

October 6, 2009

Members Present: Alan Zanotti, Christine Pratt, Charlie Bletzer, Dick Quintal (arrived at 6p), Richard Knox & Donna Fernandes

Absent: Leighton Price

5:02 pm Call to order and public comment –

There is no public comment at this time.

5:02pm Discussion with America's Hometown Thanksgiving Celebration Representatives –

Michael McCourt and David Lybarger of America's Hometown Thanksgiving Celebration (AHTC) are before the Board to ask permission to block 56 spaces in Water Street Lot One to host the Budweiser Clydesdale Horses on November 16 through November 23. Cherry's Bait Shop is amenable to the blocking of these parking spaces directly at their location because event organizers will pay her utility bill for November.

They also request to park two large trailers at the top half of Memorial Hall Lot from 9am November 21 until 3am November 22 to accommodate the load-in and load-out of performance related equipment for the Tops in Blue concert at Memorial Hall on November 21.

The Board decides to handle these two requests separately.

Ms. Pratt motions and Mr. Bletzer seconds to allow America's Hometown Thanksgiving Celebration to utilize the 56 parking spaces in Water Street Lot One November 16 through November 23

Passed | 5-0-0

The Board discusses how to arrange for fair and safe parking for abutting merchants and customers, and accommodate AHTC's request in the Memorial Hall Lot. Mr. Ruggiero will contact the Police Department to see if they have any safety concerns with allowing the two equipment trailers to park at the top of Memorial Drive once the busses move out, instead of in the lot.

Ms. Pratt motions and Mr. Bletzer seconds to table the approval of requested parking accommodations until Mr. Ruggiero, Mr. Lybarger and Mr. McCourt can devise a fair and safe parking arrangement

Passed | 5-0-0

Mr. Lybarger asks if there will be relaxed enforcement for the Parade. Ms. Pratt shares that PGDC typically accommodates this request every year and is currently refining a Draft Special Events Policy that addresses these types of annual requests; America's Hometown Thanksgiving Day Celebration is included in the list of recurring events under consideration.

5:35pm Discussion regarding Factory Five Racing event on October 10, 2009:

David Smith of Factory Five Racing emailed Mr. Ruggiero requesting to pay all day parking rates on October 10, 2009 for approximately 25 parking spaces somewhere along the Waterfront. The Speed Channel is featuring a story on Factory Five Hot Rods and airing it on their program. Factory Five would like to use Plymouth as the backdrop.

The Board thinks this is a great opportunity to advertise Plymouth and after discussing location alternatives, asks Mr. Ruggiero to give local businesses a courtesy call alerting them to this event.

Ms. Pratt motions and Mrs. Fernandes seconds to allow Factory Five Racing to occupy the 25 spaces on Water Street at the full day paid parking rate on October 10, 2009

Passed | 5-0-0

Ms. Pratt asks Mr. Ruggiero to check if Factory Five has contacted the Police Department regarding safety issues and to make sure all vehicles conform to the "Head In" parking rules on the waterfront.

5:53pm

Park Plymouth –

September Income Report:

Mr. Ruggiero gives the September progress report to the Board. Please see the September Handout files in the 2009 Minutes Binder for complete data.

There is approximately an 8% ticket Void rate, mostly because people do not display their receipts, P&D machine and user error. Mr. Knox asks if there is any way to estimate cost benefit to use P&D machines over meters and whether it is costlier to have all meters or a designated booth for collections. Mr. Zanotti responds after massive amounts of research, having only meters are more inconvenient than P&D's for consumers; a mixture of the two provides more versatility.

Staffing Status:

Mr. Ruggiero reports on staff vacation time. He will bring his winter maintenance task list to the Board for review next week. He gives them a letter from Judge Walsh who explains Bill's Jury Duty obligation is extended through November 23, to hear continuing evidence on five Grand Jury investigations.

6:05pm

Mr. Quintal arrives.

Depot Square Signage:

Mr. Ruggiero will check with the Town about the status of hanging signage in Depot Square.

Installation of meters in front of the old 1620 Restaurant:

Mr. Quintal shares that the Selectmen's office received a request from a developer to present building and location improvement plans for the old 1620 Restaurant and rotary area on October 20. For the Board of Selectmen's record, Mr. Quintal will mention at his meeting that Park Plymouth has pulled the necessary permits with Dig Safe and they intend to install parking meters at this location. He will speak with David Gould about the status of the developer's proposal and report back to the PGDC Board next week.

Cell Phone Modems:

Modems are installed in the P&D machines; Verizon needs to activate the hardwired P&D machines. Mr. Ruggiero is working with Cubic and Verizon to get the tracking system online. The new monitoring computer should arrive sometime next week and the tracking software should be operational by March.

Ms. Pratt asks Mr. Ruggiero to ask for clarification on when the software will arrive because she would like to pay the invoice she received for this.

Testing of pay and displays to avoid overload crash:

Staff will begin downloading backup information from the Market Street machine this week.

Seal Coat:

A Seal Coat company was filling cracks on Main Street this morning. This does not appear to interfere with parking operations in any way.

Free Parking during winter months?:

Mr. Knox voices his support for repeating the Free Parking promotion from December through March. He also states his Master Parking Plan study includes a lengthy list of tasks that staff should complete during the off-season, in preparation for the spring. Ms. Pratt endorses the seasonal approach, but feels the Board should discuss this topic in tandem with revisiting the half price permit sale when Mr. Price returns. Additionally, she is working on the 2010 budget and there is a need to study the numbers in relation to winter staffing needs.

Mr. Quintal asks if there are any plans and funds available to build a parking facility. Mr. Knox states that his study includes short and long-term plans and options the Board will need to discuss and decide upon regarding this, and many other topics. PGDC has a healthy amount of money in the bank. Coupled with grants and the parking fund, building a parking facility, if the Board decides to move forward with that plan, is not out of reach.

The majority of the Board voices their support of the free parking program December through March, however decides to place this topic on a future agenda.

6:40pm

Financial Matters –

Bills:

Town of Plymouth

September RMV Unmarking fees \$1920.00

Cubic

Repair Charges \$164.63

Joyfly Buzz PR | Marketing

PGDC Administrative Services
September 2009 \$ 415.00

Joyfly Buzz PR | Marketing

Park Plymouth weekly invoice \$400.00

John Lundborn

Hearing Officer Services \$889.99

The number of ticket dismissals is booked as a reduction against account receivables. Ms. Pratt is studying Mr. Lundborn’s dismissal rate and reviews her preliminary findings with the Board.

Mr. Lundborn is completing two appeals per hour. He will present his quarterly report to the Board at next week’s meeting.

Ms. Pratt will pay the Board approved amount of \$3250.00 for the P&D tracking software once Mr. Ruggiero confirms its expected delivery date.

Mr. Quintal motions and Mr. Bletzer seconds to pay the bills

Passed | 6-0-0

6:45pm Mr. Quintal adjourns to attend BOS matters.

Financial information continued –

Ms. Pratt still has not sent the October 1 payment to Cubic for the equipment lease payout because she expected it would be included in the final payment to Pacific Rim.

She will have the 2010 budget prepared for the Board in two weeks.

6:46pm 1954 Parking Regulations update regarding Attorney review

Ms. Pratt spoke with Attorney Marzelli about the two options available to the Board for the Codification RFP. PGDC is obligated to follow procurement law and she will bring the legislation that explains the two approaches to the Board for their review next week.

Mr. Knox disagrees that we are obligated to follow the procurement laws because according to its enabling legislation, PGDC is not a municipal agency, and the State still cannot determine how to classify the Corporation. He supports a need for complete openness and transparency but thinking long term, would rather enjoy the freedom PGDC's enabling legislation affords the Board to work independently from State and local governments and processes.

7:00pm Status of position advertisement –

Kim submitted the job posting to Parking Today and the MMA website. She also arranged for a Net 30 billing cycle instead of using her personal credit card.

Draft Master Parking Plan –

Mr. Knox will bring the first draft to next week's meeting.

7:02pm Mr. Bletzer motions and Mr. Knox seconds to adjourn

Passed | 5-0-0

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

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