

March 2, 2010

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

Late: Dick Quintal

5:05pm Call the meeting to order & Public Comment—

The Board discusses observations brought to Mrs. Fernandes' attention by Park Plymouth employees and others who visit her business. First, she sympathizes with town-folk who complained to her about a shortage of parking because she, too, has problems finding a space to park for work. Second, there is a lack of understanding about why people complain about feeding meters because we had meters years ago; Mrs. Fernandes believes the public just needs to be re-educated on parking. Third, some employees and downtown/waterfront business owners are taking up parking in the crescent streets on the waterfront in the summertime and finally, people are unclear about parking rules for construction vehicles.

Mr. Burke will reassess enforcement in the crescent street areas and how MEO's currently handle ticketing for vehicles that park one foot over the line. He informs the Board that according to State standards, the majority of our parking stalls are over-sized and we might be able to pick up additional parking spaces by studying that.

Mr. Burke will train all MEO's on how to handle ticketing for vehicles that park over the line.

Ms. Pratt asks Mr. Burke to draft a Void Policy for the office.

5:13pm Review of PGDC bylaws and some proposed revisions (draft): The Board discusses Mr. Knox's revision of PGDC's Bylaws. Mr. Price will distribute current Bylaws, all related State Ethics information, MA Chapter 182 Laws & Conflict of Interest Laws to the Board so they can make a complete, educated decision on what Bylaws to adopt. Mr. Knox will attempt to draft a minimalist version of the Bylaws. The Board will email further comments or concerns to Mr. Knox, who hopes to present a completed draft in two weeks.

5:36pm Park Plymouth—

Follow-ups and Action Plan (updates): Please refer to the March handout files in the 2010 Minutes Binder for the complete list of all Follow-ups and Action Plan items.

Enforcement at Nathaniel Morton: Staff is working with Marsden Security to hand out flyers and enforce during peak traffic times at the school. Town Hall is also aware of Park Plymouth's efforts to help Nathaniel Morton with this issue. Staff will issue violations in this corridor next week.

Meeting with Chief Botieri: Mr. Burke found his meeting with Chief Botieri very helpful and as a result, Mr. Burke is working on a collection strategy that might include a towing option.

Solar powered meters: The modems are still unable to communicate with the P&D tracking software. Mr. Burke believes staff spent enough energy with vendors trying to set this up correctly and it is time to look at alternatives. He scheduled a conference call with Cubic and Paul Shea for Friday and will come back with recommendation next week.

Preparations for resumption of paid parking on April 1—

New Computer: The new Clancy computer arrived today. An automated backup occurs every night at 7pm. Handhelds will arrive in time for April 1 but Mr. Burke would like to save a couple of hundred dollars a month and return two unused units.

Staffing (recommendations for approval): The Board discusses Mr. Burke's staffing proposal. Because enforcement is minimal due to staff performing other duties, he recommends hiring two part-time collections employees at 20 hours each during the peak season and placing Mr. Tavares and Martinez back on their regular 40-hour work schedule one week early. He will draft a proposal on the conditions of part-time employment and a modified schedule for Mr. Ruggiero and present it next week.

Ms. Pratt motions and Mr. Burke seconds to support Mr. Burke's recommendations in principal, subject to further detail of the job description and compensation

Passed | 7-0-0

Mr. Burke will inform Payroll Solutions on the amount of hours he and Mr. Ruggiero work each week.

201 CMR 17.00 standards (recommendation for approval): Mr. Burke reports on his attendance at the 201 CMR 17.00 workshop and updates the Board on some modifications he made to the policy regarding personal checks, as a result. In addition, Paul Shea is increasing the encryption bit on Park Plymouth computers so they comply with the law's requirements.

Mr. Price asks Mr. Burke to identify a solution for correctly retaining customer information on the parking application records without breaking 201 CMR 17.00 standards.

Mr. Burke will finalize the WISP into a formal written policy and give it to Kim for inclusion in the Policy Manual she is compiling.

Parking permit application forms (revisions and consolidation): The Board reviews modifications made to the permit applications. There is only one application for all permit types and a space that lists the types of payment methods accepted.

Use of spaces permit (recommendations for approval): The Board discusses Mr. Burke's recommended changes to the Special Uses Policy and application. Applicants must provide proof to Park Plymouth that all relative Town Departments (Police, Fire, DPW or other necessary Town authorities) has approved a project's permitting, and Park Plymouth will require 24 hours notice so they can alert abutting businesses and residents of said permit requests before issuing a Use of Spaces Permit.

Ms. Pratt motions and Mr. Knox seconds to accept revisions made to the Permission to Use Public Parking Spaces in Downtown Plymouth, North Plymouth and the Waterfront District Use of Spaces Policy and application

Passed | 7-0-0

6:31pm MOA –

The BOS will approve to accept the PGDC’s MOA under the condition that plot and plat numbers of the parking spaces associated with the Court House property are included in the MOA.

6:40pm Return to Topic—

Parking Master Plan (continue discussion with the Board): Staff cannot perform supply and demand studies and a full permit review until the summer. In the meantime, they will concentrate on measuring parking stalls and identifying where they can squeeze out available spaces on street, and codification compliance issues. Mr. Burke will study private and public lot options and come back with suggestions at the end of the month.

Opportunities for funding: To strengthen parking and transit connections, GATRA has funding for transit connections downtown. Mr. Burke suggests working with GATRA and the Town on this project and inviting GATRA to a PGDC meeting.

6:45pm Financial Information—

Bills:

Town of Plymouth

MEO Services	
February 2010	\$8,961.05

Joyfly Buzz PR | Marketing

Admin Services	
January & February 2010	\$1,081.50

Mr. Knox and Mr. Quintal motion to pay the bills **Passed | 7-0-0**

Auditor: Ms. Pratt wrote a report on the corrective steps taken for insuring Duncan Meter reporting remains accurate.

Permit Audit: The auditor requested Ms. Pratt qualify the discrepancy in the 2009 permit numbers.

Receivables: Ms. Pratt will draft a policy for calculating parking ticket receivables and bring it back to the Board for approval.

6:50pm Mr. Quintal is excused to attend to BOS matters.

6:50pm Permit Sales—

Online Sales: Mr. Price reports that online permit sales are more successful than last year.

In office sales: Senior sales in the office are very successful. Sales will pick up even more, beginning next week.

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

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