

Members Present: Leighton Price, Christine Pratt, Billy Hallisey, Alan Zanotti & Mr. Quintal.

Absent: Charlie Bletzer

5: 00 p.m. Public Comment –

No public comment at this time.

A Special Request

Phil Ryan, from the American Legion Post 40, is here to request PGDC's support for the Vietnam Travelling Wall, coming to Plymouth's Pilgrim Memorial State Park, June 2 through June 9. He requests the metered spaces at the bottom of Cole's Hill be designated a "free parking" area and a \$10,000.00 donation from PGDC to help offset costs to fund the event. Expected attendance is approximately 20,000 people. After a lengthy discussion, the Board believes the request for spaces is a modest one they can support.

Mr. Hallisey motions to provide free parking along the bottom of Coles Hill, from North Street to Leyden Street, on June 2 through June 9 and Mr. Zanotti seconds

Passed | 5-0-0

Further Board discussion about PGDC's Chapter 182 legislation to invest in infrastructure, the Draft Reinvestment Policy cap of \$5,000.00 and necessary BOS approval and a tentative commitment to forego giving donations directly to any non-profit ensues. PGDC supports an event like this but prefers to issue checks for traffic control expenses directly to the Town.

Mr. Hallisey motions to allocate up to \$5,000.00 to cover traffic control, Police and EMT's and Mr. Quintal seconds

Passed | 5-0-0

Ms. Pratt will work directly with Mr. Ryan to issue checks directly to the Town and draft the proposal needed for BOS approval.

5:35 p.m. Economic Development Foundation Nomination to PGDC Board of Directors

The Economic Development Foundation nominated Mr. Richard Quintal to the PGDC Board of Directors and the Board of Selectmen has ratified it. The remaining open Board position will be publicized by the Selectmen's office soon.

5:36 p.m. Financial Information –

Bills to be paid:

1. Ms. Pratt is withholding the Clancy invoice due to a possible billing error for the handheld units. Mr. Ruggiero will look into the matter and have an explanation in time for next week's meeting.

2. Community Newspaper Company incorrectly invoiced PGDC for advertising the Free Parking and Half Price Permit promotions. Ms. McDonough will straighten it out and report results to the Board next week.

The Board discusses confusion surrounding the terms for renewal on wickedlocal.

Ms. Pratt motions to continue advertising through March with the expectation that we receive a discount For February and Mr. Hallisey seconds

Passed | 5-0-0

Ms. McDonough will change the look of the banner when we get a little closer to March.

Corrected version of the expense handling procedures for Park Plymouth:

Ms. Pratt finalized a corrected version of the Expense Handling Procedures for Park Plymouth and distributed it to both the Board and Auditor. She instructed Mr. Ruggiero to place a related Training Document in all Park Plymouth Employee Files by next week.

Notes concerning November financials:

Ms. Pratt distributes and reviews November's supplemental financial notes with the Board.

Ms. Pratt reviews December's financials with the Board. She verified that December's overage of \$7345.00 was meter revenue generated from November's final collection. She brings Mr. Quintal up to speed on how monthly financials are gathered, reported and distributed to the Board.

Status of work with the auditor:

The Auditor has everything needed to complete the audit except the outstanding vacation time for 2008, which Mr. Ruggiero will provide tomorrow. Ms. Pratt will address the Future Receivables and Uncollectable numbers with the Auditor tomorrow. Mr. Bienvenue will not be able to complete the written review within the 60-day fiscal year end closing.

Ms. Pratt s seeks Board comment on her written response to Malloy, Lynch Bienvenue, LLP's Management Report for December 31, 2007. She would like to provide a copy to the Auditor tomorrow. The name imprinted on the Payroll Solutions checks needs to read "Plymouth Growth & Development Corporation", not "Park Plymouth"; Ms. Pratt will handle the change. Auditing standards require PGDC to address their "Organizational Risks." Uncertain exactly what that means, Ms. Pratt will seek clarification and report her findings to the Board next week.

Status of decisions regarding numbers of bike racks of different styles and status of applying for additional funds:

Ms. Pratt sent all of her bike rack information over to Ted Bubbins; he requested two more weeks to work with it. She also received the contact name of someone at Entergy who might be able to help with a donation. She will not be able to handle the Makepeace application until her work with the audit is complete.

6:25 p.m. Mr. Quintal asks to be excused to meet with Legal Council at the Board of Selectmen meeting.

6:27 p.m. Park Plymouth Operations—

Request from Multiple Sclerosis Walk, Plymouth:

MS requests cooperation from Park Plymouth to utilize the Market Street lot as a hospitality area during their Walk event. Mr. Ruggiero will get specific information on event logistics and report to the Board.

Staffing update:

L. Viavairins started back last week, working four, 6-hour days in the office. She is eager to work again, a quick learner, comfortable with customer service and is utilizing the Clancy system and processing payments.

Computer equipment update:

The computer that Mr. Price allowed Park Plymouth to use does not meet the operating system requirements necessary for the Clancy System to work properly. He suggests the Board purchase a copy of Windows XP and install it on another computer he is willing to let Park Plymouth staff utilize for Clancy processing. Mr. Ruggiero will see Ms. Pratt for a check. Verizon came to the office to adjust the phone lines and they are now equipped to handle the influx of customer service calls.

Progress on maintenance and repair, permit sales and outstanding citations:

Mr. Ruggiero updates the Board on completed maintenance tasks and shares he will be submitting a proposal to purchase a pole straightener next week. He shares current month figures for permit sales and paid citations. Mr. Price has received calls at his home from unsatisfied customers; they were in turn, referred to Mr. Ruggiero for handling. Mr. Ruggiero will instruct Mr. Bourassa to give Ms. Pratt the accrued vacation time numbers for the Auditor. Mr. Ruggiero will also draft a Vacation Time Carry-Over policy and present it for Board review.

Ms. Pratt wonders if Park Plymouth Operations should be the first item on the agenda. The Board agrees it is a good idea.

Mr. Zanotti asks Mr. Ruggiero to address the Flex Permits in the near future. Mr. Price acknowledges it as a future agenda item.

6:53 p.m.

Report on Courthouse –

PRA submitted an application for CPC funds to purchase and restore the 1820 Courthouse. An initial Committee review of the application happened last Thursday. They encouraged the application and asked additional information be supplied in time for this Thursday's CPC meeting.

Mr. Price asks for any other business matters the Board wants to discuss:

Mr. Zanotti would like Mr. Ruggiero present for the entire Board meeting to answer any business questions that might come up but perhaps early dismissal is warranted for [things like] reviewing minutes. Mr. Price and Ms. Pratt agree and reaffirm that he belongs as the first item of business on the agenda. Mr. Zanotti would also appreciate clarification of the term "Operational Risks" in the auditor's management report; Ms. Pratt will report the information to the Board next week.

Ms. Pratt shares the Auditor's concerns about establishing a system of checks and balances for accepting cash at the counter; in turn, she instructed Mr. Ruggiero to provide a written summarization of the nightly reconciliation process. If it does not guarantee consistency, she might recommend Park Plymouth does not accept cash. She also instructed Mr. Ruggiero to document criteria for why he waives fines and penalties on occasion and to produce a Protocol Document for handling cash in the office. To assess Park Plymouth's risk management, Ms. Pratt recommends having someone like Mr. Friend come in and find where the weak spots are in operational procedures.

Respectfully submitted by PGDC Secretary Mr. William Hallisey –

Signed: _____ Date: _____
William Hallisey