

February 25, 2014

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

Members Absent: Alan Zanotti

6:30 pm Meeting Called to Order

Park Plymouth:

Water Street Project: The DPW held a meeting regarding the Sewer Interceptor Project and Neil Tavares attended on behalf of John Burke who was on vacation that day. The DPW requested using the Memorial Hall Lot for a construction trailer that would take no more than 4 spaces for a period into the month of May. A Contractor Use of Space Permit would be issued. Ms. Pratt asked that an insurance policy/binder be submitted.

Mr. Quintal motions and Mr. Bletzer seconds to allow Grove Construction to use the Memorial Hall Lot with the guidelines Mr. Burke discussed. This expires May 23, 2014. Passed | 5-0-0

Board Meetings – Audio Recordings: Mr. Price announced that it is not necessary to keep audio recordings of the meetings after the minutes have been transcribed and approved.

Ms. Pratt motions and Mr. Knox seconds that we delete the audio from Public and Executive Session Minutes after they have been approved. Passed | 5-0-0

Approval of Public Session Board Minutes:

January 2, 2013

Mr. Quintal motions and Mr. Bletzer seconds to approve the meeting minutes. Passed | 5-0-0

January 2, 2013

Mr. Quintal motions and Mr. Bletzer seconds to approve the meeting minutes. Passed | 5-0-0

January 16, 2013

**Mr. Bletzer motions and Mr. Knox seconds to approve the meeting minutes. Passed | 4-0-1
*Mr. Quintal abstains.***

January 30, 2013

Mr. Bletzer motions and Mr. Quintal seconds to approve the meeting minutes. Passed | 5-0-0

February 27, 2013

Mr. Quintal motions and Mr. Bletzer seconds to approve the meeting minutes. Passed | 5-0-0

March 13, 2013

Ms. Pratt motions and Mr. Quintal seconds to approve the meeting minutes. Passed | 5-0-0

January 8, 2014

Mr. Quintal motions and Mr. Bletzer seconds to approve the meeting minutes. Passed | 5-0-0

January 29, 2014

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

Passed | 4-0-1

Mr. Bletzer abstains.

Park Plymouth Paid Parking Rollout:

Meter Evaluation: Neil Tavares provided the board an overview of his work to prepare the meters for opening day of the paid parking season. He inspected and tested 331 on-street meters and tested coin and credit card operations, etc. The LCD had to be replaced on 33 screens and they were not covered by the warranty. The meters for South Russell Street, Russell Street, and South Park Avenue have been refurbished and prepared for the upcoming season by painting the domes and installing new doors and locks. The meter poles will be painted in the spring. John Burked noted that an extended service agreement on the meters with IPS is extremely expensive, so having Neil Tavares maintain and repairing the meters is a tremendous savings. He is also keeping an inventory of spare parts on hand. The 24 new meters arrived but some were damaged in shipping – they have been returned for new ones. IPS will be coming to make updates and rate changes.

Ms. Pratt requested Lougee Insurance be notified of our increase in the meter inventory. John Burked noted he would do so.

Website: Mr. Burke indicated that Ms. McDonough is working on updating the website for the new Permit Program and Complus online purchase system. Mr. Price noted that Complus has sent an update – but there are a few bugs that need to be worked out. The website's main page is being designed to have users efficiently input the required information.

Sold Meter Mechanisms: The City of Fall River has offered to purchase all 433 for \$10,825.

Mr. Knox motions and Mr. Quintal seconds to sell the Duncans to the City of Fall River.

Passed | 5-0-0

Enforcement Vehicle Purchase: Mr. Burke noted that staff had looked at several vehicles. The Ford Focus was chosen for its price and safety record. There were 3 quotes and Colonial was the least expensive at \$15,521.00 (includes \$500 off if we finance with Ford). Ms. Pratt and Mr. Price will go to complete the paperwork on March 1st.

Mr. Knox requested that a daily log of the use/mileage be maintained for Park Plymouth vehicles.

Ms. Pratt motions and Mr. Bletzer seconds to accept the quote from Colonial Ford for \$15,521.00.

Passed | 5-0-0

Extended Special Use of Spaces: Tedeschis is remodeling their store in Plymouth center and has requested the use of up to 2 parking spaces for 54 days. There is no fee up until April 1st. A Contractor Use of Space Permit would be required.

Mr. Bletzer motions and Mr. Quintal seconds to issue Tedeschis a permit until March 31st.

Passed | 5-0-0

7:23 pm

PayByPhone Contract: Mr. Burke outlined the PayByPhone proposal that reflects the MBTA rate. This is a significant savings and staff recommends that we absorb the 12.9 cent transaction fee in an effort to encourage use. We will start to heavily promote use of this service. Mr. Burke will look into some of Mr. Knox's concerns regarding some wording in the contract and return to the Board with his findings at the next meeting.

Ms. Pratt motions and Mr. Quintal seconds that we establish mobile payment with PayByPhone and that the PGDC absorb the 12.9 cent usage fee. Passed | 5-0-0

RFP Bus / Valet Lot: Mr. Burke spoke with some valet companies who relayed that they would require 100 – 150 spaces minimum to start a public valet service and the bus lot alone does not meet that requirement. The plan then will be to move forward with obtaining quotes instead of an RFP - for 1 year to begin at 6:00pm – subject to the Town allowing it.

2014 Parking Plan Rollout: Permit sales are at the same point this year as last although February sales seem sluggish. Mr. Burke anticipates March to be extremely busy and he hopes that Complus will be able to deliver the online permit purchase module to lighten the burden on the office.

Environmental Testing Contract: Mr. Burke received a proposal for testing from GZA and has sent it to Attorney Brodsky for approval. Mr. Burke will look into some contract clarifications raised at the meeting.

Union Street: Mr. Burke is working with Tiffany Parks to schedule a neighborhood meeting within the next couple of weeks to discuss parking/stripping on Union Street.

7:56 pm

Transportation and Visitors Center/Garage:

Mr. Price updated the Board on several meetings that were held in person and via telephone. The architect will be making some modifications to the exterior of the building that would be more aesthetically pleasing and in line with the waterfront area. Dialog with Destination Plymouth continues and PGDC's consultant Drew Leff through Mass Development will be in attendance at a March meeting to review project finances.

8:10 pm

Financial Matters:

Invoices:

There was an invoice from Attorney Marzelli that indicated a rate increase from \$75 to \$150 per hour. Ms. Pratt will call his office for clarification.

There was an invoice from The Plymouth Chamber of Commerce for annual membership renewal for 2014 in the amount of \$267.00

Mr. Quintal motions and Ms. Pratt seconds for discussion to approve payment.

Failed | 0-5-0

There was an invoice from Susan Connolly for January 2014 for administrative duties in the amount of \$1,106.88

Mr. Knox motions and Mr. Bletzer seconds to approve payment.

Passed | 5-0-0

Status Update:

- Ms. Pratt received 2 reimbursement checks from the insurance company for the audits - \$785.00 and \$1,160.00.
- Mr. Burke has given Ms. Pratt his proposed 2014 Annual Budget for Park Plymouth and she will add the PGDC annual expenses and should have it for review by the next meeting.
- Ms. Pratt is going to request/insist that the Audit for 2013 be completed within 60 days of their office visit.
- Bank of America statements still continue to arrive late.

Revenue Task Force: Ms. Pratt updated the Board on her meetings as a member of the Revenue Task Force. Ms. Pratt is now the Clerk of this group.

Thank You: Americas Hometown Celebration sent a thank you to the PGDC for its donation.

Upcoming Board Meetings:

March 12 and March 26, 2014

8:23 pm

Mr. Quintal 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

APPROVED