

November 6, 2013

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

**Absent:** Rich Knox

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**6:30 pm Meeting Called to Order**

**Public Comment:** Mr. Price introduced Mike Hanlon from the Town of Plymouth Finance Committee. He is attending as a liaison and not a Board Member. Mr. Price mentioned that there are still no applicants for the vacant Board seat. Board members should continue to make inquiries.

**MOA Approval:** Mr. Price announced that the Selectmen approved the MOA for 10 years as an Administrative Action at the October 29<sup>th</sup> Board of Selectmen's Meeting.

**6:35 pm Approval of Minutes:**

**October 23, 2013**

**Mr. Bletzer motions and Mr. Zanotti seconds to approve the minutes of the meeting.**

**Passed | 4-0-0**

**6:37 pm *Mr. Quintal arrived.***

**Water Street Corridor Improvements:** Mr. Jonathan Beder, Plymouth DPW Director, presented the Water Street Improvement Plan. He outlined the next phase of the plan which is from Nelson Park up to and including the rotary. Beautification of this area includes 7 foot sidewalks, bike paths and plantings. Construction will begin shortly and should be completed by the fall of 2014.

The Board discussed the elimination of approximately 11 net spaces in this phase of construction. They expressed their concern regarding the loss of revenue associated with those spaces. The Board reinforced the need for proper signage and traffic control to lead cars to the most productive parking lots during construction. Ms. McDonough requested an updated timeline as construction begins so that she can adjust enforcement as necessary. Mr. Beder is confident that adjustments during construction can be made to meet the PGDC's parking concerns.

The next phase of construction which is from the rotary to Union Street is pending funding. This is a conceptual plan at this time and no designs have been approved. The Board expressed their concern of additional loss of parking spaces / revenue and would like that taken into consideration as plans progress.

**Concerned Citizen Letter:** Ms. Claire Montanari, whose mother resides at 29 Nelson Street, requested that this meeting be postponed because she would be out of town and had concerns regarding her mother's property. Mr. Beder will contact Ms. Montanari.

7:20 pm

**Transportation and Visitors Center:** It was reported that Jonathan McCredie of Fennick & McCredie Architecture did a great job presenting the garage plans and details to the Selectmen at their October 29<sup>th</sup> meeting. The Selectmen endorsed the project.

Mr. Burke discussed some of the next steps necessary for the garage. The exterior design, elevation plans and outreach implementation plans and owner/management leases will be the next focus. Mr. Burke will confirm with Ms. Arrighi that the Visitors Service Board is the entity that will be responsible for the design details of the Visitor's Service Center.

There is a need to break down the separate cost for each piece for leasable space for the Visitors Center, GATRA and 2 upper floors. Rebecca Sullivan at Mass Development has offered her assistance with the financials on real estate plans and values.

There are strong proponents for this project but we need to meet with the Visitors Service Board because their support is essential for this project.

Mr. Burke will set up a meeting with Visitor Service Board – Jen Jaeger and Destination Plymouth - Paul Cripps.

**Permit Implementation Plan and Roll Out:** Ms. McDonough updated the Board on the progress of the new permit process. All aspects are on schedule and will be complete for implementation. They include press releases, renewal mailings, brochures, posters, signage, office hours, staffing schedules, phone support, contingency plans, etc. There was discussion of having a drop box for applications somewhere in or outside of the building. The ultimate goal will be to receive applications via the mail.

**DRAFT 2014 Budget:** Ms. Pratt and Mr. Burke will be getting together to prepare a draft budget.

**Park Plymouth Employee Disability /Life Insurance Policy:** Mr. Price has signed and the paperwork has been sent for the Long and Short Term Disability Policy. Only 2 employees are eligible for this coverage and must use up their vacation and sick time before the coverage will begin. Susan Connolly will obtain pricing for Life Insurance for those 2 employees and will have that information at the next meeting.

**Parking Violation Processing, Payment and Collection Services RFP:** The RFP bids are due by November 12<sup>th</sup>.

**FINANCIAL MATTERS:**

**Invoice:** Susan Connolly's October invoice has been submitted for approval.

**Mr. Quintal motions and Mr. Bletzer seconds for approval of this invoice. Passed | 5-0-0**

**Invoice:** Ms. Pratt has an invoice from GATRA for \$2,945.65 for August 5 – 30, 2013.

**Mr. Quintal motions and Mr. Bletzer seconds for approval of this invoice. Passed | 5-0-0**

**Invoice:** Ms. Pratt has an invoice from Destination Plymouth for \$1,000.00 for an annual contract. The Board discussed the invoice and will hold off payment at this time.

**8:22 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. Quintal	—Yes
Mr. Zanotti	—Yes
Mr. Bletzer	—Yes

**9:06 pm** **Return to Public Session**

**Bus/RV:** Mr. Burke and Leighton Price met with the Parking and Traffic Task Force who agreed that the lot should become a Bus only lot from 7:00am until 7:00pm. After 7:00pm, this lot will be a valet lot and an RFP will be required. This will also require an ordinance change.

**Union Street:** Mr. Burke and Leighton Price met with the PTF who agreed the parking spaces on the street and edge lines should be striped. A neighborhood meeting will be held first – arranged by Tiffany Park.

**9:10 pm** **Ms. Pratt motions and Mr. Bletzer seconds to adjourn the meeting. Passed | 5-0-0**

Respectfully submitted by PGDC Secretary Mr. Alan Zanotti

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Alan P. Zanotti, Secretary