

November 17, 2010

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

Members Absent: Leighton Price

7:03 pm Call to order and Public Comment—

7:05 pm Request for funds: The Second Annual Downtown Plymouth Holiday Windows Contest—

Last year, PGDC approved and received Board of Selectmen endorsement to pay up to \$2,500 to help defray advertising costs and provide a \$500.00 award to the winner of the first annual Holiday Windows Downtown Plymouth decorating contest. Michelle DiPersio, owner of Dovetales Antiques and Home, is unable to handle the event this year and as a result, asked Ms. McDonough, President of the 501c3 promotion group Explore Historic Plymouth Inc, to take it over. The contest will kick off on December 3, the same night as the annual Kiwanis Christmas in Historic Plymouth Tree Lighting event in Downtown Plymouth, and end January 3, 2011. The storefront with the most votes will win a \$500 cash prize and OCM, returning sponsor of the contest, will help, in part, by publicizing the name of the winner during the week of January 10, 2011 news. In addition, Ms. McDonough is working with The Arc of Greater Plymouth to host more outdoor activities at the Courthouse Green on December 3 for the tree lighting event.

She requests that PGDC repeat last year's sponsorship to pay up to \$2,500 to cover advertising costs and the cash prize for the Holiday Windows contest. She also requests to block the parking spaces on the perimeter of the Courthouse Green on December 3 from 3pm-10pm, so she can safely bring in and remove equipment for the events occurring in tandem with the tree lighting at that location.

The Board discusses if events are the focus of its purview, whether this is worthy of adding to the list of annual events PGDC financially sponsors, and if they approve, the potential for any negative public feedback because Ms. McDonough works for the Board. The Board agrees that they would not favor Ms. McDonough's request because of who she is. Furthermore, while they might not cut a check to every organizer who produces an event in the downtown, they are supporting events financially when they waive fees or block parking spaces. The majority of the Board wants to see the event grow each year in both the scope and size of event activities and the amount of participating financial sponsors.

Mr. Knox motions to approve to pay up to \$2,500.00 this year with the understanding there will be no continual funding of this activity unless other promotional organizations in town refuse sponsorship in writing. Mr. Quintal seconds for discussion

Ms. Pratt is concerned the language will limit the potential of expanding the event, and prevent organizers from returning for financial sponsorship if any another financial request application is denied by a granting authority.

Mr. Knox amends his motion to “approve to pay up to \$2,500.00 this year with the understanding organizers must also apply for funding with other promotional organizations in town”. Mr. Quintal seconds

Passed | 5-0-1

Ms. Pratt abstains because she is a Board member of Explore Historic Plymouth Inc.

Please refer to the 2010 Community Reinvestments folder in the general PGDC office files for supporting documentation and Ms. McDonough’s written request to the Board.

7:44 pm

Park Plymouth Operations—

Please see the November Handout files in the 2010 Minutes Binder for Handouts of the following topics:

October Revenue Report: Strong permit sales are not affecting meter revenue negatively. October was a strong financial month, with meter revenue surpassing the previous two years.

Follow-up items, action-plan updates: Mr. Burke received an email from Ted Bubbins regarding Park Plymouth’s wish to expand parking on the South side of Nelson Park. He feels we can safely expand to include three new spaces for a few thousand dollars and without risking any pending grant funds, but wants to know who will pay for the new spaces. The Board decides there are many things to consider and wants to hold if for further consideration when Mr. Burke determines a solid plan for the other free lots in that area this summer.

1954 Rules & Order: Ms. McDonough, Mr. Burke, and James Downey met in the field to clarify confusing areas that warrant updating in the Ordinance. Mr. Burke received a follow up email from Mr. Downey asking PGDC to update all of the language in the Parking Ordinance, to create a map of the footprint and update the Parking Ordinance for the entire town. Mr. Burke sees the benefits of sketching out a map and giving it to DPW for input into their GIS System, but he is concerned about the amount of resources needed to handle the rest of these requests. Mr. Burke will set up a meeting with Mrs. Arrighi to clarify who will take on responsibility for certain aspects of this project.

Prep for Off Season: Promotional efforts are in cue to roll out on December 1, 2010. The Board needs to decide on whether to repeat advertising on the wickedLocal.com leader boards. They are not convinced it is necessary to purchase four months again this year and consider buying only one. Ms. McDonough suggests they purchase two months instead; one in December announcing Free Parking and half price permits and another in March, announcing Paid Parking shall begin again April 1.

Mr. Bletzer motions and Mr. Knox seconds to purchase two months of leader board advertising on wickedlocal.com, for December 1, 2010 through December 31, 2010 and March 1, 2011 through April 1, 2011

Passed | 6-0-0

Mr. Bletzer amends his motion to advertise on wickedlocal.com at a cost not to exceed \$850.00 per month and Mr. Knox seconds

Passed | 6-0-0

Bike Rack Pads: Installation on nine racks is complete; Mr. Burke anticipates that the twenty sidewalk locations will be ready next year.

Citation Outsourcing with Complus: Mr. Burke deemed the first draft contract submitted by Complus unacceptable for lack of clarity and errors. As a result, he extended Clancy's contract to February 1. Contract review meeting with Complus was November 16. He will modify the standard form Contract provided by Atty. Marzelli. A revised Complus proposal should be ready in time for the December 15 meeting.

Implement North Street Permit: Letters to Employee and Merchant permit holders are in cue for mailing and special permits are ordered. Due to the small amount of parking spaces available in the North Street Lot, Park Plymouth will only issue 30 of these permits.

Cubic Pay Stations: There is a 12-14 week lead-time once we submit a purchase order for new pay stations so Mr. Burke wants to prepare the RFP in January and aim for July 1 installation, or put it off a season.

Design Rehabilitation of the Waterfront: Based on the amount of spaces in need of resurfacing, Mr. Burke estimates a cost of \$85,000 to repair the lot next year. Sid Kashi is willing to handle labor if he receives a directive from the Town Manager. The lot has potential to generate \$136,000 per year, assuming the Waterfront maintains a parking rate of 1.00 per hour June through August. Mr. Burke will write a letter to the Town Manager asking permission for Mr. Kashi to engage Town Services in the initiation for in house design of resurfacing the Free Waterfront Lot.

Sign and Pavement Markings: Park Plymouth will take on this responsibility and appropriate approximately \$10,000 in the upcoming budget for this task.

Centralized Events Based Valet: Park Plymouth will consider subsidized valet for an estimate of \$1,000 during major events next year (i.e. Graduation) to help push people to the South Russell Street Lot

Uniform Way Finding: Town Planning and Development has set aside \$10,000 in matching money to create uniform way finding. PGDC must provide the other \$10,000.

Ms. Pratt motions and Mr. Knox seconds to draft a letter to the Town Manager to engage town services in the initiation for in house design of resurfacing the free waterfront lot seconds

Mr. Quintal requests Ms. Pratt amend her motion to include lighting and work necessary to perform the drainage.

Mr. Burke suggests not adding those terms into the motion but simply request a meeting to discuss it. Mr. Quintal agrees.

Passed | 6-0-0

Park Plymouth Vehicle: The van seems to be running ok; staff will use their own vehicles to collect in North Plymouth. Mr. Burke suggests that instead of purchasing equipment for additional snow removal,

we put someone On Call, not contract, to perform snow maintenance in lots on an “as needed” only basis.

Holiday Windows: Mr. Zanotti asks the Board whether they should consider any possible problems about voting to support a Christmas event. Ms. McDonough assures him this is a non-discriminatory Holiday Window design contest, so religion should not be an issue. The rest of the Board agrees.

8:50 pm Financial Info—

Bills:

Town of Plymouth

RMV Fees for October \$2,420.00

John Burke

Reimbursement for Membership Dues Up to \$250.00

NSR Metal Works Inc

Invoice # 986
Install Customer-Supplied Meter
Poles on Brewster Street \$250.00

Mr. Burke is seeking reimbursement from the Insurance Company but it will take a couple of months to see results.

Joyfly Buzz | PR

Update 1954 Regulations \$175.00

Joyfly Buzz | PR

Administrative Services
September October 2010 \$725.00

JC Computer Services

Invoice # 363
Install Clancy and remote
Access on all computers \$120.00

Mr. Knox motions and Mr. Bletzer seconds to pay the bills as presented **Passed | 6-0-0**

The Board needs to vote on whether to relax enforcement for the American’s Hometown Celebration on Saturday November 20, 2010.

Ms. Pratt motions and Mr. Knox seconds to relax enforcement on Saturday November 20, 2010
Passed | 6-0-0

8:57 pm Park Plymouth—

Multimodal Parking RFP’s: Mr. Burke is interviewing three firms on Monday; Howard Stein & Hudson

from Boston, McMahon from Boston & Taunton, and Fort Hill & Construction from Boston. Mr. Price will try to attend these interviews.

Parking Plan Mr. Burke asks the Board to review the Guiding Principles in the Parking Master Plan and email suggestions to him.

Thanksgiving Baskets: The Board discusses giving Thanksgiving Dinner baskets again this year to Park Plymouth staff and Ms. McDonough. Mrs. Fernandes offers to facilitate this.

Mr. Knox motions and Ms. Pratt seconds to reimburse Mrs. Fernandes for purchasing six Thanksgiving Dinner baskets for Park Plymouth staff and Ms. McDonough

Passed | 6-0-0

Mr. Quintal abstains because his company creates the baskets.

9:03 pm

Ms. Pratt motions and Mr. Bletzer seconds to adjourn

Passed | 6-0-0

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

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