

August 8, 2012

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

7:00 pm Call to Order & Public Comment

There is no public comment at this time.

7:00 pm Approval of Minutes—

May 9, 2012

Ms. Pratt motions and Mr. Bletzer seconds to approve **Passed | 4-0-3**

Mr. Zanotti and Mr. Quintal were absent; Mr. Knox was not a Board member at the time and Mr. Driscoll is no longer with the Board.

April 11, 2012

Ms. Pratt motions and Mr. Zanotti seconds to approve **Passed | 3-0-4**

Only Mr. Price, Mr. Zanotti & Ms. Pratt was in attendance at this subcommittee meeting.

April 17, 2012

Ms. Pratt motions and Mr. Zanotti seconds to approve the minutes **Passed | 4-0-3**

Only Mr. Price, Mr. Zanotti, Ms. Pratt & Mrs. Fernandes were in attendance at this subcommittee meeting

May 30, 2012

Mr. Quintal motions and Ms. Pratt seconds to approve the minutes **Passed | 7-0-0**

June 13, 2012

Mr. Quintal motions and Mr. Bletzer seconds to approve the minutes **Passed | 6-0-1**

Mr. Zanotti was not at the meeting

June 20, 2012

Mr. Quintal motions and Ms. Pratt seconds to approve the minutes **Passed | 6-0-1**

Mr. Bletzer was not at the meeting

March 28, 2012

Mr. Quintal motions and Mr. Bletzer seconds to approve the minutes **Passed | 6-0-1**

Mr. Knox was not a Board member at the time

March 14, 2012

Ms. Pratt motions and Mr. Zanotti seconds to approve the minutes

Passed | 6-0-1

Mr. Knox was not a Board member at the time

Feb 1, 2012

Ms. Pratt motions and Mr. Bletzer seconds to approve the minutes

Passed | 3-0-4

Only Mr. Price, Ms. Pratt and Mr. Bletzer were present at this subcommittee meeting

7:10 pm

Park Plymouth—

Initiation of on-line appeals and hearing requests: The online appeals process will launch in the next two weeks. Park Plymouth purchased a laptop so the Hearings Officer can process online appeals from any location; however, he will come to the office once per month to handle in person hearing requests.

Requests for short-term waivers of parking regulations—

Congregation Beth Jacob: Annual request to use a parking placard for their congregation to park in lots during their annual High Holy Holidays on September 16, 17, 18, and September 25 & 26.

Ms. Pratt motions and Mrs. Fernandes seconds to approve

Passed | 7-0-0

Plymouth Public Library Foundation: Written request for financial sponsorship of their Taste of the Town event.

Mr. Knox motions and Mr. Zanotti seconds to deny

Passed | 7-0-0

MA Association of Women & Law Enforcement: This organization is having a conference at Memorial Hall on September 8-9 and submitted a letter asking for parking concessions in the Memorial Hall lot. Hall Manager Patrick O'Brien referred their request to the Board but the Board thinks it's a slippery slope if they allow the waiver, and parking rates decrease to .50 cents an hour at that time.

Mr. Knox motions and Mr. Quintal seconds to deny their request

Passed | 6-0-1

Mr. Bletzer recuse himself because he works there

Mr. Knox motions and Mr. Zanotti seconds for discussion to write Patrick O'Brien a letter stating he is not to send us any of these requests

The Board does not believe Patrick should make any parking concession decisions on behalf of PGDC; all requests must come before the Board. They feel it's best for Ms. McCarthy to call Patrick and have a friendly conversation instead of sending a letter.

Mr. Knox and Mr. Zanotti withdraw the motion.

Park on Patch: Plymouth Patch is rethinking their event and will make a new proposal to the Board in early November.

Dave Gilbert: Would like to feature Park Plymouth on his TV show. The Board declines, Mrs. McCarthy will let him know.

Damage to a vehicle in the Brewster St. lot: A car went over a cement curb that had a steel rebar sticking out and damaged the underside of its bumper. The owner provided a repair estimate for \$611.00. The Board discusses submitting the claim through our insurance vs. giving the vehicle owner the money to pay the repair bill, and having Attorney Marzelli draft a letter stating once the check is cashed we are no longer responsible for any other damage found to the car.

Mr. Quintal motions and Mr. Bletzer seconds to pay the bill

Mr. Zanotti and Knox opposed to paying the bill

Passed | 5-2-0

Ms. Pratt will send Marzelli an email requesting he draft a letter of release.

Brewster St Lot: Mrs. McCarthy drafted a letter to Sovereign Bank requesting permission for Park Plymouth to install new signage to help improve lot traffic flow. It will be forwarded to Sovereign's property management division.

Howland St: Mrs. McCarthy is waiting to hear back from Tiffany regarding when there will be a public hearing on this matter.

Limiting spaces for permit holders in lots: The Board reviews Mrs. McCarthy's Permit Revenue Lot Analysis. She recommends designating certain spots in lots for permit holders, or creating permit only lots. The Board discusses increasing enforcement hours next season and the possibility of not offering half price permits. Mrs. McCarthy will return and report lot revenue information for August and implement a strategic plan for December, while developing a long range plan. Please refer to the August Handouts in the 2012 Minutes Binder for complete information.

8:25 pm

Mr. Bletzer leaves the meeting

Enforcement hours: The Board discusses extending enforcement hours to 9pm next season. They will revisit this topic.

Fire Lane Penalty: Penalties for parking in a fire lane are not in line with MA General laws, and must decrease from \$20.00 to \$5.00. Mrs. McCarthy will write a note to Tiffany asking the BoS to acknowledge we are adjusting the penalty amount and change language on the back of the tickets to reflect the correct information.

Status of insurance policies: Mrs. McCarthy spoke with Lougee Insurance and reviewed specifics of the proposed policies; premiums will be reduced considerably. She is compiling

information to bind coverage.

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Mr. Zanotti motions and Mr. Quintal seconds to carry a \$5,000.00 insurance deductible.

Passed | 6-0-0

9:05 pm Transportation Center—

The consultant will finalize the Power Point Presentation for distribution to the BOS before Tuesday's joint meeting with the Planning Board. Mr. Price will forward it to the Board.

9:14 pm Staff Issues—

Neil Tavares has been employed with Park Plymouth for 5 years and is now eligible for 3 weeks vacation and a merit increase. He currently earns \$15.80 per hour, and Mrs. McCarthy recommends giving him a dollar increase, to \$16.80 per hour, because of new responsibilities, and the quality of his demeanor and work. She will write a performance review for the office files. Pay increase is retroactive to his start date.

Ms. Pratt motions and Mr. Zanotti seconds to approve Mrs. McCarthy's recommendation

Passed | 5-1-0

Mr. Knox is opposed because this amount sets a precedent, and it is more than the 3% raise he received last year

Provided approved staffing plan: Ms. McCarthy believes staff is handling the workload well and suggests we do not need a Facilities Supervisor, as previous Director of Operations John Burke had suggested in his original staffing plan. When we advertised the job, we did not receive good candidates. She recommends replacing the Facilities Supervisor position with a Meter Supervisor who is responsible for collecting revenue and maintaining lots. She recommends Kevin Joyce for this position, and increasing his hours to 32 hours per week and a pay raise. Mrs. McCarthy will revise the job description and bring it to the Board before setting his compensation.

9:15pm Ms. McDonough is asked to leave the meeting.

Ms. McDonough has been a 1099 employee of PGDC since 2007 and does not receive any benefits. The Board discusses her current pay vs. the quality of her work and market value, and giving her a merit increase.

Mr. Quintal motions and Mrs. Fernandes seconds to give Kim a \$5.00 per hour merit increase

Passed | 7-0-0

9:20 pm Ms. McDonough returns. The Board shares that effective immediately, she will receive a \$5.00 per hour pay increase, as a 1099 employee.

9:35 pm Consortium Update—

Mr. Zanotti updates the Board on the changes of Courthouse Consortium members, and in the language of their mission to “assist the PRA in exploring options for opening the Courthouse on an interim basis and other tasks as they arise and are deemed appropriate by the Board.” He would like to send a letter expressing PGDC’s dissatisfaction with the Consortium’s charge, and state we are reconsidering our representation on their Board.

Mr. Quintal motions and Ms. Pratt seconds to draft the letter as proposed Passed | 7-0-0

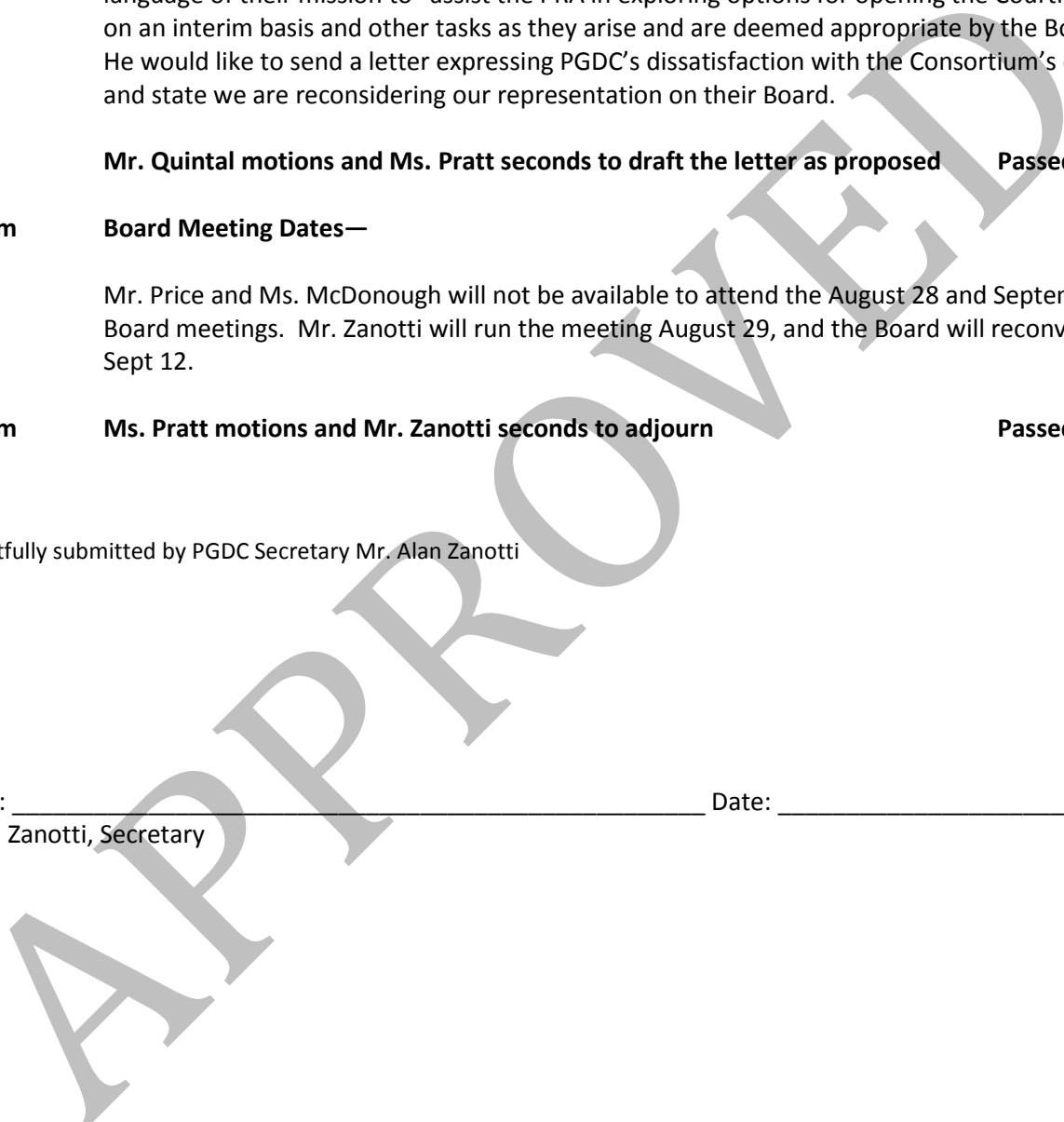
9:40 pm Board Meeting Dates—

Mr. Price and Ms. McDonough will not be available to attend the August 28 and September 5 Board meetings. Mr. Zanotti will run the meeting August 29, and the Board will reconvene Sept 12.

9:44 pm Ms. Pratt motions and Mr. Zanotti seconds to adjourn Passed | 7-0-0

Respectfully submitted by PGDC Secretary Mr. Alan Zanotti

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



APPROVED