

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

Absent: Charlie Bletzer, Richard Knox & Donna Fernandes

5:04 pm Call to order and public comment –

There is no public comment at this time.

5:04pm Park Plymouth –

Updates: Staff performed the last meter collection on the Waterfront and deposited the cash in the bank; there is no money in the office safe. They are preparing all meter heads for proper winter storage. 37 permits have sold since December 1 and staff is following the new logging protocol. Mr. Ruggiero's shares results of his further research of the 2009 permit sale data, which shows a difference in the information and money between the bookkeeper and Park Plymouth.

Online Permit sales: Mr. Price reports we are starting to receive some response from the wickedlocal.com leader-board banner. There is positive response from Senior Citizens, due to the discount.

Bounced Checks: Mr. Ruggiero informed the Board that there are 5 bounced checks on file with Clancy. Mr. Zanotti asks him to research criminal laws on "Larceny and Fraud by Check" so the information can be used in their customer letters.

Kiwanis event: This year's Kiwanis tree lighting event appeared to be the most successful to date, since they have assumed responsibility for managing it. Downtown was very crowded on Friday night, with parking in the downtown lots at a premium. Mr. Price thinks the Board should consider endorsing this annual event in the Special Events Policy, and the success of this event reaffirms why it is important for organizers to approach PGDC well in advance about their event related parking plans and needs. Ms. Pratt suggests PGDC send a letter to all event organizers a couple months in advance notifying them of PGDC's protocol for event parking and use of space requests so they can present them to the Board in a timely manner.

5:18pm Risk Assessment Policy –

Ms. Pratt reviews additions she made to the Draft Risk Assessment Policy and both the Board and Mr. Ruggiero offer input. She will finalize the draft based on their recommendations, in time for the Board's final approval next week. The Board understands that once they approve and release this policy, it, and any other policy created by PGDC, is subject to review and further recommendations by the new Director of Operations.

Mr. Zanotti would like Ms. Pratt to look into what PGDC negotiated with the MEO's regarding the meter collection process. He further suggests that to handle any after-hours tampering of machines, that a central station or outside source should monitor the P&D tracking software via remote and respond appropriately. Mr. Ruggiero does not believe this is possible because of how the system works.

Mr. Ruggiero will speak with Verizon to determine an exact cost for IP addresses during the winter months so Ms. Pratt can account for this as a line item in the 2010 budget.

5:44pm Financial Information –

Ms. Pratt will distribute the 2010 budget in a couple of days and asks the Board to prepare to review it together next week.

Bills:

Clancy Systems International Inc.

Invoice # CPL0909

Parking Citation Issuance & Processing

July, August & September \$4016.41

Sign A Rama

1000 4 color Brochures \$355.00

Northeast Printing & Graphics

Invoice # 9920

30,000 inserts & Merchant handouts \$2203.39

Northeast Printing & Graphics

Invoice # 9911

Resident & Downtown Resident Permit Stickers \$925.28

Northeast Printing & Graphics

Invoice # 9921

8 Full Color Sandwich Board Posters \$442.00

Mr. Zanotti motions to approve the bills and Mr. Quintal seconds for discussion

Mr. Zanotti asks whether PGDC is eligible for Tax-exempt status. Ms. Pratt will look into it.

Passed | 4-0-0

5:50 pm Adjournment of the Public Meeting to go into Executive Session under the provisions of MGL, Ch. 39, 23A-24 (roll call vote)

Ms. Pratt motions to enter Executive Session and Mr. Zanotti seconds –

Roll Call Vote:

Mr. Zanotti –Yes

Mr. Quintal –Yes

Mr. Price –Yes

Ms. Pratt –Yes

6:56pm Laura Shaefer of the Plymouth Redevelopment Authority regarding the Courthouse Project–

Ms. Schaefer suggests PGDC solidify their partnership with the PRDA in the earliest stages of this project. The Board discusses immediate signage needs for that corridor and some reconfiguration of parking spaces during the construction phase of the project. The Board agrees the new Director of Operations will be instrumental in making suggestions on how spaces in that area are ultimately used.

7:07pm

Mr. Zanotti motions and Mr. Quintal seconds to adjourn

Passed |4-0-0

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

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