

April 28, 2010

Members Present: Leighton Price, Chris Pratt, Donna Fernandes, Charlie Bletzer & Dick Quintal

Absent: Alan Zanotti & Richard Knox

7:00 pm Call to Order and Public Comment—

There is no public comment at this time.

7:00pm Park Plymouth—

Bettyann's Tours: Mr. Burke allocated a 15-minute parking spot at the Tourist information center on the waterfront specifically for Bettyann's van. He will check with the Historic District Commission on whether she requires special permitting for her standing vehicle sign that states it is her parking spot. The Board advises him Bettyann must also purchase a commercial permit for her vehicle.

Meter pole installation: Staff installed meter poles at the old 1620 restaurant location.

RV/Bus Lot & Depot Square striping: Guide Lines delayed striping of the lots until tomorrow due to rain.

Personnel Manual: Mr. Burke and Mr. Price met to discuss Attorney Marzelli's review of the Draft Personnel Manual. Mr. Burke will modify the Draft based on comments made by Attorney Marzelli and bring it back to the Board next week.

Codification: Attorney Marzelli reviewed the Draft RFP for Codification of the 1954 Traffic Rules and Regulations. He advised Mr. Burke adhere to 30B guidelines. Mr. Burke would bid parking and traffic separately.

Plymouth Parking Plan: Frank Gay, GATRA Administrator and Pat O'Brien, Asst. to the Town Mgr., Plymouth will be attending the next meeting to address the proposed feasibility and location study for a multimodal/parking facility downtown

Parking Rate Comparison with other NE Communities: The Board compares parking rates and permit fees for peer communities. Plymouth is right at the National average and closest to Newburyport.

Short-term/Low-cost Improvements for expanding Downtown Parking: The Board reviews Mr. Burke's draft suggestions to expand the effective supply of Public Parking in Downtown Plymouth. Staff will complete some of these actions in the lots now but will defer others until later.

Ms. Pratt motions and Mr. Quintal seconds to endorse Mr. Burke's recommendations with the provision that he speak with appropriate Town departments and that he is able to determine which ones are for immediate action and which are deferred to a Master Parking Plan.

Passed | 5-0-0

Website, branding and communication strategies: Mr. Price is redeveloping the Park Plymouth website. Kim will be proactive about linking Park Plymouth to other websites when the new site is live.

Proposed Update to Park Plymouth Brochures: Kim proposes working directly with Mr. Burke and Kim Hutchinson of KC Graphics to create a new parking brochure. Northeast Graphics will print them. We will distribute brochures via inclusion in the Chamber of Commerce relocation packages, hotels on the fringes of Plymouth, rest areas and at local businesses.

Ms. Pratt motions and Mr. Bletzer seconds to adopt the request to revise Park Plymouth brochure in accordance with recommendations made by Mr. Burke and Kim McDonough, at a cost not to exceed \$2,500.00.

Passed | 5-0-0

Summer uniform: The Board reviews Mr. Burke's suggestions for professional looking uniforms for Park Plymouth staff. He will present real costs at the next meeting.

Overtime for one MEO: The Board agrees to allow MEO overtime to cover gaps in shift coverage on Sundays in May and Park Plymouth will pay the difference for overtime rates. Ms. Pratt will draft a letter to Captain McNamee stating the same.

Ms. Pratt motions and Mr. Bletzer seconds to authorize the use of MEO's for work at an overtime rate for all Sundays in May

Passed | 5-0-0

Resumes: Job ad placement for seasonal employees is proving to be fruitful; the office received twenty-two resumes so far. Interviews will begin next week.

Motorcycle parking: The Board considers Mr. Burke's recommendation to not limiting the amount of motorcycles that can park in one spot, as long as they park lawfully and pay for parking.

Ms. Pratt motions and Mrs. Fernandes second to support Mr. Burke's recommendation to broaden the number of motorcycles allowed to park in one spot

Passed | 5-0-0

Mr. Burke will post something in the office that explains how we handle motorcycle parking. It will also go on the website.

ADA Placard compliance: Mr. Burke instructed staff to begin ticketing cars if the expiration date or a person's face is not in plain view on a Disabled parking placard. Staff will waive tickets if they determine a placard is legal.

Internal Void Policy: The Board receives the Internal Void Policy. They will review it in detail at the next meeting.

9:05pm

Financial—

March numbers: These are still at the bookkeepers. Ms. Pratt will send them electronically because our meeting schedule is bi-weekly. She asks Board members to wait to provide all comments at our public meeting.

2009 Audit: This is now closed. Management report and financial statements should be available in time for the next meeting. Ms. Pratt will send along a copy of the report to Lynne Barrett.

Bike Racks: Ms. Pratt placed the Purchase Order for these racks. We need to use a valid freight service, and will defer to the most economical mode of delivery to 91 Long Pond Road. The Town will install them.

Bills:

John Lundborn

Hearing Officer Services

Invoice # 45 \$620.00

Leighton Price

Reimbursement of Formspring charges

Online permit sales \$14.00

Advance IT:

Install SMTP \$655.00

Mr. Bletzer motions and Mr. Quintal seconds to pay the bills

Passed | 5-0-0

Mr. Bletzer wants Advance IT to provide Park Plymouth with a service contract or Mr. Burke will put forth a RFQ.

2010 Destination Plymouth Membership: Ms. Pratt received an appeal from DP for \$2500.00 towards an annual membership. The Board will revisit this in a couple of weeks, and once the correct Plymouth map is on the DP website.

PGDC Contributions to 2010 July 4 expenses: Ms. Pratt requests the ability to draft a letter to July 4 Inc stating the level of PGDC's financial contribution to pay for Town services at 2010's July 4 festivities.

Mr. Bletzer motions and Mr. Quintal seconds to give \$5,000 to July 4 Inc to pay for Town Services only

Passed | 5-0-0

9:24pm

Misc Matters—

Veterans Day: The Board discusses how to handle parking for 2010 Veteran's Day. Last year, there was relaxed enforcement and we closed the office.

Ms. Pratt motions and Mr. Bletzer seconds to repeat last year's policy for Veteran's Day

Passed | 5-0-0

9:28pm

Mr. Quintal 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