

February 9, 2011

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

**Members Absent:** Alan Zanotti & Donna Fernandes

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**7:00 pm Call to order and public comment**

There is no public comment at this time.

**7:00 pm Approval of Minutes—**

**January 26, 2011**

**Ms. Pratt motions and Mr. Knox seconds to approved the minutes as revised**

**Passed | 4-0-0**

**7:03 pm Mr. Burke's Letter of Appreciation –**

Mr. Burke received a letter of appreciation from the Board for his excellent performance in improving operations this past year, and he replied with a letter of thanks. Ms. McDonough will place a copy of both letters in his personnel file in the PGDC office.

**7:05 pm Park Plymouth—**

**Board Follow-up Items:** Please refer to the February Handout files in the 2011 Minutes binder for complete information on items included in the Board Follow-up Items.

**Nelson Park:** The contractor who may be upgrading the waterfront free lot will also widen the drive to provide some additional the parking spaces.

**Lot Appearance:** Ms. Pratt received comments that the parking lots have improved thanks to Park Plymouth's efforts to remove snow with the new snow blower.

**2011 Action Plan:** Please refer to the February Handouts in the 2011 Minutes binder for items included in the 2011 Action Plan.

**Master Parking Plan Workshop:** Mr. Burke will conduct a public workshop on Plan findings at NMES on March 15, 2011. Subsequently, he finalize the Capital Plan element, form recommendations for PGDC Board Approval in early April, and present it to Plymouth Board of Selectman in late April. Ms. McDonough will help publicize the March 15th event.

**Parking signage:** Mr. Burke plans to replace over 100 faded, missing, or incorrect signs associated with the parking ordinance identified through the update of the Parking Chapter of the 1954 Rules and Orders.

**Referencing planning efforts of multimodal:** Mr. Burke shares that the Old Colony Planning Council would set aside federal funds in October to help develop a traffic and management plan for 20/20 events.

**Outsourcing of Parking Citations:** Mr. Burke is working on full integration of the Park Plymouth Permit System into the Complus System with potential automatic renewal system for 2012 season, which will substantially reduce foot traffic into the Park Plymouth offices, reduce administrative costs, and improve customer service. He also plans full integration and electronic automation of the violation appeals process into the Complus System, potentially allowing for on-line appeals, to substantially reduce administrative costs and improve customer service. There will be additional reductions in office staffing levels and public office hours now that payments are accepted at the off-site processing center, via phone and via the web. He will re-organize Park Plymouth Staffing to reflect Citations Mgt. Outsourcing and Park Plymouth Plan Recommendations

**Bike Racks:** After final locations are determined, the target installation for the rest of the bike racks is this spring.

**Foreign Coins:** The Board considers asking the Royal Canadian Branch of Georgetown Ontario to bring our coins back to Canada for exchange when they visit in May. Mr. Quintal will speak with them about how we might do this.

**Park Plymouth Revenue and Performance Summary:** Overall, permit sales are up 34% for December and January this year (361) vs. last (269). Senior Permits represent 51% of all permit sales so far in the 2011 season vs. 31% for all of 2010 indicating that seniors are taking early advantage of the seasonal discount permit promotion. There have been 9 North Street permits sold-to-date but staff is expecting to see an increase in March when most employees purchase a permit. The Board needs to create strategies for how to increase the value of this lot or get it off the books. Paid citations are down but this might be due to inclement weather. Please refer to the February Handouts in the 2011 Minutes binder for complete information included in the Revenue and Performance Summary.

**Complus Proposal to Collect 20% on Old Tickets:** The Board needs to decide how to handle collection of old out of state tickets. Complus will perform delinquent ticket collections from any out of state parking tickets that are over two years old as of the contractual go live date, at a rate of 20% per every out of state ticket older than two years old. They will handle any out of state tickets less than two years old as part of their base fee.

**Mr. Knox motions and Mr. Bletzer seconds to accept Complus' proposal on how to handle the collection of out of state old tickets.**

**Passed | 4-0-0**

**Online Payment Permits:** Mr. Price speculated we would see an increase in January for online permit purchases once citizens paid their tax bills but this did not happen.

**Complus Conversion:** The conversion is going well. There is a training session on the 16<sup>th</sup> at 10 am and 2pm. Mr. Burke believes we owe Clancy one final invoice but in the meantime, he shipped out their equipment.

**DL Notice Letters:** Will mail Monday the 14<sup>th</sup>. A customer's ticket history will be listed on the letter and we no longer accept partial payments. Mr. Burke is considering going after the top ten offender list.

**Parking Facilities Snow & Ice Report:** The Town Manager agreed to let our staff work with DPW on clearing parking lots after storms. This practice will begin at the next major storm.

**Sign Replacement Approval:** Mr. Burke researched three companies to manufacture customized Handicap signs; Zebra Visuals, Sign A Rama and MyParkingSigns.com. Of the three, MyParkingSigns.com has the best prices.

**Mr. Knox motions and Ms. Pratt seconds to spend up to \$2,000.00 for replacement and enhancement of the Handicap Parking signs**

**Passed | 4-0-0**

**Private Use of Private Spaces in the Lots on the Roads—**

**Room to Grow:** In 2006, PDC gave Room To Grow (at Jenney Grist Mill) permission to utilize unreserved parking spaces in the adjacent town lot and permit two spaces adjacent to the building as drop off zones to meet requirements for a pre-school facility. Mr. Burke states there is currently signage located there with the business name printed on it, indicating the 15-minute time zones. Mr. Burke feels, and the Board agrees, the signage should be more generic. He will make the necessary changes.

**Wood's:** Patrick O'Brien told Mr. Burke the parking area in question at Wood's is not a public way, and the Town did not designate parking spaces in his original lease. The Town will address his parking issues when Wood's renews their lease this year.

**One Park Place:** Darren Yee has not returned Mr. Burke's calls but he will continue to follow up.

**Policy Review of Failure to Display Parking Credentials:** Mr. Burke assessed how other communities handle voids for non-display of handicap placards. Most communities allow two voids before assessing a violation and he would like to do the same. He will come back with a written policy for adoption.

**Display Ticket:** Mr. Burke wants to allow one void before issuing tickets to customers who do not display tickets on their dash.

**Waterfront Free Lot Planned Improvements:** Mr. Burke reviews the work necessary to improve the Waterfront Free Lot. Total estimate is \$46,000.00 and he will provide PGDC with the necessary documentation to qualify the bid on this project. His projected completion date is Memorial Day. The Board debates how to best utilize spaces in the lot, whether to split in half and make one-half free vs. one-half paid parking.

**Mr. Knox motions and Mr. Quintal seconds for discussion to approve \$46,000.00 to refurbish the lot, split it in half and institute a pay and free lot.**

**Ms. Pratt motions and Mr. Quintal seconds for discussion to amend Mr. Knox's motion to first approve PGDC's inclusion in the Town's bid proposal, and then decide whether to charge for the lot in the future.**

**Failed | 2-0-3**

Mr. Quintal, Mr. Price, and Mr. Knox are not in favor.

**Mr. Price calls for vote on Mr. Knox's original motion**

**Failed | 1-0-4**

**Mr. Bletzer motions and Ms. Pratt seconds for discussion to authorize town to improve the lot cost not to exceed \$47,000.00**

Mr. Knox asks if we will include an emergency phone with the upgrades. Mr. Burke will look into it.

**Passed | 5-0-0**

**Five Minute Grace Period:** Mr. Burke is working with Duncan to initiate the 5-minute grace period on meters and with Cubic for the Pay & Displays.

**RFP Multi-space Pay Stations:** The Board reviews Mr. Burke's tentative schedule for the RFP for new pay stations. He plans to bring RFP to next meeting and issue it by March 8 for June 19 installation. Please refer to the February Handout files in the 2011 Minutes binder for complete information.

**1954 Rules & Orders:** The Board reviews the final draft of updates Mr. Burke and his team made to the 1954 Traffic Rules & Orders. Mr. Burke wants to send the updates to the Town Manager this week.

**Possible acquisition of property:** The letter Mr. Price submitted to the Board of Selectmen regarding the 25 S. Russell St. property was copied to the PRA. In turn, they sent a letter of response requesting a conversation with us next week about how we will use the building, as they regard it as critical to the corridor. The Board feels, since we have only expressed an interest in exploring the possibility and have not yet back heard from the Town, that this is premature.

**Mr. Knox motions and Ms. Pratt seconds we ask PRA to not attend our meeting next week and give them only 15 minutes when we receive further guidance from the town about purchasing the building**

**Passed | 5-0-0**

**1820 Courthouse Consortium meetings:** Mr. Knox is not available to serve on the Consortium because they hold meetings on Tuesday nights; he will send his official resignation to Mr. Pizer. Mr. Zanotti is considering the possibility of serving and will answer upon his return from vacation.

9:11 pm

**Financial Information:**

**Bills:**

**Kim McDonough**

|                              |         |
|------------------------------|---------|
| Staples Reimbursement        |         |
| 2011 Minutes Binder supplies | \$86.91 |

**Town of Plymouth**

|                       |           |
|-----------------------|-----------|
| January 2011 RMV Fees | \$2320.00 |
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**Leighton Price**

|                         |         |
|-------------------------|---------|
| Formstack Reimbursement | \$29.00 |
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**B & B Auto Body**

Repair Left Front Door

Invoice dated 1/24/2011

\$60.00

**Mr. Quintal motions and Mr. Knox seconds to pay the bills**

**Passed | 5-0-0**

**Financials:**

Ms. Pratt will email December Financials in pdf form. She endeavors to schedule the auditor at the end of February. She and Mr. Burke will have prepared the 2011 budget in time for next meeting.

**Annual Transportation Breakfast:** PGDC received an invitation to attend this annual meeting. Only Mr. Burke and Mr. Quintal are able to attend. Cost is \$25.00 per ticket.

**Ms. Pratt motions and Mr. Knox seconds to pay for two attendees to the annual transportation meeting**

**Passed | 4-0-1**

Mr. Quintal abstains because he will attend the meeting.

**9:15 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