

November 20, 2013

Members Present: Leighton Price, Alan Zanotti, Chris Pratt, Dick Quintal & Richard Knox

Absent: Charlie Bletzer

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 continue to make inquiries.

6:35 pm

Approval of Minutes:

January 25, 2012

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

Passed | 3-0-2

Mr. Zanotti & Mr. Knox abstain.

September 26, 2012

Mr. Knox motions and Mr. Quintal seconds to approve the minutes of the meeting.

Passed | 4-0-1

Ms. Pratt abstains.

December 12, 2012

Mr. Quintal motions and Mr. Knox seconds to approve the minutes of the meeting.

Passed | 5-0-0

December 19, 2012

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

Passed | 5-0-0

September 11, 2013

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

Passed | 4-0-1

Mr. Quintal abstains.

September 25, 2013

Mr. Quintal motions and Mr. Knox seconds to approve the minutes of the meeting.

Passed | 5-0-0

November 6, 2013

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

Passed | 4-0-1

Mr. Knox abstains.

Staff Appreciation / Holidays: Mr. Price mentioned purchasing gift baskets for the staff for the Thanksgiving Holiday.

Mr. Knox motions and Mr. Zanotti seconds for approval of the purchase of the gift baskets.

Passed | 4-0-1

Mr. Quintal abstains.

6:40 pm

Transportation and Visitors Center: Mr. Burke and Mr. Price are having meetings with the architect, Lee Hartmann, Mass Development, Visitor Service Bureau, Plymouth Chamber and GATRA to discussed the design of the garage.

The Board discussed the importance of the Visitor's Center being located in the garage.

Mr. Knox motions and Ms. Pratt seconds that the total project including the Visitor's Service Center be included in the garage plans. The majority of the Board members, since the inception of the program, have worked with the understanding that the Visitor's Service Center be part of the transit center. **Passed | 5-0-0**

Parking Violation Processing, Payment and Collection Services RFP: Complus, our current provider, was the only applicant. There RFP included a decrease from \$2.93 to \$2.30 per ticket processed –approximately saving \$10,000 annually. Complus will provide many upgrades to the current equipment and software.

Ms. Pratt motions and Mr. Quintal seconds to award the contract to Complus. **Passed | 5-0-0**

2013 Closeout Schedule: Mr. Burke and staff are meeting weekly to review the closeout plans/schedule for 2013. Preparations are underway to remove and/or bag meters, storage, take down signs, etc.

Permit Implementation Plan and Roll Out Update: Mr. Burke informed the Board that all aspects of the plan are on schedule regarding, training, website design and all literature has gone to print, etc.

Customer Service Training: The staff underwent Customer Service Training which went extremely well and feedback from the staff was great.

October Monthly Revenue Report: Mr. Burke presented the figures for the month of October - sales are up 18.9% and citation revenue is up 10.8%. There was discussion of having Mr. Solitro, the Hearing Officer, come meet with Board to get his feedback regarding qualified dismissals, etc.

Special Events:

America's Hometown Thanksgiving Celebration: Mr. Burke discussed that the Board's approved outline /restrictions from November 18-24 are in place and any changes or problems will be brought directly to Mr. Burke or Ms. McDonough. It was noted that the Clydesdale tents have been staked into the pavement causing cracks. Photographs will be taken and this will be addressed next year.

FINANCIAL MATTERS:

Invoices:

- There was an invoice from of Milloy, Lynch & Bienvenue for the balance of the draft audit from last year for \$1,500. – This will only be paid upon completion of the draft audit.

- Mr. Price submitted a Go Daddy invoice for \$179.64 for reimbursement for the Park Plymouth website renewal fee (3 years).
- Invoice from Attorney Marzelli for a telephone conversations with Mr. Burke regarding the appraisal of the MBTA property, review of “acceptable statute” of 20 vs. 20A and a conversation regarding the Water Street lot lease for a total of \$350.00.

Mr. Quintal motions and Mr. Zanotti seconds for approval of these 3 invoices. Passed | 5-0-0

Operational Expenses:

Ms. Pratt discussed the lease reconciliation for 21 and 23R Court Street leases. There are a few discrepancies regarding security deposits, lack of utility bills, wording on lease, etc. Her reconciliation determined that \$1,736.19 was the amount due to Peter Hodges. Ms. Pratt will check with Ms. McDonough about any additional bills she may have.

Mr. Quintal motions and Ms. Pratt seconds that \$1,736.19 will be paid to Peter Hodges for full and final payment unless he provides further information/records. Passed | 5-0-0

7:39 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. Knox	—Yes

7:42 pm

Return to Public Session

Contributions:

400th Committee: Ms. Pratt discussed that the Board had approved a \$5,000 donation to the 400th Committee and it was approved by the Board of Selectmen – she has not received a bill or written the check yet.

Veteran’s Park: Ms. Pratt discussed that this Board had approved a \$5,000 donation to the Veteran’s Park. The check was written but never received approval from the Board of Selectmen. Ms. Pratt will submit to the Board of Selectmen for approval retroactively.

Waiting for amount of check from Chris

Park Plymouth Employee Disability /Life Insurance Policy: Mr. Burke discussed purchasing Life Insurance for the 2 full time employees for 1 times their annual salary. The cost of the Life Insurance policy is \$23.00 per month for both employees.

Mr. Knox motions and Ms. Pratt second to purchase life insurance policies for the 2 full time employees. Passed | 5-0-0

7:55 pm

Mr. Knox motions and Ms. Pratt seconds to adjourn the meeting.

Passed | 5-0-0

Respectfully submitted by PGDC Secretary Mr. Alan Zanotti

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

APPROVED | PGDC PUBLIC SESSION MEETING MINUTES | NOVEMBER 20, 2013 | S. CONNOLLY

APPROVED