

Newburyport Waterfront Trust
Police Station Conference Room
November 28, 2018
Minutes

1. Call to Order

Chair Steve Hines called a meeting of the Newburyport Waterfront Trust to order at 7:00 p.m.

2. Roll Call

In attendance were Trustees Sean Bradley, Steve Hines and Wilbur Shenk. Matt Pieniazek and Dan Mello were absent. Also in attendance was Attorney Grace Connolly.

3. Minutes

Wilbur Shenk moved to approve the minutes of the October 17, 2018, meeting as submitted. Sean Bradley seconded the motion. The motion was unanimously approved.

4. Treasurer's Report

The cash balance on October 31 was \$248,157, up \$14,548 from the previous month. Receipts totaled \$22,192 and included \$17,500 from the City for the parking contract; \$2,048 from the NRA; \$2,500 from the sale of benches; \$135 from the Geiger Crisis Center for the walk against domestic violence and \$9 in interest. Expenses for the month totaled \$7,644 and included \$2,349 for the monthly landscaping contract; \$1,594 for the park manager and minute taker; \$1,155 for bookkeeping services for the quarter; \$2,119 for the purchase of benches and plaques and a reimbursement to Wilbur Shenk in the amount of \$427 for the registration of the domain name and hosting fees.

The *Ninth Wave* and *Yankee Clipper* owe \$106 for electrical services. The Firehouse Center owes \$4,431 for the third quarter and \$1,024 is due from the NRA for its monthly payment.

Wilbur Shenk moved to approve payments to the intern in the amount of \$72 for work in the month of October; to the accountant in the amount of \$950 for the filing of forms 990 and PC; and the Home Depot in the amount of \$250.58 for flowers and related supplies. Sean Bradley seconded the motion. The motion was unanimously approved.

The handyman has requested a payment of \$1,140 for the assembly and installation of two benches. The payment was not approved and the work will be put on hold until the spring.

Wilbur Shenk moved to issue an invoice to the NRA for its portion of the monthly landscaping contract and park manager's salary in the amount of \$1,024.13. Steve Hines seconded the motion. The motion was unanimously approved.

5. Chair's Report

Steve Hines reported he, Wilbur Shenk and Grace Connolly will meet with Mayor Holaday and a representative from TRC on December 3 to discuss the proposal for a phase 2 environmental study. He also said he would like the Trust to be more involved with the Chamber of Commerce. Dan Mello will be the representative from the Trust.

6. Newburyport Redevelopment Authority Land Transfer

Grace Connolly reported the deed for the transfer of one parcel of registered land from the NRA to the Waterfront Trust has been executed. She expects to receive the second executed deed at the December 13 NRA meeting. The NRA has been focused on the sale of the Custom House property to the Maritime Society. When this has been completed, attention will be shifted to the ownership of the submerged tidelands. NRA attorney Kathleen O'Donnell is now of the opinion that the submerged tidelands could be transferred solely to the Waterfront Trust without the issuance of an RFP. She has also said that according to DHCD, NRA funds could be transferred to the Trust and earmarked for park design, which could accelerate the land transfer process.

Wilbur Shenk and Sean Bradley met with Harbor Commission members Justin Dutcher and Bob Dow and Harbormaster Paul Hogg to discuss the future ownership of waterfront. The meeting was a positive one with an exchange of ideas about how the two groups could work together. The two subcommittees will continue to meet.

7. Park Use Applications

An application was received from the performing arts department of the Newburyport Public Schools for the use of the stage on June 8 from 10:00 to 3:00, with set up on June 7. The applicant has requested the fee be waived in exchange for the Trust being listed as a sponsor of the event. The fee according to the schedule would be \$250. Wilbur Shenk moved to accept the proposal and approve the application. Sean Bradley seconded the motion. The motion was unanimously approved.

8. Park Committee Report

- The DPS submitted an agreement for the removal of snow and ice in the amount of \$2,000. A request was subsequently made for an additional \$1,000. Steve Hines said the contract for the original amount has been signed and returned. The Trust will not pay the additional amount requested.
- Steve Hines will contact the captains of the two fishing boats are being docked in the embayment for the winter.

9. Park Manager Report

Edith Heyck submitted a written report that included the following items:

- the restrooms have been closed and a portable toilet has been installed in the west lot.
- spring bulbs have been planted.
- the damaged flag has been removed and a new one will be installed in the spring.
- the final fall cleanup of the park will take place on November 29.
- she has received one quote for tree work. She will obtain a second quote and is working to map all of the trees in the park.
- she requested the missing pedestrian sign at the crosswalk near the Green Street lot be replaced and was sent an invoice for \$171. Steve Hines will contact the DPS.

10. Public Comment

Leslie Eckholdt said the City Council wants the report of the Ad Hoc Central Waterfront Committee to be followed. This report recommends the submerged tidelands be jointly owned by the City and the Waterfront Trust. Steve Hines responded the Trust supports joint ownership.

11. Adjournment

Wilbur Shenk moved to adjourn the meeting at 7:45 p.m. Sean Bradley seconded the motion. The motion was unanimously approved. The December meeting will be cancelled. The next meeting of the Waterfront Trust will take place on Wednesday, January 16, 2019.