

September 22, 2009

Members Present: Leighton Price, Christine Pratt, Alan Zanotti, Dick Quintal & Richard Knox

Absent: Charlie Bletzer & Donna Fernandes

5:00 pm Call to order, public comment –

There is no public comment at this time.

5:01 p.m. Park Plymouth –

Office Computer Maintenance:

Paul Shea cleaned up and upgraded the RAM on both of the office computers so they will run more efficiently. Mr. Ruggiero is waiting for Paul to quote Park Plymouth a dollar amount for his company to provide a monthly service contract on these systems.

Monitoring Computer for P&D Machines:

Mr. Ruggiero will send Ms. Pratt the final dollar amount needed to purchase the Dell Computer. The computer will arrive ten days after Dell receives a check.

North Street P&D system crash:

The P&D Machine in the North Street lot was carrying two and a half years of information and as a result, the hard drive crashed. Mr. Ruggiero was able to download the information from it this week. Jeffrey Wei of Cubic is working on a computer program that will allow Park Plymouth to download the P&D information onto a small laptop on a monthly basis. Mr. Ruggiero will take care of downloading information from the other P&D's once the North Street problem is fixed.

Veterans Day Parade:

Roxanne Whitbeck, Veteran Agent for the Town of Plymouth, emailed Park Plymouth asking PGDC to grant relaxed enforcement for the Veterans Day Parade, as they did last year. Mr. Ruggiero asked her to email a more detailed request as soon as possible so the Board can formally vote on her request.

This event appears to be a candidate for the approved list of recurring events PGDC supports on an annual basis.

Mr. Knox motions to approve relaxed enforcement during the Veteran's Day Parade and Ms. Pratt seconds

Passed | 5-0-0

Request for Relaxed enforcement during funeral:

Mr. Ruggiero received an email from Davis Funeral Home requesting Park Plymouth provide some parking leniency on Saturday, September 26, 2009 between 1:30 and 3pm to accommodate parking at the First Parish Church in Downtown. They anticipate approximately 300 people will attend a funeral that day and Directors want to make parking as convenient as possible for attendees.

The Board recognizes the sensitivity of this request but is concerned if they make an exception for one church, they will be setting a precedent for all churches in the Park Plymouth footprint. The Jenney Pond and Russell Street Free Parking Lots are within close walking distance to the church and can accommodate a high volume of parked cars. They ask Mr. Ruggiero to encourage the Funeral Home to direct attendees to park in those areas instead.

5:21 pm

Financial Information –

Bills:

Joyfly’s Buzz PR | Marketing

Park Plymouth Services

Week Ending 9/20/09 \$400.00

Town of Plymouth

Reimbursement of Personnel Services

August 2009 \$8,986.93

Town of Plymouth

Reimbursement of Personnel Services

September 2009 \$8,986.93

Mr. Knox motions to pay the bills and Mr. Zanotti seconds

Passed | 5-0-0

Equipment Lease buyout:

Ms. Pratt is waiting for confirmation on the final payout amount from Central.

Bike Racks:

Ms. Pratt received the Historic District Commission’s protocol for placing the bike racks. Before gaining formal permission from the Commission, PGDC must place a notice in the newspaper about where the racks will be located but is not required to notify all abutters.

1954 Rules and Regulations:

The Board reviews Ms. Pratt’s Draft of this RFP. Two sets of regulations will be part of the RFP, the original 1954 Rules and Regulations and the Engineering Department’s compilation of Amendments. Next week, Ms. Pratt will provide the Board with a list of at least three nationally recognized companies who handle Codification, and our former Hearing Officer, Mr. David Friend. The Proposal Response Deadline is 30 days from the date on the RFP. PGDC will issue service contracts within 60 days and the chosen company or individual will have 6 months to codify the Regulations.

Mr. Knox motions to accept the Draft RFP 1954 Rules and Regulations for Codification as amended and Mr. Zanotti seconds

Passed | 5-0-0

Ms. Pratt will send the scanned RFP to Attorney Marzelli and ask him to be timely with his remarks on the draft.

5:44 pm

Minutes –

August 18, 2009

Mr. Knox motions to approve as written and Mr. Zanotti seconds

Passed | 5-0-0

August 25, 2009

Ms. Pratt motions to approve as written and Mr. Zanotti seconds

Passed | 5-0-0

Questions stemming from previous Minutes:

Ms. Pratt asks Mr. Ruggiero why Guidelines did not place hash marks on the ground in East Bay Grille. He explains how the ground was marked is a clear enough delineation of parking and no parking areas; the hash marks were necessary.

Meters are not in front of the old 1620 Restaurant because there is a lack of staff to handle tasks. As soon as Mr. Ruggiero's Jury Duty obligations are complete, he will install meters in this area. Jury Duty should be over October 2, 2009.

5:50 pm

Events Policy Discussion –

Mr. Prices states there needs to be a formal policy drafted that stipulates anybody who wants to block off parking must formally request in writing their needs to PGDC one month in advance or they will be responsible to pay for parking and be subject to ticketing if parked illegally.

The Board reviews Economic Development's Events Policy Form and feels PGDC needs to be included in the approval sign off process with the Town. Ms. Pratt will follow up with Mrs. Arrighi on this.

Mr. Knox asks Board permission to request a copy of the Labor Day Road Race Events Application form from the Selectmen's office because he attended the event and noticed organizers were not adhering to their originally stated plans. Mr. Price states he feels it is more important the Board become a formal part of the approval process instead of looking back, making it a positive process overall.

Off topic –

Draft Master Parking Plan:

To help determine how much each leased parking space is worth, Mr. Knox reviewed the Town's Lease Agreements with Waterfront Businesses and found that costs for individual parking spaces are not included in the language of these agreements. This makes it hard to determine how much spaces are worth in those locations and therefore, this will not be included in his study.

The Board will be able to determine how much each space is worth by conducting a year-end study of how much revenue individual lot spaces are generating.

Return to topic –

Events Policy:

The Board agrees there is a need to create a list of recurring events whose organizers request special parking privileges. Ms. Pratt will put together a policy clause and starting list of these events for the Board to review next week.

Mr. Zanotti suggests maintaining a file in the office that helps keep track of problems MEO's notice during these events, and for general public complaints. PGDC can reflect on these observations and make suggestions to organizers next time they put forth a request to the Board.

6:26 pm **Mr. Quintal leaves the meeting to attend BOS matters and Park Plymouth Management Position Advertising –**

Kim shares her findings on advertising packages for the Management Position. She will post the ad with New England Parking Council, Parkingtoday.com, parking-net.com, the MMA and Careerbuilder.com. Ms. Pratt will forward to Kim a modified version of the ad tomorrow so she can begin placement.

6:30 pm **MOA Update –**

The Board reviews the amendments Mrs. Arrighi made to PGDC's MOA.

6:50 pm **Ms. Pratt motions to adjourn and Mr. Knox seconds**

Passed | 4-0-0

Respectfully submitted by PGDC Secretary Mr. Alan P. Zanotti –

Signed: _____ Date: _____
Alan P. Zanotti, Secretary