

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

**Absent:** Billy Hallisey

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**5: 04 p.m. Public Comment**

No public comment at this time

**5:05 p.m. Approval of Minutes –**

**May 27, 2008 Public Session**

Ms. Pratt motions to accept the minutes with corrections and Mr. Bletzer seconds **Passed | 4-0-0**

**July 29, 2008**

Lacking a quorum of current Board members who were present on July 29, 2008, the Board will revisit these at another time.

Ms. Pratt requests Ms. McDonough to provide an extra set of minutes for the Community Reinvestment folder, Re: Depot Square. Ms. McDonough will drop it off to the office in the morning.

**Dec 2, 2008**

Lacking a quorum of current Board members who were present on Dec 2, 2008, the Board will revisit these at another time.

**Dec 9, 2008**

Mr. Zanotti motions to approve the minutes with corrections and Mr. Bletzer seconds **Passed | 4-0-0**

**Dec 16, 2008**

No quorum present, the Board will revisit these at another time.

**5:32 p.m. Financials —**

Ms. Pratt shares a Draft policy for the “Handling of Financial Expenses for Park Plymouth” with the Board. This policy defines how expenditures for Park Plymouth operations are processed, for disbursement or payment.

Types of expenses & disbursements covered by this policy include; Petty Cash, Float Up Cash, Operational Costs, Utilities & Lease Payments and Administrative Costs.

Mr. Zanotti motions to accept the draft as operating procedures and Mr. Bletzer seconds

**Passed | 4-0-0**

**Bills –**

Joyfly's Buzz PR | Marketing

Administrative Services

Dec 16, 2008 – Feb 2, 2009

\$853.29

**Mr. Zanotti motions to pay the bill and Mr. Bletzer seconds;**

**Passed | 4-0-0**

Ms. McDonough will submit invoices on a monthly, not bi-monthly, basis.

Ms. Pratt shares that the Appeals Hearing Officer is caught up on the Written Response Requests; however, he has faced some challenges with finding an available room to hold the In Person Hearing Requests. His contract requires him to give a progress report to the Board on a monthly basis, but under the circumstances, Ms. Pratt suggests letting him complete the outstanding appeals before setting a consistent schedule for him to present his monthly report to the Board.

Mr. Price will forward in email to the Board Ms. Pratt's draft of November's financial analysis.

Ms. Pratt shares the a Job Profitability Report for the period Dec 1, 2008 – Dec 31, 2008, Balance Sheet for Dec 31, 2008 and an Income Statement Comparison for the twelve months ending in December 31, 2008.

The December collection appears to be high, given the free parking period began Dec 1. It is possible the amount is higher because of uncollected meter revenue from November. Ms. Pratt will look into it and report to the Board next week.

Ms. Pratt shares that everyone must mail his or her Related Party & Fraud Questionnaires directly to the Auditor's address.

The Town's Auditors have requested that we confirm PGDC is a "component unit."

**6:11 p.m.**

**Park Plymouth Operations –**

**Permit Sales:**

182 permits are sold, totaling \$5300.00 in revenue. Permit sales are below January's projected budget figure of \$7700.00.

**Outstanding ticket collections:**

730 payments have been processed, totaling \$25, 900.00 in collections revenue. This figure is 5 times above January's projected budget amount.

**Maintenance and Repair, etc:**

Weather conditions do not allow for heavy maintenance work outside. Mr. Bourassa is busy refurbishing some of the Pay & Display machines from the Russell and Market Street lots for use in other areas, when needed.

**Return of enforcement officer:**

L. Vaivarians will return to work in the office this Thursday. The Board strategizes with Mr. Ruggiero how to handle office equipment and furniture needs to accommodate workspace. There is not a tremendous amount of office space to accommodate everyone comfortably. The lease is expiring in June; Ms. Pratt will review it and bring it back to the Board for discussion next week.

**Wickedlocal Advertising:**

The Board weighs the pros and cons of renewing the half price permit sale advertising on wickedlocal.

Ms. Pratt motions to extend the wickedlocal Leader board ad for \$595.00 to advertise the half price permit sale and Mr. Zanotti seconds

**Passed | 4-0-0**

Ms. McDonough will inform Mike Spellman that Ms. Pratt still has not received invoices.

**Appeals:**

Mr. Ruggiero will email and ask Mr. Lundborn, once again, to return Substantiation for the appeals he has processed. If Mr. Ruggiero does not receive them within two weeks, he will inform Ms. Pratt so she can follow up.

**Permits:**

Mr. Zanotti asks Mr. Ruggiero about the possibility of creating a Floating Permit to accommodate people with rental car businesses or seasonal businesses. This is something quite a few merchants have also inquired about and the Board decides to take this up as a separate agenda item for all businesses in the near future.

**Citations:**

Mr. Ruggiero shares with the Board how he handles customers that claim they have paid their tickets but have no proof.

**6:34 p.m. 1820 Courthouse –**

Mr. Price updates the Board on a number of meetings some Board members have attended regarding the sale of the Courthouse. PGDC offered the Chamber an opportunity to participate in an application to CPC by the Redevelopment Authority, but the Chamber declined. Last night the PRA met and decided to submit an application themselves. The invitation to attend a meeting with the BOS and Chamber was rescheduled for next week.

**7:29 p.m. Mr. Bletzer motions to adjourn and Ms. Pratt seconds**

**Passed | 4-0-0**

Next PGDC meeting is on February 10, 2009 at 5 p.m. at Town Hall.

Respectfully submitted by PGDC Secretary Mr. William Hallisey –

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