

December 1, 2010

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

Members Absent: Alan Zanotti

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

Public Request:

Block Parking Spaces in the Russell Street lot: Ms. McDonough received a phone call from Captain Rogers of the Plymouth Police Department stating there is a miscommunication with the Kiwanis regarding the length of time streets are closed, and from what points, during the annual tree lighting event on Friday December 3 and it will negatively affect plans for the first annual Reindog Parade. Police will not close Main Street to the end of Court Street for the entire evening, as she was previously informed; the street will only close to South Russell Street until approximately 8:30-9pm. Captain Rogers is concerned about traffic safety and previous plans to have dogs milling about the bottom of the Courthouse Green for judging. He wants us to reroute the parade up Russell Street and through the front of the 1820 Court House instead, where we will take video and pictures for judging. Ms. McDonough requests permission for Laura Schaefer of the Plymouth Redevelopment Authority to move some equipment (a crane and other street barricades) to the smaller parking lot on top of Russell Street Lot so dogs and people are out of harm's way during the event.

Mr. Knox motions and Mr. Bletzer seconds to allow the Plymouth Redevelopment Authority to move their equipment into the Russell Street Lot for the December 3 Reindog Parade event

Passed | 5-0-0

7:02 pm **Park Plymouth—**

Operational and organizational items: Staff made some safety modifications to the entryway to Park Plymouth office but it appears the floor is rotting out in the hallway and a window is in need of repair. Mr. Burke is also very concerned about an upper tenant using the fire escape as a normal exit point and it swinging down from above the entrance door in high winds. The Board agrees the landlord needs to address these issues immediately.

7:10pm **Mr. Quintal arrives**

Continued:

Ms. Fernandes motions and Mr. Knox seconds to send a certified letter to the Landlord with a carbon copy to the Fire Chief stating the office has serious safety issues that warrant immediate correction

Passed | 6-0-0

Follow-up items: Pavo installed nine bike racks and they appear to be getting some use; PGDC signs are on the racks.

Letter to Town Manager Clarifying Ownership of Parking in Park Plymouth Lots: Mr. Burke sent a letter to the Town Manager on September 17 to clarify ownership and management responsibilities for a number of privately signed parking spaces within PGDC controlled lots including Memorial Ave. Lot, Middle St. Lot, and Jenney Grist Mill Lot and on Town Wharf. Pat O'Brien notified him on October 13 that Town is researching items in letter and would respond soon. Mr. Burke received notice from the Town Manager's office that he will receive a response by December 6.

Verizon: Although we received a \$445 credit today, Mr. Burke is still working to receive an additional \$1,200.00 credit for charges associated with early termination of wireless modem services. He will provide more information as soon as it becomes available.

Office Credit Card: Ms. Pratt has a credit card application that requires two signatures. Mr. Price will stop by her store and sign it this weekend.

Lot improvements: In a meeting with Mr. Burke on November 29, 2010, Mrs. Arrighi stated that the Town's engineer's can prepare the engineering plans to address the lot's safety and use issues related to a failing catch basin, lighting and degrading curbing and landscaping. The Town and PGDC needs to define a plan and clarify who is going to pay for the work.

Permit Sales Advertisement, Outreach, and Promotions: Letters went out today to permit holders. The Leader board ad is running on wickedlocal.com and Ms. McDonough delivered the tax bill inserts to the Town's printer. Press releases will print in the Pinehills weekly newsletter, PAC TV and OCM bulletin boards. Mr. Price made substantial updates to the Park Plymouth website and Ms. Pratt will publicly inform Precinct Chairs of our promotions at the meeting in a couple of weeks.

Online Permit Sales: Mr. Price launched the online permit sales tool. He anticipates we will have more online sales than last year so he increased our membership level. Cost for the increase in service will be \$28.00 per month.

Plymouth Multimodal Parking Facility Study Consultant Selection Update: Mr. Burke, Mr. Price, Frank Gay (GATRA), and Patrick O'Brien interviewed Bid Applicants for this study and decided their top rated candidate firm. GATRA is putting together scores and will be developing a negotiation session to refine the scope. Larry Rosenblum and Dean Rizzo have requested an opportunity to make a brief presentation at our next meeting regarding possible coordination between the planning and consulting activities of the PGDC and the PRA.

1954 Updates: Mr. Burke followed up with Mrs. Arrighi regarding whose responsibility it is to update all of the 1954 rules & Regulations. She agrees PGDC should only be responsible for updating regulations in the parking spaces we control.

Plymouth Parking Plan: The Board reviewed Mr. Burke's revised preliminary draft of the plan. It will be complete by December 15. Please refer to the December handout files in the 2010 Minutes Binder for the official draft.

Preparations for the Annual Report to the BOS: Mr. Price spoke with Mrs. Arrighi about delaying the presentation to the Board of Selectmen due to health reasons. The Board is aiming for a January presentation.

7:54 pm

Financial Information—

Ms. Pratt and Mr. Burke will meet in the next couple of weeks to develop a 2011 budget.

September Financials: The Board reviews September numbers; revenue is up over last year. Please refer to the December Handout Files in the 2010 Minutes Binder for comparison information.

Workingman's Comp Renewal: \$1543.00 is due for Professional Liability Insurance renewal.

Mr. Knox motions and Mr. Bletzer seconds to renew the Professional Liability Insurance with the stipulation we bid the policy next year

Passed | 6-0-0

Bills:

Quintals Wholesale Fruit & Produce

Reimbursement
Staff Holiday Dinner Baskets \$245.00

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

Passed | 5-0-1

Mr. Quintal abstains

Donna Fernandes

Reimbursement
Staff Holiday Turkeys \$107.88

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

Passed | 5-0-1

Mrs. Fernandes abstains

Town of Plymouth

MEO Services for November \$9,679.42

Northeast Graphics

Invoice # 10687
Parking Permit Stickers \$608.81

JC Computer Services

November Invoice # 397
Diagnose problems with handheld scanner \$120.00

JC Computer Services

October Invoice # 363

Diagnose problems with handheld scanner \$120.00

JR Lundborn Professional Associates LLC

Hearing Officer Services

Invoice #59 \$660.00

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

PGDC Meeting Dates: PGDC will next meet on December 15 and January 5 in the Harbor Room at Town Hall. Ms. McDonough will wait until February to book a permanent meeting room at the Library, when they anticipate the janitor to return from an extended sick leave.

8:15 pm **Executive Session—**

Temporarily adjourn the Public Meeting to go into Executive Session under the provisions of MGL, Ch. 39, 23A-24 (roll call vote)

- Ms. Pratt —Yes
- Mr. Quintal —Yes
- Mr. Knox —Yes
- Mrs. Fernandes —Yes
- Mr. Bletzer —Yes
- Mr. Price —Yes

8:45 pm **Ms. Pratt motions and Mr. Knox seconds to adjourn Public Session** **Passed | 6-0-0**

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

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