

NEWBURYPORT REDEVELOPMENT AUTHORITY

Meeting Minutes

April 28, 2010

7:00 P.M.

Attendance:

In Attendance: Rick Taintor, Patty Dorfman, James Shanley, and John Morris (7:08), and Tim Brennan (7:09)

Public Comment:

There was no public comment.

Approval of Minutes:

January 27, 2010 Minutes

James Shanley made a motion to approve the unofficial notes as submitted.

Patty Dorfman seconded the motion.

Motion passed unanimously.

March 10, 2010 Minutes

John Morris made a motion to approve the unofficial notes as submitted.

James Shanley seconded the motion.

Motion passed unanimously.

Sign/Façade Reviews:

Keepsakes

11State Street

The applicant changed the logo and wants to replace the same size sign with the redesigned logo. It will be a dark blue sign with gold leaf.

James Shanley made a motion to approve the sign application.

Patty Dorfman seconded the motion.

Motion passed unanimously.

Newburyport Family Dental

The applicant has changed a door and now uses a different entrance for the business. Clients are having difficulty finding the entrance to the business so the applicant would like to affix a small sign to the building above the middle window.

Patty Dorfman made a motion to approve the application contingent upon the applicant getting a variance from the Zoning Board of Appeals.

James Shanley seconded the motion.
Motion passed unanimously.

Façade Review Question

A façade review application was submitted to the NRA. Rick Taintor asked Carol Powers for a definitive response on whether the NRA is responsible for façade review. Ms. Powers replied that façade review is within the original URP which is part of the zoning ordinance. The city designated the NRA to review signs that fall within a specific area of the city. However, she did not find any authority given to the NRA for façade review. The board concluded that the NRA does not have authority over façade review. Any façade review applications should go to the Building Inspector. No action required on the submitted application.

Waterfront Use Applications

Custom House Lawn

The request is for use of the back of the Custom House lawn on August 14, 2010 for a private party. Patty Dorfman noted that there is a new Facilities Manager, Paul Dahn, at the Custom House. The applicant stated that the Custom House has already reviewed the request. The applicant needs to submit a copy of the Custom House's master insurance certificate to the NRA.

Patty Dorfman made a motion to approve the use request.
James Shanley seconded the motion.
Motion passed unanimously.

Riverfront Music Festival Beer Tent

Ann Ormond, Chair of the Chamber of Commerce, requested use of the parking lot for the beer tent. This is the second year they have requested to put the beer tent in this location. There have been no issues in previous years. There will be the same security plan as last year. There are some groups that are trying to make the Festival a little more of a family-friendly event and would like to have a family area behind the Custom House. Ms. Ormond will get in touch with Paul Dahn at the Custom House to see if the back lawn is available. Ms. Ormond is in the process of getting approval from the Waterfront Trust. They will need approximately 10 spaces in the West Lot and 20 spaces in the East Lot. The Chamber will pay the fee for all parking spaces that are being used for this event. Ms. Ormond will submit the certificate of insurance and liquor license once she has obtained them.

James Shanley made a motion to approve the request for not more than 10 spaces in the West Lot and the space taken up by the tent and 3 spaces for the Port-a-Potties.
Patty Dorfman seconded the motion.
Motion passed unanimously.

Yankee Homecoming Beerfest

Patty Dorfman received the certificate of insurance from Don Walters. He also sent a note stating that the insurance company determined that a \$1 to 2 million policy is sufficient because it is only a one day event. The NRA is asking for a \$1 to 3 million dollar policy. He is asking the NRA to consider the request because there is a significant difference in the cost of the policies. The board would have to go through a lot of work to investigate which option is more prudent. James Shanley will call Carol Powers to discuss the issue.

Paid Parking

The Mayor would like to schedule a separate meeting with the NRA to discuss the parking situation. Essentially, she would like to talk about drafting a written agreement on how the monies will be handled if the NRA agrees to participate in the City's parking plan. Carol Powers will need to write up a formal agreement between the NRA and the City that also states that the City will be responsible for enforcement.

Discussion of how the NRA should proceed with regard to paid parking in the east and west lots. The options include staying in the parking business, purchasing the machines, and keeping full control over the lots and proceeds but coordinating with the City on parking rates, maintenance, and enforcement. A second option is to agree to the City purchasing the machines and installing them in the NRA lots with the NRA taking a percentage of the proceeds. A third option is that the NRA could buy the machines and not join the City's parking plan.

Discussion points included:

- Does the NRA want to have paid parking year round.
- Does the NRA want to coordinate with the City on parking rates, maintenance, and enforcement of parking fees.
- What type of say would the NRA have over the parking rates if they worked with the City.
- Would the City be responsible for approving use requests for events in the NRA lots.
- Is a 85/15 split worth it for the NRA.
- Does the NRA want to keep control over how the proceeds from parking fees is spent or are board members ok with the City determining how the money is used.
- If the NRA joins in the City's parking plan, the east and west lots will most likely remain parking lots forever. It would be very difficult to develop these lots for a different use in the future.

The board members decided that they will discuss coordinating with the City on pricing, the City providing maintenance and enforcement, and the NRA giving a percentage of proceeds or the proceeds from ticketing violators to the City. This is a good place to start negotiations. The board wants to be clear that they intend to eventually turn the property into something other than parking lots.

Patty Dorfman stated that the board needs to start seeing all issues in terms of what is best for the City. The same issues keep arising that hinder the NRA's ability to work in coordination with the City. Rick Taintor stated that the board needs to keep in mind that the goal of the NRA is to

finish up the project on the waterfront in a way that benefits the city. It is important that all revenue that is generated goes toward that goal.

Board members will try to meet with the Mayor on Wednesday, May 5, 2010 or Thursday, May 13, 2010 @ 7P.M. James Shanley will see if the Mayor is available at those times.

Standard Parking

James Shanley suggested moving forward with Standard Parking on a monthly basis. Standard Parking is looking to start charging for parking in three weeks. Standard has also expressed an interest in responding to the City's RFP for the pay-to-display parking plan.

John Morris made a motion for the NRA to move forward on a month-to-month basis with Standard Parking.

James Shanley seconded the motion.

Motion passed unanimously.

Parking Lot Maintenance

ND Landscaping is looking for an agreement for performing maintenance on the NRA lots.

James Shanley made a motion to agree to the same terms as last year.

John Morris seconded the motion.

Motion passed unanimously.

Archiving of Old NRA Records

Gerry Mullins would like to see the records that Carol Powers has in her possession be stored at the Newburyport Library. In all, there are 15 boxes of records. The Mayor said she would be willing to keep them in the basement of City Hall in a designated space for HUD and NRA records in lieu of them going to the library. The library is concerned about space issues and obtaining the appropriate software to digitize all of the records. The library does not want to end up paying for getting all of the records digitized. However, the City Hall basement has had water damage and there may be issues with mold. Mr. Mullins wants to know how the NRA would like to get the records from Ms. Powers' home to Newburyport. He is concerned about getting them within city limits. Because since it is a federally funded project, the HUD development plan records legally need to be within the city limits. He thinks that this is the only copy of the urban renewal plan record that are in existence. Board discussed whether to keep the records in Ms. Powers' garage or in the basement of City Hall. There was a copy of urban plan in the basement but they were thrown away. City now knows exactly what is in the basement since all of the records have been categorized.

Bill Harris stated that Newburyport's urban renewal project was one of the first of its kind and has historical significance. He suggests that the NRA hire an intern for the summer to digitize the their records using the library's digitizing software.

James Shanley made a motion that he will sit down with the Mayor and discuss the best way to handle this issue.

Patty Dorfman seconded the motion.

Motion passed unanimously.

Treasurer's Report

TD Banknorth money market account had a beginning balance of \$147,406.78.

The TD Banknorth checking account had a beginning balance of \$402.72. The only income so far was \$85.58 from interest. Expenses included \$153.64 for electricity, \$300 for lot maintenance, \$150 for meeting minutes, and a payment to Weston & Sampson for \$11,786.88. The ending balance as of March 31, 2010 is \$135,504.56. Mr. Brennan sent the annual financial report to the state.

Treasurer's Report to Newburyport Redevelopment Authority

April 28, 2010

2010 Year to Date Summary (01/01/10 through 03/31/10)

Beginning Balance - January 1, 2010

(TD Banknorth Money Market Acct. # 20109) \$147,406.78

(TD Banknorth Checking Acct. # 8242812994) \$ 402.72

Total Beginning Balance: \$147,809.50

Income

Parking \$ -

Interest \$85.58

Total Income: \$85.58

Expenses

<i>Electricity</i>	\$153.64
<i>Lot Maintenance</i>	\$300.00
<i>Meeting Minutes</i>	\$150.00
<i>Bank Fees</i>	\$ -
<i>Weston & Sampson</i>	<u>\$11,786.88</u>

Total Expenses: \$12,390.52

Ending Balance - March 31, 2010

<i>(TD Banknorth Money Market Acct. # 20109)</i>	\$135,401.84
<i>(TD Banknorth Checking Acct. # 8242812994)</i>	<u>\$102.72</u>

Total Ending Balance: \$135,504.56

Invoices**Minutes**

Invoices from Jennifer Stone for the minutes of September 2009, January 2010, and March 2010 totaling \$450.

James Shanley made a motion to approve payment of \$450 to Jennifer Stone.

Patty Dorfman seconded the motion.

Motion passed unanimously.

National Grid

Invoice from National Grid for \$467.34.

James Shanley made a motion to approve payment of \$467.34 to National Grid.

Patty Dorfman seconded the motion.

Motion passed unanimously.

Cecil Group

Invoice from the Cecil Group for \$1805.80. On the invoice, they state that they are

80% complete. They just need to put the final report together but they have given the NRA the final draft for review.

James Shanley made a motion to approve payment to the Cecil Group of \$1805.80.

John Morris seconded the motion.

Motion passed unanimously.

Gerry Mullins

Invoice from Gerry Mullins for \$150 to cover the cost of duplicating original records that included architectural drawings and an environmental study.

James Shanley made a motion to reimburse Gerry Mullins for \$150.

Patty Dorfman seconded the motion.

Motion passed unanimously.

Election of New Chairperson

Board members would like to meet with the Mayor to discuss a number of issues. James Shanley will see when the Mayor is available and ask that Julia and Geordie be invited to the meeting.

Adjournment

James Shanley motioned to adjourn the meeting, Patty Dorfman seconded the motion, and the motion passed unanimously. The meeting adjourned at 8:40 P.M.

Respectfully Submitted,

Patty Dorfman

Secretary, Newburyport Redevelopment Authority