

Plymouth Growth and Development Corporation  
Board of Directors Meeting

Tuesday April 29, 2008

FINAL APPROVED  
Minutes

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

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**5:02 p.m. Call to Order & Public Comment time —**

No public comment.

**5:03 p.m. Review and Approval of Minutes from March 11 and April 1, 2008 Executive and Public Session Meetings —**

**1. March 11, 2008**

Ms. Pratt motions to accept the Public and Executive Session minutes and Mr. Zanotti seconds. Motion passed 6-0-1

**2. April 1, 2008**

Ms. Pratt motions to accept the Public and Executive Session minutes with changes and Mr. Bletzer seconds. Motion passed 6-0-1

**5:15 p.m. Program Modifications —**

Ms. Pratt motions that when the Board talks about the residential parking permits, just as they did last week with the EZ pass, it should be voted on by the Board and Mr. Zanotti seconds. Motion passed unanimously.

**5:17 p.m. Voided Citations in Database —**

While researching a ticket violation from an EZ pass customer, Mr. Price discovered that Mr. Fischer voided the related citation during his recent visit home in March. Mr. Price questions his authority to fix tickets in the database and suggests this is the last straw in a line of questionable behavior and ethical tactics and thinks the Board should seek his resignation. After some further Board discussion concerning reasons why, it is decided an Executive Session is the correct forum to address these matters and one is scheduled for May 6, 2008.

**5:28 p.m. Bills and Other Financial Information —**

**Bills —**

1. Town of Plymouth Reimbursement  
Dec/Jan \$11,176.00

This bill is higher this month because compensation for union employees is allowed on holidays (in this case, holidays were Christmas, New Year's and Martin Luther King Day).

- 3. Sign a Rama  
Tri-fold brochures and artwork \$600.34
- 4. Plymouth County Development Council  
Downtown Shuttle Service *Membership fee* \$2, 500.00

Glynn Electric reimbursement to the PGDC for \$5, 063.86 from the parking revenue fund is paid in full and will be deposited tomorrow.

Mr. Bletzer motions to pay the bills and Mr. Hallisey seconds. Topic is opened for discussion.

Mr. Zanotti wants a clearer explanation of the shuttle service. Shuttle will drop off and pick up at hotels, train stations and tourist attractions, making a stop at the top of North Street downtown on Friday, Saturday and Sundays from May 23<sup>rd</sup> to September 1<sup>st</sup>, 2008 on Fridays, Saturdays and Sundays (including Memorial Day, Independence Day and Labor Day). Plymouth & Brockton Street Railway is the transportation partner. Payment was invoiced to PGDC and will be paid in full.

Motion passed unanimously.

- 5. Hearing Officer for April  
Mr. Budge \$240.00

Mr. Budge went over the Hearing Officer protocol and paperwork with Ms. Pratt this week and after seeing that he is required to sign his name to documents for ticket dismissal and appeals denial, he tendered his resignation as Hearing Officer, effective immediately. All related paperwork was returned to Ms. Pratt and the Board now needs to fill his position.

Mr. Bletzer motions to pay Mr. Budge and Mr. Zanotti seconds. Motion passed unanimously.

Mr. Zanotti motions to accept Mr. Budge's resignation and Mr. Zanotti seconds.  
Topic opened for discussion:

Mr. Fischer asks if legally the corporation is better off to deny acceptance of his resignation until the position is filled. The next ticket appeals hearing date is scheduled for June 18, 2008 which gives the Board plenty of time to advertise the position and find a qualified candidate to replace Mr. Budge.

Until the next scheduled hearing, the Board will find someone to fill this position on an interim basis.

Motion passed unanimously.

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

**Financials —**

Ms. Pratt reviews financial statements for January through March 2008 with the Board. There are two remaining discrepancies with the bank regarding who holds responsibility for the errors and Ms. Pratt is working with them to resolve it. Ms. Santos will add a new line item for amnesty refunds and provide a monthly report. The auditor suggested all remaining 1099 information be wrapped up; Ms. Pratt mailed them off. Board members will study financial materials and any questions will be addressed publicly by Ms. Pratt.

**6:10 p.m. Shuttle Service Needs Advertising Funds —**

Ms. Hatcher states Plymouth County Development Corporation (PCDC) would like to advertise the new shuttle service in "Where Magazine's" June/August edition, with the possibility of another edition being added. The magazine, which advertises regional happenings and attractions, is distributed to all hotel concierge and rooms in the Boston market. The PCDC was offered a full page ad for the half page ad price, which costs approximately \$3,500.00. *She asks the Board to consider subsidizing the full amount to the PCDC so they can purchase the ad.* The ad will solely promote the shuttle service. Destination Plymouth will track ridership statistics for the trolley program itself and a copy of the ad will be given to PG&DC for their files. Ms. Hatcher will ask Destination Plymouth to submit to PG&DC a written request *for the invoice* for office files and find out Where Magazine's official distribution numbers.

Mr. Hallisey motions to *subsidize* \$3,500.00 to the PCDC for a full page ad in Where Magazine and Ms. Hatcher seconds. Motion passed unanimously.

**6:25 p.m. Taxi Cab Service —**

Patrick O'Brien has three proposals from taxi cab services in Plymouth and the Board needs to consider where to place cab stops. Ms. Pratt will put together a draft list of possible locations and submit it to the Board next week.

**6:40 p.m. Park Plymouth Operations —**

**Schedule and Hours of Operations**

Mr. Ruggerio submits to the Board a new Park Plymouth work schedule for the Board's review. Weekend coverage is strengthened by adding an extra Park Plymouth ticket officer. Board suggests giving staff one out of every three weekends off. Board will digest the info and vote on it next week.

**Call Forwarding —**

Mr. Ruggiero is still having an issue with call forwarding in the Park Plymouth office. He will continue to seek out a solution.

**Change Machines —**

The Board reviews the change machine information sent to them by Mr. Ruggiero. After a general discussion about change machine expenses versus the pending increase in amount of ticketing officers, the Board decides to put this issue on the back burner for now.

**Bags for Meters —**

Mr. Ruggiero will get a quote for 250 bags for meter heads that read "Free Parking" and "No Parking". There is a several week lead time for manufacturing. Mr. Ruggiero will check on price points.

Mr. Fischer motions to allocate up to \$400.00 to purchase "Free Parking" and "No Parking" meter bags as necessary and Mr. Bletzer seconds. The motion passed unanimously.

**Checks Written out to the PDC —**

The Park Plymouth office will continue to accept checks written out to PDC by endorsing it with the PGDC stamp until the bank tells them not to.

**Signage for the Pay and Display Lots —**

Mr. Bletzer supplied an estimate for paint stencils and supplies to the Board so clearer signage can be marked at the Town Wharf parking lots. Total cost will be \$275.00. Stenciling will act as a test to see how effective this signage will be.

Mr. Hallisey motions to purchase supplies for stenciling and Mr. Bletzer seconds. The motion passed unanimously.

**Exact Change Only Lights —**

Jarred is working on the machines and with Cubic to resolve this issue.

**Signs Repaired by the Town —**

Mr. Ruggiero is still waiting to hear back from the Town regarding them fixing the stencils at one handicap parking spot. Park Plymouth has added signs and refreshed markings on several parking areas. Some handicap signs still need to be tended to, this is a works in progress.

**7:20 p.m. Mr. Bletzer excuses himself from the meeting**

**Park Plymouth Operations Continued —**

Mr. Price states that Captain Boteiri suggested a meeting between PG&DC and all enforcement officers so everyone is on the same page.

**Credit Card Data in Pay and Display Lots —**

Information has been forwarded to Cubic for processing.

**Credit Card Machine for Park Plymouth Office —**

Still in progress.

**Green-bar Printouts —**

Jarred's work is 75% complete and will be mailed out upon completion.

**Park Plymouth Employee Badges —**

Ms. Hatcher will create a back up set of employee badges.

**End of Amnesty Program —**

All outstanding ticket violations will be sent over to the RMV on Wednesday May 7, 2008 so postmarked mail can make it to the Park Plymouth office in time.

**7:30 p.m. Discussion of Topics —**

**Adding 15 or 20 Minute Parking Zones —**

Ms. Hatcher thinks there is enough abuse in these zones and adding more will make it worse. Mr. Hallisey thinks two spots on Market Street would make sense. After a general discussion of where zones could be placed, Ms. Hatcher offers to address this issue via an assessment of inventory and report back to the Board. Ms. Pratt informs the Board she forwarded a list of parking inventory to the auditor, per his request.

**Bike Racks —**

Patrick O'Brien is encouraging the PG&DC to support bike racks in town as an alternate mode of transportation. Mr. Gould is looking for bike racks that fit with the long term master plan and more information will be available next week.

**15 and 20 Minute Parking Zones —**

Ms. Hatcher has pulled up parking inventory and shares where limited time zones are located: 3 in the South Row, 1 on Water Street near Mama Mia's, 4 on Brewster Street, 4 on North Street, 2 on Sandwich Street near Friendly's, 1 in Market Street lot, 3 on Town Wharf, 1 on Middle Street.

Some inventory polled by Jarred seems inconsistent. Mr. Price will have him double check what is on the list.

**7:43 p.m. Further Clean Up of Old Data —**

Mr. Ruggerio and Mr. Price met with Captain Botieri regarding a few enforcement officers' ticketing practices. Captain Botieri has handled the situation to the PGDC's satisfaction. *A few erroneously issued citations were then removed from the Clancy database.*

**7:45 p.m. Appeals Process, Status of Internal and External Procedures —**

This was approved on April 8, 2008 and went into effect today, April 29, 2008. Mr. Ruggerio sent internal and public process documents and forms to Mr. Budge but his resignation makes that irrelevant. Mr. Price will place the documents on the Park Plymouth website. There appears to be 60 appeals in process. Ms. Pratt will draft an acceptance of resignation letter and forward it to Mr. Budge.

**7:48 p.m. Items Ms. Hatcher has Worked On —**

Inventory of spaces and fine schedule should become part of the 1954 legislation.

Ms. Hatcher stated Mr. Marzelli did a good job putting together a draft of bylaws and the Board really needs to finalize them. Mr. Marzelli had suggested keeping the corporation's fiscal year-end at December 31. Once bylaws are accepted by the Board, the corporation can successfully move forward with their Incorporation status.

Kim McDonough will forward to Ms. Hatcher the revised confidentiality agreement.

The Board must study the draft Employee Handbook. Ms. Hatcher continues to define the Job Descriptions.

**7:53 p.m. Budgets —**

Ms. Pratt reports the auditor's recommendation to show the last three years of fines, not penalties, when booking future receivables.

**7:55 p.m. Adjourn —**

Motion was made by Ms. Hatcher and Mr. Hallisey seconds. The motion passed unanimously.

**Next meeting will be held Tuesday May 6, 2008 in the Mayflower Room at Town Hall.**

Respectfully submitted by Mr. William Hallisey:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Mr. William Hallisey