

April 14, 2010

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

Absent: Donna Fernandes

7:00 pm Call to Order and Public Comment—

Bettyann Archambault of Bettyann’s Tours of Plymouth received courtesy parking notices from PCDC about various projects Park Plymouth is working on. In an effort to be proactive in any decision making process that could potentially affect the success her business, she asks the Board allow her to continue to operate her van tour service from the parking location adjacent to the Visitor’s Center. The Board reviews her written request and diagrams of where she currently parks. After a lengthy discussion about the possibility of her purchasing a special permit, the Board agreed she should strategize a correct and fair solution with Mr. Burke, who will report the outcome to the Board.

Ms. Pratt motions and Mr. Zanotti seconds to allow Mr. Burke to facilitate a solution with Bettyanne’s Tours of Plymouth

Passed | 6-0-0

7:45pm Park Plymouth Follow Up Actions—

Installation of meters at 1620: There was more concrete in this location than staff anticipated so they will install meters in this location at the end of this weekend.

Solar powered meters: The software and modems for the monitoring system are configured. Testing will begin next week. Mr. Burke will speak with Verizon about refunding the \$500.00 activation fee.

Fishermen’s lot: This lot will be open to all permit holders after 5pm, 7 days a week. Mrs. Arrighi is working to solve the issue with the unlicensed commercial truck that is conducting business in this location.

Action Plan—

Seasonal part time positions advertised: Kim helped Mr. Burke place advertisements for two seasonal part time meter enforcement officers on the Chamber website, the Massachusetts Workforce Development websites and in the OCM.

7:55pm Mr. Bletzer is excused from the meeting.

Personnel Manual: Roberta Kety looked this draft manual over and approved but says Attorney Marzelli still needs to review it.

Town of Plymouth Events: Mr. Burke received the Town’s annual events from Cheri Thomsen. He will also attend next week’s annual Economic Development Event Planner meeting.

Sign placement for RV Lot: The Board asks Mr. Burke to have Park Plymouth staff move the RV Bus Lot sign from the telephone pole to a more obvious location near the lot entrance.

Revenue Performance: Permit sales are about 1200 this season, up from 790 sold last year.

Citations: Sales are up this March over last year.

Enhanced Collections Strategy: Mr. Burke is strategizing the new collections process that includes collection of out of state citations, modifying current collections notices and bidding out the current ticketing process to a wireless scanning system that allows for streamlining of all information and provides a collections arm. Complus Data Innovations, Inc, a Parking Ticket Management company, is hosting a New England Conference at the Radisson on April 22 to showcase their products and Mr. Burke will attend. In the meantime, he will see if Clancy can reproduce the mock collections notice he developed. He will pass it by Marzelli for review.

Striping & Lot Improvements: Staff measured all stalls and isles in the Bus/RV lot and would like to stencil the lot. The Board also considers meters versus striping the Depot Square area. They decide to establish a consistent master plan strategy first, stripe Depot Square as a two hour timed zone area and revisit the metering of side streets in the future.

Ms. Pratt motions and Mr. Knox seconds to allocate \$1,150.00 to Guide Lines Seal and Save for striping of the lots

Passed | 5-0-0

Meter Stickers: The Board reviews the new color-coded meter stickers that will help identify the maximum amount of time a person can pay to park in a metered location. Mr. Burke points out that Plymouth is the only community that does not issue multiple overtime violations to vehicles who continue to park longer than the amount of time they paid for. At some point in the future, we need to roll out a media campaign explaining we will begin to issue tickets to a vehicle that continues to park in their paid spot after the meters' determined "grace period" runs out.

Recommended Appeals Process: Mr. Burke presents his review of the appeals process. He will bring his Internal Void Policy to the next meeting.

Ms. Pratt motions and Mr. Knox seconds to support recommendations in Mr. Burke's appeals review

Passed | 5-0-0

RFP for 1954 Regulations: The Board discusses whose responsibility it is to pay for the Traffic and Parking portions of the codification bid. Our MOA with the Town stipulates PGDC will pay for updating the parking and the Town will pay for Traffic. The RFP language will reflect a bid to codify both Traffic and Parking regulations, and the Town can choose whether to move ahead with their portion of it, or not. Attorney Marzelli will review the RFP before Mr. Burke publishes it.

9:00pm

Financial –

Bills Submitted by Ms. Pratt:

Malloy Lynch & Bienvenue

Invoice #23475

Professional services rendered

Year-end 2009 audit

\$7,500.00

Town of Plymouth
Unmarked RMV Fees
March 2010 \$3,060.00

Guide Lines Seal & Save
Repainting of stalls
Bus & RV Lot \$500.00

Attorney Robert Marzelli
Invoice # 17743
Professional Services Rendered \$15.00

Lisa Santos Accounting Services
Invoice # 7333
Accounting Services Rendered in February \$481.25

CNC Advertising
Wickedlocal.com banner ad
Free Parking Period \$701.25

USPS
12 Month PO Box Rental Fee \$92.00

Mr. Knox motions and Mr. Quintal seconds to approve invoices Ms. Pratt submitted earlier for payment **Passed | 5-0-0**

Last week the Board approved to pay the Town of Plymouth up to \$2,500.00 for March RMV service fees. The actual bill is \$3,060.00

Mr. Zanotti motions and Mr. Knox seconds to pay the RMV fee **Passed | 5-0-0**

B&B Auto
Van door repairs \$520.00

Ms. Pratt motions and Mr. Knox seconds to repair the van **Passed | 5-0-0**

9:15pm **Miscellaneous:** MEO L. Vivairins offered to fill in overtime at Park Plymouth to help fill in shift gaps. The Board feels her request it is a Union issue so Mr. Burke will check with Melissa Arrighi.

9:20pm **Mr. Zanotti motions and Mr. Knox seconds to adjourn** **Passed | 5-0-0**

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

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