

Members Present: Leighton Price, Christine Pratt, Billy Hallisey, Charlie Bletzer & Dick Quintal

Absent: Mr. Zanotti

5: 00 p.m. Public Comment –

Mr. Richard Knox shares that he is no longer a member of the Town Finance Committee and is present today as a concerned resident of the Town.

5:01 p.m. Park Plymouth –

Follow-up on Walk MS Plymouth

The Walk begins at Plymouth North High School on the morning of April 5 and ends at 12pm. The coordinator requests use of the Market Street lot as a rest stop for walkers during their 6-mile journey through Plymouth; event breakdown should be complete by 1pm and probably will not interfere with enforcement. Mr. Ruggiero will forward to Ms. Pratt Request Details for inclusion in the office files.

Mr. Bletzer motions to let MS use the lot for their event and Mr. Hallisey seconds **Passed | 5-0-0**

Permit Sales:

45 permits were sold in February, averaging two per day. The Board considers increasing advertising efforts in March to help sell more permits at the last minute.

Ms. McDonough will speak with Mr. Spellman about costs for placing a small ad in the OCM.

Online permit sales seem to have slowed down. Ms. Pratt needs to make a transfer from the PayPal account to PGDC bank account sometime soon.

Update on income from outstanding citation collections in February:

1178 citations were paid in February, totaling \$40,354.00. Of the 1178, 5 citations were from out of state, totaling \$110.00.

Update on collections from people with substantial numbers of outstanding citations (e.g., 5 or more citations, top 100 list):

There are 11 plates on the list with 5 citations and \$1,000.00 or more in fines (not including RMV surcharges), total amount due is \$24, 210.00.

Mr. Ruggiero will follow up with the Registry to find out when Park Plymouth needs to reimburse them.

Mr. Hallisey asks if Park Plymouth can pull customer's information to see if they owe additional RMV fines, even though their citations are paid in full at Park Plymouth. Park Plymouth is capable of pulling that information; however, the Board thinks it is best to let the RMV handle that issue. Mr. Ruggiero will

continue to make it clear to customers that although their debts to Park Plymouth are paid in full, they should check on the status of their registrations directly with the RMV to make sure no other fines or fees are levied on their registration from other Towns or States.

Legal Counsel advised Mr. Price via telephone that anyone, including Board members, is allowed to pay someone else's citations. Counsel will look into whether and how we can draft a Promissory-type Document for those customers who may want to make partial payment.

The Board and Mr. Ruggiero clarify for Mr. Quintal the types of recourse available for appealing tickets.

Progress on maintenance and repair

Mr. Bourassa has taken care of some downed signs on School Street and refurbishing the Pay & Display machines located in the Park Plymouth office. Mr. Ruggiero sent a letter to Mr. Vogel asking if he would be interested in leasing to Park Plymouth the lot located at the former 1620 Restaurant.

Redeploying meters that were removed from the S. Russell lot:

Chilton Street, the lower end of Howland Street, Memorial Drive and School Street are the four locations under consideration for placing the 60 meters pulled from the S. Russell Street lot.

Weather permitting; James Downing will be conducting the Handicap Spaces audit next week. He did receive the suggestions Mr. Friend drafted about this issue.

Mr. Bourassa is requesting, via memo, for the Board to approve the purchase of a 2" Pole Straightener so he can fix bent poles and signs located in the Park Plymouth purview without hiring an independent contractor.

Mr. Bletzer motions to allow Park Plymouth to purchase a 2" pole straightener and Ms. Pratt seconds

Passed | 5-0-0

Mr. Ruggiero clarifies for Mr. Quintal why people might receive notices from Park Plymouth stating they have outstanding citations, even though they have already paid for some.

Mr. Quintal also lets the Board know that he read the Minutes package and noticed PGDC was considering hiring an independent contractor to maintain lots during snowstorms. He shares PGDC cannot do this without the Town's permission because it is "Bargain Work." The Board will communicate directly with Ms. Arrighi on this matter.

6:50 p.m.

Financial Matters –

Clancy	
System Support Fees	
Eight Handheld units	
October – December 2008	\$3132.48
Clancy	
System support fees for January 2009	\$300.00

Town of Plymouth December 2008	\$9643.62
Town of Plymouth January 2009	\$7826.18
John Lundborn Hearing Officer Services	\$220.00
Attorney Marzelli Professional Services Rendered	\$270.00
Wickedlocal advertising for Free Parking and the Half Price Permit sale Dec 1 – March 31	\$2274.00

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

Mr. Price reminds the Board that advertising the permits on wickedlocal are relatively high, compared to permit income.

Ms. Pratt will begin paying the utility bills online to insure they are paid on a timely basis.

Status of work with the auditors:

The Auditor has finished the second day of work in the office. Ms. Pratt was given a list of six items needed to complete the audit. PGDC needs to address future receivables; Ms. Pratt has drafted a “Calculating Future Receivables Amount for Inclusion in the Financial Reporting by the Plymouth Growth & Development Corporation” protocol. The Draft policy was forwarded to the Auditor, bookkeeper and the Board for their review. She asks the Board to adopt this policy tonight so she can give it to the Auditor.

Mr. Hallisey motions to adopt the policy and Mr. Bletzer seconds **Passed | 5-0-0**

A.D. Makepeace Application for bike racks:

Mr. Price will meet with Ms. Pratt to go over the financial information required to process the application. He will also draft language for the proposal and submit everything to ADM by March 9. Ms. Pratt will contact Entergy to gauge their interest in giving a donation, once the audit is complete.

Ms. Pratt passes out a copy of the Auditor’s response for last year and explains what “Document Evaluation and Assessment of Organizational Risk” means.

6:20 p.m. Minutes –

December 2, 2008

Mr. Bletzer motions to approve the minutes as corrected and Ms. Pratt seconds **Passed | 4-0-1**

January 13, 2009

Ms. Pratt motions to accept with changes and Mr. Bletzer seconds **Passed | 4-0-1**

January 20, 2009

Ms. Pratt motions to accept with changes and Mr. Hallisey seconds

Passed | 4-0-1

6:40 p.m. Mr. Quintal asks to be excused from the meeting to attend to BOS business.

6:40 p.m. Employee Handbook –

Mr. Price reminds the Board to review the Employee Handbook in preparation for next week's meeting.

6:45 p.m. 1820 Courthouse

At tonight's BOS meeting, the Chamber of Commerce and the Plymouth Redevelopment Authority (PRA) will present their plans for the 1820 Courthouse property. On Thursday evening, the Community Preservation Committee will continue its review of the PRA application.

6:47 p.m. Ms. Pratt motions to adjourn and Mr. Hallisey seconds

Passed | 4-0-0

Next scheduled meeting is Tuesday Feb 24, 2009 at Town Hall.

Respectfully submitted by PGDC Secretary Mr. William Hallisey –

Signed: _____ Date: _____
William Hallisey