

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

5: 02 p.m. Public Comment –

Tim Oliver of Community News Paper Company is here to request Park Plymouth advertise a 2009 parking map in the center pages of the spring /fall editions of the Plymouth Guide. 300,000 total copies are printed and distributed to key locations throughout the area and this year it will be included on the wickedlocal website. Total cost for the centerfold ad to run in both editions is \$1,000.00.

Ms. Pratt motions to purchase advertising of Park Plymouth's 2009 map in the Plymouth Guide, with the stipulation that a listing of the map is also included in the index guides. Mr. Bletzer seconds

Passed | 5-1-0

Mr. Ruggiero will make all necessary changes to the map so it reflects Park Plymouth's footprint for 2009, forward it to CNC and upload it to the website.

5:11 p.m. Park Plymouth operations –

The number of motorcycles allowed to park in one space has increased to FOUR:

Mr. Ruggiero contacted both Fire Chief Battalion Young and Police Department Captain Rogers and neither of them have safety concerns or objections about allowing four motorcycles to park in one space. Although the police department is already aware, Mr. Ruggiero will clearly document and communicate to all enforcement officers and Park Plymouth staff the new rules and procedures for motorcycles parked in all lots and at meters. Mr. Ruggiero relayed the information to the MMA. They will distribute information to their membership and continue to work with Mr. Ruggiero to come up with a hangtag solution for motorcycles that might receive tickets.

Board Review of Park Plymouth Progress Reports for Week of March 24, 2009:

Parking Permits for 2009:

206 permits sold, totaling \$6,000.00

Revenue from 2009 Permit sales (as of March 23, 2009)

\$13, 600.00 total sales. 471 permits have sold, 125 of them were online applications. In the past two weeks, permit sales increased from an average of 6 per day to a daily average of 10.

Boston Globe will be printing a story on the Paid Program start date of April 1.

Ticket Revenue for March

566 citations are paid, totaling \$21,100.00. (Up from last year when 237 citations were paid, totaling \$5,910.00).

Park Plymouth has exceeded the March projection thus far by \$15, 430.00

During the free parking period, Park Plymouth has received revenue of \$135,370.00 on 3,963 citations.

Feedback from North Plymouth Merchants regarding the possible changes in enforcement hours and timed zones:

Mr. Ruggiero requests Board permission for staff to overlay stickers that list the correct hours of enforcement on the signs in North Plymouth. He further requests a decision on adding one 15 minute timed parking space in front of the Cleanist.

Mr. Bletzer motions to add a 15-minute parking space in front of the Cleanist in North Plymouth and Mr. Zanotti seconds

Passed | 6-0-0

Mr. Bletzer motions to change the signs to the reflect the correct enforcement hours and Mr. Hallisey seconds

Passed | 6-0-0

Signs reminding the community Paid Parking begins April 1 and ½ Price permit sale ends:

Staff distributed the posters to the merchants located downtown, on the waterfront, in Village Landing and in North Plymouth.

Request from Plymouth Fire Fighter Michael Souza:

Mr. Souza is looking for PGDC support for a fundraiser at Memorial Hall on May 30 for handicap children. Mr. Ruggiero asked him to submit a formal request and to date still has not received one.

Proposed locations for additional parking meters:

Mr. Gould's response to the possibility of deploying extra meters on Howland Street, Memorial Drive and School Street was not favorable, due to various safety concerns.

Maintenance:

Staff is busy in the field handling final maintenance tasks in preparation for the April 1 start date. Mr. Ruggiero would like to delay deployment of the extra Pay & Display machine so Mr. Bourassa can continue cross training staff on the technical issues associated with repairing broken Pay & Display machines. The Board approves.

Utilizing Mr. Vogel's lot:

Mr. Ruggiero will get an estimate on the associated costs with making that area operational. Mr. Quintal will speak with Mr. Vogel about the possibility of letting Park Plymouth use this lot.

Website updates in time for April 1 start date:

Mr. Price will update the website to reflect the full price amount for permits, in time for the April 1 end date of the half price sale.

Towing feedback:

Mr. Marzelli will speak with the Police Chief. To date, he has found no legal authority for the Chief of Police to delegate to the PGDC authority to order a vehicle towed. He will speak with Town Council.

Extended Payments:

The attorney does not recommend allowing extended payment arrangements for citations because once you release the registry hold you are just another creditor.

Mr. Quintal does not think we can avoid allowing partial payments in this economy. Mr. Ruggiero will contact other municipalities to see if they offer partial payment arrangements on tickets and report findings to the Board.

5:56 p.m.

Financial Information—

Bills

Town of Plymouth
Reimbursement of Personal Services
February Payroll \$6461.68

Northeast Graphics
Invoice #8305
8 Sandwich Board Signs
For April 1 Start Date \$384.00

Cubic Transportation Systems
Invoice # I200062386
Handheld Units \$1153.08

Cubic Transportation Systems
Invoice # i200062530
Pay Stations \$800.00

Ms. Pratt did not bring the invoices from Hearing Officer John Lundborn. She requests a cost not to exceed amount of \$600.00 for his services and supplies, so she can mail his check.

Leighton A. Price
Reimbursement Expense
Order ID # FSRE-08413550508830
Formspring Hosting Services \$76.00

Mr. Quintal questions why Mr. Price is paying for the Corporation's expenses on his personal credit card. Ms. Pratt explains there is no corporate card and to date, the auditor has no issue with handling a [Board member's] reimbursement this way, as long as there is correct documentation in the files. To keep cleaner records, Ms. Pratt will look into having the Formspring charges automatically deducted from the Operating Account.

Lisa Santos Accounting Services
Invoice # 629
Accounting services rendered \$590.00

The other bill submitted by Lisa Santos, for \$1,950.00, is for her efforts to reconcile receipts to the P&D machines for audit certification and establishing a Reconciliation Protocol.

Ms. Pratt explains that during the reconciliation process, Ms. Santos discovered an excess of \$1,316.00 in income, generated from credit card payments throughout 2008 to P&D machines that are not supposed to accept credit card payments. The Board would like to see a breakdown of time spent on this project before approving payment of the bill.

Ms. Pratt clarifies PGDC's budget protocol for Mr. Quintal.

All Pay & Display machine credit card slots are now properly disabled.

Mr. Zanotti motions to pay all bills except Ms. Santos bill for \$1950.00 and Mr. Hallisey seconds

Passed | 6-0-0

Ms. Pratt recommends we do not try to recapture the credit card charges from the P&D machines. She further explains the procedural inefficiency with how staff was handling P&D float up cash, which caused a \$3,000.00 discrepancy in the reconciliation. She is working with Park Plymouth staff to rectify this. The bookkeeper drafted a Reconciliation Procedure to send the auditor.

Ms. Pratt shares Mr. Bourassa's and Mr. Ruggiero's Draft Protocol for collections. Beginning April 1, 2009, the bookkeeper will only reconcile to the P&D system receipts.

Mr. Zanotti suggests having Mr. Ruggiero draft a RFP for a Parking Consultant come in and assess operational procedures. Ms. Pratt does not have a problem with that; however, she feels the Board should develop written protocol first so a consultant is not working purely from hearsay.

Ms. Pratt will review last year's numbers to see exactly where we are off \$3,000.00. She will continue to work with Mr. Ruggiero and Mr. Bourassa to find where the discrepancy lies.

Mr. Zanotti motions for Mr. Ruggiero to begin a Draft RFP requesting a review of Park Plymouth procedures and Mr. Bletzer seconds

Passed | 6-0-0

January & February Balance Sheets:

Ms. Pratt explains she did have to adjust the future Parking Ticket Receivables and Allowance for Uncollectible numbers for January and February, and then sent it to the auditor. These amounts only include fine amounts, not penalties.

6:55 p.m.

Mr. Quintal asks to be excused to deal with BOS matters.

Return to topic:

Ms. Pratt continues to give an in-depth overview of the financial reports with the Board.

Mr. Zanotti suggests placing money into another CD. Ms. Pratt would first like to consider changing banks, based on proximity. This becomes an agenda topic for next week.

Ms. Pratt points out that we are no longer having the discrepancies in the coin deposits that we were seeing last year.

Ms. Pratt requests Board support for the letter to the BOS seeking their endorsement for PGDC to pay \$5,000.00 toward Police, EMT and traffic control expenses for the American Legion's "Moving Wall" event this summer.

Mr. Zanotti motions to support the letter and Mr. Hallisey seconds

Passed | 5-0-0.

Now that the Town cannot afford to, Ms. Pratt asks the Board to consider incurring the \$10,000.00 maintenance expense for maintaining the flowerpots typically placed throughout Downtown every year. She would like to cut the check directly to the Town.

Mr. Price reports that he spoke with Ms. Arrighi this morning and she thinks it may be possible to contract with a private vendor for maintenance. Ms. Pratt reports that she spoke with Ms. Arrighi in the afternoon and it may be a point of arbitration.

7:25 p.m. Mr. Bletzer and Mr. Zanotti motion to adjourn

Passed |5-0-0

Next meeting is March 31, 2009 at 5 p.m. at Town Hall

Respectfully submitted by PGDC Secretary Mr. William Hallisey –

Signed: _____ Date: _____
William Hallisey