

June 9, 2010

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

Absent: Richard Knox

7:03pm Call to order and Public Comment—

There is no public comment at this time

7:03pm Park Plymouth Follow Up and Action Items—

Paid Public/Free Public Parking Stickers: PGDC Chair request to modify Brown/White Parking Lot Signs to indicate which is “Paid Public” vs. “Free Public” lots. Sign sticker overlay options being considered by Zebra Signs, Mr. Burke’s recommendation pending. Zebra can produce an aluminum overlay. Production proof anticipated second week of June.

Park Plymouth brochures: Still making final edits; anticipating a print date of next week.

ADA Recommendation: Will be available next meeting.

On Call Computer services: Mr. Burke is bidding this service out this week.

Water Sports on Town Pier: Pat O’Brien and Mr. Burke went to the property to see problem. Park Plymouth will delineate his areas with a yellow stripe and eventually meter the other areas on Town Wharf.

Woods Seafood: Mr. Burke is meeting with Jay Kimball on Friday to determine whether we can delineate parking areas at his loading zone or if they should remain the same.

May financial reports: The positive trend in permit sales continues; however, revenue is only up 30% from 2009 because of the half-price permit sale and senior citizen discounts. Citations are up from 2009, due to better weather and the reorganization of staff tasks. The Board will begin to formulate a recommendation to the Board of Selectmen about writing off the oldest tickets, 1993-2000. Please refer to the 2010 May handout files for complete financial information.

Personnel Manual – The Board receives hardbound copies of the approved Personnel Manual. Staff has reviewed it and will present any questions they might have next week.

Enforcement in the state-owned semi-circular parking areas: The State objects to Park Plymouth enforcement in this area because their employees use it for parking. They will consider implementing a sticker program for their employees, but feel it will be difficult because they have a large rotating staff. The Board feels this is counterproductive to providing prime parking for tourists. Mr. Quintal will speak with Vinny deMacedo and Jack Lalou about finding a reasonable solution with the State.

Customers with permits, parking lot utilization: Staff is working to complete their study of how many permitted cars are parking in the lots during peak times. Mr. Burke is considering how to encourage

employee permit owners to park in the North Street lot, which appears is underutilized. The Board thinks revisiting the employee permit pricing might be a good way to encourage people to park in certain areas.

Multimodal Parking Facility Feasibility Study: Mr. Burke distributes a revised Draft Scope of Work for the Boards review. Mr. Burke told Pat O'Brien of PGDC's decision to help meet the required Federal Match of \$30,000 by allocating \$15,000 from PGDC and the other \$15,000 coming from the Town Parking Fund. Mr. Burke requests to receive Board input on the draft within the next week.

Relationship to the efforts of the 1820 Courthouse Consortium: The PRA proposed they should apply for the same transportation grant as PGDC in one of their update documents. Ms. Pratt made them aware of PGDC's efforts on our Multimodal Parking Study and stressed PRA and PGDC should not duplicate efforts. Ms. Pratt will keep them apprised of our progress.

Ms. Pratt motions and Mr. Bletzer seconds for discussion for Mr. Burke to work with Attorney Marzelli to draft an MOA between PGDC, the Town of Plymouth and GATRA for the Multimodal Parking Facility Feasibility Study

The Board discusses finalizing an MOA between GATRA and the Town for the Multimodal Parking Study itself. Mr. Burke has a few example MOA's he can send to the Attorney.

MS. Pratt amends her motion to include Mr. Burke to send a draft MOA to Attorney Marzelli for his review

Passed | 6-0-0

Parking spaces and enforcement in the Courthouse corridor: An issue came up regarding how Mrs. Shaefer from the PRA is handling the parking spaces around the Courthouse. Mr. Price sent an email to the Town Manager stating his objections. He will apprise the Board of his response when he receives it.

Risk assessment policy: The Board discusses amendments made to this policy, which now transfers authority to handle problems associated with "cash out" protocols from the "Management" to the Director of Operations.

Mr. Zanotti motions and Mr. Bletzer seconds to accept the changes in the Risk Assessment Policy knowing that under extenuating circumstances, Mr. Burke, may waive circumstances with MEO's

Passed | 6-0-0

8:20 pm Requests to Temporarily Reserve Parking Spaces—

Factory Five: Organizers changed their mind about using the Jenney Lot for their event so they rescinded their request.

High School graduations: There was a lot of unsafe parking in front of P&Ds and on the grass. MEO's wrote 75 violations and took pictures in case people appeal.

Plymouth Waterfront Festival: The Chamber of Commerce resubmitted a request to block all metered

spots along Water Street from Brewster Street to Leyden Street and the back half of Jenney Parking lot for their Motor Heads Cruise In during the annual Waterfront Festival on August 28.

Ms. Pratt motions and Mr. Bletzer seconds for discussion to endorse the same arrangement as we did last year for the Waterfront Festival

Mr. Bletzer thinks PGDC should be included as a sponsor in all of the advertising collateral.

Ms. Pratt modifies her motion to include Ms. McDonough prepare a letter for Mr. Zanotti to sign that states the same

Passed | 6-0-0

8:23pm

Financial Information—

Bills:

Lisa Santos

Accounting Services for April
Invoice #: 750

\$ 651.00

Town of Plymouth

May RMV Service Fees

\$ 1100.00

Robert Marzelli

Invoice # 17804

\$60.00

Clippership Insurance Agency

Dishonesty Bond Renewal

\$ 170.00

Sovereign Bank (CB Ellis)

Brewster Street Lot Rental
Semi annual payment)

\$1,000.00

John Lundborn Professional Associates, LLC

Invoice # 46

\$1240.00

Leighton Price

Godaddy

Website Hosting

Receipt # 245556752

\$179.64

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

Passed | 6-0-0

Miscellaneous: Ms. Pratt sent Laura Schaeffer of the PRA an email notifying her under no circumstances is she to displace the Hearings Officer from a room.

April Financials: The Board reviews Ms. Pratt’s financials for April. Please refer to the June handout files in the 2010 Minutes Binder for complete information. She will provide the Board with an analysis and encourages them to email comments for discussion next week.

Uniforms: Staff looks more professional now with the new uniforms. Mr. Burke also ordered three new vests in bright green. Staff is not required to wear them but can if they want.

8:37 pm

Minutes:

March 16, 2010

Ms. Pratt motions and Mr. Zanotti seconds to approve these minutes as amended Passed | 6-0-0

Mr. Bletzer and Mrs. Fernandes abstain because they were absent from that meeting

March 23, 2010

Mr. Bletzer motions and Mr. Zanotti seconds to approve these minutes as amended Passed | 6-0-0

Mrs. Fernandes abstains because she was absent from that meeting

March 31, 2010

Mr. Bletzer motions and Mr. Quintal seconds to approve these minutes as amended Passed | 6-0-0

Mr. Zanotti and Mr. Price abstain because they were absent from the meeting

April 14, 2010

Ms. Pratt motions and Mr. Bletzer seconds to approve the minutes as amended Passed | 6-0-0

Mrs. Fernandes abstains because she was absent from the meeting

April 28, 2010

Mr. Bletzer motions and Ms. Pratt seconds to approve the minutes as amended Passed | 6-0-0

Mr. Zanotti abstains because he was absent from the meeting

8:46pm

Property Matters—

New owners or lessees of the 1620 property are considering building a military museum in that location. They are interested in Park Plymouth managing the property for public parking. Mr. Burke will get more information.

8:50pm

Ms. Pratt motions and Mr. Bletzer seconds to adjourn

Passed | 6-0-0

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

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