

**Members Present:** Alan Zanotti, Christine Pratt, Charlie Bletzer, Richard Knox & Donna Fernandes

**Absent:** Leighton Price

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**5:02 pm Call to order and public comment –**

There is no public comment at this time.

**5:02 pm Park Plymouth —**

Mr. Ruggiero is at Jury Duty and cannot attend tonight's meeting.

**Staff shortage:**

Ms. Pratt had another conversation with Mr. Ruggiero last week about reprioritizing maintenance tasks due to a shortage of staff. She suggested he approach the Board and request discretionary overtime to complete them.

**Factory Five Video shoot on the Waterfront–**

Last minute attendance was very high for this event and all overflow parking redirected to Water Street Lot One. Factory Five is paying for all additional parking and will mail a check to Park Plymouth this week.

Mr. Zanotti states last minute parking requests such as Factory 5's is a good example of why there is a need to develop a tracking system for special events.

Kim shares that she has developed a Special Events workbook spreadsheet in Excel for Park Plymouth. Designed in a month-by-month calendar form, Mr. Ruggiero can log special events into their respective months, with all related contact and logistical information linked to corresponding sheets within the database. MEO's and management can utilize this program to understand their event parking related tasks and track observations that will help improve any logistical problems in the future.

**Computer & Tracking software:**

The DELL P&D monitoring computer arrived in the office. Ms. Pratt will confirm whether the tracking software is loaded yet.

**Modems:**

Ms. Pratt sent a partial payment to Verizon for the cell phones.

**Staff Reviews:**

These are overdue and must be addressed soon.

**5:20 pm Financials –**

**Bills:**

**MA Municipal Agency**

Park Plymouth Advertisement \$280.00

**Danka Copier Maintenance**  
Office Copier Maintenance \$220.50

**Lisa Santos**  
August Accounting \$670.00

**Joyfly Buzz PR | Marketing**  
Park Plymouth Services \$400.00

**Bienvenue LLP.**  
2006 Audit \$650.00

**Mr. Bletzer motions and Mr. Knox seconds to pay the bills** **Passed | 4-0-1**

Mrs. Fernandes abstains for lack of information.

**5:23 pm** **Mr. Quintal arrives**

**Pacific Rim:**

Ms. Pratt Express mailed a \$57,671.44 check to Stathis at Central for the P&D equipment lease buyout. These funds came from the general operating account. This buyout will reduce monthly operating expenses \$4,935.59 beginning November 1.

**Financial Report filed with the SEC:**

Attorney Marzelli sent confirmation to PGDC saying he mailed the Financial Conditions report and a cover letter to the SEC Public Records Department.

**August 2009 Financial Comparative –**

The Board reviews Ms. Pratt’s draft of the August 2009 Financials and TYD Comparative Analysis to 2008. For complete information, please refer to the October handouts in the 2009 Minutes Binder.

**5:42 pm** **Hearing’s Officer John Lundborn’s Report (Mrs. Fernandes leaves the meeting)—**

Mr. Lundborn gives his report on ticket Appeals from April 1 to September 30. People in North Plymouth are complaining there are not enough handicap spaces and there is a lack of enforcement of those spaces in that area. Lack of signage is a chronic problem throughout downtown. Other dismals include unfamiliarity with the rules, overtime parking and non-display of Handicap placard.

Please refer to Mr. Lundborn’s Appeals Quarterly Report in the October section of the 2009 Minutes Binder for factual data.

Mr. Lundborn will research how Cambridge voids tickets for Official State vehicles and help the Board adopt a Void procedure that is consistent with the current Void logging process.

**6:15 pm** **Master parking plan discussion. Meeting with Chamber Foundation - Richard Knox**

The Board reviews Mr. Knox’s draft of the Master Parking Plan. In order to meet the November 1 deadline to make the document public, Mr. Knox asks the Board to review the three options and schedule time next week to adopt some of the recommendations. Kim will email Mr. Price and request this become an agenda item.

**6:34 pm      Status of Park Plymouth applications –**

Ms. Pratt picked up four more applications. The screening committee will meet to review them in a couple of weeks.

**6:36 pm      MOA –**

Mr. Zanotti and Ms. Pratt met with Melissa to discuss the MOA. She offered to review the Management Position job description and suggest a pay range.

**6:40 pm      Selectman to review PGDC Reinvestment Policy this evening**

The BOS will review this during tonight's BOS meeting and if adopted, it will become part of the MOA.

**Side Note:**

Ms. Pratt received a \$3700 invoice from the bill from the Plymouth Fire Department for July 4 Festivities. Already approved by the Board in a previous meeting, she will send a check to the Town this week.

**6:45      Mr. Knox motions and Ms. Pratt seconds to adjourn**

**Passed | 4-0-0**

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Alan P. Zanotti, Secretary