

Newburyport Waterfront Trust
June 11, 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 Joe Brown, Catherine Russell, Scott Sutherland, Cliff Goudey and Doug Locy.

3. Minutes

Joe Brown moved to approve the minutes of the May 8 meeting as submitted. Cliff Goudey seconded the motion. The motion was unanimously approved.

Doug Locy moved to approve the minutes of the May 25 meeting as amended. Scott Sutherland seconded the motion. The motion was unanimously approved.

4. Manager's Report

Charlie Nichols reported that:

- ND Landscape sprayed the trees in Market Landing Park for winter moths. Flags were not put out when the spraying was done because the ground had been flagged at an earlier date. ND Landscape agreed that in the future all trees would be flagged at the time of spraying. The Trustees are to approve of all work that is outside of the contract but this was considered to be an emergency due to the length of time between meetings. The bill has not been received for the spraying and is expected to be approximately \$1,000. The payment will not be approved until the bill has been received.
- the London Plane trees have frost damage due to early budding.
- the trees on Somerby's Way were planted too deep. He will ask ND Landscape if the soil around them could be excavated.
- the beds along Somerby's Way have not been weeded because they are to be replanted soon.
- he received a bill from the Chamber of Commerce for \$15 for a Trustee who signed up for but did not attend a breakfast in February. The Chamber did not have the name of the individual and the Trustees do not wish to pay the bill without this information. Cliff Goudey will look into the issue.
- Not Your Average Joe's has complained about lights being out at the rear of the restaurant. The Trust will pay for the light bulbs, as Dave Zink has no money in his budget.
- work on the flagpole has been delayed due to the weather. The eagle is being painted and a new flag will be installed when the work is complete. Doug Locy will speak with Don Walters about moving a piece of granite with a plaque relating to Yankee Homecoming from its location near the flagpole.

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Scott Sutherland moved to approve the root feeding of the Plane Trees along Somerby's Way and in Market Landing Park at a cost of \$1,400. Doug Locy seconded the motion. The motion was unanimously approved.

Joe Brown moved to approve the light pruning of the Scotch pine and bayberry and the removal of two shrubs on Somerby's Way and in Market Landing Park at a cost of \$625. Catherine Russell seconded the motion. The motion was unanimously approved.

Cliff Goudey moved to approve a payment to the Handyman, Inc. in the amount of \$455 for the repainting of the benches around the plaques, the repair of two planks near the Black Cow that were a tripping hazard and the replacement of some missing cobblestones. Joe Brown seconded the motion. The motion was unanimously approved. The Handyman also covered some graffiti on the Matthews monument.

Joe Brown moved to reimburse Charlie Nichols in the amount of \$10.49 for a screen for the water fountain and loppers. Doug Locy seconded the motion. The motion was unanimously approved.

5. Treasurer's Report

Joe Brown distributed copies of a report showing the account balances. He said the bill for one half of the cost to relocate the ticket booth has been paid and \$30,000 was received from the City for first year of the parking agreement. He said the payments for the whale watching boat and the *Ninth Wave* that were due on May 1 have not been received and only one half of the payment for the *Yankee Clipper* was received, leaving an outstanding balance for the boats of \$7,000. A certificate of insurance was received for the whale watching boat only.

The restricted funds are to be used for plantings and will be used for the new materials for Somerby's Way.

If the bylaws are adopted a budget must be developed for the next fiscal year, which begins on July 1. Doug Locy said the cost of snow removal was greater than he would have expected due to the small amount of snow this winter. The Trustees will discuss the ND Landscape contract at a later date.

6. Signage

Jen Wright said that after meeting with Catherine Russell and Joe Brown she changed the color of the logo from blue to green and refined the designs of the sign listing the businesses and the sign with the map. The Trustees decided they preferred blue to green for the color of the signs.

The Trustees discussed using a consistent label for the Trust's land and changing the name of Riverside Park to Waterfront Park. They will discuss the change with the Mayor. Signs might be located at the head of Railroad Avenue and near the Harbormaster's shack. Another sign might be located at the entrance to the parking lot where the bikes are now displayed. Jen Wright will determine the size and cost of the signs and prepare a package for the ZBA.

The directory sign might be installed for Brown's Wharf tenants. Jen Wright said the signs on the Market Square kiosk are updated two times per year. The cost for a

business to be listed on the sign is \$250 initially and \$50 annually. There are 21 businesses that directly abut Trust property.

Doug Locy moved to adopt the blue on blue letterhead. Catherine Russell seconded the motion. The motion was unanimously approved.

Doug Locy updated the letter regarding signage. Scott Sutherland moved to send the amended letter, which indicates that unapproved signs must be removed and informs businesses about the plans for a unified sign. Catherine Russell said that some of the current signs are on City property and are not under the jurisdiction of the Trust. Jen Wright will forward to the Trustees a list of the businesses that might be interested in being listed on the new sign.

Charlie Nichols said there are two new signs near the Black Cow. Joe Brown moved that the “no bike riding” sign on the light pole be removed, along with the sign installed on the granite post instructing parkers to pay at the kiosk. Doug Locy will contact Richard Jones to determine if the City installed the signs. Scott Sutherland amended the motion to require that the City must be consulted before the signs are removed. Catherine Russell seconded the motion. The motion was unanimously approved.

7. Applications for Park Use

Cliff Goudey said no new park use applications have been received. The Trustees have not yet had an opportunity to discuss allowing a food vendor in the park with the Mayor.

8. SDAH Lease

The Trustees signed the regulations for the use of Railroad Avenue. They voted to approve the document at the May 8 meeting.

9. Bylaws

The Trustees discussed the comments on the draft bylaws made by Bill Harris. It was decided that Section 3.3 would be amended to indicate the Trust would conduct its public meetings using Robert’s Rules as a guide. Joe Brown moved to approve the bylaws as presented with the modification of Section 3.3. Doug Locy seconded the motion. The motion was unanimously approved.

10. Open Space and Recreation Plan

Joe Brown said the Parks Commission did not consult the Trust when drafting its seven-year open space plan. He said the document erroneously states the City is not responsible for funding the Trust. He also said that every park in the City has been reviewed with regards to budgeting and capital needs except for the Trust’s land. Cliff Goudey will contact the group in writing.

11. Waterfront Survey

New pins are to be added where the existing ones cannot be found. It is not known how many of the markers will be located. The fewer pins that are found, the more survey work needs to be done. The revised contract is for a maximum cost of \$5,000. The NRA has agreed to split the cost and will have the same right as the Trust to the deliverables, but

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will not be named on the contract. Scott Sutherland moved to enter into a contract for the survey at a cost not to exceed \$2,500. Doug Locy seconded the motion. The motion was unanimously approved.

12. Ticket Booth

Joe Brown said an extension cord is being run from the transformer across the grass and over the rock wall to the ticket booth. Trustees voted at the June 13, 2011 meeting that an underground conduit was to be installed by October 15 of that year. Cliff Goudey will speak with George Hilton and the item will be on the agenda for the next meeting.

13. Mayor's Request for Light Pole Banners

Joe Brown distributed a plan showing the location of light poles along the waterfront. Catherine Russell suggested that an agreement with the City to use the poles for banners be flexible in order that the banners might be relocated if the Trust wishes to use the poles for its own banners. It was suggested the City be given permission to use one pole on either side of Market Landing Park and two poles on the boardwalk. Doug Locy will review the suggested locations and report at the next meeting of the Trust.

14. Other Business

Cliff Goudey said he thought a letter sent to the Chamber of Commerce was too aggressive. He asked that the Trustees be careful in the manner they approach groups with which the Trust interacts.

15. Adjournment

Joe Brown moved to adjourn the meeting at 10:30 p.m. Doug Locy seconded the motion. The motion was unanimously approved. The next meeting of the Waterfront Trust is scheduled for July 2.