

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

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**7:00pm Call to order and Public Comment—**

There is no public comment at this time

**7:00 pm Annual Meeting and Election of Officers—**

**Mr. Bletzer motions and Ms. Pratt seconds to elect Mr. Price as PGDC President** Passed | 6-0-1  
Mr. Price abstains

**Mr. Knox motions and Mr. Bletzer seconds to elect Ms. Pratt as PGDC Treasurer** Passed | 7-0-0

**Mr. Bletzer motions and Ms. Pratt seconds to elect Mr. Zanotti as PGDC Secretary** Passed | 6-0-1  
Mr. Zanotti abstains

**7:10 pm Park Plymouth –**

**Deactivation of Solar Meters:** Verizon wants a deactivation fee of \$1,000.00. Mr. Knox suggests that unless Verizon can prove we signed a document saying we would pay this fee, we do not pay and check with the State Commission of Utilities to see if their fee is legal. Ms. Pratt is concerned they will shut off the Park Plymouth cell phones if we do this. Mr. Burke will try again to get the fee waived and if he meets a dead end, Ms. Pratt will speak with Verizon about waiving the fee.

**Paid Public/Free Public Parking Signs:** Staff installed Free Parking signs in the free lot next to the old Ocean Spray.

**7:15 pm Mr. Quintal arrives and return to topic—**

**Enforcement of DCR Semi-Circles on Waterfront:** Mr. Burke will meet with Don Mantinzi in off-season to develop program for semi-circles that will allow Park Plymouth to begin enforcing area again in 2011.

**Parking Appeals Review:** Mr. Lundborn is implementing the changes PGDC made to the appeals process for dismissing tickets.

**Governor Bradford Hotel:** Hotel Manager Antonio Lama is open to Park Plymouth taking away a couple of his spaces on Brewster Street. Park Plymouth will monitor use of these spaces next year and if necessary, make changes. Mr. Lama also expressed an interest Valet services.

**Hop Skip & Jump Daycare Request for Parking Spaces:** There appears to be some question about ownership of the nine parking spaces at this business location, and a conversation with Mr. Yee, the building owner, confirms there is no formal agreement with the town for them. Mr. Zanotti recommends PGDC not make any special accommodations for this business due to high liability risks. The Board agrees to revisit this issue when they are clear about who owns the parking spaces in question.

**7:36 pm Approval of Minutes—**

**August 17, 2010:**

RI Gateway CVSB Roundtable Discussion  
RI Transportation Manager & Traffic Sgt Roundtable

**Ms. Pratt motions and Mr. Knox seconds to approve the minutes** **Passed | 4-0-3**

Mr. Price, Ms. Fernandes, and Mr. Bletzer abstain because they did not attend these meetings.

**December 22, 2009:**

**Mr. Quintal motions and Mr. Knox seconds to approve the minutes as amended** **Passed | 4-0-3**

Ms. Pratt, Mr. Bletzer, and Mr. Zanotti abstain because they were not at the meeting.

**7:40 pm Park Plymouth –**

**1954 Regulations:** Mr. Burke asks for Board permission to allot Ms. McDonough up to 100 hours to assist with measuring the no parking zones listed in the 1954 Rules & Regulations. He did receive some quotes from traffic count firms but feels it is very detailed work and with little training, she can perform the work at a lower rate than quotes he received. Mr. Knox offers to volunteer his help if it is needed.

**Mr. Knox motions and Ms. Pratt seconds to give Ms. McDonough up to 100 additional hours to complete the revision of the 1954 Parking Regulations and if additional time is necessary, he will volunteer his help to complete it.**

**Passed | 7-0-0**

Ms. McDonough will invoice PGDC separately from her administrative services. Mr. Burke will forward a quote summary about the two traffic count companies he spoke to so Ms. McDonough can put it in the PGDC office files.

**August 2010 Financial Summary—**

**Permit Sales:** 9 permits sold in August, which was 2 more than in August 09. Overall 1,340 permits sold for 2010 season as compared to 922 for same period in 2009 (45% increase). Total permit revenue up

\$10,199.00 over last year. 1 out of every 3 permits sold this year (422) was to seniors. 1,117 permits sold to Plymouth residents [downtown resident permits (82) + resident permits (1,035)].

**Citations Issued:** 1,804 citations were issued in August, which is an increase of 280 or 18% over August 2009. August is the sixth straight month where citations exceeded last year's monthly totals largely due to weather and part-time staff filling full-time staff sick, personal and vacation days. The number of citations issued in 2010 surpassed the total number of citations issued in all of 2009 (9,182) during the second week of August.

The citation void rate thus far for 2010 is 5.0%, which compares favorably to the void rate in 2009 (7.5%) and 2008 (9.0%).

**Citations Paid:** August marks the second straight month where the number of paid citations (2,000) exceeds the number of issued citations (1,804). Much of this can be credited to the very timely release of the 21-day late notice letters. August marks the fifth straight month where the number of paid citations exceeds last year's monthly numbers. August monthly revenue for paid citations is \$48,085, which is nearly \$16,000 more than what was collected in July 2010 and August 2009. Park Plymouth continues to work hard to bring in revenue from old tickets. 1,992 notices were sent out in the month of August – 721 21-day letters, 323 42-day notices and 948 Over Due Notices. All notices are current to August 14<sup>th</sup>.

**RMV Marking and Performance:** 935 citations were marked at the RMV in August. 116 citations were cleared in August, which is 31 more citations cleared than last month but 25 fewer than August 2009. The 116 citations generating revenue of \$6,105.00. RMV fees to be paid to the town for August 2010 is \$2,320.00

**Meter/P&D Revenue:** Total metered revenue for August was \$85,734 – \$2,434 more than last August and the most monthly metered revenue collected in three years.

August marks the third straight month that meter revenue exceeded the year's total.

During the Annual Presentation, PGDC will ask the Board of Selectmen how to handle tickets more than 7 years old.

**Bike Racks:** Mr. Burke reviewed approximately one-half of the 28 bike rack locations in the field with Ted Bubbins. They are creating a diagram of each "pad marking" for locations so proper installation can begin. On average, installation cost for these pad locations is approximately \$500 each. We have 26 racks but Mr. Burke wants to focus on 10 for now. Mr. Knox wants to make sure the vendor is coming under the rules of PGDC and not the Town.

**Ms. Pratt motions and Mr. Knox seconds to allow Mr. Burke to solicit a contractor and spend up to \$5,000.00 to install ten bike racks, and call Gary Maestas, Superintendent of Plymouth Schools to determine if the school Masonry program can help with installation**

**Passed | 7-0-0**

**Parking Citation Processing and Collection Services:** Staff will begin reviewing proposals on the 29<sup>th</sup> and based on specifications; score them so the Board can interview the final three candidates.

**Multimodal Parking Facility Study:** The Board reviewed the final draft MOA and has no further changes. Mr. Price signed the MOA so Mr. Burke can pass it along to Mark Stankevich and Frank Gay for their final signatures.

**Plymouth 400<sup>th</sup> Anniversary Celebration:** Mr. Price feels Mr. Burke is in a unique position to provide advice on parking for this celebration. Mr. Burke will invite Mr. Cripps to visit a PGDC meeting and fill us in on the committee's expectations of him.

**Plymouth Parking Plan:** Mr. Burke would like a draft ready for public review by mid October. The Board holds a lengthy discussion on some of Mr. Burke's strategies and agrees there is a need marry the Capital Maintenance Plan with suggested enhancement options. Mr. Burke will put some numbers together with revenue enhancements in time for Board review at the next meeting.

**Event Planning:** A female Police Officer went to the Park Plymouth office to confirm there is relaxed enforcement in the Water Street Lot for the annual 5K Road Race coming up this Sunday. The Board confirmed with Mr. Burke that they sanctioned this as one of the few annual events we grant relaxed enforcement.

**Which Annual Events to Sponsor:** The Board will go through the annual events list and check off which organizers need to contact us. Mr. Price states if we are going to make provisions for lost revenue we should receive recognition in marketing collaterals. Mr. Burke would like Park Plymouth to attend the special events meeting in April and let organizers know about parking requirements in advance. He will speak with the Town Manager about Economic Development providing organizers with a PGDC parking request form when they submit their applications.

9:30 pm

**Financials:**

Mr. Knox motions and Mr. Zanotti seconds to pay the invoices as submitted by the Treasurer and additional bills brought by Mr. Burke

**Bills:**

**NSR Metal**

Invoice # 967

Installation of meter pole at Brewster and Russell \$250

**Gatehouse Media (Community Newspaper)**

Invoice # CN12212613 \$ 500.00

**JR Lundborn**

Invoice #: 49 \$80.00

and \$920.00

**Hanover Insurance**

Adjustment from Audit Workingmen Comp. \$ 8024.00

**Robert Marzelli**

Invoice #: 17892 \$ 547.50

**Lisa Santos Accounting Services**

\$ 725.00

Ms. Pratt will call Mr. Balboni at Clippership about reclassifying Mr. Burke into the Office category for Workingman’s Comp so the payment will decrease.

The Board received July’s financial information. August numbers are still at the bookkeepers. Expenses are well contained.

**9:35 pm Annual Presentation to BOS—**

Mr. Burke and Leighton are working on the annual report to the BOS. Mr. Price asks for additional input from Board members.

**9:35 pm Mr. Knox and Ms. Pratt motion to adjourn**

**Passed | 7-0-0**

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Alan P. Zanotti, Secretary