

Final Approved Minutes

Members Present: Charlie Bletzer, Alan Zanotti, Leighton Price, Christine Pratt, Patrice Hatcher and Bill Hallisey

Absent: Jeff Fischer

5:04 p.m. Call to Order & Public Comment time —

No public comment.

5:05 p.m. Bills —

1. Arthur Budge

Appeal Hearing Services rendered in March **\$160.00**

2. Atty. Robert Marzelli

Services rendered in March relevant to 20A ½ and fee schedule review, meeting attendance and email correspondence **\$1260.00**

Mr. Zanotti motions to pay the bills and Mr. Bletzer seconds. The Board votes and the motion passed unanimously.

Via Ms. Pratt, Mr. Bienvenue submitted to the Board an adjusted contract to provide audit services for the years 2006, 2007 and 2008 for Mr. Price to sign. Although the years he will provide auditing services to the Corporation has changed, the remaining balance of the terms in the contract has not. Mr. Bienvenue has also provided to the Board a clarification of the auditing services he will perform, an audit needs list and an audit information request. Each Board member was also given an informational form to fill out, sign and return to him.

5:17 p.m. Minutes —

1. February 26, 2008

Ms. Pratt motions to accept the minutes with corrections and Ms. Hatcher seconds. The Board votes and the motion passed unanimously.

2. March 4, 2008:

Mr. Zanotti motions to accept the minutes with corrections and Mr. Bletzer seconds. The Board votes and the motion passed unanimously.

March 11, 2008:

These minutes will be revisited at another time.

5:36 p.m. Appeal Procedures —

Ms. Pratt reports that Mr. Marzelli reviewed via email draft documents of the new public portion of the appeals process, internal handling of the appeals process and associated forms that go with it. Although he felt the bulk of the changes are quite good, he made a few suggestions on how to improve them further. Ms. Pratt brings these suggestions to the attention of the Board for discussion.

The Board holds a general conversation on the best way to handle people who do not appear for their ticket appeals. Mr. Marzelli reported in email to Ms. Pratt that the RMV can make a note on people's registrations (offenders will be charged by the RMV an added \$20.00) or the Corporation can find a way to handle these themselves, in the Park Plymouth office. Mr. Ruggerio will check with the RMV on what is the correct process for "putting notice on record" of offenders who did not appear for their ticket appeal hearing and report back to the Board.

The Hearing Officer will have to begin offering morning and night time appeals to make it more convenient for offenders to appeal their tickets.

Mr. Marzelli also suggests in email that to stay in line with the adopted 20A ½ state statutes, the Park Plymouth office should now implement the triplicate ticket requirement. After reading through the legislation and further discussion, the Board feels they can generate a ticket file that has integrity because tickets are stored in a computer file at the Park Plymouth office and can be reproduced at will. Ms. Pratt will tell Mr. Marzelli how the Board would like to proceed on this matter and report his answer back to the Board.

Ms. Pratt drafted a new paragraph for the internal appeals process that outlines the accountability of the Hearing Officer and information he collects and presents to the Board on a monthly basis, going forward.

Ms. Pratt suggests the Board create an electronic Appeals Request form and instructions for the Park Plymouth website.

Ms. Hatcher makes a motion to approve the appeals process documents with corrections and Mr. Bletzer seconds. The Board votes and the motion passed unanimously.

6:10 p.m. Parking Rules and Regulations —

The proposed fee schedule was Okayed by Mr. Marzelli and the Plymouth Police and Fire departments; it just needs to be approved by the Board of Selectmen. In hopes of gaining their endorsement, Mr. Price will present to the Board of Selectmen the new fee schedule, with the expectation the PGDC will follow up with the balance of the revisions for the 1954 traffic rules and regulations.

Mr. Hallisey brings up there is currently no way to collect on single outstanding tickets. This needs to be addressed and the Board needs to consider putting together projected receivables on their financials moving forward.

Park Plymouth needs to coordinate with the Police department on ticketing procedures.

6:27 p.m. Park Plymouth Operations —

- 1. Pay & Display Machines:** Mr. Ruggiero reports they are up and running.
- 2. Map for Brochure:** Map was updated and sent to the Plymouth Guide for print. It is also ready for the new brochures and website.
- 3. Credit Card Machine for Park Plymouth Office:** Mr. Ruggiero states Rockland Trust seems to be the least expensive vendor. Set up will take approximately one week to ten days. He will check on their full disclosure. The Board decides the machines will accept Visa and MasterCard.

Ms. Pratt makes a motion that once Mr. Ruggiero completes his information gathering, he is authorized to secure the credit card equipment and enter into an agreement with the most competitive vendor. Mr. Hallisey seconds and the motion is opened for discussion.

Mr. Zanotti asks Mr. Ruggiero if it is possible to coordinate the credit card machines with pay and display machines and whether BJ's or Sam's Club offers machines. Mr. Ruggiero will look into it.

The Board votes and the motion passed unanimously.

- 4. Signage:** Mr. Ruggiero reports that he talked about Handicap sign needs with a Captain at the Police Department and Mr. Sylvia; they both reported they would take care of it. Mr. Ruggiero is waiting to hear back regarding this and will be persistent until this situation is resolved.

Mr. Bletzer reports there is serious confusion because of signage placement down at the East Bay and wharf area lots. Mr. Bletzer will work with Mr. Ruggiero to improve this problem.

- 5. Hours of Enforcement:** 9:00 a.m. until 6:00 p.m. M-S, Sunday's 12-6. Signs in town currently say parking is enforced until 7:00 p.m. The Board needs to think about addressing enforcement times and come up with a plan. Ms. Pratt will work with Mr. Zanotti on this topic because it will affect the budget.
- 6. Clancy & RMV databases:** For citations from September 2005 to the present, 130 corrections were made in the Clancy database and the information has been placed on the Park Plymouth website. Mr. Ruggiero has found the RMV database is never purged. *In the Clancy database, everything prior to 1993 has been cleared and*

marked as a "closed conversion". *Data between January of 1993 and September of 2005 still needs to be reviewed by Ms. McDonough.* Mr. Ruggiero is checking with the RMV on what the situation is with the marking of registrations from 1993- 2005. In support of Operation Clean Slate's one time amnesty program, *outstanding citations can be displayed on the Park Plymouth website.*

6:58 p.m. Requests for Use of Spaces for Special Events —

Ms. Pratt gives a preview of a request she will submit for use of spaces on behalf of the downtown Farmer's Market this summer. She will present her proposal next week.

The Plymouth Boys and Girls Club will present their request next week for their Run to the Rock event.

Ms. Pratt gives the Board a preview to a request for use of spaces that Moderator Triffletti will present to the Board at a later date for the special Town Meeting at Memorial Hall on June 9, 2008 at 7:30 p.m.

7:10 p.m. Confidentiality Agreement —

Ms. McDonough has a few questions regarding the confidentiality agreement that was sent to her. She will redraft what is comfortable for her and send it back to the Board.

7:12 p.m. Subcommittees —

Mr. Zanotti and Ms. Pratt report on their progress putting together a 2008-2009 budget projection. They will submit two proposals to the Board based on current financial scenarios and any parking enforcement changes that might occur in the near future. Ms. Pratt asks that possible enforcement changes be placed in high priority because they will have an impact on projected receivables.

7:18 p.m. Proposals and Reports from Individual Board Members —

1. Metering Alternatives and Credit Cards: Mr. Zanotti reports to the Board his research on this topic and suggests credit cards should be processed on a batch basis, for \$100.00 per month per machine on a trial basis, possibly at the Memorial Hall lot.

For convenience, a change machine should be designated somewhere for people to use. Mr. Zanotti provided information on that in his report and will touch on that subject more thoroughly at a later time.

Ms. Hatcher motions to go ahead with the testing of at least the *Water Street lot* and see how it goes, provided the Board does not have to enter into a *long term agreement* with the credit card company. Mr. Bletzer seconds and the topic is open for discussion.

Mr. Zanotti asks Mr. Hallisey if there is a better spot for the solar machines. Mr. Hallisey and Mr. Zanotti will take a look at that during this trial period. The Board discusses which machines are busiest.

Ms. Hatcher amends her motion to have the testing include the Waterfront lots. Topic is opened again for discussion.

Mr. Price asks the Board their opinion on the instructions he provided for the machines. Mr. Price asks the Board to try out the directions he distributed to the Board in email.

The Board votes and the motion passed unanimously.

7:40 p.m. Promotion of the Amnesty Period —

Mr. Hallisey distributes mark ups of ads and posters he created for the amnesty program. He wants to run an ad in the Plymouth Bulletin and OCM. He will speak to Ed Perry over at WATD about running PSA's on his station. The Board will proof, edit as necessary and approve the materials before advertisements begin.

7:47 p.m. Parking Solutions —

Ms. Hatcher provides the Board a report on a current inventory of parking spaces in town. Mr. Sylvia had given an inventory that was completed in 1999 by Plymouth's engineering department. Some of the spaces included in today's count were not included in the original inventory. The MOA held the PGDC accountable for a total of 1627 spaces.

1. North Street, Brewster Street and N. Plymouth were not included in the Town's inventory report.
2. Plymouth Downtown Waterfront Area Parking Analysis — Public Parking Development Management and Operation Report, dated February 2003, was drafted for the town by Four Point Associates. Plymouth's engineering department inventory concluded there was a total of 1965 spaces, but did not include a breakdown of where parking spots are located, other than out of the 1965 spaces, 1672 were considered town spaces and 293 were private. Mr. Price points out that the PGDC was given responsibility for 1965 spaces by the MOA. There is still a difference in the 1999 inventory and Ms. Hatcher cannot discern where the differences lie.
3. Losing 3 spaces because of the Leyden Street bump out
4. Slight possibility of losing some spaces because of the reconfiguration at Depot Square. This is up in the air.
5. A new count of spaces totaled 2107 spaces, with 292 being private (using the same template the Town used in their report from 1999).
6. There is a total of 1815 or 1812 spaces, dependent upon the Leyden Street bump out.

7. A Minimum of 1534 of privately owned parking spaces exist in the area, not all are conducive for sharing, but arrangements might be made with owners of the large lots to handle overflow parking.
8. December through March there is plenty of parking. April through November there is an influx of tourists, averaging more than a thousand people per day in July. Total visitors cannot be accurate here because of the methods used for tracking visitors in Plymouth at the Visitor's Center. One thing to note is the tourists are on a steady decline since 2000.

Ms. Hatcher doesn't feel building a garage should be the first option for parking, that the Board should find a creative way to use current spaces. She feels the Board should investigate and get a commitment from the owners who previously offered use of their private lots on Water Street. She does feel that since there are 618 untimed and unmetered spaces, located just a little West of downtown and on the side streets downtown, if people want to find a parking space, they can, even though it is not prime. She is still gathering data and will report back to the Board when the information becomes available.

Mr. Friend offers that now that there is an inventory, completing a map out and counts of parked cars in the area will be a tell tale of demand for parking that will help draw a conclusive base line of the parking situation. Handling it any other way is really anecdotal and can cause the Board to vote on a policy that is not appropriate to the scenario.

8:06 p.m. Employee Handbook —

A draft was distributed to the Board by Ms. Hatcher for their review so they can offer input next week.

8:08 p.m. Adjourn —

Motion was made by Mr. Hallisey and seconded by Mr. Zanotti. The Board votes and the motion passed unanimously.

Next meeting will be held Tuesday April 15, 2008 at Town Hall.

Respectfully submitted by PGDC Secretary, Mr. William Hallisey

Signed: _____ Date: _____
Mr. William Hallisey