

July 7, 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—

7:00 pm Financial information—

Bike Racks: Racks are scheduled to arrive this week and PGDC will pay for freight. Ms. Pratt will speak with Hector Castro about the installation schedule. Final cost for racks is \$500.00 less than anticipated.

Budget review: Ms. Pratt will review the original budget with Mr. Burke and he will make adjustments where warranted.

May Financials: Ms. Pratt will email May numbers to the Board. Revenue is up \$11,000.00 from last year.

Transmodal Study: Ms. Pratt suggests that if Town Meeting must approve the release of \$15,000.00 or more from the Parking Revenue Fund to help pay for this study, perhaps the town could pay a few hundred dollars less than the \$15,000.00 so we do not hold up the process.

Bills:

KC Graphics

Park Plymouth Brochures \$552.50

Commercial Auto Insurance

Due 6/25/10 \$823.00

Town of Plymouth

MEO Services for June 2010 \$9478.93

Town of Plymouth June RMV Service Fees \$ 1080.00

Nodzo Electric

Invoice # 0139 \$150.00

Hanover Insurance Agency

Workers Compensation Policy Renewal \$ 2382.00

Hanover Insurance Agency

Commercial Liability Policy Renewal \$ 2680.00

Mr. Knox motions and Mr. Bletzer seconds to approve the bills as submitted and amended by the Treasurer

Mr. Zanotti asks if PGDC should research other insurance brokers because invoices are billed close to \$5,000.00. Mr. Zanotti will look into quotes from other brokers.

Passed | 7-0-0

July 4 Invoice: Ms. Pratt will pay an invoice of up to \$5,000.00 for Town services rendered at the July 4 celebration.

Director's June Report –

Parking Permits: Permit sales remain strong, with seven consecutive months of sales exceeding the 2009 monthly levels. There are now over 1,100 Plymouth residents with parking permits projected to be a 50% increase over 2009 levels by year-end. Employee parking permits are also up considerably over last year with 131 issued so far in 2010 compared to 99 all of last year.

Citations Issued: June 2010 citations (2,288) is up 98% over last June due primarily to excellent weather in June 2010 compared to June 2009 when there was 22 days of recorded rain. In addition, management is now filling virtually all full-time staff vacations and sick leave call outs with part-time seasonal staff and Park Plymouth is consistently enforcing until 6 p.m. weekdays and 5 p.m. weekend days. Previous enforcement levels ended on average 15 to 20 minutes earlier so that staff could complete administrative work.

Paid citations for June: Third straight month where paid citations were higher than last year and are now virtually equal to the same three month period in 2008 (3,325 in April – June, 2010 compared to 3,351 in April – June, 2008). Citations issued and paid within a 21 day period is increasing. 834 of the new Over Due Notices were sent out in June 2010. All scofflaws with outstanding citations up to 2/28/2006 have received the new OD letters.

Citations unmarked @RMV: 54 citations cleared in June 2010 generating revenue of \$2,720.00, which is far below the number cleared in June 2009 (227). According to Clancy Systems, Park Plymouth has 4,257 citations marked at the Registry with an estimated value of \$85,060.00.

7:34pm

Park Plymouth—

Meter Installation: Staff will adjust the spaces on the wharf near Waterfront Sports by painting his spaces yellow, creating two fifteen minute spaces at Lobster Hut and installing seven meters in adjacent areas. Duncan must refurbish any reserve meters. Mr. Burke will develop an overall meter replacement strategy and, in the meantime, monitor meter discrepancy reports.

6 Month Plan: Efficiency is up and reflected in the revenue. Some of the items Mr. Burke wants to focus on for the next 6 months include completion of Parking Master plan and 1954 Rules and Regulations, Transmodal parking study, modernize collections process, RMV lookup of all states, GPS tracking, secure additional parking lots, develop capital funding and improvement plan, signage, update and develop policies and improve meter coin collection process.

Mr. Burke will speak with Mrs. Arrighi about the Town collaborating with us on the Transmodal study.

Plymouth IT On-Call Services: The Board reviews Mr. Burke's IT On-Call services Quotes summary report and references for JC Computer Services and Advance-IT. They approve and ask Mr. Burke to request JC provide us with a recommendation on data security and get a non-disclosure agreement.

Pavement Markings for N. Plymouth: Mr. Burke received an estimate of \$350.00 from Guide Lines Seal N Save to paint stalls and lines in North Plymouth.

Mr. Bletzer motions to give the painting contract to Guidelines Seal N Save and Mr. Zanotti seconds for discussion.

Mr. Burke is unclear whether we have authority to paint parking spaces on streets. The Board feels they are in charge of the parking spaces and does not think overseeing this task will cause a problem with the Town.

Passed | 7-0-0

Lot Signage: Mr. Burke reviewed all lots for way finding problems and decided that in order to make improvements, he needs to purchase and install 10 blue signs that have a P and directional arrows on them. Installation on North Street is non-standard because there is no stone bollard to affix signage to, so staff will attach the smaller P on the current stone pole.

Cubic Invoices: We have not received an invoice from Cubic in 8 months. Mr. Burke will request they submit one.

Fisherman Lot Permit: The Board reviews Mr. Burke's proposed Commercial Loading/Unloading Permit for this lot. They decide it is appropriate to prorate fees for this year only.

Ms. Pratt motions and Mr. Bletzer seconds to allow Mr. Burke to prorate the Commercial Loading and Unloading Permit for \$250.00 for the remainder of this season and to give sufficient notice that we will charge \$500.00 next year.

Mr. Bletzer suggests we notify the Police and Harbor Master of the new policy

Passed | 7-0-0

9:00pm

Ms. Pratt leaves the meeting

Utilization Survey: The Board reviews Mr. Burke's Lot Utilization Survey breakdown by time of day. They discuss creative strategies that move employees out of the prime parking lots and into the North Street lot. They also talk about increasing the cost of the Employee permit, but charging only half price to park in the North Street Lot and restricting Water Street Lot 3 to employee and resident parking only. Mr. Burke will perform a Duration of Stay Study to determine how long permit holders are parking in these lot locations.

Multimodal Facility update: Mr. Burke reminded Pat O'Brien to put pressure on Frank Gay of GATRA to have a meeting with the NPO. Mr. Quintal will speak with Patrick about making this a priority.

Newport Gateway Center: Mr. Burke will schedule a Board field trip to tour this facility with Paul Cripps of Destination Plymouth.

Laura Schaefer's Response about control of parking spaces in the Courthouse Corridor: Mr. Price, Mr. Burke and Ms. Pratt met with Melissa Arrighi regarding PGDC maintaining control of some parking spaces around the Courthouse. Mrs. Schaefer wrote a memo to Mr. Burke stating she disagrees with Mrs. Arrighi's notification that PGDC will retain control of some areas. Mr. Burke will draft a letter of response thanking her for the information and refer it back to the Town for resolution.

Overdue notice scofflaw resolution: One violator has over \$1,000 outstanding fines and penalties, dating back to 2000. He claims to have paid a former Park Plymouth employee for a block of tickets issued in 2004 through 2006, with cash, for two different license plates. He does not have a receipt. Because of prior poor record keeping practices and a lack of paper trail, Mr. Burke would like to waive the \$490.00 in accrued late fees. He will call a meeting with the violator and make the suggestion.

9:45pm Complaint about RV Parking Lot—

The Board discusses a complaint letter from a resident stating she does not feel it is fair East Bay Grill can use the RV Lot for valet parking but her friend is no longer allowed to park his RV camper in that location overnight.

Mr. Bletzer requests Mr. Price place the topic of charging a fee for RV's to park in this lot and donating the money to the 4th of July committee on a future agenda.

9:50pm Mrs. Fernandes and Mr. Quintal motion to adjourn Passed | 6-0-0

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

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