

October 23, 2013

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

Absent: None

6:30 pm Meeting Called to Order

Public Comment: Mr. Price mentioned that there are still no applicants for the vacant Board seat. Board members should make inquiries.

Permit Implementation Plan and Roll Out: Ms. McDonough outlined the status of the rollout. Staff has had meetings, permits have been ordered, the maps and brochures are in the first draft and most materials will be presented to the Board at the November 6 meeting. After the materials are ordered, the website will be updated and getting the information out to the public will be a priority. Staff plans to host “community outreach” days to answer questions and accept permit applications.

TOWN OF PLYMOUTH PROJECT/STUDIES:

Water Street Corridor Improvements: Mr. Beder would like to delay meeting with the PGDC until he receives a response on the grant for this project and meets with the 400th Committee. The Board requested that John Burke contact Mr. Beder to see if he could meet with the Board prior to the 400th Committee presentation.

White Horse Beach Parking Planning: The Board discussed the report, lack of signage on the streets, amount of rental property in the area, etc. This subject will be tabled until there is a request for advice or assistance from the Town.

PARK PLYMOUTH:

Parking Violation Processing, Payment and Collection Services RFP: Mr. Burke discussed the RFP that is due November 12, 2013. Mr. Knox, Mr. Price, Ms. McDonough and Mr. Burke will be members of the Evaluation Committee.

Water Street Lot Lease Renewals for 2014: Mr. Burke mentioned that the lease ends on November 30th. The landlord has verbally agreed to an extension and would like to amend the current lease.

Brewster Lot Lease Status: There has not been a lease in place with Sovereign Bank since September 2012. The bank requested and changes were made on various traffic improvements in this lot. Mr. Burke mentioned that the Bank was not interested in renewing the lease formally until their branding to Santander Bank was complete but would operate on a month-to-month lease until then.

7:00 Mr. Quintal arrived

GARAGE PROJECT:

Transportation and Visitors Center: Mr. Burke and Mr. Quintal had a meeting with Senate President Murray, Representatives deMacedo and Calter to discuss the need for State DOT funding. There are some state grants that may be available for this project. Ms. Murray's office will reach out to Mr. Keating's office for his assistance. The meeting was very positive.

Antiquarian/Hedge House Meeting: There was a meeting with the Antiquarian Society and Ms. Donna Curtain attended tonight's meeting to address the Board. Ms. Curtain was pleased with the overall project, including the traffic flow and Memorial Drive becoming more attractive and safe. She expressed that it is critical the garage must include the Visitor's Center in order for them to support the project.

Financial – Parking Structure Financing

Tentative funding plans to pay for garage have been discussed as:

\$15M State & Federal Grants

\$ 5M from PGDC

Park Plymouth revenue projections in support of operations and capital:

\$ 973,000 2012

\$1,045,000 2013 projected

\$1,240,000 2014 projected

The 2014 projection includes the Board approved move to \$1/hour at meters year-round as well as the new permit pricing structure.

Mr. Burke discussed some additional revenue enhancements that may be used to support the garage and its annual operating costs. They include extending paid parking hours and months, metering the streets downtown, permit program changes to move long-term parking to the garage, and commercial lease revenue.

All parking capital and operating costs will be viewed by Desman, our Parking Garage Consultant.

Board of Selectmen Presentation: Jonathan McCredie of Fennick & McCredie Architecture and the PGDC will be presenting the garage project at The Board of Selectmen's meeting on October 29, 2013. Architectural concepts/design and financing objectives will be discussed. It must be clear that the cost of this project will not be on the taxpayer.

MOA Status: Mr. Price mentioned that the MOA is scheduled for discussion and approval at the October 29, 2013 Board of Selectmen's Meeting. There was concern over what version of the MOA was being approved.

Annual Events:

Annual Events with Relaxed Parking Enforcement Activity: Ms. McDonough presented a list of approved annual events from past years. The Board discussed each event and voted as follows. All other events shall follow the standard protocol and will be evaluated by the Board on a case by case basis.

Memorial Day Parade: requested by the Town of Plymouth to have relaxed enforcement during paid parking hours.

Mr. Bletzer motions and Mr. Zanotti seconds to have relaxed enforcement during paid parking hours. Passed | 4-2-0

Mr. Knox and Ms. Pratt opposed.

Graduation Ceremonies: requested by the School Board to have relaxed enforcement during paid parking hours for people with dashboard passes.

Ms. Pratt motions and Mr. Bletzer seconds to have relaxed enforcement in all paid parking locations and all non-metered time zones during paid parking hours for people with dashboard passes. Passed | 6-0-0

4th of July Parade: requested by July 4th Plymouth, Inc. to have relaxed enforcement during paid parking hours.

Ms. Pratt motions and Mr. Knox seconds to have relaxed enforcement during paid parking hours. Passed | 6-0-0

Veteran's Day Parade: requested by the Dept. of Veterans' Affairs for the Town of Plymouth to have relaxed enforcement until 2:00pm.

Ms. Pratt motions and Mr. Bletzer seconds to have relaxed enforcement until 2:00pm. Passed | 6-0-0

Americans Hometown Parade: requested by Plymouth Rock Foundation to have relaxed enforcement during paid parking hours.

Ms. Pratt motions and Mr. Quintal seconds to have relaxed enforcement during paid parking hours. Any change in request will be brought before the Board. Passed | 6-0-0

Liam Macomber Police & Fire 5K: This event was voted on in 2010 and passed for relaxed enforcement from 11:00am until 5:00pm on both sides of Water Street and Water Street lots 1, 2, and 3. Staff made a recommendation to have relaxed enforcement in those particular areas during paid parking hours. Mr. Knox expressed his concern that this is a road race like many others and what makes this event different from other road races. He also felt that this should not be at the same level as July 4th, Thanksgiving etc. The Board discussed separating the events into two types – Town Endorsed and Privately Sponsored events.

Mr. Zanotti motions and Ms. Pratt seconds for discussion that we add this event to the approved list if it takes place the last week in September.

Mr. Zanotti withdrew his motion.

Mr. Zanotti motioned that we add this event to the Privately Sponsored event list.
(no second)

Ms. McDonough offered to draft criteria for Privately Sponsored Events.

Ms. Pratt motions to remove this event from the list.
(no second)

Ms. Pratt withdrew her motion.

Ms. Pratt motions and Mr. Quintal seconds for discussion that we accept the changes that staff recommended.

Ms. Pratt withdrew her motion.

Ms. Pratt motions and Mr. Quintal seconds that we temporarily remove this event and any road race from the list until we establish a criteria/policy. This type of event will continue to be evaluated by the Board on a case by case basis. **Passed | 4-2-0**

Mr. Bletzer and Mr. Zanotti against.

Waterfront Festival: requested by the Chamber of Commerce for relaxed enforcement.

Ms. Pratt motions and Mr. Quintal seconds to add this event to the approved list of events. **Passed | 6-0-0**

Criteria for having an Annual Paid Parking Exemption: Ms. McDonough presented some changes in the criteria for maintaining an Annual Paid Parking Exemption. The Board discussed the changes and Ms. McDonough will have the final draft for approval at a future meeting.

EVENTS:

Annual Trick or Trot 5K: This event takes place this weekend and all protocol has been completed for this event. Ms. McDonough will be attending.

FINANCIAL MATTERS:

Audit: Ms. Pratt mentioned she is trying to finish up the audit. Mr. Knox will not be signing the paperwork – Ms. Pratt will call tomorrow.

Lease: 17 R Court Street. Ms. Pratt will complete the necessary investigation and compile the information to settle the financial issues with Mr. Hodges. We have not received the security deposit back.

Financials: The August and September financials are with the bookkeeper. Monthly invoices often arrive late and therefore monthly financials cannot be closed out and completed in a timely manner.

Long and Short Term Disability: The Board discussed that paperwork needed to be completed to sign up eligible employees for long and short term disability. Mr. Burke requested to use Susan Connolly's services/time to complete the paperwork necessary, which was granted.

9:02 pm **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.**

Mr. Price	—Yes
Ms. Pratt	—Yes
Mr. Knox	—Yes
Mr. Quintal	—Yes
Mr. Zanotti	—Yes
Mr. Bletzer	—Yes

9:12 pm **Return to Public Session**

9:12 pm **Ms. Pratt motions and Mr. Knox 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 | OCTOBER 23, 2013 | S. CONNOLLY