

Plymouth Growth & Development Corporation | BOARD OF DIRECTORS PUBLIC MEETING MINUTES  
January 16, 2013

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

**Absent:** Dick Quintal

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**7:00 pm Call to Order & Public Comment**

There is no public comment at this time.

**7:00 pm** Board Meeting Attendance: Ms. Fernandes can make most meetings and Ms. Park said as far as the town is concerned it is not an issue as long as people make a concerted effort to attend. There were no other candidates that applied for the most recent open positions.

**7:03pm** Election of Board Officers:

**Ms. Pratt nominates and Mr. Bletzer seconds that Mr. Price remain the PGDC Chairman.**

**Passed | 5-0-1**

Mr. Knox wants Robert's Rules of Order established and wants to voice his opinion on setting term limits. He wants to be more recognized at meetings and how the agenda items are addressed.

**Mr. Bletzer nominates and Ms. Fernandez seconds that Ms. Pratt remain the PGDC Treasurer.**

**Passed | 5-0-1**

**Ms. Fernandes nominates and Mr. Bletzer seconds that Mr. Zanotti remain the PGDC Secretary.**

**Passed | 5-0-1**

Mr. Zanotti mentioned his concern about staying on the Board if the PGDC is forced to pick up the plowing responsibility - Ms. Pratt agrees.

**7:20 pm Director and Support Positions-**

**Memo from John Burke:** Mr. Burke will begin working on February 4, 2013 and is flexible with his schedule.

**Mr. Knox motions to accept Mr. Burkes proposal, Mr. Zanotti seconds for discussion.**

**Passed | 6-0-0**

**Temporarily adjourn the Public Meeting to go into Executive Session under the provisions of MGL, Ch. 39, 23A-24 (roll call vote) to discuss organizational and financial matters.**

**Ms. Pratt** —Yes  
**Mr. Zanotti** —Yes  
**Mr. Knox** —Yes  
**Mr. Bletzer** —Yes  
**Mr. Price** —Yes  
**Ms. Fernandez** —Yes

8:12 pm **Return to Public Session**

8:12 pm **Lease for New Space—**

*Ms. Pratt excuses herself from the discussion.*

The Board discusses the Lease and its terms with the landlord Phil Cronin.

**Mr. Knox motions and Ms. Fernandes seconds to proceed with lease subject to some clarification**

**Passed | 5-0-0**

***Ms. Pratt did not vote***

**Park Plymouth—**

**Intent to Vacate:** Staff will send a letter to Peter Hodges giving notice to vacate the current lease. The Board also discussed missing utility bills with this location and that we should have first month's rent and security deposit on account.

**Address Change:** The Board and staff discussed changing documentation, tickets, stationary, etc. that need to be changed with the new address. The cost of these changes is being compiled.

**Office Hours:** The Board discussed a change in our office hours. Open Monday through Friday and closed on weekends.

**Website:** There were some discussions on some difficulty renewing parking permits online.

**Ms. Pratt motions and Mr. Knox seconds to extend some discretion to Park Plymouth staff to allow people to purchase discounted permits after the sale for justifiable reason.**

**Passed | 6-0-0**

**Permit Sales:** Permits are selling very well and Senior Permits are going extremely fast.

**Approval of Motorcycle Policy:** The Board needs to approve a new Motorcycle policy. The Board needs to determine how many vehicles are permitted in one space. Ms. Pratt will look at some of the wording to this policy.

**Status of Move to 40 Court St:** Construction is going well, the phone system has been installed, Internet will become live soon, the purchase of used office furniture from the landlord for \$1,100.00, were all items discussed.

**Status of Brewster Street Lot:** Mr. Burke will handle this topic.

**234 Water Street Lot:** Ms. McCarthy still waiting to hear back from Mr. Bowen regarding his desire to sell this lot and if so the sale price.

**Damage:** The individual who caused meter damage on Water Street defaulted at her Court appearance today so there is a judgment against her. Ms. McCarthy is working on the next step to collect the funds.

**Foreign and Non-Resolved Tickets:** Tickets issued from 2010 to 2012 that have been deemed not collectable by COMPLUS totals \$2,319.00. Board of Selectmen must give approval to write them off.

**Mr. Bletzer motions and Mr. Knox seconds to write off uncollectible tickets and ask for The Board of Seclectmen's endorsement** **Passed |6-0-0**

**IPS Damaged / Card Readers:** Some of the Card Reader units failed after a rain storm. We are still pursuing that it should be covered under warranty vs. an act of God. The units have been sent to California for evaluation. The cost of repair/replace is \$2,100.00.

**Office Telephone:** Ms. McDonough has been researching phone systems and gave an update of her findings. There were 2 quotes obtained Seasound Studios and Gallo Telecom.

**Mr. Zanotti motions and Mr. Bletzer seconds the purchase of the Seasound Systems for the quoted price.** **Passed |5-0-1**  
*Ms. Fernandes abstains*

**Old Meters:** Ms. Pratt requests that the serial numbers be written down from any meters will be disposed of.

9:26 pm

**Financial Matters—**

**Bank of America Account:** There is approximately \$430,000.00 in this account. Bank of America is no longer insuring any amount over \$250,000. Ms. Pratt is looking for permission to move approximately \$250,000.00 to a CD.

**Board Approval-**

**Reimbursement:** Ms. McCarthy contributed \$30.00 into the cash drawer in order to balance it out for the night deposit. The money has since been found and Ms. Pratt would like permission to reimburse Ms. McCarthy the \$30.00.

**Reimbursement:** Ms. Pratt would like to issue payment to Ms. McCarthy for the stipend for her cellular phone.

**Mr. Zanotti motions and Mr. Bletzer seconds the approval to issue these checks.** **Passed |6-0-0**

**Bills:** There is an invoice from Mr. Marzelli for reviewing the draft ParkMobile contract for \$750.00

**Mr. Zanotti motions and Mrs. Fernandes seconds to pay this bill.** **Passed |5-0-1**  
*Mr. Knox abstains*

**Handicap Violation Donation:** There still has been no response from Ms. O'Brien - Disabilities Commission - regarding this matter. Ms. Pratt will draft a proposal on how we should proceed.

9:36 pm

**Plymouth 400 Inc.:** Kevin O'Reilly sent a general letter to Mr. Quintal stating they are willing to work on a special parking project in consideration for a donation to Plymouth 400 Inc. No decision necessary yet.

**Garage Proposal:** There were approximately 40 people that attended the Design Phase RFP meeting at Town Hall. GATRA trying to determine what will work for them.

**MOA:** There is a meeting next week with Ms. Arrighi to discuss the MOA. Mr. Zanotti expresses concerns about additional expenses the Town might want PGDC to pick up for things like plowing, signage, paving, etc. He would like the Board to vote on not accepting responsibility for those additional expenses so we can concentrate on creating new parking spaces.

**Mr. Zanotti motions if the Town wants the PGDC to pay any more, we give the parking back to the Town of Plymouth if they want us to assume the cost of those services Mr. Bletzer seconds for discussion.**

Ms. Pratt is not sure she wants to go to that extreme. She believes that we should agree that we will not assume those services - just not sign the MOA.

*The Motion is withdrawn.*

**Ms. Pratt motions and Mr. Zanotti second to let them know we are not capable of signing a MOA that requests additional responsibilities based on what are mission for this community which is to increase parking spaces.**

Ms. Pratt suggests we are not capable of assuming the financial burden of those services based on what our mission is - to increase the number of parking spaces.

**Passed | 6-0-0**

**10:07 pm**

Mr. Knox motions and Ms. Pratt seconds to adjourn the meeting.

**Passed | 6-0-0**

Respectfully submitted by PGDC Secretary Mr. Alan Zanotti

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Alan P. Zanotti, Secretary

**APPROVED | PGDC PUBLIC SESSION MEETING MINUTES | January 16, 2013 | S. CONNOLLY**