

Plymouth Growth and Development Corporation
Board of Directors Meeting

Tuesday April 22, 2008

FINAL APPROVED
Minutes

Members Present: Alan Zanotti, Leighton Price, Christine Pratt, Patrice Hatcher, Bill Hallisey & Jeff Fischer

Absent: Charlie Bletzer

5:03 p.m. Call to Order & Public Comment time —

No public comment.

5:06 p.m. Requests for use of Spaces for Special Events —

1. Rev. Dr. William P. Fillebrown

After discussing his parking needs for the *National Association of Congregational Christian Churches* event he is moderating on June 21-24, 2008, the Reverend realizes he does not need to make any special requests for parking during his event and will utilize the free lots that are available to him instead.

2. Boys and Girls Club Run to the Rock —

Dan Gorman emails Mr. Price that he is no longer working with the Run committee and *withdraws* his request to meet with the Board.

3. Downtown Farmer's Market —

Ms. Pratt is organizing a Farmer's Market which will be held on Saturday mornings from June 28 through October 25, 2008 on the downtown courthouse lawn from 9:30 a.m. until 1:30 p.m. She requests free use of the Russell Street parking lot for patrons, the associated spaces around the green so vendors can load in and out and the two parking spaces at the bottom of the green. Since she is organizing this event, she will excuse herself from the Board vote. Mr. Ruggiero will look into whether or not the police department can provide bags for the meters.

Ms. Hatcher motions to make those spaces available and Mr. Zanotti seconds. The Board votes and the motion passed 4-1-1.

4. Special Town Meeting in June —

There is a special Town meeting on Monday June 9, 2008 at 7:30 p.m. that might continue to the next night. The Town requests no ticketing after 4:30 p.m. in the Memorial Hall lot

and relaxed enforcement in the surrounding areas. Mr. Ruggiero will place a sign that says "free parking in the Memorial Hall lot at 4:30", at approximately 4:15 p.m.

5:40 p.m. Bills Requiring Board Approval and Other Financial Matters —

1. No bills to present at this time.
2. Mr. Fischer asks Ms. Pratt if there are any financials for this year yet. She replies preliminary ones have been created for January and the book keeper is holding the rest pending *the ability to* reconcile to the P&D receipts and coin reports. Ms. Pratt is working out a protocol for that with Mr. Ruggiero and once that is complete, Ms. Santos will have the correct information and February through March will be released to the Board. The Board has been kept up to date by Ms. Pratt regarding the auditor's requests for information and all financial information. She asks Mr. Fischer to be a little more patient while this info is being compiled.

5:42 p.m. Park Plymouth Operations —

1. Mr. Ruggiero is waiting to connect with Mr. Bletzer to discuss solutions for added and clearer signage in the pay and display lots. In the meantime, Mr. Ruggiero has added more signs to the East Bay lot. Mr. Downey at Town hall says the town will label some of the areas as "no parking" and place some signs near the bussing area and Cabby Shack. Mr. Ruggiero and Mr. Bletzer will connect and discuss stenciling Town Wharf areas so paid parking is less confusing.
2. Micro switch panels have been replaced.
3. Ms. Pratt has done some research on credit card machines and the cost of running the machines is more than what pay and displays will collect. There is also a responsibility associated with holding personal credit card information on the machines. The Board discusses whether or not they should partner with merchants and purchase change machines. Mr. Ruggiero will look into associated costs and report back to the Board.

5:55 p.m. Mr. Zanotti excuses himself from the meeting

Park Plymouth Operations continued —

4. *Jarred* is pulling information from the credit card machines and will present it to the Board when it is complete.
5. The Town is fixing the handicap signs.
6. Mr. Ruggiero is working on getting call forwarding so people who call into the Park Plymouth office with a mechanical problem can find a staff member. Mr. Ruggiero will also draft a proposed schedule that provides adequate coverage and present it to the Board next week. He will also implement a phone log to see how many people call with mechanical problems.

7. The remit-online.com address printed on the tickets for payments is not serving the parking operation well. The Board will look into a workable solution. Mr. Ruggiero points out that there are still *outstanding service fees to Clancy* which he will look at with Ms. Pratt on Thursday.
8. Mr. Ruggiero received a call about illegal parking by construction crews on Carver Street. The Board suggests Mr. Ruggiero issue a warning to construction crews on that road stating how they can park lawfully and obtain special permitting via Park Plymouth. Ms. McDonough suggests the Board give the Town building department Park Plymouth's Blocked Spaces permit, so people can lawfully apply for parking when they pull their building permits.
9. Mr. Ruggiero will send to the registry a list of all unpaid tickets that date back two years. The Board also decides to reduce the number of letters that are mailed out to offenders by creating one final courtesy letter which will be turned in to the RMV at the correct time.

Ms. Pratt motions to replace the N1 and N2 letters with a singular letter that informs the alleged violator this is the last courtesy notification from Park Plymouth. The draft will be forwarded to Mr. Marzelli for review. Mr. Hallisey seconds and the motion passed unanimously.

Ms. Hatcher motions to send all outstanding tickets (minus the past sixty days) to the RMV for marking and Mr. Hallisey seconds. Motion passed unanimously.

10. Ms. Pratt states that Ms. Santos requests all future receivables be tracked, moving forward.
11. Some registrations associated with old citations are marked by the RMV because of procedural issues not directly related to Park Plymouth.
12. Pay and display instructions were laminated and placed on machines. Mr. Ruggiero will test a machine with Ms. Hatcher's two dollar bill.

6:35 p.m. Promotion of the Amnesty Program —

Mr. Hallisey reports ads are placed with the Old Colony Memorial and Plymouth Bulletin. WATD has also been broadcasting the program and posters were distributed to merchants. Mr. Ruggiero reports some people are paying off their tickets. *The Board decides to examine the success of the program.* Amnesty will not be extended.

6:40 p.m. Rules and Regulations —

Selectmen approved the new fine schedule. Tickets are being revised and www.parkplymouth.com/remit.htm will be printed on tickets for

people to learn how to remit payments. The appeals process is in final stages of review. Appeal hearings will be offered at both day and night sessions. Ms. Pratt will give to Mr. Budge the written protocol on Thursday and meet with him next week to review it.

6:45 p.m. Eliminations of Inconsistencies in the Database —

In preparation for the amnesty program, ticket information was reviewed and approximately *another 100 inconsistencies* were removed from the database. Mr. Price will meet with Captain Boteiri on *April 23, 2008* to review the reports, discuss personnel issues and differences in how Plymouth Police and Park Plymouth officers ticket cars.

6:50 p.m. Policy Decisions —

The Board discusses the possibility of issuing hang tag permits for merchants to purchase for their employees to use. There are many issues to work out and this issue will be revisited. Hopefully this plan will be implemented by Memorial Day.

The Board discussed a proposal to close out a parking citation when a person has a convincing claim that they had a residential parking permit but past Park Plymouth records fail to indicate whether a permit has been purchased.

Ms. Pratt motions to void out the 16 EZ pass violations and Ms. Hatcher seconds. Topic is opened for discussion.

Ms. Pratt states for the record that in some cases people did try to appeal these tickets. In one particular case, the appeal was denied because the offender was not able to come at the scheduled hearing time. Lawfully, they cannot deny an appeal.

The Board votes and the motion passed 3-2-0.

7:10 p.m. Adjourn —

Motion was made by Mr. Fischer and seconded by Ms. Hatcher. The Board votes and the motion passed unanimously.

Next meeting will be held Tuesday April 22, 2008 at Town Hall.

Respectfully submitted by Mr. William Hallisey

Signed: _____ Date: _____
William Hallisey