

January 19, 2010

Members Present: Leighton Price, Alan Zanotti, Chris Pratt, Charlie Bletzer, Dick Quintal & Donna Fernandes**Absent:** Richard Knox**5:00 pm Call to order and public comment**

There is no public comment at this time.

5:00pm Park Plymouth updates –

Mr. Price welcomes John Burke, the new Park Plymouth Director of Operations. Mr. Burke signs his contract and thanks the Board for selecting him to help improve the parking and economic development Downtown. He is in the process of downsizing his current work schedule and this week, will work 3 days on site. After February 1, Mr. Burke will work on Mondays, Tuesdays, Thursdays & Fridays. He will work Saturdays as needed and intermediately make up for any lost work hours missed during his first week of employment.

Ms. Pratt will arrange for a meet and greet between key Town Department Officials and Mr. Burke.

Mr. Burke's first day: Mr. Burke spent the morning with Mr. Price, Mr. Zanotti and Ms. Pratt touring Park Plymouth's footprint. In the afternoon, he spent time with Mr. Ruggiero reviewing office documents; he will meet with the rest of the staff tomorrow. Mr. Ruggiero is assembling all internal documents and SOP's so Mr. Burke can review them and get a better handle on the daily operations. Next week he will address staffing issues. Moving forward, Mr. Burke would like to work with the Board on developing a two or three month work plan.

Use of Space Permit: Mr. Ruggiero emailed to the Board the changes he made to the Use of Space Permit and asked for Board feedback. The Board asks Mr. Burke to review both the revised draft and policy for consistency. They share with Mr. Burke the Fire Chief's request for continuity between Town Departments and Park Plymouth in the issuance of Blocked Spaces Permits for dumpsters.

Timed Zones in North Plymouth: A resident of North Plymouth asked Mrs. Fernandes if the Board would consider increasing the one-hour timed zones in North Plymouth to two-hour zones so people can conduct business without fear of receiving a ticket. The Board shares that this is not a new issue, Mr. Ruggiero polled all North Plymouth businesses last year to see if they wanted an increase of time in timed zones and aside from the addition of one 15-minute timed zone at the Cleanist, they all declined. Mr. Burke will confer with Mr. Ruggiero on the results of his poll.

MOA: Mr. Price asked Kim to forward the report on her conversation with the Principal of Nathaniel Morton Elementary School regarding another entity issuing parking warnings at the school. Mr. Price states that although a private company is not issuing parking tickets or enforcing at NMES, this issue still warrants being addressed.

Financial Information –**Bills:****Attorney Robert Marzelli**

Invoice # 17656

Professional Services Rendered **\$114.00****Lisa Santos Accounting Services**

Invoice # 703

Accounting Services Rendered
Through October **\$650.00****CNC**One month of Leader Board Advertising
and Holiday Window Contests **\$1957.92**

Ms. Pratt will research why she received a cancelation notice for the Liability Insurance Policy.

Mr. Bletzer motions and Mr. Zanotti seconds to pay the bills **Passed | 6-0-0**

Verizon Wireless bill: We still not have received a credit for the modems; the bill is mounting and Verizon is threatening to suspend service. Ms. Pratt asks Board permission to pay \$1,000.00 to avoid an interruption in service. Ms. Pratt will call Verizon tomorrow and find a resolution for them not handling the account properly. Mr. Burke will assess whether Park Plymouth should reactivate the solar powered P&D modems when paid parking begins in April.

Mr. Zanotti motions and Mr. Quintal seconds to pay \$1000.00 to Verizon, subject to account review with Verizon and a discussion with Mr. Burke **Passed | 6-0-0**

Texting charges: Ms. Pratt received a reimbursement check from Mr. Ruggiero for the balance of his cell phone texting charges. She will apply it to the phone bill.

Financial Authorization Policy: Ms. Pratt revised this policy to authorize the new Director of Operations to sign for expenses up to \$7,500.00 and the Operations Manager as a second signatory, in a supervisor capacity. Mr. Burke requested to wait one week so he has an opportunity to speak with Mr. Ruggiero about procedures, first.

Financial information shared: Mr. Burke received a copy of the 2010 budget, October's numbers and supplementary notes. Ms. Pratt will spend time with Mr. Burke to give him a complete rundown on the numbers.

Cubic Service Contract: We received a copy of the renewal contract; the contract term is from April to November.

Computer equipment: Mr. Price routed the wireless connection from the Park Plymouth office to Mr. Burke's laptop in his office across the hall.

Furniture: Kim found some quality office furniture at a reasonable price for Mr. Burke's office. Tomorrow, she will order one table from WI and straighten out Staples delivery error of five chairs, instead of four chairs and one filing cabinet.

Phone: Mr. Burke prefers to keep using his personal cell phone for now.

Status of the MOA: Mr. Price handed the MOA to Mrs. Arrighi tonight for the Town Manager's signature.

5:56pm Approval of Public Session Minutes –

September 22, 2009

Ms. Pratt motions and Mr. Zanotti seconds to approve with a change **Passed | 4-0-2**
Mr. Bletzer and Mrs. Fernandes abstain because they were not present at that meeting

Mr. Burke will confirm with Mr. Ruggiero that office computer backups occur on a weekly basis.

December 1, 2009

Ms. Pratt motions and Mr. Bletzer seconds to approve with a change **Passed | 5-0-1**
Mr. Quintal abstains because he was not present at that meeting.

December 8, 2009

Ms. Pratt motions and Mr. Zanotti seconds to approve as written **Passed | 5-0-1**
Mrs. Fernandes abstains because she was not present at the meeting.

December 15, 2009

Ms. Pratt motions and Mr. Zanotti seconds to approve with changes **Passed | 5-0-1**
Mr. Quintal abstains because he was not present at that meeting.

Jan 5, 2010

Ms. Pratt motions and Mr. Bletzer seconds to approve with changes **Passed | 5-0-1**
Mrs. Fernandes abstains because she was not present at that meeting.

6:20 pm Ms. Pratt motions and Mr. Bletzer seconds to enter Executive Session to approve Executive Session Minutes

Roll call Vote –

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

6:50 pm **Mr. Zanotti motions and Mr. Bletzer seconds to adjourn Executive Session** **Passed | 5-0-0**

6:51 pm Ms. Pratt reviews the insurance cancelation notice and realizes the policy was canceled for non-payment. She quickly reviews the 2009 checkbook register with Ms. McDonough and finds a copy of the check written to the broker on January 14, 2009. She will call the broker in the morning and clear the matter up.

7:00 pm **Bletzer motions and Mr. Zanotti seconds to adjourn the meeting** **Passed | 5-0-0**

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

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