

July 17, 2013

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

Absent: Donna Fernandes

6:30 pm Call to Order & Public Comment

Pamela Churchill from Indian Head Campground was present to discuss the RV/Bus Lot. She feels since she pays high taxes for her campground, RV's should not be allowed to park for free and abuse the lot (public drinking, dumping of gray water, open fires, alcohol on public property). She asked why the Board allows this to happen. Mr. Price shares her concern and a letter outlining these problems was sent to the Board of Selectmen and the Town Manager; it was then referred to the Parking Traffic Task Force. In an effort to stop overnight parking the Board discussed changing the signage to No Parking between 2:00am – 5:00am. Park Plymouth does not have enforcement officials on after 7:00pm; therefore it will become an issue of enforcement and would require the Police to enforce. The Traffic Rules and Orders would need to be changed.

The Board will go back to the Parking Traffic Task Force with testimony from other campground owners.

Mr. Zanotti motions and Mr. Bletzer seconds to make this lot "Bus Only" with no overnight parking. **Passed | 5-0-1**

No sure if or who abstains - quintal

State Parking Lot: The Board discussed that cars are still parking in this lot. The Harbor officers are issuing the tickets in the lot.

Nelson Park: There was a meeting with the Parking and Traffic Task Force about the parking at Nelson Park. The parking pilot is not working – cars are parking on the grass, on stenciled "No Parking" areas and people are not using the overflow lots. Additional signage is essential and the suggestion of putting boulders in some areas to stop vehicles from parking illegally was brought up. Mr. Burke suggested a sign plan, relaying ticketing information and addressing the lot safety issues. Some Board members suggested that either signage is hung or we do not enforce the lot. The Board suggested bringing these issues to the Town Manager and the Board of Selectmen.

Mr. Zanotti motions and Ms. Pratt seconds to allow Mr. Burke to handle correcting the parking issue as he sees fit. **Passed | 6-0-0**

7:15 pm

Park Plymouth Personnel Benefit: Brian Foley from Lougee / Corcoran & Havlin Insurance Group gave an overview of some of the various proposed benefits with a highlight on medical plans. He outlined a few plans with various deductibles and maximum out of pocket expenses. Ms. McDonough will send the requested information on Disability Insurance to Brian Foley.

7:40 pm

Transportation & Visitors Center: There have been meetings with the Consultants on the Preliminary Design of this project. Mr. Price also indicated that the agreement with GATRA for this phase of the project. Frequent conference calls with the Consultants will update us on the project. Mr. Price is in the process of scheduling stakeholder meetings.

The borings/geotechnical investigation in the Memorial Hall lot will begin this week.

Ginny Davis from the Hedge House attended the meeting.

Upcoming Steering Committee Meeting and Stakeholder Workshops: The workshops will be held on August 8 at the Park Plymouth office and a follow up meeting will be held at the Art Center on August 15th.

7:50 pm

Internal Citations Void and Late Fee Dismissal Policy: Mr. Burke brought revisions to this policy to the Board that includes new technologies and adding the Business Manager and Customer Service Supervisor positions.

Ms. Pratt motions and Mr. Knox seconds to accept the revised policy. Passed | 6-0-0

Risk Assessment Policy: Mr. Burke brought revisions to this policy to the Board.

Ms. Pratt motions and Mr. Quintal seconds to accept the revised policy.

Passed | 6-0-0

Parking Enforcement/Customer Service Training: Mr. Burke outlined and recommended Customer Service Training for the staff from the International Parking Institute (IPI) at a cost of \$1,250.00.

Ms. Pratt motions and Mr. Bletzer seconds to contract for customer service training a cost not to exceed \$1,250.00 and close the office for the entire day on August 19th so that all personnel can attend. Passed | 6-0-0

RMV Training: Ms. McDonough will attend a RMV Training Course.

Excel Training: Ms. Grover, Mr. Joyce and Mr. Tavares will attend an Excel Training Course.

8:10 pm

MBTA/Radisson Parking Lot: A draft agreement to lease this lot was distributed to the Board two weeks ago, but Attorney Marzelli has a number of reservations regarding the specifications of this lease. PGDC was given option to purchase lot at appraised value or \$1K per month. The Board will move ahead with an appraisal and hold off on the lease agreement and await the appraisal.

8:35 pm

Mr. Bletzer left the meeting.

Special Event Form/Use of Space Permit: Ms. McDonough attended a meeting with the members of the town's sign-off committee and it went extremely well. Park Plymouth approval is now required for any special event that requires street closures. The Board discussed their authority to implement fees for these events.

Ms. Pratt motions and Mr. Quintal seconds to approve the revised fee structure on the Special Event Form/Use of Space Permit and to review this fee schedule next year.

Passed | 5-0-0

8:45 pm

Special Event Requests

Beth Jacob High Holidays: Beth Jacob is requesting relaxed enforcement for their High Holidays Special Events to be held Sept 4th from 6:30pm-10:00pm, Sept 5th from 9:00am-3:00pm & 6:30pm-10:00pm, Sept 6th from 9:00am-3:00pm, Sept 13th from 6:30pm-10:00pm, and Sept 14th from 9:00am-9:00pm. This is for lot parking only – not metered parking. Congregants will be required to post a special dashboard placard.

Mr. Zanotti motions and Ms. Pratt seconds to approve this request.

Passed | 4-0-1

Mr. Knox opposed.

Annual Chamber of Commerce Waterfront Festival: This event is scheduled for August 24 (rain date August 25). They have requested to close the street and block meters between Brewster and Union Streets from 6am-8pm. They are also requesting to block the back portion of Jenney Lot for a Car Show from 1pm-4pm.

Mr. Zanotti motions and Ms. Pratt seconds to approve these requests but they must submit a financial report if requesting space next year.

Passed | 4-0-1

Mr. Knox opposed.

America's Hometown Celebration: The Board discussed the annual contribution to America's Hometown Celebration.

Mr. Zanotti motions and Ms. Pratt seconds to contribute \$5K for town related services.

Passed | 5-0-0

8:57 pm

Financial Matters

- There is a request to reimbursement Ms. McDonough for her travel expenses to attend NEPC meeting in the amount of \$30.00.
- There is an invoice from Malloy, Lynch and Bienvenue for the annual audit \$3,000.

Mr. Zanotti motions and Mr. Quintal seconds to approve payment of both items.

Passed | 5-0-0

Community Re-Investment Strategy: Ms. Pratt sent a letter with the policy and draft strategy to Board of Selectmen for approval at their meeting next week.

Attorney Marzelli Overpayment: Ms. Pratt sent the letter to Attorney Marzelli regarding the overpayment and there is no response to date.

Old Office - Court Street Lease Reconciliation: Ms. Pratt is reconciling utility bills along with the deposit on the former lease and it should be complete within the week.

Money Market Account: Funds to be moved to a money market account are on hold at this time. Ms. Pratt will move some money to limit federal liability insurance limits.

9:05 pm **Administrative Assistant Position Applicants:** Mr. Price and Mr. Zanotti are interviewing three candidates each via telephone and then will compare notes before meeting with Ms. McDonough to make a determination on who will have an in-office interview.

Meter Height Letter: The Board received a comment/concern that the height of the meters is too high.

9:10 pm **MOA Draft:** Mr. Price has submitted a draft MOA to the Board for discussion. It will be brought up at the next meeting.

9:15 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
Ms. Pratt	-Yes
Mr. Quintal	-Yes
Mr. Knox	-Yes
Mr. Zanotti	-Yes

9:20 pm Return to Public Session.

9:20 pm **Mr. Knox motions and Mr. Zanotti seconds to adjourn the meeting.** **Passed | 5-0-0**

Respectfully submitted by PGDC Secretary Mr. Alan Zanotti

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