

Plymouth Growth & Development Corporation | BOARD OF DIRECTOR MEETING MINUTES
September 1, 2010

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

Absent: Dick Quintal & Donna Fernandes

7:00pm Call to order and Public Comment—

There is no public comment at this time.

Approval of minutes—

July 7, 2010

Mr. Bletzer motions and Mr. Knox seconds to approve as corrected **Passed | 5-0-0**

July 21, 2010

Ms. Pratt motions and Mr. Knox seconds to accept with revision **Passed | 4-0-1**
Mr. Bletzer abstains because he was not present at the meeting

7:05 pm Special Event Parking Requests—

Mayflower Triathlon's Request to Bag Meters: Event organizer Chris Hebert sent an email to Park Plymouth requesting to bag twenty meters on the East Side of Water Street at the rotary from 7:00am to 1:00pm, for his triathlon event on September 20. Mr. Bletzer states for the record that he feels these events are great for the Town but he prefers these types of requests wait to happen until after Labor Day, in part because the boat ramp users do not have easy access to the State ramp

Mr. Knox asks where boaters are supposed to park their trailers at the newly configured Nelson Park, and whether we are monitoring that area, as was discussed in a previous Board meeting. Nobody knows how boat trailers are parking there and we currently do not patrol that location.

Ms. Pratt motions and Mr. Knox seconds to bag the twenty meters as requested and charge \$5.00 per meter for bagging them

Mr. Zanotti wants us to contact event organizers ahead of time to help decide their parking needs, and keep a database in the Park Plymouth office. Mr. Burke suggests it is simpler to attend the Town's annual event planning meeting and voicing any objections at that time. **Passed | 5-0-0**

Mr. Burke will speak with Ted Bubbins about where boat trailers are supposed to park at Nelson Park.

Preschool opening at One Park Place: The Board holds a discussion about Hop Skip & Jump Pre-School's request for 15 minute free parking passes for drop off and pick up times at her school. Drop off is from 9:00-9:15am Monday through Friday and pick up times are Monday through Friday at either 12:00-12:15pm or 1:00-1:15pm.

There are a number of concerns, including safety and remaining fair to other people parking in the area, so the Board decides to take no action. Mr. Burke will suggest that instead, the owner approach Joe Goldberg at Memorial Hall about using some of his parking spaces and if that does not work, she is welcome to make a formal presentation before the Board.

7:50 pm

Park Plymouth Follow-up Items —

Meter Revenue: Revenue is up for the third month in a row. 2000 Citations paid in August; we only issued 1804. First markings at the RMV marking jumped up for the third week in a row and we doubled marking revenue from July.

Reactivation of Solar Powered Meters with Modems: Following VMC “repair,” the modems are still not working properly and 4 additional modems have gone down. After testing the modems, working with Cubic and the manufacturer (Airlink), it has been determined that 6 of the 8 modems are failing due to age. There are only 80 in the world, and Airlink has not supported these older modems in some time. Mr. Burke suggests looking at the Capital Plan, purchasing new P&D’s and suspending remote monitoring with Verizon, possibly in time for April 1.

1954 Rules and Regulations: Staff is almost 1/3 through updating the no parking regulations. Mr. Burke will keep the Board informed of progress and approach Mike Vogul about the former 1620 location, now that he has lost his prospective tenants.

Additional Parking Lots: Mr. Burke is not having much luck with finding landlords who are interested in having an agreement with PGDC for additional parking spots.

RFP for Parking Citation Processing and Collection Services: We advertised the RFP for this in the Patriot Ledger and with the State on August 30, 2010. Mr. Burke expects we will interview final candidates in October.

Recommended Guideline Modifications, Parking Appeals Review and Update: The Board reviews Mr. Burke’s Draft Guidelines of what will not be grounds for an appeal. Please refer to the September files in the 2010 Minutes binder for complete information.

Ms. Pratt motions and Mr. Bletzer seconds to accept the new grounds for ticket dismissals as part of PGDC operating policy, and to place them on the Park Plymouth website and give a copy to Hearing Officer Lundborn.

Passed | 5-0-0

New and Updated Policies for Approval, Update on the Risk Assessment/Financial Risk Policy —

The Board reviews and must vote on minor changes made to the Equal Employment Opportunity and Sexual Harassment Policies. Mr. Burke reminds the Board they already gave permission for him to insert his name into the Risk Assessment Policy so they do not need to vote on that amendment tonight.

Ms. Pratt motions to accept and Mr. Bletzer seconds the Equal Employment Opportunity and Sexual Harassment Policies as part of Park Plymouth Policy

Passed | 5-0-0

Plymouth Parking Plan—

Recap of Newport Gateway Transportation Center Field Trip: This trip was very informative for PGDC. Members who could not attend the field trip received notes and audio/visual discs.

Plymouth Multimodal Parking Facility Study Update: Mr. Burke, Pat O'Brien, Frank Gay, and Mr. Stankevich met to discuss moving forward with signing the MOA. The Town is not interested in committees and prefers to keep this portion of the project contained to a few key people. He also wants to get together on a list of potential sites. The Town Manager did not express any reservation about contributing money from the Parking Fund but we do need BOS support. Mr. Burke will send it to Attorney Marzelli for final review.

On street Utilization and Turnover Studies with Draft Alt. Improvements: The Board reviews Mr. Burke's utilization and turnover studies and discusses possible strategies. Please refer to the September Handouts in the 2010 Minutes binder for complete information.

Customer Parking Survey: Mr. Burke wants to distribute a survey asking customers their opinion on parking. He will return to the Board with a plan on the 15th.

9:10 pm

Financial Information—

2010 Budget: Mr. Burke reviewed this and feels comfortable finishing out the current budget as written. The Board has no problems with this.

Ms. Pratt will ask the Bill Driscoll, Chair of the Advisory and Finance Committee Town Finance Director for some advice about putting aside some money in an interest bearing account.

Office Credit Card: Mr. Burke will fill out an application for a Park Plymouth credit card

Bills:

Dick Quintal

Reimbursement for lunch expenses
RI Trip

\$186.26

Mr. Zanotti motions and Mr. Knox seconds to pay the bill

Passed | 5-0-0

JC Computer Services

Invoice # 281

August Services Rendered

\$375.00

Town of Plymouth

MEO Services for August

\$9566.97

Lisa L. Santos Accounting Services

Invoice #767

Accounting Services Rendered

\$625.00

Joyfly Buzz PR | Marketing

Administrative Services June – August \$1,125.84

Clancy

May and June

Invoice # CPL1006

Systems Support Fee \$1444.91

August RMV \$2,330.00

Mr. Knox motions and Mr. Bletzer seconds to approve the bills as submitted **Passed | 5-0-0**

Bike Racks: There are two bike racks installed at Nelson Park. Mr. Bubbins is putting together an installation strategy for the remaining racks but he is extremely short staffed. Mr. Burke will speak with Mr. Bubbins and let him know PGDC is willing to help with installation and contract help to install them before the season is over.

Injury: A 77-Year-old man fell while entering Park Plymouth office. Staff helped him into the office and made sure he was comfortable and not injured. Mr. Burke will install a handrail to prevent this from happening again.

9:28 pm **Preparations for an Annual Report to the Board of Selectmen:** Board will provide Mr. Price with comments

9:30 **Mr. Knox 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