

November 3, 2009

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

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

There is no public comment at this time.

**5:02pm Park Plymouth —**

**Monthly Updates:** Mr. Ruggiero reviews his monthly updates with the Board. Please refer to the November handout files in the 2009 Minutes Binder for factual data.

**Modems:** Mr. Ruggiero is still working with Verizon to switch the modem service IP's from Dynamic to Static IP addresses. Once Verizon assigns the correct IP's, they will issue a credit on the bill.

**Printings:** 1,000 Park Plymouth brochures are on order with Sign A Rama and Northeast Graphics is printing the 2010 Downtown and Resident Permits. Kim will facilitate the design and implementation of marketing collateral for the Free Parking and Half Price Permit programs.

**P&D's in the off-season:** Mr. Ruggiero and his staff are preparing to winterize all machines and handle the final cash out. Staff will place sandwich board signs that announce the free parking in strategic locations throughout town.

**2009 and 2010 Permits:** The bookkeeper found a \$2,600.00 discrepancy between Mr. Ruggiero's reported number of permits sold and her accounting figures. Ms. Pratt and Ms. McDonough are in the process of completing an inventory of permits sold by referencing all Park Plymouth 2009 Permit logbooks and entering the information into an Excel database. Moving forward, Mr. Ruggiero will enter the number of permits sold into this database then submit a monthly report to the bookkeeper so she can verify it against the numbers.

Ms. Pratt suggests the office should no longer accept cash.

**Ms. Pratt motions to only accept money orders, checks and credit card payments in the office and Mr. Zanotti seconds for discussion**

Mr. Quintal asks how many people pay with cash.

It appears the bulk of people pay with credit cards; although cash is harder to track, especially for those customers who do not keep personal records yet insist they have paid their debt to Park Plymouth, though office records indicate otherwise. Most of the Board agrees limiting a customer's payment methods is an inconvenient burden to them.

**Failed | 2-5-0**

The Board agrees a better accounting method for permit sales is necessary.

Mr. Price will modify the Park Plymouth website and permit handouts to reflect the 2010 promotions.

**Mr. Ruggiero's review:** Mr. Price, Ms. Pratt and Mr. Zanotti will meet with Mr. Ruggiero on November 11, 2009 at 9:00am in the Park Plymouth office to review his performance evaluation.

**Turkeys for the Park Plymouth staff:** Mr. Bletzer suggests purchasing Thanksgiving turkeys as a gesture of thanks for all the hard work performed by Park Plymouth staff.

**Mr. Bletzer motions to purchase turkeys for all Park Plymouth staff and Ms. Pratt seconds**

Mr. Quintal will also donate vegetable baskets

**Passed | 7-0-0**

**P&D Machine tracking software:** The software does not communicate with P&D's yet because Verizon still has not assigned static IP addresses to the modems. Ms. Pratt will only pay the Clancy invoice once Mr. Ruggiero confirms the software is working correctly.

**6:00pm**

**Financial Information –**

**Bills:**

**Town of Plymouth**

Unmark RMV Citations \$2,860.00

**Town of Plymouth**

Reimbursement  
MEO Personnel Services  
October 2009 \$10,793.78

**Computer Troubleshooters**

Computer Service Call  
October Invoice # 3790 \$321.75

**Computer Troubleshooters**

Computer Service Call  
Sept Invoice # 3741 \$334.13

**Joyfly Buzz PR**

Kim McDonough  
October 26 – October 30, 2009 \$400.00

**Leighton Price**

Reimbursement Staples  
Annual Report Supplies \$42.80

**Mr. Knox motions the Board consider paying pre-approved, recurring monthly bills without having to present them on a weekly basis and Mr. Zanotti seconds for discussion**

Ms. Pratt can present a list of recurring bills to the Board for review and will modify the written policy

**Passed | 7-0-0**

**6:09pm Public Relations Issues –**

Mr. Zanotti thinks the Board needs to improve upon dissemination of Board related information, especially after PGDC related articles posted on Wicked Local result in ignorant and ill-informed comments from the public. He asks for Board input on appointing Mrs. Fernandes as the official Board spokesperson who responds to these issues on behalf of the Board. He is not looking to create censorship among Board members, rather establish some positive public communication that addresses negative comments in a diplomatic manner.

Mrs. Fernandes suggests she work directly with the new Executive Director to handle these types of issues as they arise.

**Mr. Zanotti motions for Mrs. Fernandes to work with the Executive Director to draft and present occasional press related responses for the Board to approve before disseminating to the public and Mr. Quintal seconds**

**Passed | 7-0-0**

**6:36pm Management update:**

The Subcommittee was very encouraged by their review of the recent pool of applicants. They will provide confidential hard copies for remaining Board members to review at next week's meeting. Ms. Pratt has scheduled two of the four interviews on November 17. After the Board chooses its candidates, the Board will discuss the employment contract and salary requirements in Executive Session.

Ms. Pratt will formulate a job description in time for discussion at next week's meeting.

**6:42pm Annual Report to the BOS –**

The Board discusses how they will present to the BOS at 8:00pm.

**6:48pm Mr. Quintal leaves to attend to BOS matters.**

**6:50pm Draft Master Plan—**

The Board holds a lengthy exchange of ideas on how to increase parking, including the construction of parking structures, owning property and modifying it to accommodate surface parking, establishing business and financial partnerships amongst other Town related entities and developing alternate modes of transportation.

**7:06pm Mr. Bletzer excuses himself from the meeting. He will rejoin the Board during the BOS presentation.**

Parking is seasonal and event driven and a parking garage must contain a creative use mix that will allow it to survive financially, year round. The Board considers creating parking in peripheral areas and having shuttle services outside of the core footprint to bring people in during all events.

The Board understands if they change the rules for parking in the free lot on the Waterfront, they will pick up an additional twenty spaces and decides this warrants addressing. Mr. Price also points out the Middle Street Lot would be a good area for establishing a multi-level, robotic parking structure.

**Parking & Traffic Task Force:** Mr. Price will speak with Patrick O'Brien in the morning about PGDC appointing a representative to the Plymouth Parking & Traffic Task Force.

**7:35pm**      **The Board moves the meeting downstairs to the BOS meeting, in preparation for their Annual Presentation to the BOS at 8:00pm.**

**8:00pm**      **Mr. Price gives PGDC's Annual Presentation to the Board of Selectmen. Please refer to the November Handout section of the 2009 Minutes Binder for a print out of the presentation.**

Mr. Price requests the BOS to endorse the Free Parking Program from December 1, 2009 through March 31, 2009 and the insertion of Park Plymouth promotional flyers for the Half Price Permit sale in the third quarter 2009 Resident Tax bills.

\*The Selectmen endorsed PGDC's \$2500.00 contribution to the Downtown Holiday Window Dressing Contest in tonight's administrative notes.

**Selectman Malaguti moves to endorse the Free Parking Program with enforcement In full effect from December 1, 2009 through March 31, 2010 and the insertion of Park Plymouth promotional flyers for the Half Price Permit sale in the third quarter 2009 Resident Tax bills and Selectman Machado seconds**

**Passed | 5-0-0**

**8:50pm**      **Ms. Pratt motions and Mr. Knox seconds to adjourn the meeting**

**Passed | 7-0-0**

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

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