

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

Absent: Dick Quintal

Please note: Ms. McDonough is not present tonight due to a family emergency; Mr. Zanotti is recording the audio on her behalf. When she returns, she will draft the meeting minutes based on the audio recording and any notes provided to her.

5:00 pm Call to order and public comment –

There is no public comment.

5:00 pm Park Plymouth Updates –

December Permit sales: To date Park Plymouth sold 50 permits, surpassing the total number of permits sold in the whole month of December 2008.

Software tracking system: Mr. Ruggiero and Paul Shea of Computer Troubleshooters were not yet successful in their attempts to get the monitoring system software running. They will readdress this issue with Jeffrey Wei in early January.

Winter tasks: There is little enforcement in the field; Mrs. Axon will be out of the office for the next week and a half because of a health matter.

Postage Machine: Instead of relying on Ms. Pratt for checks each week, Mr. Ruggiero will follow up research on getting a postage meter for the office.

Letter of Request from BOS Chair Dick Quintal: On behalf of the BOS, Mr. Quintal wrote a letter to PGDC requesting we address parking problems in the RV lot and purchase correct signage for that area. The Board discusses reconfiguring those parking spaces to accommodate free parking for busses, charging RV owners a rate of at least two dollars an hour and placing a ban on any overnight parking. They decide this issue is something the new Director of Operations and Mr. Ruggiero can solve in time for the paid parking start date of April 1, 2010.

5:22 pm Financial Information –

Northeast Printing & Graphics

Free Parking Promotion posters	\$31.88
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CNC

Holiday Windows Advertising	\$513.33
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Ms. Pratt is unclear if the CNC bill is for the Holiday Window Contest contribution or leader board advertising for the free parking period. She believes it is for the Holiday Windows and will confirm with Kim, though she requests ability to pay the invoice regardless.

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

Passed | 6-0-0

Ms. Pratt left a message for Mr. Balboni at Clippership Insurance RE: an invoice for \$2056.00 she received for retroactive charges on the Workingmen’s Compensation policy. The bill is due on December 24, 2009. She will submit it for Board approval once she receives clarification from Clippership.

2010 Budget: Ms. Pratt will try to complete the 2010 budget in time for next week’s meeting.

CD Rates at South Shore Savings Bank: The CD is worth approximately \$65, 000.00 and current rates are ¼ of 1%. Ms. Pratt suggests rolling it over into the Money Market account on January 1, 2010 because the interest on the money market account is more readily available.

October’s numbers: Ms. Pratt shares October’s financial information with the Board and asks them to review it in time for next week’s meeting. Upon cursory review, Mr. Zanotti suggests making a footnote in the draft report about the operating account numbers being lower because Ms. Pratt withdrew money from the general operating account for the final lease equipment buyout. Please refer to the December 2009 handout files for complete data.

Risk Assessment Policy: The Board makes final adjustments to this policy. Ms. Pratt will distribute to the finalized version tomorrow.

Mr. Bletzer motions and Mr. Knox seconds to approve the Risk Assessment Policy as revised

Passed | 6-0-0

Engagement of a Director of Operations for Park Plymouth: Attorney Marzelli is reviewing the employment contract.

Lease Space: The Landlord of 17Rear Court Street is amenable to renting PGDC additional office space on a monthly basis, beginning January 1, 2010. He will mail the office keys and an agreement to Ms. Pratt.

Office Heater: Mr. Price feels the coil heater currently in use in the PGDC office is inappropriate. He will research purchasing a 6-foot sealed coil heater.

New Office equipment: For convenience purposes, Mr. Burke prefers to use his own laptop computer to conduct Park Plymouth business. Mr. Price will purchase a computer for the Director of Operations office.

5:40 pm

Temporarily adjourn the Public Meeting to go into Executive Session under the provisions of MGL, Ch. 39, 23A-24 (roll call vote)

Ms. Pratt motions and Mr. Bletzer seconds to enter Executive Session.

Roll Call Vote:

Mr. Knox	–Yes
Ms. Pratt	–Yes

Mr. Price -Yes
 Mr. Bletzer -Yes
 Mr. Zanotti -Yes
 Ms. Fernandes -Yes

6:15 pm Return to Public Session. Ms. Pratt adjourns for the evening.

6:15 pm Posting of Minutes on Town Website –

Upon finalization, Ms. McDonough had sent all approved minutes, through August 25, 2009, to Mr. Pizer for public record; however, they were absent from the Town website. Kim has since corrected this issue by giving Tiffany Park a disc of the approved minutes for uploading to the Town website.

6:16 pm Discussion of the Courthouse Consortium —

The Consortium is looking at the whole Courthouse corridor, instead of just the Courthouse. PGDC had discussed the possibility of becoming a tenant there but Mr. Price would like the Board to wait a bit longer to see how things play out.

6:30 pm Approval of Minutes—

September 1, 2009:

Mr. Bletzer motions and Mr. Knox seconds to approve the minutes with a word change.

Passed | 5-0-0

September 15, 2009;

Mr. Knox motions to and Mr. Bletzer motions to approve the minutes as written

Passed | 5-0-0

September 29, 2009

Mr. Bletzer motions and Mr. Knox seconds to approve the minutes as written

Passed | 5-0-1

Mrs. Fernandes abstains because she was not present at the meeting.

October 6, 2009

Mr. Knox motions and Mr. Bletzer seconds to approve the minutes as written

Passed | 4-0-1

Mr. Price abstains because he was not present at the meeting

October 13, 2009

Mr. Bletzer motions and Mr. Zanotti seconds to approve the minutes as written

Passed | 4-0-1

Mr. Price abstains because he was not present at the meeting

October 20, 2009

Mr. Bletzer motions and Mr. Zanotti seconds to approve the minutes as written

Passed | 5-0-0

October 27, 2009

Mr. Knox motions and Mr. Bletzer seconds to approve the minutes with a correction

Passed | 5-0-0

November 3, 2009

Mr. Knox motions and Mr. Bletzer seconds to approve the minutes as written

Passed | 5-0-0

November 10, 2009

Mr. Knox motions and Mrs. Fernandes seconds to approve the minutes as written

Passed | 4-0-1

Mr. Bletzer abstains because he was not present at the meeting.

6:55pm

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