

Newburyport Waterfront Trust
February 18, 2015
Police Station Conference Room
Minutes

1. Call to Order

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

2. Roll Call

In attendance were Trustees Scott Sutherland, Steve Hines, George Ellison and Joe Brown.

3. Minutes

Joe Brown moved to approve the minutes of the January 21, 2015 meeting. George Ellison seconded the motion. The motion was approved.

4. Treasurer's Report

Income in the amount of \$8,320 was received in January and expenses for the month totaled \$8,082, bringing the account balance to \$197,407.

Joe Brown moved to approve the payment of invoices from M.E. O'Brien and Company in the amount of \$3,395 for half of the cost of an order for benches, trash receptacles and cigarette urns; Sonora DesignWorks in the amount of \$31.25 for monthly website maintenance and Design Concepts, Inc. in the amount of \$1,200 for the installation of four survey markers. Scott Sutherland seconded the motion. The motion was unanimously approved.

Joe Brown moved to approve the acceptance of a donation of \$1,000 from Fred Hufnagel that was made with the condition it be used toward legal expenses relating to the defense of the Trust's leasing rights if needed for this purpose and Sexton / Rindler fund if not. Steve Hines seconded the motion. The motion was unanimously approved.

5. Strategic Planning Exercise

The Trustees discussed their goals for the upcoming years. The projects they wish to accomplish, along with their estimated costs, timelines, potential sources of revenue and stakeholders, are listed below. The list will be reviewed and a plan will be formulated at the next meeting.

Funded Projects

| | |
|---|----------|
| Six park benches | \$10,000 |
| Market Landing Park flower beds | \$500 |
| Major boardwalk repairs, annually | \$4,000 |
| Tree maintenance and pruning | \$8,000 |
| Lawn improvements | \$3,000 |
| Repair and expansion of irrigation system | \$5,000 |
| Installation of corner markers for survey, remaining cost | \$600 |
| Repair of iron fence on Merrimac Street | \$3,500 |

Partially Funded Project

Newburyport Waterfront Trust
February 18, 2015

| | |
|--|-----------|
| Upgrade to Riverside Park (lighting, paving and reconfiguration) | \$175,000 |
|--|-----------|

Other Priority Items

| | |
|---|----------|
| Upgrade west side of property near NRA lot | \$10,000 |
| Establish bulkhead lease with City | |
| Complete survey and install remaining markers | \$3,000 |
| Repair electrical boxes | \$500 |
| Support second phase of seaport grant | \$25,000 |
| Create bike access across property | \$25,000 |
| Additional thinning of trees | \$5,000 |
| Repair and expand granite stage | \$44,000 |
| Repair bulkhead superstructure | \$35,000 |

Stakeholders

The City (Harbor Commission, Tree Commission, Parks Commission, DPS, Conservation Commission), the NRA, Joe Leone, David Murphy, Newburyport Development, SDAH, Custom House Maritime Museum and the owners of neighboring condos.

Financial Resources - Annual revenue stream

| | |
|----------------------|----------|
| Parking | \$32,000 |
| Tour boats | \$17,500 |
| Firehouse lease | \$7,000 |
| Park users | \$9,000 |
| Winter fishing boats | \$2,400 |
| Donations | \$5,000 |

Basic annual expenses total \$69,000. A surplus of \$100,000 shall be used to cover the funded projects. New expenses total approximately \$250,000.

Opportunities

CPA application for lighting
Increase parking revenue by raising rates and extending hours
Attract additional park users
Grants

Timelines

| | |
|-----------------------------|-----------------------|
| Bulkhead lease | Current calendar year |
| Completing of survey | Current calendar year |
| Electrical boxes | Immediately |
| Pathway from west lot | 2016 |
| Tree thinning | As needed |
| Stage cleaning and pointing | Spring 2015 |
| Stage expansion and repair | Three years |

6. Riverside Park Reconfiguration

Newburyport Waterfront Trust
February 18, 2015

Scott Sutherland moved to submit a CPA application jointly with the NRA for \$100,000 for lighting. Joe Brown seconded the motion. The motion was unanimously approved.

7. Parking Committee Report

The City collected \$1,209 in parking revenue during the month of January. Although several cars were initially left after the storms, the lots have now been cleared and are in good condition. The City and Joe Leone have been helpful with snow removal.

8. Parks Committee Report

- six benches, two trash barrels and five cigarette urns have been ordered.
- park users would be able to rent 10' x 10' tents that do not require stakes from Lunt and Kelly
- a site visit is scheduled for February 26 with the NRA, the Tree Warden and the Tree Commission. One tree near the Firehouse is marked for removal but is not in poor condition and could be pruned instead. The areas where the trees and roots are to be removed will be hydro-seeded.
- the irrigation system will be mapped, repaired and expanded into additional areas.
- the DPS has been doing a good job with snow removal in the park. The contract with the DPS indicates the Trust property will be cleared after City sidewalks. The DPS has cleared a larger area than is shown as being its responsibility on a map in the contract. Edith Heyck signed the contract with the DPS for snow removal. According to the by-laws only Trustees are authorized to enter into contracts. Joe Brown moved to ratify the snow removal contract with the DPS. George Ellison seconded the motion. The motion was unanimously approved.

9. New Business

The Parks Commission submitted an application for CPA funds for the removal of five Bradford pear trees near the Firehouse. The Trustees wish to support the application but have several concerns: 1) an application was submitted that would potentially impact Trust property without the input of the Trustees being sought, 2) only five of existing eight trees would be removed and replaced, 3) there are inconsistencies between the maps that were included with the application, 4) at the November 18, 2014 meeting it was decided the DPS would be asked to prune the trees in front of the Firehouse and 5) the application indicates that Edith Heyck would oversee the work, which she is opposed to doing because she does not agree with the project and believes the work falls outside of the scope of her contract with the Trust. The Trustees also questioned if Ginkgo biloba is a suitable replacement species. George Ellison moved to authorize Scott Sutherland to meet with Lisë Reid about improving the application. Joe Brown seconded the motion. The motion was unanimously approved.

10. Waterfront Committee Report

The electric boxes have not yet been repaired due to the weather.

11. Adjournment

Steve Hines moved to adjourn the meeting at 9:16 p.m. Scott Sutherland seconded the motion. The motion was unanimously approved.