

**Newburyport Waterfront Trust**  
Police Station Conference Room  
December 14, 2016  
Minutes

**1. Call to Order**

Chair Scott Sutherland called a regular meeting of the Newburyport Waterfront Trust to order at 7:01 p.m.

**2. Roll Call**

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

**3. Minutes**

George Ellison moved to approve the minutes of the November 19, 2016 meeting. Wilbur Shenk seconded the motion. The motion was unanimously approved.

**4. Treasurer's Report**

George Ellison moved to approve the payment of the following bills:

- Everett Chandler in the amounts of \$1,125 for the layout of the curbing in the parking lot and \$187.50 for the enhancement of the survey
- Wilkinson Septic in the amount of \$200 for the rental of the portable restroom
- DCI in the amount of \$600 for engineering services for the parking lot
- F&S Construction in the amount of \$2,800 for the second payment for the curbing
- The Handyman, Inc. in the amount of \$480.00 for the installation of bench plaques
- Penn Globe in the amount of \$3,813 for a deposit for the walkway lights

Wilbur Shenk seconded the motion. The motion was unanimously approved.

Year to date income has been approximately \$44,000, while \$34,000 has been spent on projects and operating expenses have totaled \$41,000. The cash balance is currently \$176,000, down \$31,000 from the balance of \$205,000 at the beginning of the year. Of the amount spent on projects, \$25,000 has been used for the parking lot. The remainder has been spent on benches and plantings. Income from the sale of benches has risen, which is offset by the loss of the winter fishing boat leases. The budget included a significant amount for legal fees that does not appear to be needed.

**5. Riverside Park Parking Lot Update**

The curbing has been installed, as has the conduit for all the light pole bases. Two bases have been installed in the islands. DPS will install a third base in Somerby's Way and run the wiring to all of the bases as soon as possible. The poles and fixtures for the lot and the fixtures for the sidewalk are being stored at the DPS facility. The fixtures for the sidewalk will be ordered and received in the spring.

Some complaints have been received about the circulation in the parking lot. Striping will be done as the weather permits, which should make the circulation pattern more evident.

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Joe Leone agreed to plant shrubs in the beds by the restaurant rather than trees to preserve the view of the water from Green Street. Planning Board Chair Jim McCarthy told Scott Sutherland that while the board would normally wish to approve the plan for the planting beds, it would be acceptable that an as-built plan be submitted in this case due to the scale of the project. He said the Trust is free to work out the details with Mr. Leone on its own.

**6. Firehouse Lease**

The document will be signed within the next week. Scott Sutherland asked Peter Kelly to prepare a termination document for the existing lease that would be signed at the same time.

**7. Report on Mayor's Meeting**

Mayor Holaday held a meeting for the Trust and the NRA on November 22 at the Senior/Community Center. The NRA presented two conceptual plans for an expanded park. The next meeting is to be held on January 17. At that meeting sources for funding and operational and construction costs should be discussed. The NRA would not move forward with transferring its property before details have been decided on the design of the park and funding sources have been identified. The mayor has requested that progress be made on the revisions to the Trust documents for that meeting. Bill Harris said Carol Powers has worked on the revisions to the document and wishes to present them to the NRA before sharing them with others. It would not be possible to finalize the document before decisions about the disbursal of the NRA's property and assets have been made.

**8. Parking Report**

Parking revenue in the lot for October totaled \$4,711, and increase of 106% over last year. The revenue for November was up 89% at \$3,216.

**9. Waterfront Committee Report**

Steve Hines expects the leases for the *Coastie* and the *Captain's Lady III* to be signed shortly. The new leases reflect the agreement on signage on the ticket booth. Paul Aziz of the *Yankee Clipper* has requested a five-year lease. The Trustees were not opposed to the extension but were concerned about the condition of his docks. George Ellison moved to approve a five-year lease for the Yankee Clipper with the condition the docks are replaced or repaired to the satisfaction of the Harbormaster prior to the start of the next season. Wilbur Shenk seconded the motion. The motion was unanimously approved.

Jonathan Van Kampen has not yet responded regarding the lease. Steve Hines will send him a registered letter indicating if he does not sign the lease within 30 days, RFPs will be sent out for the space.

**10. Park Use Applications**

Wilbur Shenk moved to approve an application for an Oct. 7, 2017 wedding. George

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Ellison seconded the motion. The motion was unanimously approved.

Joe Brown had requested that a discussion of the Riverfront Music Festival be added to the meeting's agenda. Steve Hines presented the idea of changing the date of the event to the Chamber and the radio station. Both were agreeable, but the Firehouse also participates in the event and has fixed its schedule for the upcoming year. A change might be considered for the following year. The rate to be charged for the event will be discussed at an upcoming meeting.

### **11. Parks Committee Report**

Edith Heyck distributed a report by email. She attended a recent meeting of the Tree Commission to ask for help in evaluating the trees in the park next spring. She will look into hiring an individual to spread ice melt on the walkways.

The bids that were received for the landscape contract were compiled in a spreadsheet and references were checked. Wilbur Shenk moved to award the contract to the low bidder, Szczechowicz Landscape Services. George Ellison seconded the motion. The motion was unanimously approved.

The islands in the parking lot will be planted in the spring. Plant materials must be selected that will not block the kiosk and will be able to tolerate drought and the pilling of snow on the islands.

### **12. New Business**

Scott Sutherland introduced Daniel Mello, who Mayor Holaday has proposed to fill the vacancy on the Trust. Edith Heyck presented a plaque to Mr. Sutherland to commemorate his years of service to the Trust and Bill Harris spoke of his accomplishments as chair after thanking the Trustees for the bench plaque that recognizes his own service to create the Trust.

### **13. Adjournment**

George Ellison moved to adjourn the meeting at 8:00 p.m. Wilbur Shenk seconded the motion. The motion was unanimously approved.