

June 5, 2013

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

Absent: None

6:30 pm **Call to Order & Public Comment:** No public comment at this time.

Kim McDonough has accepted the position of Business Manager of Park Plymouth.

6:40 pm **Requests**

Plymouth Harbor Market Days: A request was submitted to block parking meters around the Courthouse Green and the two time limited spaces at the foot of the Green to allow vendors to park during the Saturday Farmers' Market. Ms. Pratt will make sure she is the person bagging and blocking the spaces herself.

Mr. Zanotti would like to discuss the possibility of charging for those parking spaces in the future. Ms. Pratt explained that EHP is a non-profit that charges a vendor fee to participate in the market and it is not a profitable venture; it is meant to bring the community together via providing healthy food alternatives. ***Ms. Pratt and Ms. McDonough excuse themselves from the meeting for the remainder of this discussion and vote.***

6:41 pm **Mr. Quintal arrived.**

Mr. Zanotti motions and Mr. Quintal seconds to approve this request for this year – and be resubmitted for consideration each year.

Passed | 5-1-0

Mr. Knox is opposed.

6:48 pm **Ms. Pratt returns.**

Plymouth South High School Graduation: A request was submitted to have free parking in the Memorial Hall Lot during their graduation ceremony. Mr. Price asked Ms. McDonough to draft a note to the Plymouth Public Schools requesting that if they are going to use Memorial Hall they hold graduation in the morning.

Ms. Pratt motions and Mr. Zanotti seconds to approve the request with the understanding that Ms. McDonough will request that in the future they hold their graduation in the morning.

Passed | 5-1-1

Mr. Bletzer abstains.

Ms. Fernandes is opposed.

7:05 pm **Approval of Minutes**

January 25, 2012

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

Passed | 3-0-3

Mr. Bletzer, Mr. Knox & Ms. Fernandes abstain.

August 29, 2012

Mr. Quintal motions and Mr. Bletzer seconds to approve the meeting minutes.

Passed | 5-0-2

Mr. Price and Ms. Fernandes abstain.

November 28, 2012

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

Passed | 4-0-3

Mr. Zanotti, Mr. Quintal & Ms. Fernandes abstain.

7:10 pm

Financial Matters

Ms. Pratt announced to the Board that the audit went well. The Board needs to revisit the following items: approved vacation process, report summary for all meter revenue, and a revised Capital Policy. We had changed the capitalization amount from \$500 to \$1,000 and it needs to be set at \$450.00 so we can capitalize the meters. Ms. Santos thinks we overpaid Attorney Marzelli \$1,000.00 because of how he structures his invoices.

Mr. Knox suggests we do not drop the capitalization amount, because if the amount is set too low, we overstate the amount of profit for the year.

Mr. Knox motions and Mr. Quintal seconds to make no change in the policy - keeping the limit at \$1,000.00.

Motion was withdrawn.

Invoices

There was an invoice from Lisa Santos for work done on the 2012 audit and adjustments for 2011 in the amount of \$895.00.

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

Passed | 7-0-0

Audit Questionnaire: Ms. Pratt gave the Board Members the yearly audit questionnaire and asked them to complete and return it to her.

Community Reinvestment Strategy: Ms. Pratt will send this to the Board of Selectmen this weekend seeking their approval.

Final 2013 Budget: Ms. Pratt and Mr. Burke have finalized the budget. Ms. Pratt asked the Board to approve the addition of the Digital EMS software fee service contract in the amount of \$5,300.00.

Mr. Zanotti motions and Mr. Knox seconds to add the Digital EMS Service Contract to the 2013 Budget.

Passed | 7-0-0

CD/Money Market Account: Ms. Pratt would like to research CD interest rates and move some money into an account for a minimum of one year. The FDIC only covers up to \$250,000.00. Moving some of this money will insure we are covered. Ms. Pratt will come back next month with a recommendation.

7:37 pm **Park Plymouth Personnel Benefits:** Mr. Knox is still waiting for Lougee Insurance to send over information on various personnel benefits. Their employee benefit specialist suggests setting a budget so employees can choose which type of benefits they want, instead of packaging a standard plan.

Ms. Pratt will have Lougee Insurance add a Dishonesty Bond to the current policy.

Human Resource Manual: Mr. Burke indicated that the Human Resources Manual needs to be updated as soon as the PTO/Vacation time changes are made.

7:45 pm **Courthouse Project:** Mr. Price announced that 5 companies have bid on the project and the Design Selection Committee is in the process of reviewing the bids and will produce a recommendation.

7:47 pm *Mr. Bletzer left the meeting.*

7:47 pm **Park Plymouth**

Downtown Steering Committee: There was a meeting that Mr. Price and Mr. Burke attended on Monday to discuss the state of the downtown. The group's primary concern is lighting and placing cameras in lots. The organization was very complimentary about Park Plymouth's operations.

7:55 pm **May Financial Performance:** Mr. Burke stated that citation issuance is a lot higher than last year due to new technology and enforcing until 7pm.

Old Ticket Collections: The Board indicated the need to focus on collection of old tickets. Ms. McDonough and Mr. Burke will contact Erickson and Snook for aid with payment collection.

Disability Commission Payout: Ms. Pratt requested the handicap citation amounts from Ms. McDonough so that she can send the contribution to the Disabilities Commission.

Permit Revenue: Permit revenue has surpassed last year's figures and meter revenue is also up.

Proposed New Meter Locations: The following 7 new meter locations within existing meter zones are proposed for consideration:

- Carver Street - Middle St. - one space
- Water Street - Leyden St. - one space (previously existed)
- South Park St. - @ Ming Dynasty - one space
- Brewster Street - Water St. - one space
- South Russell next to the Courthouse - three spaces (previously Police Dept. dedicated spaces)

We need to purchase 4 IPS meters but Mr. Burke would like an additional one for spare.

Striping and 4-Hour Permit Exempt Signage: The meters should be reinstalled on North and South Russell Streets. The Board discusses purchasing IPS because Duncan software is no longer supported. The Board decides to wait until next year to purchase them because they do not generate much revenue.

Russell Streets (North and South): North and South Russell Streets are 4 hour spaces but are zoned for meters. Mr. Burke wants to re-deploy meters and allow people to either pay for parking or allow permit holders to park their exempt of time limits.

Post Office Signs: Post Office signs will be changed by staff to general 20-minute parking spaces.

New Water Street Free Lots: Board members have noticed that these lots have been used and they need some regulations. They revisited the question of whether one of the free lots on Water Street near Nelson Park should be restricted to Plymouth residents only and how this might be done. Mr. Knox suggests as a courtesy, reserving approximately 14 spaces for only Plymouth residents in the new Water Street lots. He does not suggest issuing tickets. Mr. Burke suggests a license plate read to determine how many Plymouth residents actually park there.

Nelson Park: Mr. Burke suggests that one option for addressing parking concerns is to post a Parking Enforcement Officer at Nelson Park. Staff will report back to the Board on this status. There is a need for a possible provision for the Nelson Park concession stand vendor to unload/load supplies without the risk of being given a parking citation. The office will create a special dash placard for them to use only when loading in and out of their business.

Commuters are parking in this lot all day. No signage exists and the ordinance does not allow time regulations. Mr. Burke will request a review by the Parking Traffic Task Force.

Meter Sticker Postings: The Board reviewed all appeals from 2012. Of the 344 appeals, 15 involved people receiving citations in April or November because they were confused about when paid parking began and ended. Noted on 14 of the appeals where complaints about the clarity of the sticker (mainly from visitors). Staff will modify signage as necessary in lots for consistency.

MBTA/Radisson Lot: There is still no status change. The MBTA is expected to come back to the PGDC next week regarding a license agreement. There is also a potential for us to purchase the lot.

Bus/RV Lot: To reflect the decision of the Board, Mr. Burke will request a change in the ordinance to convert this to a Bus Only Lot.

Policy

Proposed changes to the Use of Space Permit Fee: There continues to be a problem with construction vehicles not obtaining a permit and just taking the \$15 a day citations. Ms. McDonough suggested removing the \$50.00 administrative fee and just charging \$10.00 per day per space – but still requiring sign offs from building and fire departments, etc. – this would be for short term (2 days or less) construction projects. Special Event requests will remain the same – Board approval required.

8:50 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. Quintal	-Yes
Mr. Knox	-Yes
Mr. Zanotti	-Yes

Ms. Pratt -Yes
Ms. Fernandes -Yes

9:05 pm Return to Public Session.

Space Request: There has been a request to pay / reserve spaces (block 20 – 30 spaces) in Water Street Lot 1 for a wedding on July 13th.

Mr. Knox motions and Mr. Zanotti seconds to deny this request. Passed | 5-1-0
Ms. Pratt is opposed.

9:10 pm **Mr. Knox motions and Mr. Zanotti 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 | June 5, 2013 | K.McDONOUGH