

October 15, 2014

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

Members Absent: None

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

Approval of Public Session Board Minutes:

September 10, 2014

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

Passed | 5-0-1

Mr. Bletzer abstains.

Financial Matters

Invoices:

There were 2 invoices from Susan Connolly the first for a portion of September in the amount of \$472.40 and the second for portion of October in the amount of \$210.02.

Mr. Knox motions and Mr. Zanotti seconds to approve payment of these invoices.

Passed | 6-0-0

Former MBTA Lot – Paid Parking Implementation

Radisson Proposal /Shared Space License Agreement Proposal: Mr. Burke has spoken with the attorney for the Radisson that is preparing a shared parking space license agreement. This agreement may be from year-to-year and Mr. Burke notified them that this agreement needs to be in place by April 1, 2014 – before the paid parking season. Our attorney will review the document when it arrives.

6:25pm Mr. Quintal arrived.

Driveway Permit: Mr. Burke mentioned that to have Mr. John Farren prepare/layout a driveway plan for access to Lothrop Street it will not cost more than \$500.00 but it is not in the budget this year.

Ms. Pratt motions and Mr. Knox seconds to authorize spending up to \$500.00 to have the driveway plan prepared for a cost not to exceed \$500.00

Passed | 7-0-0

Pay Station Installation: Mr. Burke said that the Pay Station will arrive and be installed the week of October 27th. It will be started up for a trial run / testing and then shut down until the paid parking season next year.

6:45pm Transportation and Visitors Center

Scope of Service/Schedule for Design Development /Permitting Phase: Mr. Price updated the Board on this topic. GATRA and the architect are in the final negotiation stage which will include the design phase through permitting.

MOU with Town and GATRA for Approval: The MOU has now been distributed and covers the project through the permitting stage. It indicates the financial contributions from the PGDC, the Town and GATRA.

Mr. Quintal motions and Mr. Zanotti seconds to approve the MOU as presented.

Passed | 7-0-0

2015 Capital Project Work

School Street Sidewalk/Roadway Improvements: Mr. Burke announced that construction for this project should begin next year. The \$15,000 contribution was approved in the budget last year. The sidewalks will be moved to the east side and meters will be installed.

Court House / Town Hall Parking Project: Mr. Price indicated that the PGDC may be asked to become involved in the long term planning regarding a plan for parking for the new Town Hall.

6:50 pm

Attorney Interviews

Mark Bobrowski from Blatman, Bobrowski & Mead, LLC: Mr. Bobrowski outlined his background and his firm's specialties. They currently are the general council in 15 communities and his specialty is real estate and land use. His partner Mr. Adam Costa is more specialized in municipal council/personnel and would be the contact person for our purposes. Mr. Costa was unable to attend the meeting.

Robert Galvin from Galvin & Galvin: Mr. Galvin outlined his background and his specialties. He is currently town council for Norwell and Marshfield and his specialty for over 20 years is in municipalities. He also provides services for some departments in Rockland and Kingston. Mr. Galvin's firm is located in Duxbury and he would be the exclusive attorney for our needs – if a topic is beyond his scope or a conflict of interest he would refer an appropriate attorney for that specialty.

Mr. Knox motions and Mr. Chandler seconds for discussion to choose the firm of Galvin and Galvin for the first year at the \$160.00 hourly rate. **Passed | 7-0-0**

Capital Project Work continued

Main Street Extension Structure Parking Feasibility Studies: Mr. Burke and Mr. Zanotti met several years ago with the architect for the Main Street / Tedeschi Parking Lot. PGDC's master plan says that we will continue to pursue additional plans for parking including this lot. The owner of this lot and building, Bill Roberts, is in favor of a public parking facility (not commercial). The Board discussed obtaining up-to-date engineering or a feasibility study for this site. Mr. Burke indicated it would cost no more than \$15,000 and he may reach out to Mr. Roberts for the previous study or/and engineering plans. This topic will be addressed in budget talks and can be voted on at that time.

Complus Contract Renewal

Approval of Contract: Mr. Burke said that this contract automatically renews in December 2014 for a period of 3 additional years unless they are notified. He indicated that this program was working extremely well and at a fair price so he recommends renewal.

Ms. Pratt motions and Mr. Zanotti seconds to renew this contract for 3 additional years.

Passed | 7-0-0

Pay by Phone Use

Performance Report: PaybyPhone is working out well for Park Plymouth since its introduction. Users must signup/register for this service which takes approximately 5 minutes. MBTA customers already use this technology in their lots and it seems to be taking off in popularity without any marketing. The customer pays no transaction fee unlike the Extend by Phone program. It is redundant to have both programs in place and Mr. Burke recommends to eliminate Extend by Phone and move to PaybyPhone exclusively with the purpose of extending this to meters in the future.

Ms. Pratt motions and Mr. Zanotti seconds to discontinue the use of Extend by Phone and use PaybyPhone exclusively. **Passed | 7-0-0**

Park Plymouth Operations

Permit Sales: Mr. Burke announced that 230 limited permits have been sold thus far in 2014 (11.0% of all permits). This limited permit has moved people from the premium parking spaces for 50% off the premium fee. There have been 72 fisherman permits sold out of the 75 permit limit. Downtown permits issued are lower than last year.

Audit: The audit was held on Tuesday, September 16th and Ms. Pratt indicated it is going well and that Ms. Scappini will be submitting a list of remaining items necessary to complete the audit.

Financials: Ms. Pratt indicated that the June and July financials are complete and she will send them out to the Board.

FDIC Insurance: Ms. Pratt will present information on Rockland Trust's type of account that covers monies over the FDIC limit in order to insure PGDC's funds.

Plymouth 400th Committee

Update on meeting with members of the 400th Committee: Mr. Price, Ms. Pratt, Mr. Zanotti, Mr. Quintal and Mr. Burke have attending several meetings regarding this topic. The Committee's plan is evolving and very aggressive.

Mr. Quintal would like 400th Committee members to attend a PGDC meeting to discuss their plans.

Town Wharf

Plan for Striping: Ms. Park sent over the plan that was developed by engineering and approved to stripe the Fire Lane on Town Wharf that had previously been discussed with the Fire Department.

9:20 pm **Temporarily adjourn the Public Meeting to go into Executive Session under the provisions of MGL, Ch. 39, 23A-24 (roll call vote).**

Mr. Price	—Yes
Mr. Zanotti	—Yes
Ms. Pratt	—Yes
Mr. Quintal	—Yes
Mr. Knox	—Yes
Mr. Bletzer	—Yes
Mr. Chandler	—Yes

9:50 pm **Return to Public Session**

9:50 pm **Mr. Knox motions and Ms. Pratt seconds to adjourn the meeting.** **Passed | 7-0-0**

Respectfully submitted by PGDC Secretary Mr. Alan Zanotti

Signed: _____ Date: _____
Alan P. Zanotti, Secretary

APPROVED

APPROVED | PGDC BOARD OF DIRECTORS PUBLIC SESSION MEETING MINUTES | October 15, 2014 | S. CONNOLLY