

**Plymouth Growth & Development Corporation | BOARD OF DIRECTOR MEETING MINUTES**

**July 11, 2012**

**Members Present:** Leighton Price, Alan Zanotti, Chris Pratt, Charlie Bletzer, Dick Quintal & Rich Knox

**Members Absent:** Donna Fernandes

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

Jeff Elwood, a resident at 29 Russell St, is present to ask the Board to consider removing the recent parking space created across the street, directly in front of his property. He feels it might be a safety issue when backing out of his driveway because the new space makes the turn out of the driveway difficult to navigate. Although the Board of Selectmen had approved the addition of 6 new parking spaces in this area of Russell St, Mrs. McCarthy will work with James Downey to reevaluate the spaces and see if we can reconfigure that one spot.

**7:15 pm Transportation Center (TC) Study:** John Burke is present to discuss with the Board his financial Pro Forma to build a 310 space parking facility and visitor center in the Memorial Hall Lot. PGDC needs to make a decision on whether or not to accept it so they can present it to the Board of Selectmen on August 14. They must also vote to spend \$30,000 for their portion of cost for the Phase 1 preliminary design project.

Mr. Knox motions and Mr. Bletzer seconds for discussion to approve Mr. Burke’s Pro Forma model so we can move forward with timelines.

Mr. Burke reviews the timeline of financial and project management obligations. Mr. Zanotti would like to see some of the expense items itemized so Selectmen’s questions can be answered immediately as they arise.

**Mr. Zanotti asks Mr. Burke to configure costs for, and add into, the Pro Forma an additional parking level**

**Passed | 6-0-0**

**Mr. Knox motions and Mr. Zanotti seconds to spend \$30,000.00 in support of the project**

**Passed | 6-0-0**

**8:10 pm Financial Information—**

**Bills:**

**Joyfly Buzz PR Marketing**

Administrative Services  
June-July \$1,309.40

**Hanover Insurance**

Commercial Liability  
RHN 0437961 -05 \$248.00

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\$248.00

**Mr. Knox motions and Mr. Quintal seconds to pay the bills and for Michele to pay any recurring monthly bills without presenting them to the Board, as long as the Executive Director signs off.**

**Passed | 5-0-1**

Ms. Pratt abstains.

Ms. Pratt will revise the financial policy to reflect changes.

Mr. Knox reports insurance agents will come in to the Board on the 21<sup>st</sup> to give presentations on what they can offer for our insurance policies.

Ms. Pratt will email April financials. May is under review because of a discrepancy Lisa Santos found with PayPal payments. Mr. Price believes he knows what the issue is. Ms. Pratt will ask Lisa to work with him to solve the issue.

**8:30 pm**

**Bus RV Lot, 4<sup>th</sup> of July—**

Mr. Bletzer proposes PGDC allow July 4 Inc. to charge a few hundred dollars to each of the RV's utilizing the RV Bus lot on the 4<sup>th</sup> of July, and let them keep the money for their event. The Board agrees this is a good idea and will place it on a future agenda.

**8:38 pm**

Mr. Bletzer leaves the meeting

**8:38 pm**

**Park Plymouth—**

**Howland Street:** Tiffany Park sent Mrs. McCarthy a note requesting a letter of recommendation from Park Plymouth to establish Howland St as a one-way street and add some on street parking. Mrs. McCarthy will set up a public hearing with the Selectmen to discuss the matter.

**Striping:** Jonathan Beder of DPW told us to delay striping because of a number of weather delays. The AFSCME was of concern because of the July 1 deadline, but he has given us permission to begin with Water St.

Highways Systems quoted \$5,555.00, while Markings Inc. quoted \$4,570.00 and can perform the work in the early morning hours so the public is not disturbed.

**Ms. Pratt motions and Mr. Zanotti seconds to allow Michele to spend up to \$5,100.00 based on the least amount of disruption to the public.**

**Passed | 5-0-0**

**Mrs. McCarthy's Phone Bill:** In a previous meeting, the Board had agreed to pay up to \$50.00 of Mrs. McCarthy's phone bill because she is using her personal phone for work purposes. She is looking for a reimbursement.

**Ms. Pratt motions and Mr. Knox seconds to pay Mrs. McCarthy's phone bill** Passed | 4-0-1

Mr. Quintal is opposed because he thinks we should pay her whole bill.

**Parkmobile:** Ms. McDonough sent out press releases to local newspapers and social media sites, and sent flyers to all of the local business constituents regarding the Parkmobile launch. Public response so far is receptive. Parkmobile will send us a check for net expenses.

**ULI Seminar:** There is a meeting Friday at 3p to give ULI a preliminary look. Larry Rosenblum is developing a briefing book for the ULI to review.

**Revised MOA:** Mr. Price requests the Board send their comments on the revised MOA to him ASAP, as the Town Manager wants to complete this.

**Staffing:** Mrs. McCarthy reports that MEO Kim Moore is diagnosed with a serious illness and is not working. She requests permission to purchase a card and Stop & Shop food card for her as a gift.

**Ms. Pratt motions and Mr. Quintal seconds to allow Michele to purchase a \$100 gift card.**

Passed | 5-0-0

Mr. Quintal offers to donate some vegetables and fruit.

9:00 pm

**Ms. Pratt motions and Mr. Zanotti seconds to adjourn**

Passed | 5-0-0

Respectfully submitted by PGDC Secretary Mr. Alan Zanotti

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