

Newburyport Waterfront Trust
September 24, 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, Scott Sutherland, Steve Hines and Joe Brown.

3. Minutes

Joe Brown moved to approve the minutes of the July 23, 2014 meeting as submitted. Scott Sutherland seconded the motion. The motion was unanimously approved.

4. Treasurer's Report

Joe Brown said income for the month of August totaled \$20,529 and expenses for the period totaled \$11,189, bringing the account balance to \$203,806. Form 990 was submitted to the IRS and Form PC to the Mass. Department of Revenue. Doug Locy moved to approve the Treasurer's report. Steve Hines seconded the motion. The motion was unanimously approved.

Doug Locy moved to approve the payment of an invoice from Rockingham Electric in the amount of \$277.90 for materials to repair the light on the flagpole and to reimburse Scott Sutherland the amount of \$25.98 for the registration of the domain name. Steve Hines seconded the motion. The motion was unanimously approved.

5. Park Use Applications

Ann Ormond and Allison Tames of the Chamber of Commerce and Donald St. Sauveur, general manager of WXRV, thanked the Trustees for allowing the use of the park for the Riverfront Festival. Mr. St. Sauveur presented the Trustees with a check in the amount of \$534, the proceeds from a raffle.

6. Proposal for 2015 Up-River Boat Tour

Bill Taplan is proposing to run up-river boats tours that would offer access to the river and information on maritime history between Memorial Day and Columbus Day. He would like the use of 26 feet in the embayment to dock the boat. Harbormaster Paul Hogg said the proposal would be a good fit for the community but the embayment might not be the proper location for the boat. He suggested Mr. Taplan attend a meeting of the Harbor Commission. The Waterfront Committee will work with him to develop his proposal.

7. Ninth Wave Lease Extension

Scott Sutherland said a lease agreement that would terminate in November had previously been entered into for the *Ninth Wave*. The owner wishes to extend the lease for an additional two years. The lease would expire at the same time as those for the other vessels at the Transportation Dock. Joe Brown moved to approve the lease extension. Doug Locy seconded the motion. The motion was unanimously approved.

8. Winter Fishing Boat Leases

The requirement for liability insurance for the *Katie May*, *Early Times* and the *Lisa Ann III* will be reduced from \$1 million to \$300,000. The *Lisa Ann II* had been tied up to the bulkhead until approximately January 1 each year. Because the *Lisa Ann III* is a smaller vessel, Joe Brown asked if it might be docked in the embayment with the other two fishing boats. Paul Hogg said he would look into whether or not three boats would fit in the embayment, but he added that the pilings have been upgraded, so continuing to tie the boat up to the bulkhead might not be an issue. Joe Brown moved to approve the three winter lease and allow the Waterfront Committee to finalize the details. Doug Locy seconded the motion. The motion was unanimously approved.

9. Website Backup

Joe Brown moved to approve an annual expenditure of \$60 for a new backup system for the website. Doug Locy seconded the motion. The motion was unanimously approved.

Doug Locy moved to allow Edith Heyck and Doug Bolick to access the limited section of the Trust's website. Joe Brown seconded the motion. The motion was unanimously approved.

Steve Hines said Facebook and Twitter would be good vehicles for promoting the park and tour boats. He will work to set up accounts for the Trust.

10. Park Committee Report

Joe Brown reported that the planting of the area where the dumpster had been located was completed within budget and Riverfront Landscapers agreed to water the new plant materials for ten days at a cost of \$285. He said Tony Funari agreed to install and maintain two additional trash barrels in the park, add a crosswalk sign on Merrimac Street, prune trees and shrubs and remove dead trees. He asked the Chair to review the performance, duties and compensation for the Park Manager. He added there is a vagrancy issue in the park and the slacklining sign was broken and has been removed for the season.

Scott Sutherland moved to approve a payment to John Hartman of up to \$2,000 for the repair of a leaking pipe near the stage and the planting of sod in the damaged lawn. Doug Locy seconded. The motion was unanimously approved.

Joe Brown moved to hire Jack Card to trap the skunks around the dumpster at a cost of \$75 per skunk. Doug Locy seconded. The motion was unanimously approved.

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Doug Locy moved to approve an expenditure of up to \$500 for an irrigation specialist to recommend repairs and improvements to the system in the bank beds. Scott Sutherland seconded the motion. The motion was unanimously approved.

Joe Brown moved to allow the Park Committee to proceed with the purchase of six benches, 4 trashcans with liners and lids and six cigarette canisters for the park for a cost to not exceed \$12,000. Doug Locy seconded the motion. The motion was unanimously approved.

Joe Brown moved to change the cost to sponsor a new bench on the boardwalk from \$2,000 to \$3,000 to be consistent with the City schedule while leaving the cost for metal benches at \$1,000. Scott Sutherland seconded the motion. The motion was unanimously approved.

Joe Brown moved to approve an expenditure of \$250 for planting spring bulbs and \$50 for ten mums. Doug Locy seconded the motion. The motion was unanimously approved.

Joe Brown moved to appoint Steve Hines to the Parks Committee. Doug Locy seconded the motion. The motion was unanimously approved.

11. Beautification Banners

Catherine Russell said the City has purchased 20 small banners for the downtown. Joe Brown said he would not be in favor of adding banners in the park or along the boardwalk, but it might be appropriate to install them in front of the Firehouse in the spring. The Trustees will discuss the matter further after the banners have been installed downtown.

12. Waterfront Committee Report

Scott Sutherland said the new pilings are in a different position than the previous ones. As a result they have been scraped and must be recoated. An inadequate amount of plastic was applied to the chains, which may have also contributed to the problem. One solution might be that the floats be realigned to protect the pilings and the chains be repositioned, with more plastic be applied to them. A second solution would be a conversion to the roller system that is used on the recreation docks. Different methods for recoating the pilings were discussed. Paul Hogg recommended the material applied in the embayment be used and SPS be asked to do the work while still in the area.

The electrical boxes that were damaged during the winter have been replaced. Paul Hogg will have brackets installed to protect them from further damage before the fishing boats move into the embayment. Joe Brown moved to approve the payment of the bill for the electrical boxes once they have been protected. Doug Locy seconded the motion. The motion was unanimously approved.

13. Firehouse Lease

Scott Sutherland said in his opinion the proposed amendments to the lease both meet the criteria of the Trust and would be fair to the Firehouse. Five-year lease would have a rental rate of \$8,862 annually that would be payable quarterly. It would go into effect July 1, 2014, with the lease rate for the first quarter remaining at the previous rate. The lease would include a provision that the Trust would add a facility fee for large events with the expectation that \$2,000 would be paid to the Firehouse for restroom maintenance. The fee schedule for events should be restructured in order to apply the facility fee to events of different sizes and durations.

Joe Brown moved to approve the concepts as discussed and authorize Doug Bolick to draft the lease. Scott Sutherland seconded. The motion was unanimously approved.

14. Annual Report

The Trustees reviewed the draft annual report and suggested changes. Joe Brown moved to approve the annual report pending the changes as discussed. Scott Sutherland seconded. The motion was unanimously approved.

15. Reconfiguration of Riverside Park

Parking by the Brown's Wharf building is to be reduced one additional space in order that the grades are correct for accessibility.

16. Parking Committee Report

Scott Sutherland said parking revenues through August totaled approximately \$26,000. Revenue from enforcement was up by 7%.

17. Public Comment

Sandy Small said she is troubled that documents exist on the Trust website to which the public does not have access. She was told members of the public would be able to request to view any documents they wish.

18. Adjournment

Steve Hines moved to adjourn the meeting at 9:50 p.m. Joe Brown seconded the motion. The motion was unanimously approved.