

June 23, 2010

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

7:03pm Call to order and Public Comment—

There is no public comment at this time

7:03pm Park Plymouth—

Follow-ups and Action Plan Updates—

Reactivation of Solar Powered meters: An electrician discovered two VMC's were not powering solar powered modems. A test performed on a spare VMC confirmed this is the issue so Mr. Burke wants to replace them. Both machines should be functioning by the end of summer. Electrician charge is \$150.00.

On Call computer services: Mr. Burke sent out three RFQ's to Plymouth firms and will have a proposal to review at the next meeting.

Destination Plymouth: Mr. Price points out PGDC gave money to DP with the understanding they would place our map on their website, and it is still missing. He is concerned the year will end and the correct information will remain absent; PGDC will be reluctant to donate money for future campaigns until they correct this. Mr. Burke shares the web designer has a fair amount of updates he would like to make to the site, and at that time, will include our map, but he is dealing with a serious medical issue. The Board will hold off on any contributions to DP until they clear this up.

Fishermen's Parking Lot: The Board holds a lengthy discussion on how to handle the commercial truck who continues to do business in the Commercial Fishermen's Lot without a parking permit. The Town issued permits to conduct business on the wharf is not applicable in the Commercial Fishermen's Lot. Mr. Burke will draft a special parking permit for commercial trucks to utilize this lot and bring it back to the Board for review in two weeks.

Initial discussion of direction during the next 6 months: The Board reviews Mr. Burke's laundry list of items scheduled for completion during the next 6 months, including updating the 1954 Regulations by December 31, completing the Parking Master Plan and the Multimodal facility study. Mr. Price requests he identify for the Board which tasks might be difficult to move forward. In the meantime, the Board will provide Mr. Burke with an email of any additional tasks they want him to address. Please refer to the June handouts in the 2010 Minutes Binder for the complete list of tasks.

Plymouth Parking Plan—

Improved signage for the public parking lots (free and paid): Mr. Burke brought samples of the overlays that say "Free Public Parking" for the free lot signs. We need a total of 20 small overlays and 4 large.

Mr. Zanotti motions and Mr. Bletzer seconds for discussion to purchase the new overlays

Cost for the 20 smaller sign overlays is \$40 per sign, and the 4 large sign overlays are \$195.00 each. Total cost is approximately \$1800.00

Passed | 7-0-0

Ms. Pratt requests Mr. Burke address the signage problem at the North Street lot before the summer ends.

Mr. Knox shares that nobody is monitoring the Sovereign bank lot and people are now parking there. Ms Pratt will give Mr. Burke contact information for the property owner so they can discuss the possibility of putting meters in there.

Striping Responsibility: Mr. Quintal asks whose responsibility is it to stripe all the stalls in North Plymouth. Mr. Burke states we are the only Town he knows of that still pays for the striping even though another organization handles parking.

8:00pm

Mrs. Fernandes leaves to attend to real estate matters.

Ms. Pratt motions and Mr. Knox seconds that Park Plymouth approach the Town for permission to assume responsibility for striping of the parking spaces and generating new signage.

Passed | 6-0-0

Ms. Pratt motions and Mr. Knox to ask Mr. Quintal to present this request formally to the Board of selectmen during the July 6 meeting

Passed | 6-0-0

Park Plymouth brochures, website revisions (a work in progress): The Board is pleased with samples of the new brochure; final print will arrive next week. They also approve of the changes Mr. Price made to the website. He will add more content in time.

Revisions to employee work schedules: The Board reviews Mr. Burke's new employee schedule. The operation is more efficient as a result but Mr. Burke will modify it as needed.

A proposed response to certain types of customer complaints: Mr. Burke suggests instead of repealing a ticket issued to someone who writes a letter of complaint, the office will respond by sending a courtesy letter that also offers a free day of parking upon their return. The Board agrees this is a great idea.

Ms. Pratt motions and Mr. Quintal seconds for Mr. Burke to implement the letter

Passed | 6-0-0

Recommended parking improvements on the Town Wharf: Mr. Burke met with all lease-holders at Town Wharf and Town officials to determine property lease lines and who controls parking spaces. Park Plymouth painted Waterfront Sports leased parking stalls yellow, indicating those are private parking areas; they understand Park Plymouth will not enforce their spaces. In addition, Woods Seafood dropped his request we allow him to park in his loading zone.

Mr. Burke recommends meter and timed zone adjustments for Town Wharf to the Board.

Ms. Pratt motions and Mr. Quintal seconds to support Mr. Burke's metering and adjustments of the time limits on the pier and recognize at a cost not to exceed \$1075.00

Mr. Zanotti asks if we should pick up a parking space in the loading zone at Woods. Mr. Burke would like to see the addition of signage posting a 20-minute time limit. Mr. Burke will come back with information on Woods Seafood.

Passed | 6-0-0

Citation processing, notices and collections: Mr. Burke shares an unsolicited proposal from a professional vendor interested in automating our parking tickets. For 9-9.5%, they would handle the entire collections process. This company stores all ticket information in their databases and can access out of state licenses. There is an attractive savings on administrative costs. In August, Mr. Burke will issue the official RFP for a professional company to handle this portion of Park Plymouth operations.

Multimodal Parking Facility Feasibility Study: GATRA has a standard MOA and must be the Administrator of the study. Frank Gay is hoping to hold a meeting after July 4 and release the RFP in July. Pat O'Brien is working on getting \$15,000 from the Town Parking Fund to match the \$15,000 offered by the PGDC. This \$30,000 would be Plymouth's contribution to the feasibility study.

1820 Courthouse Consortium: In their recent presentation to the BOS, the PRA stated they would be applying for a Transmodal Grant. Ms. Pratt and Mr. Price each commented that a common understanding is needed among the Town, the PRA, and the PGDC with regard to purposes of the Multimodal Parking Facility Feasibility Study.

Ticket issuance in the Courthouse Corridor: Mr. Burke asks for Board direction on how his staff should enforce the area. Mr. Price thinks a meeting with Mrs. Arrighi is in order first.

9:31pm

Mr. Bletzer leaves the meeting

Financial matters—

Bills, other

Guidelines Seal & Save

Parking stalls line painting \$950.00

Joyfly Buzz PR | Marketing

Administrative Services
May & June \$560.75

Advance IT

Invoice #4046 \$281.95

John Lundborn Professional Associates, LLC

Invoice # 48 \$ 260.00

Commerce Insurance Company

Policy Renewal: LS2846-5

Auto Insurance

\$ 810.00

Mr. Knox motions and Mr. Zanolli seconds to pay the bills as presented

Passed | 5-0-0

Hearing Officer Bills: Mr. Zanolli asks that Mr. Lundborn present his bills to Mr. Burke for review.

Bike Rack Delivery: Bike racks will ship to 92 Long Pond Road in the first week in July.

9:40pm

Mr. Knox motions and Mr. Quintal seconds to adjourn the meeting

Passed | 5-0-0

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

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