

May 22, 2013

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

Absent: Charlie Bletzer & Dick Quintal

6:30 pm **Call to Order & Public Comment** - There is no public comment at this time.

Auditor Visit

Leo Benotti and Richard Bienvenue from Lynch, Malloy and Marini attended the meeting and gave an overview of their role as our independent auditing firm. They review all of our financial information and records to provide an *opinion* if we are following Government Accounting Standards.

- Review our policies on in-house accounting records to conform to a gap presentation.
- Evaluate policy and procedures - system of internal controls and compliance of laws and regulations.
- Review contracts on both the revenue and vendor side for terms and conditions.
- Verify account balances - third party evidence - following revenue streams; especially cash.
- Perform testing to verify number system reports.
- Review Board minutes and drafts.
- Look for deviations and variances in all aspects of accounting and recordkeeping.
- Make recommendations for improvements and change.
- Check to see if recommendations have been implemented.

Approval of Public Session Board Minutes

February 15, 2012

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

Passed | 5-0-0

July 11, 2012

Mr. Knox motions and Mr. Zanotti seconds to approve the meeting minutes.

Passed | 4-0-1

Ms. Fernandes abstains.

July 25, 2012

Mr. Knox motions and Mr. Zanotti seconds to approve the meeting minutes.

Passed | 5-0-0

August 8, 2012

Mr. Knox motions and Mr. Zanotti seconds to approve the meeting minutes.

Passed | 5-0-0

September 12, 2012

Mr. Knox motions and Mr. Zanotti seconds to approve the meeting minutes.

Passed | 5-0-0

September 26, 2012

Mr. Knox motions and Mr. Zanotti seconds to approve the meeting minutes.

Passed | 4-0-1

Ms. Fernandes abstains.

October 10, 2012

Mr. Knox motions and Mr. Zanotti seconds to approve the meeting minutes.

Passed | 4-0-1

Ms. Fernandes abstains.

October 24, 2012

Mr. Knox motions and Mr. Zanotti seconds to approve the meeting minutes.

Passed | 5-0-0

November 7, 2012

Mr. Knox motions and Mr. Zanotti seconds to approve the meeting minutes.

Passed | 4-0-1

Ms. Pratt abstains.

December 12, 2012

Mr. Knox motions and Mr. Zanotti seconds to approve the meeting minutes.

Passed | 4-0-1

Ms. Fernandes abstains.

December 19, 2012

Mr. Knox motions and Ms. Pratt seconds to approve the meeting minutes.

Passed | 4-0-1

Ms. Fernandes abstains.

Risk Assessment Policy: Mr. Burke announced that we are operating under the revised policy and the Board recommended changes were made.

Mr. Knox motions and Ms. Pratt seconds to approved the revised Risk Assessment Policy dated April 10, 2013

Passed | 5-0-0

Park Plymouth

Canadian Coins: We currently have \$1067.00 in Canadian coins. Mr. Quintal in the past has made arrangements with the Veteran's to exchange the Canadian money for US money. Pay by Space no longer accepts Canadian coins.

Mr. Zanotti motions and Mr. Knox seconds to have Mr. Quintal to exchange the Canadian coins to US money as he has in the past.

Passed | 5-0-0

Customer Request: A customer who received a ticket and lost his appeal has asked the Board to review the wording posted on meters: The Board concluded that if the sticker on the meter was read carefully – there would be no confusion. The new stickers are more easily read. Mr. Burke suggested we review all the signage for meters and put it on the agenda for the next meeting.

New Park Plymouth Position: Mr. Knox reviewed some of the job descriptions, salary ranges that are offered to full-time employees across the country that are similar with the newly create position. He said that we must establish job responsibilities before compensation is established.

Special Event Requests

Ryan's Ride: Ms. McDonough outlined a request for a Waiver of Parking for Ryan's Ride which is held on June 22nd. This request has already been approved by the Town.

Run for One Walk: Ms. McDonough said they are closing Union Street to Brewster Street – and the eastern side of street from Reliable Cleaners to Samoset Street from 6:00am to noon. This was already approved by the Town Manager.

Special Events Communication: Ms. McDonough expressed her concern with communication between Special Events that are approved by the Town Manager and Park Plymouth. Ms. McDonough asked Cheri Thomsen to be included in the new "online" request/submission for events. This procedure already requires approval from the Police, Fire, Building, DPW and Parks and Recreation Departments.

Policy Changes: Ms. McDonough mentioned that we need to review the blocked space permit policy, relaxed enforcement policy, and annual event requests. Ms. McDonough will bring a list of all the annual requests for waivers or relaxed enforcement so that the Board can categorize the events with the option of charging a fee for the areas affected.

1820 Courthouse Consortium Representative: The Board discussed continuing to have a PGDC member in this position.

Ms. Pratt motions and Mr. Knox seconds to have Mr. Zanotti continue to be PGDC's Consortium Representative.

Passed | 4-0-1

Mr. Zanotti abstains.

MBTA Lot: Mr. Burke will look into obtaining an agreement this lot for at least a year.

Sovereign Bank: The Bank has asked us to wait on the signage for this lot because the Bank name has changed.

Financial Matters

Invoice: There is an invoice from Attorney Marzelli for \$20.00.

Mr. Knox motions and Mr. Zanotti seconds to approve payment of this invoice.

Community Reinvestment Policy: Ms. Pratt discussed the draft of the Community Reinvestment Policy. The Board discussed several options and agreed that the formula should be: ***Operating Income (after expenses and including depreciation) up to but not to exceed 10% - using the latest available yearend financials.***

Mr. Knox motions and Mr. Zanotti seconds to support the request.

Passed | 6-0-0

This will require selectmen approval.

8:30 pm **Temporarily adjourn the Public Meeting to go into Executive Session under the provisions of MGL, Ch. 39, 23A-24 (roll call vote).**

Mr. Price	-Yes
Mr. Knox	-Yes
Mr. Zanotti	-Yes
Ms. Pratt	-Yes
Ms. Fernandes	-Yes

9:00 pm Return to Public Session.

9:01 pm Ms. Pratt motions and Mr. Knox seconds to adjourn the meeting.

Respectfully submitted by PGDC Secretary Mr. Alan Zanotti

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

APPROVED | PGDC PUBLIC SESSION MEETING MINUTES | May 22, 2013 | S. Connolly

APPROVED