

December 4, 2013

**Members Present:** Leighton Price, Charlie Bletzer, Chris Pratt, Dick Quintal & Richard Knox

**Absent:** Alan Zanotti

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6:30 pm Meeting Called to Order

6:39 pm *Mr. Quintal arrived.*

6:40 pm Approval of Minutes:

*November 20, 2013*

Mr. Knox motions and Ms. Pratt seconds to approve the minutes of the meeting as amended.

Passed | 4-0-1

*Mr. Bletzer abstains.*

*November 28, 2012*

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

Passed | 4-0-1

*Mr. Quintal abstains.*

**November Monthly Revenue Report:** Mr. Burke stated that citation issuance was slightly down for November but up about 10% for the year as is total revenue.

**White Horse Beach Parking Enforcement:** Mr. Burke and Mr. Price had a meeting with Mike Gala, Assistant Town Manager, regarding parking on White Horse Beach. The Town will be clearly marking spaces and installing No Parking signage. It was suggested that the Town continue Police Department enforcement to see if the new striping and signage is effective. Mr. Gala will contact the Police Department regarding enforcement.

**Transportation and Visitors Center:** Mr. Burke met with Mass Development in which they offered their consultants to assist in the market study/programming of the commercial space and financing of this project for a fee. They would review the financial and operational aspects and give us a proposal. Lee Hartmann will be included in these discussions.

There also was a meeting with the FMA Architects, Town representatives from the Visitor's Service Bureau, Destination Plymouth, and the Chamber of Commerce that was also very positive. Paul Cripps indicated they would require a smaller space for the Visitor's Center than what was allocated and that the Town currently underwrites their space and he would like that to continue. The group will continue to meet as the space is designed.

7:00 pm **Bus Parking Lot:** The proposed ordinance change has gone to the Town Manager's office for approval by the Selectmen. This lot would be used for buses only 7:00am until 7:00pm. There was some discussion on someday moving the bus lot from premier waterfront space where it is now located.

**RFP Valet Parking:** The Board discussed having an RFP for using this lot for Valet Parking from 7:00pm until 7:00am. Mr. Bletzer will excuse himself during these discussions.

**2013 Closeout Schedule:** Mr. Burke noted that the closedown process is nearly complete - all meters and pay stations have been collected and bagged, meter mechanisms were brought inside and serviced, boxed and stored, lots have been cleaned. All the appropriate organizations have been notified of the shutdown of service until the spring.

**Water Street Parking Lot Lease:** The 2014 amended lease for the two Water Street lots has been signed and executed. The Board discussed that there is a developer with a conceptual plan for a condominium project that may impact these lots at sometime in the future.

**2014 Permit Program Update:** Ms. McDonough updated the Board on the status. Letters to permit holders have been mailed, Complus has been notified, staff training is underway and the website will be online this week. The office is keeping a log of phone calls about the new program and so far there has not been any negative feedback about the changes. Permits go on sale January 2, 2014. Ms. McDonough will be holding informational meetings with downtown merchants and employees. The Tedeschi employee/merchant space option will no longer be available. The signs will be left up in this lot until April 1 to aid in the transition.

**FINANCIAL MATTERS:**

**Invoices:**

There was an invoice from Susan Connolly for November 2013 for \$761.25.

**Mr. Knox motions and Mr. Bletzer seconds to pay this invoice.**

**Passed | 5-0-0**

There was an invoice for \$460.00 from Quintal's Fruit and Produce for the gift baskets.

**Mr. Knox motions and Mr. Bletzer seconds to pay this invoice.**

**Passed | 4-0-1**

**Mr. Quintal abstains.**

There was an invoice from Destination Plymouth for \$1,000.00 for the marketing contract renewal.

***This invoice was put on hold.***

**17R Court Street Lease:** Ms. Pratt will go through the additional materials in an effort to determine the final payment. Mr. Price will compose a letter and Ms. Pratt will write a check, as approved at the last meeting, upon completion of her investigation.

**Vehicle Registration:** Ms. Pratt discussed the vehicle renewal for the 2012 Ford van for \$200.00 was due.

**August and September Financials:** Ms. Pratt mentioned that Lisa Santos has been giving the August and September financials and should have them back shortly.

**Audit:** Ms. Pratt indicated that we should have the draft audit this week and that the delay was caused by a changed in personnel at the firm. Ms. Pratt will not pay the invoice until she receives the audit.

**2014 Budget:** Mr. Burke and Ms. Pratt will be meeting to prepare the 2014 Budget and expect to complete it in January.

**7:40 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. Knox	—Yes
Mr. Bletzer	—Yes

**8:10pm**      **Return to Public Session**

**8:10 pm**      **Ms. Pratt motions and Mr. Quintal 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 | DECEMBER 4, 2013 | S. CONNOLLY**