

Members Present: Leighton Price, Alan Zanotti, Charlie Bletzer, Dick Quintal & Richard Knox

Absent: Chris Pratt & Donna Fernandes

5:07pm Call to Order and Public Comment

There is no public comment at this time.

5:07pm MOA Language for Parking Spaces at the 1820 Courthouse—

Laura Shaefer brought to Mr. Price's attention that identifying individual plot and plat numbers associated with parking in the Courthouse corridor in the MOA is more complicated than it originally appeared because a portion of Lot 022 (on the south side of Russell Street) is all of Burial Hill. Mr. Price explained this to Mrs. Arrighi and she believes that although the BOS approved the language stipulation of adding individual plot and plat numbers to the MOA last week, the BOS might be willing to reconsider this. In the meantime, Mr. Price will write another draft describing specific areas and resubmit it for review.

5:13pm Park Plymouth—

Follow-ups and Action Plan (updates): Please refer to the March Handout files in the 2010 Minutes Binder for complete data on these items.

Use of Space Permit Application: The new policy seems to be working well; Park Plymouth denied Dunkin Donuts a permit, until they provide proof that they have received a permit of approval from the Fire Department. Mr. Burke will send this policy and application to Town agencies and Mr. Price will post it on the website tomorrow.

Enforcement at NMES: Violations in this area appear to be diminishing. MEO's will now begin performing spot checks.

Solar Powered Meters: Park Plymouth shipped the modems back to Cubic. Mr. Burke pressed all Vendors to find a solution quickly. He will report to the Board next week.

Void Policy: Mr. Burke is formalizing the inter-office Void Policy.

Revenue report for February 2010: Please refer to the March Handout files in the 2010 Minutes Binder for complete information on permit sales & YTD revenue.

Permit Sales: Mr. Burke will draft a press release announcing the permit sale is ending and send it to Mr. Price and Mrs. Fernandes for review.

Paid Citations: January and February numbers are low. Mr. Burke is developing a strategy to increase citation receivables by freeing up staff from performing redundant work so enforcement levels return to a minimum and creating an incentive policy that encourages people to pay. Clancy does not provide a Collections arm and Mr. Burke suggests the Board advertise an RFP to handle this.

Staffing (job description, schedules): The Board reviews Mr. Burke's proposed Part-Time Parking Collections/Enforcement Staff job description and schedule. He suggests setting the pay rate at \$12.00 per hour, and a set schedule in May through October. He requests Board approval.

Mr. Knox motions and Mr. Quintal seconds to approve Mr. Burke's job description and pay rate for the two part time Seasonal Employees

Passed | 5-0-0

Parking Master Plan (continue discussion with the board): Mr. Burke's report on Creating Additional Parking spaces should be complete by the end of the month. He is meeting with GATRA on Friday regarding the downtown transportation connector.

Best practices in U.S. parking management: Mr. Burke briefly discusses the ITDP Parking Report on the TOP 10 Best practices in the U.S. He asks the Board to review the copies he sent to their email.

Opportunities for funding: The Board holds a lengthy discussion on funding opportunities and other strategies to increase parking and facilities in the downtown. Mr. Burke is meeting with Frank Gay of GATRA on Friday and will invite him to a PGDC meeting to hold a more formal discussion on this topic in the near future.

Way Finding: The Town's Infrastructure & Promotion account has \$57,000.00 and Lee Hartmann suggested Mr. Burke could apply to use a portion of these funds for parking signage improvements. The Board agrees different Town departments should unite to solve this issue but PGDC must map a clear proposal that outlines needs, first. In the meantime, focus will remain on an interim plan to improve parking signage.

Destination Plymouth Maps on website: Mr. Burke will speak with Paul Cripps at DP about them replacing the outdated map on their website with the current one.

Website, branding and communication strategies (draft outline): Kim reviews her draft Communications Strategies outline with the Board. Some suggestions include creating a new brochure and refining current distribution outlets, and joining the Chamber of Commerce and taking advantage of the ability to insert Park Plymouth materials in their relocation and tourist packages, a gratis service provided to members only. She also suggests developing the website and purchasing a membership to "Constant Contact" and using the platform to keep email list members apprised of important parking related issues, polling for the planning process and permit sales. Please refer to the March Handouts file in the 2010 Minutes Binder for complete information in the outline.

Mr. Zanotti motions and Mr. Bletzer seconds for PGDC to join the Plymouth Area Chamber of Commerce

Passed | 4-1-0

Mr. Quintal abstains because as a Chamber member, he does not want to create a conflict of interest.

6:55pm

Mr. Quintal leaves to attend to BOS matters

6:55pm Financial Matters—

Bills:

**Town of Plymouth
RMV Reimbursement**

Not to exceed \$2, 000.00

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

Passed | 4-0-0

Mr. Burke suggests the Board approve purchasing a monthly service that backs up the Clancy information continually.

“Doctor Backup”

Backup software for Clancy System

\$20.95 per month

Mr. Bletzer motions and Mr. Zanotti seconds to purchase the service

Passed | 4-0-0

7:00pm

Mr. Bletzer motions and Mr. Knox seconds to adjourn

Passed | 4-0-0

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

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