

Newburyport Waterfront Trust
January 20, 2016
Police Station Conference Room
Minutes

1. Call to Order

Chair Scott Sutherland called a regular meeting of the Newburyport Waterfront Trust to order at 7:00 p.m.

2. Roll Call

In attendance were Trustees Scott Sutherland, George Ellison, Wilbur Shenk and Joe Brown. Steve Hines was absent.

3. Minutes

George Ellison moved to approve the minutes of the November 19, 2015 meeting as submitted. Wilbur Shenk seconded the motion. The motion was unanimously approved.

4. Treasurer's Report

Scott Sutherland distributed the monthly report for December. Year to date income is \$44,000 and expenses have totaled \$48,000. The amount spent on capital projects has been \$16,000. The cash account balance is approximately \$186,000.

Joe Brown moved to ratify payments made in December to Edith Heyck for her monthly salary; to the Greenskeeper in the amount of \$90; to the Firehouse in the amount of \$178 for 20% of the park revenue for the past six months; and \$400 for the monthly fee and clean up of the temporary restroom. George Ellison seconded the motion. The motion was unanimously approved.

Joe Brown moved to approve payments to McCarthy Landscaping in the amount of \$2,650 for the bank beds; Sonora DesignWorks in the amount of \$62.50, Roz Manley in the amount of \$747 for bookkeeping; DCI in the amount of \$1,985; the Handyman in the amount of \$240; \$125 for the temporary restroom and \$1,244 for the Directors and Officers insurance policy. George Ellison seconded the motion. The motion was unanimously approved.

The Newburyport Five and the Institution for Savings each paid \$750 for the bank beds, the Firehouse paid its rent for the first quarter of 2016 and the second installment was paid for the *Early Times*. In addition Fred and Stephanie Hufnagel each donated \$1,000 to the Doris Rindler fund.

The Trust has not received the National Grid bills that were forwarded from the NRA. The balance is approximately \$600. Joe Brown moved to pay the Trust's portion of the National Grid bill. George Ellison seconded the motion. The motion was unanimously approved.

5. Riverside Park Reconfiguration

The light pole bases have been placed in the NRA west lot but the fixtures have not yet been installed. No additional work will be done until spring.

6. Parking Committee Report

According to the report received from the City, total parking revenue is down 4% and expenses have increased 17%. Income from the Trust lot was reduced in the fall when fees and ticketing were suspended due to construction. The City did not issue tickets during Christmas week.

7. Ad Hoc Central Waterfront Committee

Scott Sutherland attended the November meeting of the Ad Hoc Central Waterfront Committee and Wilbur Shenk attended the December meeting. They said the meetings revealed support exists for increasing the parking rates and expanding the central waterfront park. The intent seems to be that revenues from parking citywide and Harbor Commission activities would be combined to finance an expanded park. The goal is to transfer parking from the central waterfront to the parking garage. However, revenue from the central waterfront spaces would be needed to fund the garage. Some have questioned the need for the garage. After the size of the waterfront lots has been reduced, the number of new spaces realized would be small and these would come at a considerable expense. Scott Sutherland will convey to Mayor Holiday that the Trust wishes to control its own income sources and does not wish to rely on income from the City to make decisions about the park. They do not support the concept of a central parking system with shared revenues and costs.

Lon Hachmeister commented that parking on the waterfront would be more desirable than parking in the garage and should therefore be more expensive.

8. Request to Update Three-Year Fiscal Plan

The item will be discussed at the February meeting.

9. Priorities for 2016

Scott Sutherland distributed a list of goals for the upcoming year. These goals were put forth in the report submitted to the Mayor in June 2015.

- complete the reconfiguration of Riverside Park parking lot.
- develop a bulkhead lease agreement with the City.
- increase parking revenue to fund the three-year capital improvement plan deficit.
- resolve property issues and record the survey.
- improve collaboration with the City, NRA, Firehouse, Custom House, Chamber of Commerce and abutters to promote the efficient management of the waterfront in order to maximize the benefit to the public.

Joe Brown commented the transfer of the submerged tidelands and the removal of the AUL are a part of the work to record the survey.

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Edith Heyck added the following goals to the list:

- increase the sophistication of the park gardens.
- repair and expand the irrigation system.
- repair west end embayment and the adjacent lawn area.
- encourage park use and promote the memorial bench plaque applications.
- work with the DPS in areas of water conservation, trash pickup, the upgrade of Riverside Park, small maintenance projects and snow and ice removal.
- repair metal fence along Merrimac Street.

She will provide information on the cost of these items for the next meeting.

10. Meeting Dates for 2016

The 2016 meetings will be scheduled for the following dates, subject to change: February 18, March 23, April 20, May 18, June 15, July 20, August 17, September 21, October 19, November 16 and December 14.

11. Harbor Commission

The bids for the proposed Harbormaster's facility were higher than the budget. The project is being redesigned to reduce costs and will be rebid.

12. Park Use Applications

The Chamber of Commerce is exploring alternatives for controlling the crowds at the Riverfest. The idea of erecting a fence was considered and dismissed.

13. Park Manager's Report

Edith Heyck reported:

- the current work in the park involves routine maintenance.
- the DPS delivers sand for the paths and she has been responsible for spreading it. She would like the DPS to spread it when the paths are plowed.
- she has revised the bench map and asked the Trustees to consider the addition of more benches. The cost of repainting the existing benches should be added to the budget. The paint seems to peel quite easily and a different type of paint should be considered.
- she is working with the NRA towards winterizing the restrooms next fall. There have been problems with the temporary restroom. It will be removed if another incident occurs.

14. Waterfront Committee

Bills will be sent out on March 15 and payments will be due on April 15. The Trustees will discuss the extension of the contracts after the season begins on April 15.

15. Adjournment

George Ellison moved to adjourn the meeting at 8:28 p.m. Wilbur Shenk seconded the motion. The motion was unanimously approved.