000 for snow plowing and deicing during a warm winter with little snow. Invoices totaling \$1,303 have been paid and an additional \$2,395 has recently been billed. ND Landscape notifies Cliff Goudey after the work has been completed. Joe Brown said the contract approved in November was never signed. Bill Harris said a higher standard of care must be used for the parking lot because a fee is charged, but the Trust would have no obligation to salt the boardwalk. Doug Locy moved to approve a payment for the invoices that have been received, to cancel the service for next winter and to contact the DPS about doing the work. Joe Brown seconded the motion. The motion was unanimously approved.

July 2, 2012

9. Bylaws

The Trustees signed the bylaws. There currently is no secretary. The other officers were elected at the beginning of the year. Doug Locy moved to nominate Scott Sutherland for the position of secretary. Cliff Goudey seconded the motion. The motion was unanimously approved.

Doug Locy nominated Cliff Goudey and Scott Sutherland to the waterfront committee. Catherine Russell seconded the motion. The motion was unanimously approved. Doug Locy nominated Joe Brown and Catherine Russell to the park committee. Cliff Goudey seconded the motion. The motion was unanimously approved. Catherine Russell will handle the task of coordinating the park use applications.

10. Other Business

The Trust will next meet on July 16 to discuss fueling, the budget, the status of the Firehouse and signage. Charlie Nichols said he would like to discuss the addition of more benches along the boardwalk at a future meeting.

The Mayor has stated she does not want a large food vendor with a truck or a trailer to be located in the park, but would consider a small pushcart if the Trust were to present her with a plan.

11. Signage

The Mayor has indicated her support for the signs that are being planned for the Trust's land and the use of the name "Waterfront Park." The park committee will develop a list of potential signs for discussion at a future meeting.

12. Fueling

The fueling agreement has expired. Cliff Goudey said he has been working to update a letter that reflects the legal requirements in the contract. Doug Locy moved to authorize the fueling contingent on the approval of the Fire Marshal and a signed letter of authorization. Cliff Goudey seconded the motion. The letter of authorization would grant Atlantic Fuel and Burke permission to provide fuel at the Transportation Dock. The permission would be extended to include the provision of fuel for the *Bounty* on the eastern side of the embayment. The motion was withdrawn. The documents will be prepared for discussion and a vote at the next meeting.

13. Adjournment

Doug Locy move to adjourn the meeting at 9:45 p.m. Joe Brown seconded the motion. The motion was unanimously approved.