

March 31, 2010

**Members Present:** Alan Zanotti, Chris Pratt, Charlie Bletzer, Dick Quintal, Richard Knox & Donna Fernandes

**Absent:** Leighton Price & Alan Zanotti

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**7:00 pm Call to Order and Public Comment—**

There is no public comment at this time

**7:02pm Park Plymouth—**

**Solar powered modems:** Successful progress was made to activate all 8 solar powered modems. There will be an increase of \$165.00 in the Verizon Wireless bill each month and Mr. Burke is advocating for Verizon to waive the \$500.00 modem restoral fee.

**Overnight RV Parking:** The Board gives Mr. Burke permission to forward his draft letter about the Overnight RV Parking Lot to the Town. Captain McNamee assured Mr. Burke that once the No Overnight Parking signs are up, police would enforce that area at night.

**Easter Holiday Parking:** The Park Plymouth office will close for Easter, with relaxed enforcement throughout our footprint.

**Fishermen's Permit Lot:** Mr. Burke met with the Commercial Fishermen's Group. They are amenable to Park Plymouth posting signs allowing all permit holders to park in the Commercial Fishermen's lot after 5pm. The only concern the Fishermen have is with a commercial truck that conducts business in their lot without a business permit from the Town or a parking permit. Mr. Burke will speak with Mrs. Arrighi about whether this truck is required to have a license to conduct business in that location and then make a determination on how to handle the parking permit issue.

**Hiring of Seasonal Part Time Staff:** Mr. Burke will formulate the job ads and facilitate placement.

**Appeals Process:** Mr. Burke is assessing the overall quality of the appeals process. He will make some recommendations to the Board for April 14 and schedule Mr. Lundborn to give his quarterly report on April 27.

**Resumptions of Paid Parking on April 1:** Everything is prepared for paid parking to begin tomorrow. The RV lot will open with new fees next week.

**Permit sales:** Broke last year's sales record by 25%.

**Personnel Manual:** The Board reviews Mr. Burke's draft of the Personnel Manual and has no further input.

**Mr. Knox motions and Mr. Bletzer seconds to forward the Draft Personnel Manual to Attorney Marzelli for review**

Mr. Quintal suggests PGDC should ask Town of Plymouth Human Resource Director and Attorney Roberta Kety if she is willing to review the Draft. Ms. Pratt is not opposed to her reviewing it but she is concerned about overburdening her with PGDC work.

**Failed | 2-3-0**

**Mr. Bletzer motions and Mrs. Fernandes seconds to ask Roberta Kety to review the Draft Personnel Policy and if she declines, to forward it to Attorney Marzelli**

Mr. Knox is against this idea because PGDC is autonomous from the Town. In general, the remaining Board members are conscious of Mrs. Kety's current workload but if she is amenable to reviewing the document, would rather utilize her knowledge to save time and money.

**Passed | 4-1-0**

**Clancy Contract:** The Board agrees this contract is ready for Mr. Price's signature. It expires on December 31, 2010 and Mr. Burke plans to post a Bid this summer for a company to handle the wireless ticketing.

**Mr. Bletzer motions and Mr. Knox seconds to accept the Clancy Contract through December 31, 2010**

**Passed | 5-0-0**

Mr. Burke will ask Clancy to send an original copy of the contract for Mr. Price's signature.

**Collections:** Mr. Burke is assessing how to improve upon collection strategies. He plans to Bid out our current ticketing system, initiate a towing program and institute a third 90-day delinquent notice until the new ticketing software is acquired.

**Draft Towing Policy:** The Board reviews Mr. Burke's Draft Towing Program and Procedures and suggests changes. The Board decides to hold off on implementing the program at this time; instead, they will insert it into the 1954 Rules & Regulations Codification and present the whole document to the BOS for adoption. In the meantime, Mr. Burke can continue to improve upon the collections process by refining the collection letters and upgrading the ticketing arm this fall.

**Delinquent Letters & Collections:** The percentage of Park Plymouth collectibles is not successfully in line with other municipalities. Mr. Burke shares samples of overdue notices the office will issue to delinquent customers when we switch to wireless handheld scanners. In the meantime, he suggests asking Attorney Marzelli to draft a template collections letter on his letterhead, complete with his signature, for the office to mail. Park Plymouth can handle the volume of calls.

Mr. Burke will speak with Mrs. Arrighi about Park Plymouth gaining permission to link to the Town Collector's Office to aid in the collection of delinquent accounts.

**Plymouth Parking Plan:** Mr. Burke will present short-term improvement suggestions for lots and the expansion of parking at the next meeting.

**Updated Bylaws—**

Mr. Knox distributes hard copies of the updated Bylaws to the Board. Kim will convert the word file and email it to the Board and Mr. Price so he can pass it along to Attorney Marzelli for review.

**8:49 pm**

**Financials—**

**Town of Plymouth**

Reimbursement of Personnel Services  
March 2010 \$8961.07

**Lisa Santos**

Invoice # 727  
Year End 2009 Accounting Services \$775.00

**Lisa Santos**

Invoice # 728  
March Accounting Services Rendered \$728.00

**Clancy Systems International**

Invoice # CPL0912  
Parking Citation Issuance and processing system  
October – December \$2023.83

**Clancy Systems International**

CPL1001  
Citation Issuance and processing system for \$100.00

**Advance IT**

Computer IT services  
Office off-site update and tracking service  
Invoice 3907-2 \$795.00

**Joyfly Buzz PR | Marketing**

Administrative Services March \$712.05

Mr. Burke will remind Paul Shea about providing us with a Service contract.

Ms. Pratt does not have the invoice for Reimbursement to the Town for RMV fees for March. She asks the Board to approve paying up to \$2500.00 for RMV Service Fees.

**Mr. Knox motions and Mr. Bletzer seconds to approve bills as presented, and allow Ms. Pratt to pay up to \$2500.00 to reimburse the Town for RMV Service Fees in March.**

**Passed | 5-0-0**

Mr. Quintal requests Ms. Pratt provide the Board with bills in advance for approval in Administrative notes; Ms. Pratt is amenable and will compile a summary list and speak with Mr. Price about this. Mr. Quintal further suggests the Board approve the Minutes this way, too.

**February's Financials—**

**Management Letter:** Ms. Pratt is still waiting for an explanation from the auditor on how she calculated December's numbers. Once she receives this, she will distribute Management Letter to Town.

**February Numbers & 2010 Budget:** The Board reviews Ms. Pratt's draft of February's numbers. She spoke with Mr. Burke about a need to revise the target number for ticket revenue in 2010. She is providing him with a copy of all the numbers so he can make appropriate modifications.

**9:10 pm**

**Miscellaneous—**

**Flowers:** At the BOS meeting last night, Mr. Quintal brought up there will be no hanging baskets this year because PGDC is remaining focused on increased parking and economic development.

**Meters in front of 1620:** Mr. Quintal says Mike Vogel's project seems to be on hold. Mr. Burke will arrange to move forward with the installation of meters in this location.

**Lease for PGDC office:** Ms. Pratt will present a bill next week for retroactive payment of \$120.00 on the lease for 17R Court Street.

**MS Walk:** Organizers asked Park Plymouth for permission to use the Market Street lot as a rest stop during their event on April 11, 2010.

**Mr. Bletzer motions and Mrs. Fernandes seconds to approve MS's request** **Passed | 5-0-0**

Ms. Pratt points out the Special Events Policy needs to reflect the correct process for filing permit applications with Park Plymouth. This point of topic is currently on a future agenda.

**9:17pm**

**Mr. Knox motions and Mr. Bletzer seconds to adjourn**

**Passed | 5-0-0**

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Alan P. Zanotti, Secretary