

March 12, 2014

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

**Members Absent:** None

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

**Public Comment:** There was no public comment at this time.

**Discussions with Town Manager:** The Town Manager was unable to attend.

**6:40 pm Mr. Bletzer arrived.**

**Town Hall / Courthouse Parking Assessment:** Staff performed exit interviews on March 10 at the Town Hall and asked over 300 visitors (not employees) why they were there (what department they visited), how long they were inside, and how long it took them to get to the building from where they parked.

A draft assessment will be brought to the next meeting. Some items that need to be taken into consideration are the various factors, for example; visitor time of year, seasonal residents, available parking spaces, etc.

**Transportation and Visitors Center:** Mr. Price and Mr. Burke along with Donna Curtain met with the architects yesterday. The architect will be attending the next Board meeting regarding the exterior of the building. Drew Leff of Stantec will also be presenting the draft Pro Forma for the project at the meeting.

**7:15 pm Approval of Public Session Board Minutes:**

**February 25, 2014**

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

**Passed | 5-0-1**

**Mr. Zanotti abstains.**

**March 27, 2013**

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

**Passed | 4-0-2**

**Mr. Price and Ms. Pratt abstain.**

**April 10, 2013**

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

**Passed | 5-0-1**

**Mr. Zanotti abstains.**

**Approval of Executive Session Board Minutes:**

**January 8, 2014**

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

**Passed | 6-0-0**

January 29, 2014

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

Passed | 5-0-1

*Mr. Bletzer abstains.*

January 16, 2013

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

Passed | 5-0-1

*Mr. Quintal abstains.*

March 13, 2013

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

Passed | 6-0-0

August 14, 2013

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

Passed | 6-0-0

August 28, 2013

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

Passed | 5-0-1

*Mr. Bletzer abstains.*

October 9, 2013

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

Passed | 4-0-2

*Mr. Price and Ms. Pratt abstain.*

October 23, 2013

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

Passed | 6-0-0

November 6, 2013

Mr. Quintal motions and Mr. Bletzer seconds to approve the meeting minutes.

Passed | 5-0-1

*Mr. Knox abstains.*

November 20, 2013

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

Passed | 5-0-1

*Mr. Bletzer abstains.*

December 4, 2013

Mr. Quintal motions and Mr. Bletzer seconds to approve the meeting minutes.

Passed | 5-0-1

*Mr. Zanotti abstains.*

December 18, 2013

Mr. Quintal motions and Mr. Bletzer seconds to approve the meeting minutes.

Passed | 6-0-0

7:30 pm

**Park Plymouth Operations**

**February Permit Sales and Citations:** February permit sales and revenue citations were very strong. March sales are vigorous and are expected to continue for the remainder of the month and office staffing has increased. Most people are purchasing the Premium Pass with about 10% purchasing the Limited Pass.

**Online Permit Sales Implementation:** Mr. Burke announced that Complus' online permit sales module requires scanning and attaching of eligibility credentials for permits and therefore will be most useful for renewals where credentials do not have to scanned and attached. Since there are no renewals for this year (first year of new permit program), the module will be introduced for the 2015 season.

**Enforcement Vehicle Purchase:** The vehicle has been bought and paid for although there has been difficulty in registering it because in order to do so the PDC corporate name has to be officially changed at the registry to PGDC.

**MBTA Purchase and Sales:** Mr. Price stated that the MBTA has accepted the Purchase and Sale – and moved the closing date from March 31<sup>st</sup> to April 30<sup>th</sup>. Attorney Brodski has reviewed and approved the documents for Mr. Price to sign. Ms. Pratt wrote a 10% deposit check of \$47,500.

7:50 pm

**PayByPhone Contract:** The PayByPhone Contract has been revised and they have agreed to remove any charges above the 12.9 cent transaction fee. This is a one-year contract with 2 one-year renewals. Attorney Marzelli is reviewing the contract.

**Environmental Testing Contract:** Mr. Burke addressed the Board's concerns with the GZA contract. The MBTA must approve the scope of work that GZA has outlined before the contract can be signed. Attorney Brodski has reviewed the contract.

**Ms. Pratt motions and Mr. Quintal seconds to approve fees from GZA not to exceed \$24,600 to perform testing. The MBTA must approve the scope of the work. Passed | 6-0-0**

**MBTA Legal Fees:** Mr. Burke asked for an estimate of cost for legal fees thru closing cost from Attorney Brodski and received it today.

**Mr. Zanotti motions and Mr. Quintal motions to approve legal fees for this project for an amount not to exceed \$3,000. Passed | 6-0-0**

**Water Street Roundabout:** The Town Engineer requested that Grove Construction use the South Water Street lot for April and May.

**Ms. Pratt motions and Mr. Knox seconds that we approve use of this lot until May 23<sup>rd</sup> - pending approval from the landlord and completion of the Use of Space Permit.**

**Passed | 6-0-0**

8:10 pm

**Financial Matters:**

**Budget:** Ms. Pratt and Mr. Burke have been working on the budget. It has 2 parts Operating and Capital and it will be on the next agenda.

**Invoices:**

- There was an invoice from GATRA in the amount of \$1,945.83.
- There was an invoice from Susan Connolly for February 2014 (invoice #107) for administrative services in the amount of \$1,102.50

**Mr. Knox motions and Mr. Bletzer seconds to approve payment for both invoices.**

**Passed | 6-0-0**

**Lot Request:** East Bay Grille has submitted a request to use the Bus Lot on St. Patrick's Day as they did last year.

**Mr. Knox motions and Mr. Zanotti seconds to approve this request.** Passed | 4-0-2  
*Mr. Bletzer and Mr. Quintal abstain.*

**8:35 pm** *Mr. Bletzer left the meeting.*

**RFQ Bus / Valet Lot:** Mr. Burke went over the RFQ for the lot. It indicates that this will be a straight lease, lists the insurance requirements necessary and it would have a start date of May 1 thru December 31. The Board can reject any and all bids.

**Mr. Knox motions and Mr. Zanotti seconds to approved the Request for Quote.** Passed | 5-0-0

**8:40 pm** **Mr. Knox motions and Mr. Zanotti 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 | March 12, 2014 | S. CONNOLLY