

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

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**5: 00 p.m. Public Comment –**

Richard Knox, concerned resident of Precinct 4, shares his observation that there are many mixed messages conveyed in Town regarding the purchase of the Courthouse. It appeared at last week's BOS meeting that their decision to tell the PRA and Chamber to meet for further discussion was somewhat precluded by CPC's vote to support the PRA's application to purchase the property, instead of the Chamber of Commerce. He thinks it is important for PGDC to continue to remain open-minded in working cooperatively on this project, for the benefit of all.

Mr. Price clarifies that the CPC received only one application for this project. The Board would like to touch on this subject later in the meeting if time allows.

**5:05 p.m. Follow-up on the Vietnam Traveling Wall request**

Ms. Pratt decided to put off drafting a formal request for BOS approval on the donation request for a few weeks because Mr. Ryan is unsure his group will be able to raise enough money for the event; he would feel better if the \$5,000.00 from PGDC was not earmarked specifically for traffic control, as the Board motion dictates. The Board supports this event and is willing to be flexible in how organizers expense the \$5,000.00, if necessary. Mr. Ryan will come back before the Board with a fundraising progress report in a few weeks.

**5:08 p.m. Park Plymouth Operations –**

**Update on permit sales (on-line, by mail, in person):**

Since December 2008, 238 permits sold, totaling \$6800.00 in revenue. Park Plymouth reached 64% of the projected January 2009 budget goal and 48% of February's goal. The majority of permits sold are residential. Online sales have slowed down; Mr. Price and Mr. Ruggiero will compare notes on the amount of online transactions that occurred this month.

In 2008, Park Plymouth sold 342 permits, totaling \$22,140.00 in revenue. Given the amount sold this year compared to last, Mr. Hallisey suggests reducing the price of permits next year, but not by half. The Board will review this year's permit sale plan once it is finished and strategize accordingly for next year. Mr. Ruggiero will also bring a breakdown of the types of permits sold to next week's meeting.

Due to a customer complaint that he received, Mr. Quintal asks Mr. Ruggiero and the Board to clarify how overnight parking is handled for those taking overnight boat trips, and why residents with parking permits receive parking tickets. A lengthy logistics discussion ensues on the availability of parking spaces and possible solutions to Downtown Residential and Merchant parking. Mr. Price states the Board should be dealing with setting policy instead of individual issues and asks Mr. Quintal to refer all customer complaints to Mr. Ruggiero first, for resolution options. He further states that if customers are still unsatisfied, they are welcome to voice their complaints during public comment.

In the meantime, Mr. Ruggiero will look into the feasibility of using the Orange Stickers State Police use to warn vehicle owners they must remove their illegally parked cars from the highway.

**Ticket Revenue:**

To date, approximately 2403 citations marked "Paid" in 2009, generating revenue of \$90,000.00. The same reporting period in 2008 generated 989 citations paid, totaling \$27,525.00.

**Out of State Citations:**

Park Plymouth sent Clancy a test group of 216 out of state registrations. They will forward their investigative results to Park Plymouth.

Mr. Ruggiero requests the 432 citations marked "no info found, officer error, etc" to be changed to an "uncollectable" disposition in the Clancy database. Mr. Price will speak with Mr. Bourassa about sorting the breakdown of the dispositions, before gaining BOS approval to void them.

Mr. Ruggiero will double check with Liz about the draft of manual tickets.

**DPW Handicap Parking Spaces:**

DPW will keep Park Plymouth in the loop regarding Roger Hammond's replacement. Once the weather improves, Mr. Downey will begin his investigation of handicap spaces.

**Staffing update:**

L.Vaivarians is back working in the Park Plymouth office full time. Her doctor gave her a clean bill of health.

**Completed Maintenance Update:**

Mr. Ruggiero shares a lengthy list of items that Mr. Bourassa has worked on during the free winter months and items he will complete in time for the April 1 Paid Parking start date. There are some signs that need fixing, but Park Plymouth employees cannot handle them because of Union rules. Mr. Quintal will speak with Melissa Arrighi about talking with the Union or DPW to handle this and report an answer to the Board next Tuesday.

Ms. Pratt will call Municipal Sales Supply Company tomorrow regarding payment for the Pole Straightener.

**Follow-up letter to people with 3, 4 or 5 outstanding citations:**

Because State Law dictates people with 5 or more citations are eligible for towing, Mr. Ruggiero will send out a follow up reminder letter to the people with 5 or more citations. A different kind of follow up letter will be mailed to those with 3-4 tickets, reminding them they are getting close to the 5-ticket cut off.

**Plan needed for modification/correction/placement of signs:**

Some time ago, Mr. Ruggiero took a poll of the North Plymouth area to assess their true parking needs; he shares results with the Board. Mr. Price suggests creating some 2-hour parking spaces and designating a few 15-minute timed zone spaces. Mr. Ruggiero will draft and present a list of strategically located short-term zones for a Board vote.

Once Mr. Ruggiero completes the list of short term and two hour zones, Mr. Zanotti would like to receive Merchant input on the plan before voting on this issue.

Mr. Ruggiero will also come to the Board with a list of short-term spaces for the Downtown and waterfront areas.

Mr. Ruggiero will check with Patrick O'Brien about the status of the Cab Stands project. The Board agrees that drafting correct language that warns about Rights to Cab Stand Space Use is an important consideration before manufacturing expensive signs.

The Board agrees that once the 1954 Rules and Regulations are addressed, they need to develop a sensible parking plan for expanding upon paid parking and the lack of meters in prime parking areas.

**Redeploying Meters from the South Russell Street lot:**

Mr. Ruggiero will continue working on his ideas for redeploying the meters from Russell Street Lot.

**Aside topics:**

Mr. Ruggiero assures Ms. Pratt that Park Plymouth staff still has plenty of work now that L. Vaivarians is back.

Mr. Ruggiero will make sure that he puts in a formal request for hand-held units in time for the restart of paid parking on April 1.

Mr. Zanotti requests the Flex Permit issue becomes an agenda item, soon. Mr. Price will put this on next week's agenda.

**6:23 p.m. Financial matters –**

Ms. Pratt still has not received the invoice for the Sovereign Bank Brewster Street Parking Lot Lease that was due in January; she is going to call them about it. She is seeking Board approval to pay the \$1,000.00 once it arrives.

**Mr. Price**

Staples

Reimbursement for office supplies \$29.38

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

**Cubic:**

Ms. Pratt suggests we enter into a Systems Support Service Agreement with Cubic so the bookkeeper can speak directly with them if she finds any discrepancies in the Pay & Display receipts; it will also be useful for Park Plymouth staff. Cubic is willing to issue a seasonal agreement to Park Plymouth for \$800 per year, or bill at \$325 per hour. The agreement covers any Technical Assistance the organization needs for all Pay & Display machines.

Mr. Hallisey motions to enter into the seasonal service contract with Cubic for \$800.00 and Mr. Bletzer seconds **Passed | 5-0-0**

**Status of work with the Auditor:**

Ms. Pratt is still waiting to see a list from the Auditor of the outstanding items PGDC needs to complete for this year’s audit. If Ms. Pratt does not receive it by this Thursday, she will request it via email.

**A.D. Makepeace Application:**

Mr. Price will work on completing the A.D. Makepeace application with Ms. Pratt this week.

Ms. Pratt shares she is still waiting to hear back from legal counsel about whether PGDC is required to place an RFP to purchase the bike racks.

**6:35 p.m. Minutes –**

**July 29, 2008**

Mr. Zanotti motions to approve and Mr. Hallisey seconds **Passed | 4-0-2**

**December 16, 2008**

Mr. Bletzer motions to approve with corrections and Mr. Zanotti seconds **Passed | 4-0-2**

**6:45 p.m. Mr. Quintal asks to be excused to attend to BOS matters.**

**January 6, 2009**

Ms. Pratt motions to approve with corrections and Mr. Bletzer seconds **Passed | 3-0-2**

**6:49 p.m. Courthouse update –**

Last Tuesday at the BOS meeting, the Chamber of Commerce and the Plymouth Redevelopment Authority presented their plans for the 1820 Courthouse property. BOS asked both groups to meet and discuss how they might work together on this issue. Last Thursday, the Community Preservation Committee voted in favor of the PRA’s application because, without an approval from the CPC, there would be no basis for any conversation on the matter. Yesterday, at the request of the Selectmen, the PRA met with the Chamber to discuss how they might produce a joint plan for the property. Mr. Price shares the feedback he received from Mr. Wollner about the meeting.

**7: 00 pm. Mr. Hallisey and Mr. Bletzer motion to adjourn **Passed | 5-0-0****

The next PGDC meeting is Tuesday, March 3, 2009 at 5 p.m. in Town Hall.

Respectfully submitted by PGDC Secretary Mr. William Hallisey –

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