

January 12, 2010

Members Present: Leighton Price, Alan Zanotti, Chris Pratt, Charlie Bletzer, Dick Quintal, Rich Knox & Donna Fernandes

5:00 pm Call to order and public comment –

An email from Sue Hickey regarding unsafe conditions in parking lots after snowstorms: Ms. McDonough reads an email from Sue Hickey asking what PGDC can do to help improve safety conditions in the downtown lots after snowstorms. The Board agrees PGDC should establish a cooperative working relationship with the Town to provide supplemental plowing in lots after snowstorms. Mr. Zanotti will write a letter to all appropriate Town Department Officials relaying PGDC’s safety concerns and requesting support for this matter.

Issuance of Dumpster Permits: To avoid public safety hazards, Fire Chief Bradley is present to request coordinated efforts between the Fire Department and Park Plymouth on the issuance of Blocked Space Permits for dumpsters. The Board is amenable and requests Mr. Ruggiero write a memo informing all staff that they must first request confirmation from the Plymouth Fire Department that they have approved an applicant’s Town Permit to place a dumpster at the requested location.

The Blocked Spaces Policy needs amending to reflect this arrangement with Plymouth Fire Department.

5:20pm Park Plymouth –

Permits: 167 permits sold between December and January. Approximately forty-one permits sold are for seniors and online sales are picking up.

Citation collection: \$3,500.00+ collected to date in 2010. Thirteen registrations are now unmarked at the RMV.

Collection Letters: Staff mailed over 800 letters this weekend, the Board should see an increase in revenue at end of the month. Enforcement Officers issued approximately thirty-four tickets in January.

Personnel Orders: The Police Chief issued a new Personnel Order for D. Axon stating she is now available for regular duty.

5:23pm Ethics Training –

The Board received Ethics Training materials in an email from Tiffany Park, Administrative Assistant to the Plymouth BOS. She requested each Board member forward to her a signed acknowledgement of receipt of the document, and further states all online training must be complete by April 2010.

5:26pm MOA –

Mr. Price shares Mrs. Arrighi’s additional comments on the Draft MOA and the Board makes some adjustments. The Board suggests further modifications.

Mr. Price is awaiting response from Mrs. Arrighi regarding the inclusion of language that prevents outside agencies, aside from the Plymouth Police Department, from handling parking enforcement on Town property in Park Plymouth's footprint. The Board noted this concern as a topic to include in the MOA when a Park Plymouth MEO stated Park Plymouth declined an enforcement request at Nathaniel Morton Elementary School because there is not enough staff to handle their request. The MEO stated the school hired a private company to handle enforcement of that area.

Ms. McDonough will call Nathaniel Morton and clarify this claim with the Principal and report back to the Board.

5:40 pm Historic District Commission Meeting –

Mr. Bletzer reports on the meeting he attended regarding placement of taxicabs and related signage throughout Downtown. Patrick O'Brien is working with Historic District on finalizing signage; he will keep PGDC informed. The Town is responsible for purchasing all signage.

5:45pm Financial information –

Leighton Price

Reimbursement

Portable Computer & External Hard-drive

For Director of Operations \$563.10

Leighton Price

Reimbursement

Flash drive

For Director of Operations computer \$13.80

***Please note:** the Board does not need to approve this reimbursement expense because they already voted to approve to spend up to \$1500.00 on office equipment for the new Director of Operations.

Ms. Pratt would like to request the Landlord at 17R Court Street install a deadbolt in the new PGDC records' office.

Mr. Knox motions and Mr. Bletzer seconds to allow Ms. Pratt to hire a locksmith to install a deadbolt in the PGDC records' office

Passed | 7-0-0

Budget: Once Ms. Pratt receives confirmation on phone bill expenses and December's income numbers from Mr. Ruggiero, she will be able to finalize the 2010 budget. In the meantime, the Cubic Service Contract expense now lists in April's expenses instead of November and the RMV Service fees list on the Balance Sheet. Depreciation will not change.

Audit: Auditor began working in the PGDC files this week; the audit should be complete by the end of March. Mr. Bienvenue will submit a written quote to PGDC for the next three years, with a cost not to exceed \$7,500.00.

The auditor questioned whether PGDC offered a Bid for the part time help Ms. McDonough provided in the Park Plymouth office. Ms. Pratt debated PGDC did not have to Bid this job, based on Ms. McDonough's experience qualifications and the immediate productivity she brought to the role. The auditor pointed out she can make an exemption if the PGDC files document Kim as a Sole Source Contractor. If the Official PGDC Minutes do not reflect this, Ms. Pratt will draft a memo, and note it "Retroactive", for the office files. The Board and Ms. McDonough are confident the original discussion included the benefits of hiring Ms. McDonough immediately because of her experience and working knowledge of the organization's needs.

The auditor is impressed with the completeness of PGDC office files and the Official Minutes Binder. Ms. Pratt provided her with drafts of any unsigned minutes slated for approval this week.

Some financial Validation Reports are missing for the audit because December's numbers for ticket revenue are identical to November, a scenario that is highly improbable. Mr. Ruggiero is working with Clancy to regenerate accurate numbers for the bookkeeper and Ms. Pratt.

6:00 pm **Temporarily adjourn the Public Meeting to go into Executive Session under the provisions of MGL, Ch. 39, 23A-24. The Board will return to Public Session if time permits (roll call vote)**

Mr. Bletzer motions and Mr. Zanotti seconds to enter Executive Session

Mr. Knox	—Yes
Ms. Pratt	—Yes
Mr. Price	—Yes
Mr. Bletzer	—Yes
Mr. Zanotti	—Yes
Mrs. Fernandes	—Yes
Mr. Quintal	—Yes

7:00 pm **Mr. Knox motions and Ms. Pratt seconds to adjourn into Public Session** **Passed |6-0-0**

Mr. Bletzer motions and Mr. Zanotti seconds to adjourn Public Session **Passed |6-0-0**

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

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