

Plymouth Growth & Development Corporation | **BOARD OF DIRECTOR MEETING MINUTES**
August 29, 2012

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

Absent: Leighton Price & Donna Fernandes

7:00 pm Call to Order & Public Comment

There is no public comment at this time.

7:00 pm Park Plymouth –

Howland Street: DPW sent Michele a letter saying there will be a public meeting on September 4 to discuss traffic flow, residential and non-residential parking. The Town will use a multi-faceted approach, first solving the traffic flow issue, and then review the potential parking spaces and usage.

Nelson Park: Limited designated parking area is not sufficient for patron usage. Michele left a message with Ted Bubbins to discuss parking in that area. She will get further clarification on whether or not we can designate half of the parking lot for Resident Parking Permits only, hang additional No Parking signs and will contact the owner of parking lots across the street about renting his property to help with overflow.

Outside Collection Services for Meter Monies: Michele is investigating outside vendors to pick up and count our coinage.

Court & Main St Striping: Michele received written confirmation from Jonathan Beder for Park Plymouth to proceed with parking stall striping of Main St Extension, Main & Court Streets, up to Samoset Street. Work is tentatively scheduled for September 23. We must notify the community and publish a public notice of work to be done. Michele is determining whether a police detail is required.

Sovereign Bank: Michele is working on getting an estimate to fix the lot. Part of our lease agreement stipulates lot improvement is Park Plymouth's responsibility.

Status of Insurance Policies- Michele sent over deposits, the 2010 management letter and signed documents for termination of the policies with our former agent. Our coverage is now bound.

Damage to a vehicle in the Brewster St. Lot: The vehicle owner sent a signed, notarized release of any future responsibility for Park Plymouth to pay for damages, in consideration for our out-of-pocket payment to him of \$611.73 for damages to his car. This claim is now considered closed.

Online appeals and Hearing Requests: As of August 27, customers may now appeal parking tickets and request hearings online.

On-line Permit Process: In order to reduce paperwork and streamline processes, Michele advises us to switch to Complus' online permit process. There is a \$2.50 convenience fee to customers, but using them is still cheaper than processing it in the office. Customers may still come in and file applications. The Board will discuss this further when Leighton comes back.

Mr. Quintal motions and Mr. Quintal seconds to follow the Director's advice and move forward with the online appeals process

Mr. Knox feels we should rely on the Director's opinion. The Board has a couple of weeks to study the permit program and make a final determination on what to do about convenience fees and the permit program in general.

Failed | 2-3-0

This will be an agenda item in two weeks.

Meter Supervisor Job Description: Michele provides the Board with a job description for the Meter Supervisor position. Kevin Joyce is the candidate. Currently he is making \$12.50 and she recommends increasing his pay to \$17.50. He works 28 hours per week.

Mr. Bletzer motions and Ms. Pratt seconds to hire Kevin Joyce as Meter Supervisor and increase his pay to \$17.50 per hour.

Passed | 5-0-0

Mr. Knox motions and Mr. Quintal seconds to make his pay retroactive to July 1, 2012

Passed | 5-0-0

Other Ad-Hoc Items: An individual came in with \$2,120.00 in parking tickets and asked for a reduction. We do not have payment plans and cannot waive fine amounts.

Extend By Phone: Customers will be able to extend time at their parking stalls using the Parkmobile phone app beginning next week.

Employee Parking Spaces at Tedeschi: The Board had talked about changing signs in this lot, restricting parking to employees only; Monday through Friday from 9am-7pm. Michele will look into this.

Mr. Bletzer motions and Mr. Knox seconds to allow Michele to determine correct language for new signage stipulating some parking is reserved for employees, only during certain days and hours, in the Tedeschi lot

Passed | 5-0-0

Transportation Center (TC) Study: The TC presentation to the BOS on August 14 went well, GATRA received approval to proceed with the design phase. Mr. Zanotti is concerned the BOS looks at PGDC as a corporation with a lot of money, and their lack of interest in bonding us concerns him because we will have to find an additional one million dollars for the project. He is also concerned with the amount of volunteer work the Board does and wants to address some of these issues as we go forward.

Parking Lot on Russell St: Mr. Quintal shares that Selectmen want to transfer the old school parking lot on Russell St back to the Town. This is a housekeeping issue that Melissa intends to deal with at Town Meeting.

Meeting with Sen. President Murray: Mr. Burke, Mr. Quintal, Mr. Zanotti and Mr. Price met with Senate President Murray on August 17 to review the Transportation Project and state funding requirements.

Approval to Proceed with Design Phase of TC Center: Ms. Pratt requests we place PGDC's financial responsibility for the design phase of the parking garage on the next meeting agenda.

8:15 pm

Financial Matters—

ULI Study: Ms. Pratt received an email from the PRA containing a line item budget of ULI expenses, and an approval on the corresponding MOA. Ms. Pratt signed the MOA, which indicated a cost of \$2,852.00. She did not sign the budget because line items were not defined and exceeded the BOS endorsed amount for PGDC to contribute \$3K. She sent an email to the PRA stating any costs above the \$3K is their responsibility, unless PGDC votes otherwise.

8:20 pm Board Meetings—

The Board discusses changing the day and time for meetings. Room availability is an issue. They decide Kim will look into availability for other meeting spaces during the week.

8:30 pm Ms. Pratt motions and Mr. Quintal seconds to temporarily adjourn the Public Meeting to go into Executive Session under the provisions of MGL, Ch. 39, 23A-24 to discuss organization and staffing matters.

Roll Call Vote—

Ms. Pratt	—Yes
Mr. Quintal	—Yes
Mr. Knox	—Yes
Mr. Bletzer	—Yes
Mr. Zanotti	—Yes

9:15 pm Ms. Pratt motions and Mr. Quintal seconds to adjourn the Public Session Passed |5-0-0

Respectfully submitted by PGDC Secretary Mr. Alan Zanotti

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