

June 4, 2014

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

**Members Absent:** None

**6:30 pm Meeting Called to Order & Public Comment:** There was no public comment.

**MBTA Lot Purchase**

**Title Issues:** Attorney Brodsky and Emily Melia were present via conference call to outline the risks and answer any questions about the title.

**1<sup>st</sup> Issue:** There is an easement from Penn Central for building a rail spur and this easement would not be covered by title insurance. To attempt to clear this item from the title would be costly. It is highly unlikely that it would ever become an issue.

**2<sup>nd</sup> Issue:** There is a clause from Five of Plymouth, Inc. (former owner of the hotel) to the MBTA that it could take the lot back for \$1.00 if the MBTA did not meet the conditions of this clause. Five of Plymouth no longer exists and the hotel's ownership has changed. The MBTA has provided an affidavit that states that they met all of the criteria during that period so the clause would not be enforceable. This issue would be covered by title insurance.

**Mr. Zanotti motions and Mr. Knox second for discussion to accept these risks and continue with the purchase of this lot.**

**Passed | 5-0-1  
Mr. Knox abstains.**

**Closing Extension:** The MBTA has signed an extension and is ready to close at any time.

**Next Steps:** Mr. Burke will get the closing figures and will get together with Ms. Pratt to obtain a check.

**6:55 pm Approval of Public Session Board Minutes:  
July 31, 2013**

**Mr. Knox motions and Ms. Pratt seconds to approve the meeting minutes. Passed | 4-0-2  
Mr. Bletzer & Mr. Chandler abstain.**

**April 9, 2014**

**Ms. Pratt motions and Mr. Bletzer seconds to approve the meeting minutes. Passed | 4-0-2  
Mr. Knox & Mr. Chandler abstain.**

**April 30, 2014**

**Mr. Knox motions and Ms. Pratt seconds to approve the meeting minutes. Passed | 4-0-2  
Mr. Bletzer & Mr. Chandler abstain.**

**6:57 pm Mr. Quintal arrived**

## **Park Plymouth**

**Monthly Report:** Mr. Burke outlined the numbers from last month. Permits are at 1900 to date this year vs. 2300 last year. Revenue is up because of the permit pricing restructuring. The portion of Limited Permits remains at approximately 10% of total permits sold.

**Citations Issued:** Citations issued in April and May are up considerably mainly due to weather.

**Paid Citations:** Paid citations are up \$10K - \$12K from last year.

**Outstanding Citations:** Outstanding citation numbers continue to remain steady.

**Write off tickets:** Mr. Burke and Ms. Pratt will work on getting the oldest 3 years of tickets written off with the Board of Selectmen's approval.

**PaybyPhone:** Mr. Burke said that PaybyPhone went live last week and the signs are up noting the zone and space numbers. They provide text reminders when time is about to expire and give the customer the option to add additional time to the meter. There is no transaction fee for the customer. Mr. Burke indicated that they may do a pilot program with one of the excursion boats out of town wharf.

**Upcoming Special Events:** Plymouth South's High School Graduation is on June 7<sup>th</sup>. We have provided dashboard placard for all day parking.

**Tedeschi's Customer Appreciation Day:** Tedeschi's store will be holding a customer appreciation day on June 11<sup>th</sup> from 12 -4pm. They are requesting to pay for 8 to 13 meters at a cost of \$25.00 per space with a \$50.00 permit application processing fee.

**Ms. Pratt motions and Mr. Bletzer seconds to approve this request. Passed | 7-0-0**

**Radisson – Hazmat Convention:** On September 17th there is a training exercise for Fire Departments to be held at the Radisson. They have requested to use a space for a few hours to display a hazmat vehicle for training purposes. The flatbed this vehicle is transported on will not fit up the Radisson driveway so it was suggested that they use the Bus Lot.

**Mr. Bletzer motions and Mr. Quintal seconds to approve this request. Passed | 7-0-0**

**New Uniform for Parking Staff:** The new uniform was displayed at the meeting and it received positive feedback.

**Enforcement Vehicle:** Susan Connolly informed the Board that the name change has been completed with the IRS. The RMV does not have the PGDC in its database at this time therefore registration of the vehicle is being delayed.

**Striping of Park Plymouth Lots:** The MOA requires that we ask the DPW if they would like to perform the work. They are interested and have already done some work in some of the lots.

**Water Street Construction Project:** The meters have not been reinstalled yet but should be in by July 1<sup>st</sup> and the sidewalks should be complete.

7:15 pm

**Outstanding Use of Space Permit Issues:** NSTAR disconnected the construction vehicle yesterday and should be out of the Memorial Hall lot by tomorrow morning. The Board discussed submitting an invoice for a fine for not exiting the lot by the May 23<sup>rd</sup> deadline.

**Mr. Knox motions and Mr. Quintal seconds that they abide by the contract and that an invoice for the fine be sent out.** **Passed | 7-0-0**

**Valet Lot:** Mr. Bletzer updated the Board on lot. He mentioned that the lot is usually vacant during the day. There was some discussion on moving the Bus Lot at some time in the future.

7:30 pm

**Requests from the Town Manager**

**White Horse Beach:** Ms. Arrighi would like the Board to consider reimbursing the Police Department to enforce parking in the White Horse Beach area. The Board discussed the tasks associated with determining the funds that are generated from the manual tickets that are written in this area. Some Board members indicated that White Horse Beach is not in our MOA. The signage on White Horse Beach has been installed and is now enforced by the Police Department.

**Lot Security:** Some security issues in certain lots have been discussed at the Board of Selectmen's Meeting. There is a meeting planned with Ms. Arrighi, Chief Boteri and Mr. Beder on June 24<sup>th</sup> for initial discussions on this topic that Leighton Price and John Burke will be attending. Lack of cameras and lot lighting will be discussed. The Board will be receiving a formal request to address this issue.

7:50 pm

**Transportation and Visitors Center**

**Tiger Grant Application:** There has been no announcement regarding this grant. There will be a meeting with Frank Gay next week to discuss the grant and the next steps necessary.

**Board of Selectmen Presentation:** Mr. Burke confirmed that the presentation to the Board of Selectmen on May 6<sup>th</sup> regarding the Transportation and Visitors Center plans did take place.

Mike Hanlon who attended this meeting saw the presentation and expressed his concern about the exterior of the building and how it will fit with the Town's motif. Mr. Price informed the Board that a material for the exterior had not been selected as of yet.

**Revised Proforma:** Mr. Burke will send the Board an updated proforma from Mr. Leff.

**Next Steps:** The Board discussed the next steps to go forward with Phase II of this project. There will need to be an updated MOU with the Town, Gatra and the PGDC. Hopefully \$100k from the Parking Revenue Fund will be allocated to the second phase, Gatra will be providing 70-80% of the cost and the PGDC will provide the remaining funds. The \$100K from the Parking Revenue Fund needs approval from the Finance Committee.

**Financial Matters**

**Invoices:**

There is an invoice from Susan Connolly for April in the amount of \$1,089.38 and May in the amount of \$1,032.50 for administrative services.

**Mr. Quintal motions and Mr. Bletzer seconds to approve payment of these invoices.**

**Passed | 7-0-0**

**Financial Statements:** Ms. Pratt will send out the Financial Statements thru March to Board members.

**Budget:** The budget is complete and has been sent to Ms. Santos.

**Audit:** Ms. Pratt will schedule the audit sometime the third week in June with a request that the audit be completed within 60-75 days from the initial office visit. The Town has been notified that the audit will be late.

**Donations:** Ms. Pratt needs the handicap citation figures for paid citations and penalties (50%) from January thru June so that she can issue the check to the Commission on Disabilities.

**8:04 pm**

**Mr. Knox motions and Mr. Bletzer seconds to adjourn the meeting.**

**Passed | 7-0-0**

Respectfully submitted by PGDC Secretary Mr. Alan Zanotti

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Alan P. Zanotti, Secretary