

Plymouth Growth & Development Corporation | **BOARD OF DIRECTOR MEETING MINUTES**
October 24, 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.

7:08 pm Park Plymouth –

Lease of a lot for free parking: Mrs. McCarthy received a \$71,000.00 cost estimate from DPW for repairs to Bob Bowen’s lot on Water Street. The Board agrees this cost is too high for a free public lot that we will only manage for a couple of years, and they need to re-strategize how to approach terms of the lease. Bill Koehan will investigate whether CPC funds are available for this type of project. Mrs. McCarthy will speak to the insurance company to find out if there is any restriction on use and to JB about any 21E issues before drafting a lease proposal.

7:36 pm Mrs. Fernandes Arrives

7:44 pm Garage Proposal—

Phase I - Preliminary Design: John Burke distributed the 2nd Draft of Project Designer RFP Scope of Work. He wants to put it out to bid and work on the project for no more than 15 hours per week at his current hourly rate. He estimates this phase of work should last approximately 90 days

Mr. Knox motions and Mr. Quintal seconds to accept John’s proposal to work no more than 15 hours per week during his 90 day period at his current hourly rate

Passed | 7-0-0

Next step is to develop an MOA between the Town, PGDC and GATRA.

Payment to the Town for Handicap Citations: Mrs. Arrighi is amenable to having Park Plymouth pay the Town 50% net of the handicap citation funds collected. She will place the money in a special account for the Disabilities Commission to use on projects that are approved by PGDC, Dina O’Brien and the Board of Selectmen. She will incorporate this language into the MOA and ask the Board of Selectmen to approve it with no other changes at this point.

Mr. Knox motions and Mr. Zanotti seconds to accept Mrs. Arrighi’s proposal for Park Plymouth to give the Town 50% of the Handicap violations collection and pay the Town on a quarterly basis

Ms. Pratt will write Mrs. Arrighi to ask how to handle the details of disbursement

The Board does not believe they need to be bogged down by a projects approval process and decides they should just give the money to the Town for disbursement. Ms. Pratt will speak to Mrs. Arrighi about how to handle disbursements and revise the Community Reinvestment policy.

Passed | 7-0-0

8:00 pm

Park Plymouth—

Office Space Follow-Up: Phil Cronin is before the Board to present the first rendering of proposed office space. There is 1,250 square feet of useable office space plus a prorated common area, for a total of 1,400 square feet. Cost would be roughly \$2,100 per month, plus amortization of construction, based on length of lease.

Mr. Knox believes we should stay at our current location, concentrate on funding the garage and once it is built, place our office with the garage. The Board explains there is nothing concrete about an ability to place our offices with the new garage, and our current space is not safe, nor ideal for staff and the public.

Mr. Bletzer motions and Mrs. Fernandes seconds to proceed with pursuing a lease **Passed|5-1-1**

Mr. Knox is opposed and Ms. Pratt abstains

ULI Seminar Report: The Board received the ULI report from Mr. Price.

8:31 pm

Financial Information—

Management Letter: Our audit draft is ready for Board review and signature. Ms. Pratt will set up appointment for the auditor to meet with the Board in time for next year's audit so they can explain their scope of work.

Lost Check: Ms. Pratt had to put a stop payment on a lost COMPLUS check.

Policy Updates: Ms. Pratt will email the Collection, Void and Hearing policies to Mrs. McCarthy so she can make changes that reflect recent technology upgrades. Mrs. McCarthy will have the item prepared for Board review at the next meeting.

8:40 pm

Candidates for the Director Position—

The Board needs to form a subcommittee to review applicants for the Director's Position. Mr. Bletzer, Mr. Quintal and Mr. Price agree to be on it, and Ms. Pratt will be an alternate. Mrs. McCarthy will email the resumes to the committee.

8:50 pm

Mr. Bletzer leaves the meeting

Permits for 2013—

The Board needs to decide what changes, if any, they will make to the 2013 permit season. Mrs. McCarthy states they may need to create a separate Senior Permit to help make the tracking process cleaner. The Board discusses the possible elimination of the Employee permit, whether or not to charge half price and provide free parking this December 1, 2012 - March 31, 2013.

Ms. Pratt motions and Mr. Knox seconds to keep parking free from December 1 through March 31

Passed|6-0-0

The Board decides to delay issuing permits until January 1 so they can strategize the 2013 season at the next meeting. In the meantime, Mrs. McCarthy will issue a letter to all permit owners stating Park Plymouth is conducting close monitoring of the lots to determine who is parking in prime spots and encourage them to park in free lots. She will also create a tracking system with COMPLUS for the Senior Permits.

Second Cash Draw for Customer Service: Mrs. McCarthy asks the Board to approve the purchase of an additional cash drawer to help improve customer service.

Ms. Pratt motions and Mr. Quintal seconds to purchase a second cashier draw and receipt printer for the office

Passed|6-0-0

9:33 pm

Changes to Sovereign Bank Lease—

The Sovereign Bank lease expired on September 30 and they suggest payments begin on October 1 and July1. Mrs. McCarthy will email Sovereign Bank requesting an amendment to our lease giving us an automatic renewal clause for the next 3 years.

9:41

Mr. Knox motions and Mr. Quintal seconds to adjourn

Passed|6-0-0

Respectfully submitted by PGDC Secretary Mr. Alan Zanotti

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

APPROVED