

Members Present: Leighton Price, Christine Pratt, Charlie Bletzer & Richard Knox

Members Absent: Alan Zanotti, & Donna Fernandes

7:00 pm Call the Meeting to Order & Public Comment—

Ms. Pratt reads a letter from Olly deMacedo thanking PGDC for their financial contribution to the 2010 America’s Hometown Thanksgiving Celebration. The letter will be on file in the PGDC office.

7:01pm

Kevin Joyce, Chair of the Disabilities Commission, is present to discuss his Committee’s efforts to address Handicap parking in Plymouth. Mr. Burke and the Board discuss with him some of Park Plymouth’s plans to address compliance issues in the Handicap parking guidelines. Mr. Joyce asks PGDC to consider earmarking some of the handicap fine amounts for the Disabilities Commission’s projects. Board members comment that the PGDC will be incurring considerable cost associated with updating all of the Handicap parking in our footprint. It is suggested, that instead of asking for earmarks, Mr. Joyce should come back to the board for further discussion once his group identifies the types of projects on which they might like to have PGDC support.

Mr. Joyce further requests that during the next half price permit sale, the Board consider lowering the Senior Citizen discount from 65 to 62. The Board will take it under advisement.

7:27 pm Approval of Several Public Session Minutes—

- August 11, 2010
- September 1, 2010
- September 15, 2010
- September 29, 2010
- October 6, 2010
- October 13, 2010
- October 27, 2010
- November 17, 2010
- December 1, 2010
- December 15, 2010

Mr. Knox motions and Mr. Quintal seconds to approve all of the minutes as presented

Passed | 6-0-0

7:32 pm

Park Plymouth—

Follow-up items:

Debit Card: Ms. Pratt filed paperwork for the debit card. Mr. Price, Ms. Pratt, and Mr. Burke will each have cards that have a point of sale option up to \$2,000.00 but only Mr. Burke may withdraw up to \$500.00 from an ATM. He does not anticipate any need for that.

6 Months Action Plan—

1954 Traffic Rules & Regulations: Mr. Burke aims to deliver these updates to the Town by the next meeting date.

Capital Funding Strategy: Ms. Pratt met with Mr. Burke to start working on budgets. Staff initiated effort to upgrade outdated, defective, and ineffective signage on Court/Main Street. Staff will be ordering four missing 2-hour and 4-hour signs and replace non-conforming handicapped signage. They will also apply color-coded stickers to meter poles that denote the maximum time for each meter.

Collection of Meter Coins: Mr. Burke is preparing to transition to a new collection process at the start of the Paid Parking season. He is conscious of the need to document a new Collection Policy and will present his implementation plan soon.

Complus Transition: Mr. Burke met with Complus staff today and approved the ticket proofs. He signed off on authorizations for seven states so that Complus can collect these out-of-state tickets for us. The transition from Clancy will occur January 31 and staff will train on February 1. Mr. Burke will call the Police Department and update them about our changes. Because the return address on ticket envelopes is to NY, he will speak with Mr. Lundborn and develop a process to help make sure that appeals arrive in Plymouth, not NY.

Report on Private Use of Public Spaces in Lots and on Roads: Mr. Burke followed up on who owns lots and requested documentation of evidence from the Town and/or Property Lessees. Please refer to the January Handouts in the 2011 Minutes Binder for associated documentation. Mr. Burke wants to stripe the areas "Pay to Park."

Mr. Knox motions and Mr. Quintal seconds for discussion to stripe the spaces under PGDC's responsibility in the Memorial Hall Lot "Pay to Park"

Ms. Pratt thinks extending a courtesy to Landlords and businesses that a change is imminent is preferable to just striping Pay to Park without informing them of the change first.

Passed | 5-1-0

Ms. Pratt is not in favor.

Mr. Bletzer motions and Ms. Pratt seconds that Mr. Burke not stripe the parking spaces until he can notify the businesses and discuss the plan with them.

Passed | 4-2-0

Mr. Knox and Mr. Quintal are not in favor

Snow plowing: The Town did a good job clearing after the last snowstorm. Staff reviewed each lot, and found the Town cleared lots without overnight parking more effectively than overnight lots. After a storm, Mr. Burke would like to post signage saying there is no parking in those lots between 8-10am so staff can clear areas the Town cannot reach with their plows. He also suggests purchasing an industrial size snow blower because staff is spending too much time shoveling and he does not want the liability.

Ms. Pratt motions and Mr. Knox seconds to purchase an industrial size snow blower with a cost not to exceed \$1,100.00

The Board considers if they should purchase a maintenance contract

Ms. Pratt amends her motion to purchase an industrial size snow blower and any required maintenance contract, cost not to exceed \$1,500.00.

Passed | 6-0-0

Mr. Burke will speak with the Sign Department about storing it in their building on Russell Street.

Link from the Town website to the Park Plymouth website: Park Plymouth logo is back on the Town website.

December 2010 Revenue Performance Report: We finished the year in a strong position. The January report is filed in the 2011 Minutes Binder in the PGDC office. 2010 permit promotions produced positive results. The Board agrees they should remain consistent with the Town and next year, lower the Senior Half Price Permit Discount age from 65 to 62.

Policy Issues Regarding Volunteer Parking: After discussing the issue with the Director of Plymouth Community Art Center, Mr. Burke feels it is necessary to develop a consistent policy for issuing permits to their out of town volunteers.

Ms. Pratt motions and Mr. Quintal seconds to allow Mr. Burke to set up a validation process which allows out-of-town volunteers for organizations to purchase employee permits allowing them to park in only the North Street lot.

Passed | 5-1-0

8:16 pm Temporarily adjourn the Public Meeting to go into Executive Session under the provisions of MGL, Ch. 39, 23A-24 (roll call vote)

Roll Call Vote— Pratt Bletzer

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

8:27 pm Mrs. Fernandes leaves the meeting & Public Session is called back to order

2011 Paid Parking Season Projects—

Plymouth Multimodal Parking Facility Study: The Consultant signed the contract. He will attend a Transportation Subcommittee meeting on January 12, 2011 at the P&B offices. Mr. Burke invites PGDC Board members to attend.

Plymouth Parking Plan: The Board reviews Mr. Burke's survey of North Plymouth businesses regarding their thoughts on enforcement hours. The majority of businesses want to have two-hour time zones.

The Board discusses whether to enforce for one or two hours. Mr. Burke reiterates a point that we should either enforce in North Plymouth or take the signs down. After much deliberation about the possible lack of turnover if we remove signs or enforce for one hour, they decide that a two-hour zone is best. Ms. Pratt will book some time with the North Plymouth Steering Committee to discuss it in detail.

Recommendation Regarding Old Town Tickets: Complus recommended we purge tickets from 2001 and later, unless customers have additional tickets.

Ms. Pratt motions and Mr. Quintal seconds to accept Complus' recommendation to purge both in and out of state tickets issued prior to January 1, 2003.

The Board discusses whether they should ask the Selectmen to endorse Park Plymouth letting tickets older than 7 years fall of the books imminently, but decides this might encourage people to ignore paying their tickets.

Ms. Pratt amends the motion to accept the Complus recommendation to aggressively pursue the 7-year backlog of tickets, but not to purge the older records.

Passed | 5-0-0

9:02 pm

PGDC Representative on the Courthouse Consortium Discussion of appointment/reappointment—

Ms. Pratt has fulfilled her one-year appointment with the Courthouse Consortium and does not want to reapply for the position. Mr. Knox expressed an interest in taking her seat.

Ms. Pratt motions and Mr. Bletzer seconds for Mr. Knox to fill PGDC's seat on the Courthouse Consortium

Passed | 4-0-1

Mr. Price will give some direction as to which items he wants Mr. Knox to focus on. Ms. Pratt will submit her letter of resignation to the PRA.

9:15 pm **Possible Acquisition of a Town Property—**

The Board readdresses last meeting's topic regarding whether to try to purchase the former Police Station property on Russell Street from the Town and move PGDC and Park Plymouth offices there. They think this would be a more convenient location from which to manage operations, and they decide to vote on the matter as a first step toward pursuing negotiations with the Town.

Mr. Knox motions and Ms. Pratt seconds to pursue negotiation with the Town to purchase the former Police Station on Russell Street

Passed | 4-0-1

Mr. Quintal abstains.

9:11 pm Financial Matters—

Bills:

We received a \$1,826.00 credit on our Workingman’s Compensation policy from Clippership for the adjustment to employee categories.

We are renewing our Professional Liability Insurance Policy at the same rate as last year.

Gatehouse Media:

Leader Board ad for Free Parking
Permit Sale
Invoice # CN1240021

\$ 701.00

Town of Plymouth:

December RMV Fees

\$2000.00

Town of Plymouth:

MEO Services December 2010

\$11564.93

Clippership Insurance:

Professional Liability Policy

\$1543.00

John Burke Reimbursements:

Complus Copies & Mailing
Mileage to GATRA Headquarters
Staff Holiday Lunch

\$31.45

\$29.00

\$132.48

JC Computer:

Invoice #447

\$120.00

Mr. Quintal motions and Mr. Bletzer seconds to pay the bills as presented

Passed | 5-0-0

9:13 pm Review of the Draft Parking Master Plan—

The Board quickly reviews a Power Point presentation of the Draft Parking Master Plan. Mr. Burke will email a hard copy to all Board members for their review.

9:35 pm Mr. Knox motions and Mr. Bletzer seconds to adjourn the meeting

Passed | 5-0-0

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

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