

Members Present: Leighton Price, Chris Pratt, Charlie Bletzer & Donna Fernandes

Members Absent: Alan Zanotti & Dick Quintal

7:10 pm **Call to Order and Public Comment—**

7:10 pm **Approval Minutes**

September 7, 2011

Ms. Pratt motions and Mrs. Fernandes seconds to approve **Passed | 3-0-1**
 Mr. Bletzer abstains because he was not at the meeting

January 5, 2011 Executive Session Minutes

Ms. Pratt motions and Mr. Bletzer seconds to approve the minutes **Passed | 3-0-1**
 Mrs. Fernandes abstains because she was not at the meeting

January 26, 2011 Executive Session

Ms. Pratt motions and Mr. Bletzer seconds to approve the minutes **Passed | 4-0-0**

April 20 Executive Session

Mr. Bletzer motions and Mrs. Fernandes seconds to approve **Passed | 4-0-0**

May 4, 2011 Executive Session

Mr. Bletzer motions and Mrs. Fernandes seconds to approve **Passed | 4-0-0**

September 7, 2011 Executive Session

Mrs. Pratt motions and Mrs. Fernandes seconds to approve **Passed | 3-0-1**
 Mr. Bletzer was not at the meeting

Sept 12, 2011 Executive Session

Mrs. Fernandes motions and Mr. Bletzer seconds to approve **Passed | 4-0-0**

September 21, 2011 Executive Session

Mr. Bletzer motions and Mrs. Fernandes seconds to approve **Passed | 4-0-0**

7:15 pm **Financial Information—**

Ms. Pratt will email financials to the Board this weekend. She is also working on the budget with Mrs. McCarthy and asks Mr. Price to distribute to remaining Board members on her behalf. She will schedule the auditor to visit PGDC offices the last week in May or second week in June.

Insurance: Ms. Pratt will call the insurance agent tomorrow and request they list the Town as an additional insured and have him update our equipment policy.

Bills:

Town of Plymouth

RMV Service Fees

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|----------|------------|
| January | \$2,840.00 |
| February | \$3,020.00 |
| March | \$3,020.00 |

Michael Solitro

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| Hearing Appeals Services April 2012 Invoice | \$565.80 |
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Attorney Marzelli

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|--|------------|
| Professional Services Invoice # 18601 | \$1,140.00 |
|--|------------|

Joyfly Buzz PR Marketing

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|---|------------|
| Administrated Services Through May 9, 2012 | \$1,330.00 |
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COMPLUS

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|--------------------------------|------------|
| Collections Invoice # 22521 | \$3,582.78 |
|--------------------------------|------------|

Mr. Bletzer motions and Mrs. Fernandes seconds to approve the bills **Passed | 4-0-0**

Mr. Bletzer motions and Mrs. Fernandes seconds to pay 1% net 7 of balance for the IPS credit card meters **Passed | 4-0-0**

The Board needs to approve Mrs. McCarthy's stipend of \$5,000.00, per her contract

Mr. Bletzer motions and Mrs. Fernandes seconds to give Mrs. McCarthy her \$5,000 stipend **Passed | 4-0-0**

7:30 pm

Park Plymouth –

ITS paystation performance: Paystations are working well; credit card use is approximately 40-50% of transaction sales.

IPS single space meters: IPS Installed 140 meters today, the remaining will install by close of business tomorrow.

Requests, letters, e-mails: Veterans Services requests relaxed enforcement on Monday May 28, 2012 in support of the Memorial Day parade.

Mr. Bletzer motions and Ms. Pratt seconds to relax enforcement on May 28, 2012 **Passed | 4-0-0**

High School Graduation June 2, 2012: Plymouth High Schools request we relax enforcement on graduation day and for permission to hand out free parking placards to students, as they have done in previous years.

Ms. Pratt motions and Mr. Bletzer seconds to support exemption to relax parking for the entire day **Passed | 4-0-0**

Plymouth Maritime Day July 14, 2012

Ms. Pratt motions and Mrs. Fernandes seconds to block town wharf parking in support of Maritime Day

Ms. McDonough will look into where their request for Valet parking is.

August 25, 2012 Waterfront Festival Parking Exemption: The Chamber requests to block parking spaces along the bottom of Cole's Hill and use of the back half of the Jenney Free lot August 25 in support of their annual Waterfront Festival.

Ms. Pratt motions and Mr. Bletzer seconds to support the Chamber's requests **Passed | 4-0-0**

Coast Guard Auxiliary request 4 parking passes for auxiliary volunteers while on duty in Plymouth. Mrs. McCarthy will work out a system for monitoring their use.

Ms. Pratt motions and Mrs. Fernandes seconds to allow Mrs. McCarthy to issue 4 placards and have MEO's monitor for abuse

Passed | 4-0-0

Plymouth Patch: Casey Meserve of Plymouth Patch submitted a request to run a promotion for Plymouth Patch to pay for customers parking while they promote their online publication. Mrs. McCarthy will invite Casey to speak to the Board on May 23.

Nelson Park Enforcement of parking: We are ready to enforce Nelson Park once approved by the Town. She heard from Bob Bowman, and he is open to PGDC leasing his lot near Nelson. Mrs. McCarthy will speak with him about this.

Staffing recommendations: R. Grover is Acting Parking Supervisor and should be made permanent, and in her position, given a raise. Mrs. McCarthy recommends raising her pay to \$18.50 per/hr.

Mrs. Fernandes motions and Mr. Bletzer seconds to increase R. Grover's pay to \$18.50 per hour, effective May 28, 2012.

Passed | 4-0-0

Open positions: Ms. McDonough advertised the 3 and 6-month enforcement officer positions. One applicant submitted for 6 month, good resume. Starting pay is \$12/hr. The Facilities Supervisor job also posted today.

Striping needs and requests: JB spoke with Mrs. McCarthy about Park Plymouth striping Main & Court Streets, and parts of the Waterfront. We have no restrictions on striping until the end of June. Mrs.

McCarthy will meet with JB to define the scope of work and request he send it in email before we get estimates.

Some lot repair needs: There is a very large pothole in the North Street lot that is in need of repair. James Downey has looked at it; Mrs. McCarthy will follow up with him and get some estimates for repair.

Transportation Center Study: Mr. Price, Mr. Zanotti, Mr. Burke, and Mrs. McCarthy met with consultants to review numbers. Still not quite there, so Mr. Burke continues to work with them on costs.

1820 Courthouse (proposed ULI seminar): The Board of Selectmen approved PGDC funding the ULI. Ms. Dahger is supposed to call Melissa Arrighi and set up a meeting to determine the scope of work.

Office Space: Our landlord is trying to coordinate with the Town on what they will or will not allow for creating legal access to the common area of the corridor.

Pay By Cell: Park Mobile wants to do a pilot in Plymouth. Mrs. McCarthy will work out details in time for next meeting.

New Cell Phones: Mrs. McCarthy managed to convert our existing service to a Government contract. Because we are a seasonal program, we can shut off service December 1.

9:00 pm

Ms. Pratt and Mr. Bletzer motions to adjourn

Passed | 4-0-0

Respectfully submitted by PGDC Secretary Mr. Alan Zanotti

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