

**Members Present:** Leighton Price, Christine Pratt, Patrice Hatcher, Charlie Bletzer & Alan Zanotti.

**Absent:** Billy Hallisey

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**5:00 p.m. Call to order and public comment –**

No public comment at this time.

**Park Plymouth Operations –**

**Thanksgiving Day Parade:**

Mr. Ruggiero reports he has been in touch with Captain Botieri and Captain Higgins regarding the traffic route for the Thanksgiving Day Parade. Captain Botieri will provide Park Plymouth with official, written documentation of the route so it can be forwarded to local businesses; no official request for blocked spaces has been presented to Park Plymouth at this time. Given the nature of this annual event and others similar to it, the Board feels they should consider which annual events Park Plymouth could theoretically grant automatic free parking to. They will revisit this issue at another time.

**A change in meter enforcement staffing:**

Mr. Ruggiero gives an Orientation Report on the progress of 2 meter enforcement officers who will be working in the Park Plymouth office during the winter months. Regarding the collection process, one employee is a Town enforcement officer, the other a Park Plymouth employee; they both are handling the coin collection and verification process together. Ms. Pratt also shares that electric cars will be garaged at the sewer treatment plant near the waterfront; she is just waiting for the key.

Mr. Bourassa's proposal on how to maximize the efficiency of Park Plymouth staff this winter will be ready for the Board's review next week. The Board will enter into Executive Session for this planning session. Mr. Price also asked Park Plymouth staff to jot down and present their thoughts on which signage areas need to be improved to help avoid any confusion with the free winter parking program.

**Preparations for the Dec. 1 to Mar. 31 periods:**

Mr. Ruggiero has outlined rules about the free program and where to park lawfully and emailed it to businesses in his database. Notification was handled via hand delivery and fax to businesses without an email address.

Ms. McDonough presents the related advertising expenses and cost effective placement ideas to the Board.

North Plymouth is branded a Timed Zone Area in Park Plymouth's footprint, and may require special consideration for this winter's promotion. Mr. Ruggiero will poll the North Plymouth business community to see if they want more or less enforcement in their area and report back to the Board next week.

To help publicize the program, Mr. Ruggiero will put some signs together for placement on the Pay and Display machines.

Mr. Zanotti asks if this winter's promotion can be mailed out inside any Town bills. Ms. McDonough will look into this. She will also check if PAC TV can post the PSA directly after the BOS meeting is aired.

Mr. Ruggiero will provide Ms. McDonough with a draft of the text for the 11x17 posters so she can

facilitate manufacturing them for placement in the local business community. The Board agrees utilizing as many free PSA resources as possible is a great way to get the message out.

**Collection of unpaid citations / Status of notifying violators and marking registrations:**

Mr. Ruggerio reports on his status of notifying violators, marking registrations and status of collections. He explains his Paid Disposition Summary for 2006 through 2008. Ms. Pratt points out that Mr. Ruggerio will have to provide systematic reports on the future receivables numbers for tickets to the bookkeeper so the Board understands what they are dealing with moving forward.

**How to handle repeat offenders:**

A request has been placed with Attorney Marzelli to comment on how to handle repeat offenders. Mr. Ruggerio spoke with Captain Higgins about how the Plymouth Police handle towing. He is also talking to towing companies in the area about their programs and will report his findings back to the Board. Ms. Pratt will send an email reminder to Mr. Marzelli regarding the selection process for selecting a tow company. Mr. Zanotti also points out there are a number of cars parked on the sidewalk and restricted areas at night. Plymouth Police are responsible for enforcing them unless PGDC makes a change.

**How permits should be handled:**

The Board is asked to think about how to handle permits during the winter months, including pricing and fisherman's wharf being off limits to people without permits.

**5:58 p.m. Report on finances, registration of the PGDC name and other financial matters –**

**The \$65,000.00 CD is up for renewal:**

Ms. Hatcher motions to roll over the CD and Mr. Bletzer seconds for discussion;

Mr. Zanotti wonders if there is a better rate available for a longer term. Ms. Pratt asks the Board to be cautious and suggests rolling over for another 3 months. She will research banks and see if there is a significant difference on terms for an extended time frame.

Ms. Hatcher amends her motion to roll over the CD for a period of six months, only if there is a difference of One percent increase incentive or more. If there is no One percent increase incentive, the CD can be rolled over into a CD account for another three months;

Mr. Bletzer seconds.

**Passed | 5-0-0.**

**Status of registering the PGDC name with the state:**

Ms. Pratt sent Financials to Mr. Marzelli and he requested a certified copy of the Board of Selectmen vote to accept the Corporation's new name, Plymouth Growth and Development Corporation. Ms. Pratt will follow up with him on registration status this week.

Ms. Pratt reviews the September Financial and Budget Comparison Reports with the Board. The bookkeeper will now consolidate the revenue stream as it relates to the Pay & Display machines. The Auditor has requested that "Donations" be reclassified as "Community Development Awards"; the bookkeeper has been notified.

YTD figures on Net Income are higher. The Board will receive this Budget Report on a monthly basis month moving forward.

Mr. Zanotti thinks the Board should develop a more scientific method for determining in-State versus out- of-State collectibles. Ms. Pratt shares that the Board should consider how uncollectable receivables are currently booked and asks this topic be placed on an upcoming agenda.

**Bills to be approved:**

**Lisa Santos Accounting Services**

Accounting Services Rendered  
Invoice #583, for the period ending August 31, 2008 \$460.00

**Lisa Santos Accounting Services**

Accounting Services Rendered  
Invoice #586, for the period ending September 30, 2008 \$460.00

**Lisa Santos Accounting Services**

Invoice #587, for prep of budget and variance reports for  
Jan 1, 2008 - December 31, 2008  
Journal entry changes to reports from auditor. \$775.00

**joyfly's Buzz PR | Marketing**

Admin Services and office supplies  
Sept 9 – October 21, 2008 \$861.82

Mr. Bienvenue's bill totaling \$1750 will be paid at a later date. \$1,000.00 is for the Year End 2007 report, \$750.00 is the final billing amount for services rendered on the 2006 audit. To date, Ms. Pratt has still not received a copy of the 2006 audit report and opts to wait on paying until she receives it.

**Mr. Price:**

Board of Selectmen presentation materials	\$130.08
USPS for mailing of Public Records Request to Mr. Friend	\$2.19
Office Supplies.	\$41.54

Mr. Ruggiero endorsed an approval to pay Cubic \$1359.00 for two bill validation machines.

Mr. Zanotti motions to pay the bills and Mr. Bletzer seconds **Passed | 5-0-0**

**Bike Racks:**

Ms. Pratt will meet with town officials to move things along on the Bike rack proposal. She has spoken with area businesses who are interested in locating racks (2 space capacities) outside of their store and signing a document of support for the proposal. She and Mr. Price are going to approach Entergy and a few other local entities to see if they can sponsor \$5,000.00 to help pay for shipping costs. No word from the OCPC regarding whether they have funds available for the program. Mr. Zanotti will work to find the best shipping rates.

**Reducing Expenses:**

Topic will be placed on an upcoming agenda.

**6:35p.m. Several requests for support from PGD –**

Because of possible cutbacks in the Town Manager's budget and a request from the BOS, Mr. Sylvia puts forth a written request of PGDC's financial support, in the amount of \$10,000.00, for the Thanksgiving Day Parade. Since the proposed reinvestment policy is still being drafted and not yet approved by the Board, Ms. Pratt seeks Board feedback on the request. \$5,000.00 is the figure listed in the draft Reinvestment proposal for funding Special Events which must be supported by the BOS. She is not comfortable mailing a check to a non-profit and suggests cutting the check directly to the Town, instead.

The Board discusses other ways PGDC can support Plymouth events, i.e. relaxed enforcement and waived parking.

Ms. Pratt motions to support a \$5,000.00 request from the Town of Plymouth for the Thanksgiving Day Celebration with relaxed parking enforcement on that Saturday; Thanksgiving Day will be considered a free parking holiday and Mr. Bletzer seconds for further discussion;

Ms. Hatcher has some concerns about placing the motions together and without having Mr. Sylvia present to answer questions regarding the \$5,000.00 donation, she is not comfortable voting this issue in this manner. She is in favor of relaxed parking at the parade and free parking for Thanksgiving, she just has concerns about giving money to the parade without her questions being answered by Mr. Sylvia.

Ms. Pratt changes her motion to: Approve a \$5,000.00 donation directly to the Town for the Thanksgiving Parade and Mr. Bletzer seconds

**Passed | 4-0-1**

with Ms. Hatcher abstaining for lack of information.

Ms. Pratt motions for relaxed enforcement during the Thanksgiving Day Parade, for Thanksgiving Day to be declared a "Free Parking Holiday" and notices placed on the P&D machines; Mr. Bletzer seconds.

**Passed | 5-0-0**

**PCDC seeking commitment level for America's Hometown Shuttle –**

Mr. Paul Cripps of the PCDC sent a letter seeking PGD's commitment level for America's Hometown Shuttle service. The Board discusses the success of the program.

Ms. Pratt motions to send a letter to Mr. Cripps indicating the Corporation's willingness to commit a contribution of \$2500 to the America's Hometown Shuttle service program and Ms. Hatcher seconds for discussion;

Ms. Hatcher and Ms. Pratt share some public feedback on the success of the program. Mr. Zanotti is in favor but would like to see some financial information about who is managing the program, and asks that PCDC be put on notice that if they approach the Corporation for monies to advertise the program, one Board member (Mr. Zanotti) will require more in depth financial information.

**Passed | 5-0-0**

**7:10 p.m.** The Board decides to meet weekly to clear some items away. Ms. McDonough will post a meeting for Monday November 11 and notify the Board.

**7:11 p.m.** Ms. Pratt motions to adjourn and Ms. Hatcher seconds

**Passed | 5-0-0**

Respectfully submitted by PGDC Secretary Mr. William Hallisey

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
William Hallisey