

**Newburyport Waterfront Trust**  
June 25, 2014  
Police Station Conference Room  
Minutes

**1. Call to Order**

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

**2. Roll Call**

In attendance were Trustees Doug Locy, Jody Fraser, Si Morrill, Scott Sutherland and Joe Brown.

**3. Minutes**

Si Morrill moved to approve the minutes of the June 2, 2014 meeting as amended. Joe Brown seconded the motion. The motion was approved with Scott Sutherland abstaining.

**4. Treasurer's Report**

Joe Brown said credits for the past month totaled \$200 and debits totaled \$5553, bringing the account balance to \$195,738. Not included in these figures were a reimbursement from the NRA for the month of April and a check in the amount of \$2,125 for the first payment for the *Ninth Wave*. Doug Locy moved to approve payments of \$89.99 to Scott Sutherland for the annual fee for the security program, \$106.11 to Caswell Mechanical for gaskets for the installation of the water meter and \$2,406.00 to Design Consultants, Inc. for the first payment of \$3,500 contract. Jody Fraser seconded the motion. The motion was unanimously approved.

**5. Fiscal Year 2015 Financial Plan and Five-year Capital Plan**

The Trustees suggested changes to the FY15 financial plan. The budget will not be finalized until all of the FY14 figures have been received. The Firehouse will be billed at the current rate until the new lease has been negotiated.

**6. Park Use Applications**

The Jeanne Geiger Crisis Center wishes to begin and end its Walk Against Domestic Violence on Sunday, October 5 at Waterfront Park. Scott Sutherland moved to approve the applicant and waive the fee contingent upon the receipt of a completed application and its approval by the Park Committee. Jody Fraser seconded the motion. The motion was unanimously approved.

**7. Legal Counsel**

Si Morrill moved to engage Doug Bolick as the attorney for the Trust on a case-by-case basis. Doug Locy seconded the motion. The motion was unanimously approved. Attorney Bolick submitted options for billing to the Trustees for their consideration.

Scott Sutherland moved to engage Attorney Bolick for the negotiation of the Firehouse lease contingent on the receipt of a written document containing rates and other details that is to be received for discussion at the next meeting. Doug Locy seconded the motion. The motion was unanimously approved.

#### **8. Riverside Park Reconfiguration**

Joe Brown submitted a proposal for a revised parking plan for Riverside Park. He said he would like eight additional parking stalls to be converted to a landscaped area for a total of 54 parking spaces. He said while he is concerned about the loss of revenue, the time to make such a change in the plan is now. He said the revenue could be recovered through an increase in rates and hours. The reduction in the number of spaces would require that the conceptual plan be redesigned. Doug Locy said the Trustees had intended to retain the existing number of spaces. Joe Brown moved to authorize DCI to produce a plan showing lighting and irrigation for the conversion of two parking spaces near the center island and six in front of the Brown's Wharf to green space. Si Morrill seconded the motion. He said he would like to see the plan and would not view the action as a commitment to its installation. Joe Brown and Si Morrill voted in favor of the motion, Scott Sutherland, Doug Locy voted against the motion and Jody Fraser voted present. The motion did not pass.

Doug Locy moved to work with DCI to remove the two parking spaces from the center island from the conceptual plan. Scott Sutherland seconded the motion. The motion was approved with Joe Brown voting in opposition.

Jody Fraser moved to authorize DCI to develop construction documents for a cost of \$7,500 with the stipulation that an estimate of the final cost is included. The estimated \$150,000 needed for the project would be spread over two years in the budget. Doug Locy said he would like charging stations for electric cars to be included in the design, as this might be a way to receive grant money.

#### **9. Firehouse Lease**

Si Morrill said the SDAH has a new president. A meeting on the lease is to take place on July 17. He and Jody Fraser will meet with Doug Bolick before the meeting. The Trustees discussed air rights and the possibility of the build out of the second floor. Bill Harris reminded the Trustees the right to the land cannot be conveyed.

#### **10. Park Committee**

A woman tripped on the bricks by the Firehouse. Doug Locy said the repair of the bricks is the responsibility of the City.

An estimate of \$4,600 was received from McCarthy Landscaping for the planting of the area around the dumpster. It would be preferable to install any new plant materials in the fall, as they would require watering in the summer. The issue will be discussed after the dumpster has been moved.

Doug Locy suggested revised locations for the new signs. He also said he would like interpretive signage to be installed. Joe Brown said it was mentioned at the charrette on

the waterfront that it is preferable to arrange benches in groupings rather than in a linear fashion. The Trustees discussed how this might be accomplished on their property.

The Park Committee will contact Lisë Reid about changing the listing of Waterfront Park from mixed to passive use.

#### **11. Waterfront Committee**

The owner of the *Ninth Wave* has signed a lease that is to terminate on November 1. The bulkhead project was completed under budget. Some of the remaining funds will be used to apply a coating to the bulkhead in the embayment to prevent further rusting.

#### **12. Land Conveyances**

The boundary survey will not be recorded until an agreement on the land conveyances has been reached. A letter about the issue was sent to the Mayor on June 14 but a response has not yet been received. A discussion with the Harbormaster will not take place before the Mayor has agreed to the items presented in the letter. Doug Locy will send a follow-up letter. Joe Brown reminded the Trustees that they have not voted to define the leasing terms of the waterfront.

#### **13. Annual Report**

Doug Locy distributed a second draft of the annual report. Joe Brown and Scott Sutherland made suggestions on the content. Executive and financial summaries will be added. The report will be distributed in August, as more information must be received from the CPA after the end of the fiscal year.

#### **14. Bench Plaques**

Si Morrill said he has not been able to locate solid wood benches, such as are located along the boardwalk. Instead new benches will be made of wooden seats with metal frames. The issues with installing the plaques on the metal benches have been resolved and all of the plaques have now been installed. The cost of ten benches has been included in the budget. Joe Brown moved to adopt the rates charged by the City for benches with plaques. The motion was not seconded. The Trustees would be willing to raise the cost of the benches, but not to the \$3,000 that is charged in other city parks.

#### **15. Public Comment**

Mary Fitzsimmons, 4 Arlington Street, encouraged the Trustees to investigate the arrangement of benches into groupings.

#### **16. Adjournment**

Si Morrill moved to adjourn the meeting at 9:15 p.m. Joe Brown seconded the motion. The motion was unanimously approved.