

January 8, 2014

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

Absent: None

6:30 pm Meeting Called to Order

6:33 pm **Approval of Minutes:**
December 18, 2013

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

Passed | 6-0-0

Operational:

Parking Management Plan Amendment for Approval: The change is as follows: The Park Plymouth Director of Operations is the Town of Plymouth's Parking Clerk only for the purposes of MGL c.90, {20A ½}.

Mr. Knox motions and Ms. Pratt seconds to approve this amendment.

Passed | 6-0-0

December 2013 – Year End Citation / Permit Performance: Mr. Burke stated that revenue has reached 1 million dollars and that void dismissals are down. Watching void / dismissal is an ongoing process and we are at 5.1% at this time. Rates of 5% to 10% are typical for parking agencies. Mr. Burke has scheduled a meeting in February with Mr. Solitro regarding the appeal process. The Board discussed imposing a fee of \$25.00 versus dismissing the \$100.00 ticket for people who have Handicap placards but fail to hang them in the vehicle. Mr. Burke will look into this change that could be left to Mr. Solitro's discretion.

Issuing more than one ticket for the same parking spot was discussed again. The Board previously empowered citation agents to issue 2 tickets per parking spot.

Commission on Disability: Ms. Pratt mentioned that the second payment/donation to the Commission on Disability is due. Mr. Burke will gather the information regarding payment amount and the address so that Ms. Pratt may issue the check.

The Commercial Fisherman Permit: We currently offer up to 75 of this type of permit to Plymouth residents or someone with a Plymouth business license. Mr. Pizer indicated that there are no requirements to obtain a Plymouth business license therefore Mr. Burke recommended that we eliminate this requirement.

2014 Permit Sales Status Report: Ms. McDonough reported that total revenue to date is \$5,100 with 156 permits sold. A majority of seniors are purchasing the premium option. In office ticket purchases are going well with friendly and quick processing from customer service.

Lot Snow Removal: The Town is responsible for snow removal from the parking lots. However, after a storm passes there are several areas that mounds of snow remain because of vehicles parked during plowing. Ms. McDonough will have signage to have no cars parked in various sections of the lots to plow and treat one section at a time and is looking into hiring a contractor for this function. John Burke noted that coordination and response to Park Plymouth's requests from the Public Works Director has been quite good.

Park Mobile Contract Renewal: Mr. Burke indicated that there is very little use of this product. Park Plymouth has been using this vendor as part of the MBTA rate and that they have just changed vendors to Pay By Phone at a substantially reduced rate. Mr. Burke suggested that we consider moving over to Pay By Phone in order to obtain the reduced rate. Mr. Burke will look into this move with an approximate start date of April. Kim McDonough will be looking into ways to increase customer usage.

RFP Valet/Bus Lot Parking: The Board discussed their desire to obtain as many bidders as possible, including a public valet company and the option of an 8 month use vs. 1 year and/or giving the option to bid both time frames

Water Street Development Projects: Mr. Burke and Mr. Zanotti met with Mr. Hartmann on January 7th and addressed the concerns regarding the parking associated with the condos approved on the Revere Copper site. Both Mr. Burke and Mr. Zanotti were satisfied that there is ample private parking for this development and that it does not create a problem.

7:40 pm

Transportation and Visitors Center: A proposal from Stantex, a consulting firm that works with Mass Development, for assistance with the financial aspects of this project including a full market analysis. Mr. Burke met with Mr. Leff from Stantex and recommended we proceed with their assistance. The amount of the proposal is between \$13,000 to \$16,500 and reimbursement for expenses. The Board had a discussion of what "expenses" would be. There is also a payment to Mass Development of 10% of the contract amount.

Mr. Pratt motions and Mr. Bletzer seconds to approve hiring Stantex for an amount not to exceed \$19,000 and includes all related expenses and the Mass Development 10% fee.

Passed | 6-0-0

FINANCIAL MATTERS:

Audit: Ms. Pratt indicated that the audit has been finalized and signed by Mr. Lynch with a hard copy in the mail. Ms. Pratt is trying to obtain a soft copy to send to the town. After receiving the audit, Ms. Pratt will send a copy to all Board members with permission granted from Mr. Price.

November & December Financials: Ms. Pratt is waiting for November and December financials so that she can complete the Year-End Financials for 2013.

Invoices:

There was an invoice from Susan Connolly for administrative duties in the amount of \$673.75

Mr. Knox motions and Mr. Quintal seconds to pay this invoice.

Passed | 6-0-0

There was an invoice from membership in Destination Plymouth in the amount of \$1,000.00.
Mr. Zanotti motions and Mr. Bletzer seconds to pay this invoice. **Passed | 5-1-0**
Mr. Knox against.

There is an estimated audit report for an adjustment for the Commercial Liability Policy for \$1,960.00. Ms. Pratt will ask for a breakdown for this increase over last year.
Mr. Zanotti motions and Mr. Knox seconds to pay up to \$1,960.00 for this invoice after it is received. **Passed | 6-0-0**

Revenue Task Force: Ms. Pratt attended this meeting and reported back to the Board on some of the agenda items and discussion related to increasing revenue for the town. Ms. Pratt will be attending these meetings which will be held every 2 weeks and keep the Board informed.

Next Board Meeting: The next Board Meeting will be in 3 weeks on January 29th.

8:20 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
Mr. Quintal —Yes
Mr. Knox —Yes
Mr. Bletzer —Yes
Mr. Zanotti —Yes
Ms. Pratt —Yes

9:05 pm **Return to Public Session**

9:07 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