

Newburyport Waterfront Trust
January 23, 2014
Police Station Conference Room
Minutes

1. Call to Order

A meeting of the Newburyport Waterfront Trust was called to order by Chair Doug Locy at 7:05 p.m.

2. Roll Call

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

3. Minutes

Si Morrill moved to approve the minutes of the December 2, 2013 meeting as submitted. Jody Fraser seconded the motion. The motion was approved with Joe Brown abstaining.

4. Treasurer's Report

Doug Locy reported checks were received from the City for parking in the amount of \$7,500 and from the SDAH in the amount of \$1,100, bringing the balance in the checking account to approximately \$95,779 at the end of December. In January checks were received from the NRA for \$3,999 for costs incurred by the Trust in 2013 for the maintenance of NRA land and from Captain Connors in the amount of \$375 for winter rent in the embayment for the *Early Times*. A donation in the amount of \$1,500 was received from Fred and Stephanie Hufnagel. Scott Sutherland moved to deposit the checks received. Jody Fraser seconded the motion. The motion was unanimously approved.

Joe Brown moved to approve the payment of an invoice from Sonora Designworks in the amount of \$62.50 for computer services. Jody Fraser seconded the motion. The motion was unanimously approved.

Si Morrill moved to approve a payment to Rockingham Electrical Supply in the amount of \$53.72 for the repair of the boardwalk lampposts. Jody Fraser seconded the motion. The motion was unanimously approved.

Joe Brown moved to send the letter written by Doug Locy to Fred and Stephanie Hufnagel thanking them for their donation. He commented that both of the Hufnagels served on the Trust for ten years and make a generous donation to the Trust each year. Doug Locy seconded the motion. The motion was unanimously approved.

Doug Locy said he would like to install a small granite marker in a bed on Central Wharf Way or Somerby's Way indicating that improvements were funded through the Sexton/Rindler endowment.

5. Park Use Applications

A request for information on holding a wedding in the park was received.

6. Chair's Report

Doug Locy reported that:

- he received quotes for Directors and Officers Liability Insurance. The best quote was from Wells Fargo. Scott Sutherland moved to purchase a shared \$2 million policy. Jody Fraser seconded the motion. The motion was unanimously approved.
- he was contacted by Lisë Reid about the inclusion of Market Landing Park in a memo about rules and regulations for school use of parks. He responded that the park should be included in the list as a passive one, but indicated the Trust would consider active play if a park use application were submitted. The City's one-day use permit application is included on the Parks Commission website. The site should include a link to the Trust's website and indicate the Trust has its own application and fee schedule.

7. Riverside Park Parking

The Trustees had decided at a previous meeting to designate eight parking spaces in Riverside Park as having a one-hour time limit. Some of these spaces would be in front of the building owned by David Murphy. He would like the parking signs to be installed on his building, instead of in front of it, and to conform to the color scheme used on the building. The City Clerk has expressed a concern about the signs not being consistent with the rest of the signs in the parking system. Joe Brown agreed that the signs should be consistent in order to avoid confusion and the creation of the impression the spaces are related to a specific building. Mr. Murphy agreed to have signs in the City's color scheme mounted on his building and asked that the existing holes from previous signs be used.

Lisa Mead, the attorney for Mr. Murphy, sent a letter to the Mayor about the condition of a drainpipe that runs under his building. He is concerned that the planned improvements Riverside Park might cause the pipe runs to collapse.

8. 2014 Landscape Maintenance Contract

Si Morrill said the landscape maintenance contract has been revised, with the main change being the addition of a map that delineates the areas referenced in the contract. An effort to include the NRA in the contract resulted in an overly cumbersome document. It was decided the best course of action would be to enter into a memorandum of understanding with the NRA in which the NRA would share the proportionately in cost of maintenance but would not be a party to the contract. The Trust would manage the contract and bill the NRA for its share of the cost. Si Morrill moved to approve the MOU with the NRA. Jody Fraser seconded the motion. The motion was unanimously approved. The Trustees discussed the revisions they would like made to the contract. Bill Harris will work with Carol Powers to prepare the final document. The Trustees supported the landscape maintenance contract in concept.

9. Park Committee Report

Edith Heyck reported on December activities and future goals. A new flag has been received and three new bench plaques will be installed in the spring. Si Morrill said he has received a request for a new bench on the boardwalk and there is perhaps space for eight to ten additional wooden benches. He said it would be cost efficient to have all of the benches constructed at one time. He will prepare a package for consideration at a future meeting.

10. NRA Update

Doug Locy sent letters to the NRA about three issues of concern: the AUL that was placed on Trust property, the relocation of the dumpster and reimbursement for maintenance of NRA property. He discussed the issues with the NRA members at their January 22 meeting. Carol Powers has drafted the document necessary for the removal of the AUL. The document will be filed as soon as the survey has been completed. The NRA approved an expenditure not to exceed \$4,000 for the disposal of the existing fence enclosing the dumpster and the construction of a new enclosure. The work will be done as soon as possible in the spring. The NRA approved a payment and issued a check in the amount of \$3,999 for work done by ND Landscape on its land that had been paid for by the Trust.

11. Parking Committee Report

Scott Sutherland said he attended meetings of the parking advisory committee in November and December. The pay-by-phone system has been implemented. Meter revenues for the current contract year have significantly increased over those of the previous year. He and Doug Locy met with Richard Jones and Peter Lombardi about issues they would like addressed before the renewal of the parking agreement with the City. The Declaration of Trust requires the Trust to receive full and fair market value for the lease of its property. The current rates appear to be undervalued. Full and fair market value could be achieved by the increase of rates and/or the extension of hours. The additional revenue would be useful in funding desired capital improvements. The City appears to be reluctant to increase rates at this time. Mr. Sutherland said the Trust might wish to renew the agreement for one year at the current rates. He will prepare a proposal for consideration at the next meeting.

12. Five-Year Plan

Doug Locy distributed a preliminary five-year capital plan. Items in the plan include improvements to Riverside Park, such as the extension of a public walkway, the realignment of parking and the installation of new light fixtures; improvements to Market Landing Park, such as the expansion of the irrigation system, the repair of the fence and the expansion of the stage; the installation of additional benches on the boardwalk; repairs to brick sidewalks and the boardwalk and the expansion of the transportation dock. Joe Brown said he thinks improvements to the irrigation system should be made in the upcoming year. Scott Sutherland recommended that one year of operating expenses is maintained as a minimum cash position.

13. DCI Contract

Design Consultants, Inc. submitted a proposal in the amount of \$33,000 for engineering services for improvements to Riverside Park. The first phase would involve the development of a conceptual design. Joe Brown moved to approve an expenditure of \$3,500 for Task 1 as described in the DCI proposal. Jody Fraser seconded the motion. The motion was unanimously approved.

14. Adjournment

Jody Fraser moved to adjourn the meeting at 9:35 p.m. Si Morrill seconded the motion. The motion was unanimously approved.