

December 15, 2010

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

---

**7:10 pm Call the Meeting to Order & Public Comment—****Request for Letter of PGDC Support**

As a courtesy, Mike Tubin is before the Board to present his business plans to have Pedi Cabs in the downtown area to help transport people around town and provide tours for visitors. He is not present to request funding or special parking privileges but rather support of the concept. The Board feels this mode of transportation is an excellent idea and it should help free up some parking spaces. Mr. Price will write a letter of support of the concept so Mr. Tubin can present this plan to the Board of Selectmen.

**Mr. Knox motions and Ms. Pratt seconds for PGDC to support this form of transportation in the downtown area, subject to Town and Safety Regulations**

**Passed | 5-0-0****7:17 pm Brief Presentation and Discussion with the Plymouth Redevelopment Authority—**

Larry Rosenblum of the Planning Board and Courthouse Consortium, Dean Rizzo, Chair of the Courthouse Consortium and Secretary of the Plymouth Redevelopment Authority, and Bob Wolner, President of the Plymouth Redevelopment Authority, are present to speak about 1820 Courthouse restoration efforts. They are putting together a Community Advisory Group of Town Officials, who will meet bi-weekly during daytime office hours and Consortium meetings at night, to discuss essentials as they enter the next stage of development and want Mr. Burke to be part of that group. PRA recently received \$75,000.00 to perform a Historic Structures Report and develop adaptive reuse of the Courthouse and they understand we are conducting our Multimodal Parking Study. They feel sharing resources and information would be beneficial to the whole project and wish to engage in more formal discussions with PGDC so there is no duplication of efforts. Mr. Price explains that while we welcome the open dialogue, it is imperative we follow GATRA's lead on our study, and stresses the importance of having independent judgments on both reports.

**7:32 pm Park Plymouth—**

**Reorganizational Plan:** Mr. Burke is working with staff to streamline operations in time for Paid Parking on April 1. This process will continue throughout 2011.

**Follow Ups—**

**Office Building Maintenance & Repairs:** Park Plymouth's landlord is taking our laundry list of issues that warrant immediate repair seriously; however, when comparing safety issues with our rental fees and the current real estate market, Board members are interested in researching what Town properties are available for sale.

**Verizon:** Park Plymouth's account was finally credited \$960.00 for the disconnected modems.

**November 2010 Revenue Report:** The Board reviews November's 2010 Revenue and Permit reports. Please refer to the December Handouts file in the 2010 Minutes Binder for the actual numbers.

**Public Safety Upgrade of Waterfront Free Parking Lot:** Mr. Burke met with Sid Kashi and Patrick O'Brien in the field today to look at the condition of the Free Waterfront Lot. The Town agreed to take on responsibility for designing the improvements necessary to make this lot safe.

**Enforcement:** Staff is preparing to expand the enforcement loop in Park Plymouth's footprint to include Lincoln Street, Union Street and North Plymouth, all areas neglected in the past due to lack of enforcement help.

**Plymouth Multimodal Parking Facility Study:** Today, Mr. Burke met with GATRA and the consultant, **McMahon** and Associates, to discuss the study cost of \$167,000.00, of which PDGC will pay 10%. The hope is to have a contract in place next week for a January start.

**Parking Citations Processing and Collections Contract:** Mr. Burke reviews how he arrived at the draft contract with Complus.

Rockland Trust is not willing to set up a separate account to deposit monies collected by Complus on our behalf. Mr. Zanotti feels it is not sensible to handle the deposits via mail twice a week, as stated in the proposal, and wants to have electronic deposits made directly into one of the three banks (Citibank, Wachovia and Bank of America), as originally suggested by Complus.

**Mr. Zanotti motions and Mr. Knox seconds to establish an account with one of the three banks recommended by Complus so they can handle electronic transfers of Park Plymouth funds, starting at the beginning of their contract with us**

**Passed | 4-1-0**

Ms. Pratt is opposed.

Mr. Price calls for a motion to approve the Complus contract, subject to the suggested change on how to handle deposits

**Mr. Knox motions and Mr. Zanotti seconds to approve the Complus contract as amended**

**Passed | 5-0-0**

Mr. Burke states it is necessary to extend Clancy's contract one month due to negotiations with Complus.

**Mr. Quintal motions and Mr. Knox seconds to extend Clancy's contract to January 31** **Passed | 5-0-0**

**Plymouth Parking Plan:** The Board reviews Mr. Burke's Draft Report of this plan and is asked to email their concerns to him. He **mentions that** the Board of Selectmen had already approved the Carlone and Associates Report for the Pilgrim Necklace Project, which talks about parking structure locations; he thinks the report is a valuable reference tool. Mr. Burke would like to use the meeting on the 17th for

refinements of his draft, and for the Board to consider which type of public format to host, that will give meaningful input on the project.

**Financial Information –**

**Bills:**

<b>1. Gatehouse Media (Community Newspaper)</b> Invoice # CN12400213 One month + one week Wicked Local Leader Board Holiday Windows	<b>\$911.63</b>
<b>2. Northeast Graphics</b> Invoice #: 10722 <b>(Holiday Windows)</b>	<b>\$122.19</b>
<b>3. Northeast Graphics</b> Invoice #: 10715 (For 30,250 tax inserts)	<b>\$1948.63</b>
<b>4. Northeast Graphics</b> Invoice #: 10714 <b>(Holiday Windows)</b>	<b>\$112.89</b>
<b>5. Robert Marzelli</b> Invoice #: 18033	<b>\$157.50</b>
<b>6. Lisa Santos Accounting Services</b> Invoice #: 786	<b>\$675.00</b>
<b>* Ability to pay Lisa Santos for November 2010 Cost Not To Exceed</b>	<b>\$700.00</b>
<b>7. Town of Plymouth</b> November RMV Fees (88 x \$20.00)	<b>\$1760.00</b>
<b>8. KC Graphics</b> Invoice # 1736 (Parking Insert) Invoice #: 1735 (Window Contest Ad Graphics)	<b>\$32.50</b> <b>\$97.50</b>
<b>9. 15-23 Court St LLC</b> Electricity from Jan 2008 through Sept 2010	<b>\$1874.54</b>
<b>10. Clancy</b> Invoice #: CPL1009 Support Fees July –Sep & Citations	<b>\$3406.81</b>

Invoice #:CPL1011  
Support Fees Oct & Nov & Citations \$1980.00

**11. Joyfly Buzz PR | Marketing**

Administrative Services  
November and December \$727.34

The Board discusses the electricity charges from our landlord and realizes he is charging us for square footage instead of actual usage. The Board agrees that after July 1, our landlord should use a more strict control on how to calculate our portion of utilities.

**Leighton Price**

Reimbursement for Formstack  
Online Permit Sales \$29.00

**Mr. Knox motions and Mr. Zanotti seconds to approve all bills presented for payment Passed | 5-0-0**

**Financial Reports:** Ms. Pratt and Mr. Burke will meet Monday to generate a new budget for 2011 and present it at the January 5 meeting. The budget will include a cap for new part time employees. Please refer to the December Handout Files in the 2010 Minutes Binder for complete information.

**Meeting with Disabilities Group:** Mr. Burke will meet with the Disabilities Group at Town Hall tomorrow night. The group wants PGDC to consider increasing the fine amount for unlawful parking in Handicap spots.

**Staff Luncheon:** Last year, staff had an in-office holiday luncheon to recognize their efforts. Mr. Burke would like to recognize them again but feels taking them out is much better for their morale. He asks for Board permission to close the office for a few hours in the afternoon next week.

**Ms. Pratt motions and Mr. Zanotti seconds for discussion to allow Mr. Burke to take staff out for holiday lunch and close the office for a few hours**

Nobody is allowed to drink alcohol **Passed | 4-0-1**

Mr. Knox abstains

**Close Early on Christmas Eve:** Only one Park Plymouth employee will work on Christmas Eve. The Board decides to close the office a few hours earlier than normal.

**9:27 pm Ms. Pratt motions and Mr. Quintal seconds to adjourn Passed | 5-0-0**

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Alan P. Zanotti, Secretary