

Newburyport Waterfront Trust
Online Meeting
October 21, 2020
Minutes

1. Call to Order

Vice Chair Wilbur Shenk called an online meeting of the Newburyport Waterfront Trust to order at 7:05 p.m.

2. Roll Call

In attendance were Trustees Wilbur Shenk, Matt Pieniazek, Dan Mello and Sean Bradley. Steve Hines was absent.

3. Minutes

Matt Pieniazek moved to approve the minutes of the August 26, 2020, meeting as submitted. Sean Bradley seconded the motion. The motion was approved by a 4-0 vote (Wilbur Shenk, yes; Matt Pieniazek, yes; Dan Mello, yes; Sean Bradley, yes).

4. Treasurer's Report

The cash balance on September 30 was \$263,373, up \$41,303 from the previous month. Revenue for the month totaled \$54,306 and included \$7 in interest; \$35,000 for the parking contract; \$8,438 for the *Captain's Lady* and *Yankee Clipper*; \$3,221 from the Firehouse; \$7,500 for park benches and \$140 in net revenue from park use applications. A \$275 deposit was received for a wedding that took place on October 3 and a refund of \$135 for a second wedding was issued. The Firehouse has been making payments and owes an additional \$5,641. Of this, \$1,610 has been received but not yet deposited.

Expenses paid during the month of September totaled \$13,003 and included payments to SLS for work on the gravel path in the new lawn area in the amount of \$2,100; SLS for mowing the new lawn area in the amount of \$405; The Home Depot for plant and bulbs in the amount of \$311.28; Gretchen Joy for Pop Up Park maintenance in the amount of \$1,808.35; Chad Piemental for adding flowers to the beds in the amount of \$240; the Newburyport Horticultural Society for adding plants to the beds in the amount of \$500; Tom Joy for handyman services in the amount of \$297.47; the park manager's assistants in the amount of \$1,730; the park manager in the amount of \$1592.50; the minute taker in the amount of \$165; SLS for the monthly landscaping contract in the amount of \$2,372; for memorial plaque fees in the amount of \$174 and to Dan Mello for reimbursement for web hosting services in the amount of \$33.

Matt Pieniazek moved to approve the payment of invoices from Robinson Masonry for the sealing of the granite repairs in the amount of \$800; Fritz DeGuglielmo for the preparation of tax filings in the amount of \$950; Chad Pimentel for the maintenance of plants in September and October in the amount of \$240; Nunan's Greenhouse for

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plants and supplies in the amount of \$92.21; Gretchen Sanders Joy for Pop Up Park maintenance in the amount of \$1,056.89 and Roz Manley for bookkeeping services for the third quarter in the amount of \$1282.50 and the sending of invoices to the City for monthly landscaping maintenance in the amount of \$3,867.12; the City for the parking contract for the quarter ending September 30 in the amount of \$17,500 and the Firehouse for the quarter ending September 30 in the amount of \$2,215.50. Dan Mello seconded the motion. The motion was approved by a 4-0 vote (Wilbur Shenk, yes; Matt Pieniazek, yes; Dan Mello, yes; Sean Bradley, yes).

The Trust did not receive any income from the Chamber of Commerce or the Yankee Homecoming Committee this year. Because of this, the amount owed to the Firehouse for the use of the restrooms is only \$82. This will be deducted from the next invoice.

5. Review of Budget

Wilbur Shenk suggested that \$5,000 be moved from miscellaneous expenses to the category of “other landscaping.” The amount of \$2,000 that was budgeted for this line item would not be sufficient. A deficit of \$41,000 is projected for 2021. The cash reserves would be sufficient to carry this. Is it expected that income will be down because there are fewer tour boats and no projected park activity. Three park benches have recently sold, which would help to offset the loss of income. It is projected that expenses will rise by \$28,000 due to increased maintenance activities and new projects. Included in this figure is the \$14,000 spent on the construction of new docks last year and an estimated \$12,000 for the repair or replacement of the park trash receptacles. Matt Pieniazek moved to approve the 2021 budget as proposed, subject to the change that was discussed. Dan Mello seconded the motion. The motion was approved by a 4-0 vote (Wilbur Shenk, yes; Matt Pieniazek, yes; Dan Mello, yes; Sean Bradley, yes).

6. Chair’s Report

a) Status of Harbor Commission/City Lease

No updates.

b) Memorandum of Understanding

The draft MOU for sharing the cost of park maintenance has been sent to the City’s attorney for review.

c) Central Waterfront Ad Hoc Committee

Matt Pieniazek sent a summary to the Trustees about the Central Waterfront Ad Hoc Committee meeting that took place on September 24. There have been no developments since that time. The next meeting is scheduled for October 29. A draft RFP has been distributed. Wilbur Shenk commented that the RFP should address the Ways to the Water and storm surge.

d) Boardwalk Repairs

Andy Port, Georgie Vining and Tom Joy attended a site walk with Wilbur Shenk and Edith Heyck to examine the boards that are in poor condition. These boards will be noted on a set of plans and the job to replace them should be sent out to bid. In the meantime, the ends and edges of the boards that might cause a tripping hazard will be planed. The planer that is available for rent is not in good condition and would cost \$35 to \$40 per day. Wilbur Shenk moved to approve the purchase of a planer for a cost not to exceed \$225. Dan Mello seconded the motion. The motion was approved by a 4-0 vote (Wilbur Shenk, yes; Matt Pieniazek, yes; Dan Mello, yes; Sean Bradley, yes).

e) Annual Report

Dan Mello has been working to prepare the annual report, which should be completed shortly. Photographs of the park will be included.

f) Winter Fishing Leases

Dan Mello will contact the captains of the three fishing boats to use the embayment during the winter about reserving their spaces for the upcoming season. The rate will remain at \$750.

7. Parks Committee Report

a) Park Use Applications

A check was received for a wedding that was held on October 3. The kickoff for the Crisis Center virtual walk was held on October 18. An application was submitted for the event. Matt Pieniazek moved to approve the Crisis Center application and to allow the banner hanging on the fence on Merrimac Street to remain in place until the end of October. Sean Bradley seconded the motion. The motion was approved by a 4-0 vote (Wilbur Shenk, yes; Matt Pieniazek, yes; Dan Mello, yes; Sean Bradley, yes).

b) Park Manager Report

Edith Heyck reported:

- the Parks Department installed a cement base for the elk sculpture.
- the Rosa rugosa near the entrance to the Fish Pier was pruned for the safety of pedestrians.
- the DPS pruned the trees along Merrimac Street in front of the Firehouse.
- the gardens are being readied for fall and spring bulbs have been planted.
- only two benches remain for sale. A new item for memorial donations should be considered.
- LED bulbs are being installed on Custom House Way and this should be done for Somerby's Way as well.

It was noted that a railing was mounted on the stairs near the stage. A second railing should be added on the other side as well.

8. Adjournment

Dan Mello moved to adjourn the meeting at 7:45 p.m. Matt Pieniazek seconded the motion. The motion was unanimously approved.