

Newburyport Waterfront Trust
Online Meeting
July 15, 2020
Minutes

1. Call to Order

Chair Steve Hines called an online meeting of the Newburyport Waterfront Trust to order at 7:08 p.m.

2. Roll Call

In attendance were Trustees Steve Hines, Wilbur Shenk, Matt Pieniazek, Dan Mello and Sean Bradley. Park Manager Edith Heyck and note taker Gretchen Joy were also in attendance.

3. Minutes

Wilbur Shenk moved to approve the minutes of the June 3, 2020, meeting as submitted. Matt Pieniazek seconded the motion. The motion was approved by a 5-0 vote (Steve Hines, yes; Wilbur Shenk, yes; Matt Pieniazek, yes; Dan Mello, yes; Sean Bradley, yes).

4. Treasurer's Report

The cash balance on June 30 was \$252,419, down \$808 from the previous month. Revenue for the month totaled \$15,046 and included \$9 in interest, \$10,316 from the NRA, \$1,500 for a bench plaque and \$3,221 from the Firehouse. The Firehouse owes an additional \$5,641. Of this, \$1,610 has been received but has not yet been deposited.

Expenses paid during the month totaled \$15,854 and included \$743 for quarterly bookkeeping services; \$814.50 for handyman services; \$4,418 for the park manager, assistants and minute taker; \$4,375 for the painting of the iron fence and \$96.50 for The Home Depot.

Matt Pieniazek moved to approve the payment of an invoice from Roz Manley for second quarter bookkeeping services. Wilbur Shenk seconded the motion. The motion was approved by a 5-0 vote (Steve Hines, yes; Wilbur Shenk, yes; Matt Pieniazek, yes; Dan Mello, yes; Sean Bradley, yes).

An invoice in the amount of \$1,070.47 will be sent for the maintenance agreement for the NRA property.

Expenses exceeded income for the year, but the cash balance is close to what it was at the end of the last fiscal year. The Trust will continue to bill the City under the parking contract. Sean Bradley will be preparing a budget for the upcoming year and asked for input from the other Trustees.

5. Chair's Report

a) Status of Harbor Commission/City Lease

The item has been temporarily put on hold.

b) Discussion of NRA/City Agreement on Shared Costs

Discussions are taking place with the City about the Trust assuming responsibility for the maintenance of the NRA property adjacent to the park that is being transferred to the City. The City would use the funds from the NRA to cover the expense. It is expected the City would make quarterly payments. The landscape contract will be amended to reflect the change in responsibility from the NRA to the City. SLS has been contacted about maintaining the Pop Up Park. The newly expanded areas in the parking lot should be overseeded in the fall.

6. Parks Committee Report

a) Park Use Applications

No new applications have been received. The Yankee Homecoming Committee would like to offer free exercise classes in the park during the week the event would have been held. The Trustees would want them to be scheduled to take place after the existing classes and to be completed by 10:00 a.m. Classes would not be permitted on Friday, which is the day the park is maintained. An application must be submitted. Matt Pieniazek moved that an application for exercise classes from the Yankee Homecoming Committee shall be approved when it is received. Dan Mello seconded the motion. The motion was approved by a 5-0 vote (Steve Hines, yes; Wilbur Shenk, yes; Matt Pieniazek, yes; Dan Mello, yes; Sean Bradley, yes).

b) Installation of Handrails

Wilbur Shenk moved to purchase and install handrails for the stairs on either side of the stage at a cost not to exceed \$4,500. Dan Mello seconded the motion. The motion was approved by a 5-0 vote (Steve Hines, yes; Wilbur Shenk, yes; Matt Pieniazek, yes; Dan Mello, yes; Sean Bradley, yes). Wilson Welding has been asked to do the work.

c) Park Manager Report

Edith Heyck submitted a written report. She has asked that the volume of amplified music on the boardwalk be reduced. She is looking into the replacement of planks on the boardwalk that are in poor condition.

7. Waterfront Committee Report

The ramp is in place. The tour boats are operating at a reduced capacity. An ad will be placed to fill the spaces left by the departure of the *Ninth Wave* and the *Coastie* next spring. A charter fishing boat and a sail boat would be the best fit.

One electric box is not working. Dave Zink recommend that the Trust arrange for the work to be done. The replacement of two missing light poles is a priority. One is in river and a diver might be hired to retrieve it.

The Trustees discussed reducing the rates for the tour boats due to the late start of the season and the need to operate at reduced capacity. Matt Pieniazek moved to reduce the rent for the tour boats by 50% for the year. Dan Mello seconded the motion. The motion was approved by a 5-0 vote (Steve Hines, yes; Wilbur Shenk, yes; Matt Pieniazek, yes; Dan Mello, yes; Sean Bradley, yes).

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8. Other Business

The Trustees were not satisfied with the quality of the virtual meeting platform. Although the annual subscription was just paid for Go To Meeting, they would like to try Zoom instead. Steve Hines will send out an invitation for a trial on July 22 at 9:00 a.m.

9. Public Comment

None

10. Adjournment

Wilbur Shenk moved to adjourn the meeting at 8:33 p.m. Dan Mello seconded the motion. The motion was unanimously approved.