

**Newburyport Waterfront Trust**  
City Hall Auditorium  
August 3, 2016  
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, Joe Brown and Steve Hines. Wilbur Shenk was absent.

**3. Minutes**

Joe Brown moved to approve the minutes of the June 15, 2016 meeting as submitted. George Ellison seconded the motion. The motion was unanimously approved.

**4. Treasurer's Report**

Joe Brown moved to approve and ratify payments to McCarthy Landscaping in the amounts of \$2,924 for monthly maintenance, \$1,843 for additional irrigation heads, \$1,925 for winter moth treatment and \$339 for miscellaneous park maintenance; to Roz Manley in the amount of \$1,147 for bookkeeping services; to Scott Sutherland in the amount of \$89.99 for anti-virus protection; to the Handyman, Inc. in the amounts of \$930 for a deposit for painting the benches and \$2,110 for the completion of the work; to the Greenskeeper in the amounts of \$770 for annuals in seven barrels and \$90 for monthly maintenance; to International Bronze in the amounts of \$209 for a plaque for the Horticulture Society and \$308 for a bench plaque; to the Firehouse in the amount of \$925 for 20% of the rental income for the past six months and to the Home Depot in the amount of \$307 for flowers and mulch. George Ellison seconded the motion. The motion was unanimously approved.

Income received in FY16 totaled \$95,000. The amount budgeted was \$108,000. The budgeted amount for parking and park activity fees was \$40,000 and \$17,000 respectively, while the amount received was \$34,000 and \$10,000. The amount spent on landscaping and maintenance was less than expected, resulting in a positive year-end cash flow. The fiscal year ended with an account balance of \$205,000.

Joe Brown moved to approve the budget for FY17 as presented in the July financial statement. Steve Hines seconded the motion. The motion was unanimously approved.

Income in the amount of \$7,500 was received in July for Yankee Homecoming, benches and reimbursement from the NRA. Debits totaled for \$5,000 for payroll expenses and the landscape maintenance contract. There was a positive cash flow of \$2,400 for the month.

### **5. COW Model Presentation**

The Committee for an Open Waterfront presented a model that depicts its concept for the waterfront. The parking would be made more efficient and the total number of spaces would be reduced. This would allow for an expanded passive park. A swale would run through the east lot to collect water runoff from the berm, which would be expanded, and the parking lot. Plantings would be used to screen the parking area. The concept was derived from the surveys that have taken place over the years. These surveys showed that a view of the water is of primary importance to residents. The model will be on display at the Custom House between September 15 and November 15.

The Trustees would like to receive clarification on the number of parking spaces to be removed and the acreage of open space that would be created.

Joe Brown said the model is a first step in the creation of a master plan for the waterfront. Wilbur Shenk requested by email that the Trustees endorse the general concepts shown in model. Steve Hines said that while he personally likes the plan, he believes it would be premature for the Trust to endorse it. Scott Sutherland said the Trust would be willing to manage an expanded park, provide it has the resources to do so, which it does not at the current time. He would like to meet with the City and the NRA in September to discuss a vision for the waterfront, with the COW model being used as the basis for the conservation.

Joe Brown moved to approve the concept shown in the model to allow work to proceed with the NRA and the City Council. Scott Sutherland seconded the motion. The motion was approved by a three to one vote with Steve Hines voting against it.

### **6. Parking Report**

Parking revenue for FY16 was \$48,000. The amount received from violations is not yet known but the total revenue should be between \$61,000 and \$62,000. The new rates were in effect for the month of June. Parking revenue increased from \$7,500 in July 2015 to \$10,600 for July 16. The increase was not as great as might have been expected with the doubling of the rates due to the number of spaces removed for the construction of the Ale House. It is expected the City will be compensated for the reduction in some manner.

### **7. Chair's Report**

Scott Sutherland recommended the Trust honor Bill Harris for his leadership on the waterfront over the past 40 years. He said he has been an invaluable resource to the Trust, which is celebrating its 25<sup>th</sup> anniversary. Joe Brown moved to commemorate a bench and plaque on the waterfront in honor of Bill Harris. George Ellison seconded the motion. The motion was unanimously approved.

### **8. Riverside Park Parking Lot Update**

Joe Leone said he has contacted three contractors about the cost of curbing. The brick walk will be installed after the curbing has been completed. National Grid will be asked to remove the light poles even though the lot may be dark for a period of time. The curbing sets the grades for the lot and therefore must be done before the new light pole

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bases can be installed. Mr. Leone is responsible for the installation of the light pole bases, the brick walkway and the curbing along it. The Trust is responsible for the curbing around the islands in the lot. Scott Sutherland will have Steve Sawyer meet with Mr. Leone to discuss the details and sequencing of the work.

Three proposals were received for the lights and poles to be placed along the walkway. Joe Brown moved to accept the recommendation of the contractor to use option 1 for both the fixtures and poles. George Ellison seconded the motion. The motion was unanimously approved. Mr. Leone is concerned about that the walkway light will shine into the restaurant. Scott Sutherland will arrange for him to speak with the consultant about controlling the direction of the lighting.

#### **9. Annual Report to the Mayor**

Joe Brown moved to approve the annual report to the Mayor. George Ellison seconded the motion. The motion was unanimously approved.

#### **10. Waterfront Committee Report**

Work to protect the electrical boxes will be done before the fishing boats enter the embayment for the winter. The renewal of the leases will be completed after Yankee Homecoming.

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

Wilbur Shenk obtained three quotes ranging from \$12,250 to \$43,250 for the repointing of the granite stage.

#### **12. Park Use Applications**

Scott Sutherland recommended approving the use of the park without a fee for the Walk against Violence and the Chamber of Commerce movie series. Steve Hines seconded the motion. The motion was unanimously approved. Joe Brown said he would like the fees charged to the Chamber of Commerce to be reconsidered in the future. He said the group operates for the benefit of its business members, not the community, and its income is \$1 million annually.

Joe Brown moved to approve the purchase of three black pines for the east berm at the cost of \$770 each and four plastic benches and to spend \$2,800 to improve the rhododendron garden. George Ellison seconded the motion. The motion was unanimously approved.

#### **13. Berm Project with NRA**

Four landscape contractors provided quotes ranging between \$35,000 and \$40,000 to elevated a section of the west lot parallel to the embayment to the level of the berm. One obstacle to the work is obtaining granite blocks, which are expensive and weigh approximately 2,000 pounds each. Concrete blocks could be substituted, but these would add \$17,000 to the cost of the project. Further consideration must be given to the plan. The NRA has not yet agreed to share the cost of the work. There is not time to complete the project this year. One approach might be to have the granite blocks delivered in the

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fall, with the work to install an irrigation system and seed the area to be scheduled for the spring.

**14. Joint Somerby's Way Improvements with NRA**

No planting will take place until the spring. Plant materials could be selected that would not require the beds to be irrigated.

**15. Firehouse Roofing Project**

The Firehouse wishes to begin work to replace the roof on the structure on September 9. Scaffolding would be placed around the building and a truck would be parked on Railroad Avenue to accept the old roofing materials. The maximum weight of vehicles allowed on Railroad Avenue is specified in the agreement with the Firehouse, along with the minimum width that the way must be open at all times. Scott Sutherland asked George Ellison to be the liaison to the Firehouse for the project. Bill Harris suggested the Trust be named as additional insured on contractor's policy.

**16. Other Business**

The next meeting of the Waterfront Trust will be scheduled for Wednesday, September 7.

The Chamber of Commerce provided a certificate commemorating the 25<sup>th</sup> anniversary of the Trust.

**17. Adjournment**

George Ellison moved to adjourn the meeting at 8:37 p.m. Steve Hines seconded the motion. The motion was unanimously approved.