

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

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

7:00 pm **PGDC Follow-up Items—**

Nelson Park: Mr. Burke met with Ted Bubbins at the Nelson Park on October 8. Ted requested PGDC stripe and enforce the four No Parking stencils around lot entrance /exit where cars have been parking on the grass. Mr. Burke will speak with him about removing some grass in the spring to widen the driveway and allow for additional parking spaces.

Verizon: Mr. Burke is still trying to resolve billing issues with Verizon regarding fees associated with discontinuing the modem services. The Verizon accounts manager is reviewing the account contract and stated that she will not assess early deactivation charges to PGDC unless Verizon can produce the contract showing PGDC agreement to these terms. Mr. Burke will inform the Board as more information becomes available.

Meters Damaged: A black Volvo damaged some meters on Brewster Street. Police reports are on file and Mr. Burke will begin the process for reimbursement.

Request for relaxed enforcement: Veterans Agent Roxanne Whitbeck submitted a request for Park Plymouth to relax enforcement from 9-12p on Veterans Day, November 11, 2010, for the annual parade.

Ms. Pratt motions and Mr. Knox seconds to relax enforcement between 9-12pm on Veterans Day

Passed | 5-0-0

Customer complaint: Town Manager Stankiewicz forwarded a letter to Mr. Burke regarding a customer's complaint about the tone of an Appeal Denial letter received from Mr. Lundborn. The customer felt the tone of the letter is rude, and should be more respectful of the customer. The Board reads the Appeal letter and agrees the intention is not disrespectful but rather meant to catch the attention of those who might skim through, rather than read the whole thing. Mr. Burke will follow up.

6-month Action Plan updates —

Complete Parking Master Plan: Mr. Burke will have the first draft of the Master Plan for review at the November 10 Board Meeting.

Update 1954 Rules & Orders: Mr. Burke and Ms. McDonough will meet with James Downey on Tuesday to clarify the confusing areas in the ordinance. Once complete, the document will be finalized with redline updates and forwarded to the Town Manager for final comments by the appropriate departments.

2020 Parking & Transportation Sub-Committee: Mr. Burke attended his first meeting on October 20. He reports the committee is off to a good start; there is enough delegation so the bulk of responsibility will not fall on his shoulders. The group does not plan to meet more than once a month.

Complus Pricing: Mr. Burke compared administration costs per ticket for outsourcing manual work with Complus and Park Plymouth staff performing the work. It appears having Complus handle the manual work is more beneficial to streamlining the operation.

PGDC Plowing Lots: Mr. Quintal will look into whether Park Plymouth can operate their own plow to help maintain lots after the Town has plowed.

Complus Reporting: Ms. Pratt would like to take the reports in Complus' proposal and give them to our bookkeeper to make sure they fit the necessary requirements to reconcile financials efficiently on a monthly basis, and to the auditors, so they are aware we are transitioning to a new process. Mr. Burke is concerned about the Clancy contract ending and delaying the transition process; he prefers to do this after negotiations are complete.

Out Clause: We do not have a standard service contract. Mr. Burke will call Town Manager Stankiewicz and ask if the Town has a template of a Technology Contract to extrapolate from and help define our own contract terms with Complus. Mr. Burke has much experience with drafting these types of documents; if Complus provides the contract, he will make any necessary modifications and send it to Attorney Marzelli for review.

Daily Deposits: Ms. Pratt will speak with the accountant and the President of Rockland Trust about how we should handle the Complus deposits.

20% of Outstanding Tickets: After analyzing the number of old town outstanding tickets Mr. Burke does not find it beneficial to carry this option out in the Complus contract. The time to write off old town tickets is when we switch over the vendor. He feels we should only focus once on the out of state tickets and retire the list of oldest tickets.

Plymouth Multimodal Parking Facility Study Update: Mr. Burke received five proposals and three are within budget. Mr. Burke, Patrick O'Brien, and Mr. Price will review them, and then create a composite score. Interviewees will be determined in late November, with actual interviews in December.

Bike Rack Installation: The low-quote qualified contractor withdrew his proposal due to potential conflict of interest issues related to his joint ownership of firm and employment with the Town. Town's on-call concrete contractor, Pavo, has a lower contract price than the second low-quote Park Plymouth price. Staff met with Pavo and Town Engineer's office on October 19; they agreed to handle the entire installation for \$5500.00

Mr. Knox motions and Mr. Quintal seconds to hire Pavo to install the bike racks and pads for \$5500.00

Passed | 5-0-0

Off-Season Parking Program: The Board needs to pass a motion declaring the off-season parking program.

Ms. Pratt motions and Mr. Quintal seconds to have free, lawful, parking from December 1, 2010 to March 31, 2011

Passed | 5-0-0

Ms. Pratt motions and Mr. Quintal seconds for discussion to promote the half price permit program and senior pricing at \$15.00 from December 1, 2010 through March 31, 2011

Mr. Burke confirms plans to sell an additional permit at a discounted rate to encourage employee and merchant use of the North street lot.

Passed | 5-0-0

Ms. McDonough will work Mr. Burke on facilitating the roll out of this year's promotion.

Preliminary list of off-season staff duties presented at meeting: Mr. Burke distributed a list of off-season tasks for the Board to review. Once we accept the Complus contract, he will present a reorganization of tasks.

8:44 pm

Financial Information—

Workingman's Comp: Ms. Pratt needs to send all job descriptions and pay scales to Clippership so they can properly classify costs for employees.

Bills:

Town of Plymouth

October MEO Services **\$10,428.90**

Joyfly Buzz PR | Marketing

Updating 1954 Ordinance **\$360.00**

Minivan Rental

Reimbursement to John Burke **\$472.33**

Transmission Repair

Repair Park Plymouth Van **\$1400.00**

J. Lundborn

Hearing Appeal Services **\$962.66**

Mr. Quintal motions and Mr. Knox seconds to approve bills as presented

Passed | 5-0-0

America's Hometown Thanksgiving Celebration is one of PGDC's annual Community Reinvestments and policy stipulates we can donate up to \$5,000 to the Town for payment of Town Services

Mr. Quintal motions and Mr. Knox seconds to give \$5,000 to the Town of Plymouth for America's Hometown Thanksgiving Celebration

Passed | 5-0-1

Mrs. Fernandes abstains because is part of the America's Hometown Thanksgiving Celebration Committee.

Ms. McDonough will speak with organizers and confirm they have the PGDC banner for the parade.

Request for Money: Plymouth Police Relief Association is conducting a fundraiser drive and they are asking PGDC place an ad in the Child Safety Guide which targets child predators, bullying and theft. The Board decides to take no action.

Pay by Cell Phone Technology Use: The MBTA has implemented pay by cell phone technology in all of their lots. This convenient and simple to use service allows people to pay for parking via dialing a number on their cell phones. The MBTA is offering municipalities to jump on their service contract for about 30 cents per transaction, a fraction of the cost if we were to purchase our own. Park Plymouth will not have to purchase additional equipment to provide this service; instead, they would apply stickers to meters that have a contact number for customers to call when they want to pay to park. The service automatically deducts fees from a customer's credit card and deposits into our account. The Board believes the service is extremely convenient, and it can only improve the parking program. Mr. Burke suggests demoing this and different street side technologies in the spring.

9:07 pm **Temporarily adjourn the Public Meeting to go into Executive Session under the provisions of MGL, Ch. 39, 23A-24**

Roll call vote—

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|----------------|------|
| Ms. Pratt | —Yes |
| Mr. Knox | —Yes |
| Mrs. Fernandes | —Yes |
| Mr. Quintal | —Yes |
| Mr. Zanotti | —Yes |

9:35 PM **Ms. Pratt motions and Mr. Knox seconds to adjourn Public Session** **Passed | 5-0-0**

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

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