

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

Members Absent: Phil Chandler

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

Board Discussions with Attorney Galvin

Attorney Galvin attended the meeting and presented his findings on the original 2010 Bylaws of the PGDC. His recommendation would be to rewrite the bylaws. These new Bylaws after voted on and adopted would supersede all prior versions. He would like to simplify, update to current laws, and make the Bylaws consistent and readable. Board Members and the Director are considered Special Municipal Employees. The purpose of the Bylaws is to define and establish rules and regulations governing the affairs of the PGDC.

Mr. Burke's position, Director of Park Plymouth, and his authority including personnel matters, duties and responsibilities were discussed.

Mr. Galvin will be meeting with Board members to discuss their roles and responsibilities as members of this Board. He also discussed preparing PGDC's code of conduct rules which are to be supplemental to the State Regulations. The PGDC's insurance company will be notified of any changes.

There were discussions on financial thresholds, authorizations by the Board and Selectman approval.

7:15 pm 2015 Park Plymouth Program Items

Expansion of Permit Parking Areas: Mr. Burke sent a letter to Ms. Arrighi seeking authorization to expand permit parking areas to include School, Sandwich and Summer Streets. Ms. Arrighi would like us to check with the Parking and Traffic Task Force.

Updating/Printing Brochures, Maps and Website: Mr. Price mentioned that he updated the current website and some of the literature and sent it to Mr. Burke. Kim Hutchinson, who has worked with Park Plymouth in the past, will be preparing final versions of maps and materials. She is capable and has the tools to handle the website completely and will be providing a quote for her services. Ms. Hutchinson will be required to sign a non-disclosure agreement.

Town Referral: The Town received a request to changed 1-hour parking in North Plymouth to 2-hour parking. The Board had a lengthy discussion on this request. Staff had performed a survey a couple of years ago that indicated that most business in the area would prefer the change but this change was not voted on at that time.

Mr. Bletzer motions and Mr. Quintal seconds to change parking from 1 hour to 2 hours in North Plymouth (pending Board of Selectmen approval). **Passed | 5-0-0**

Transportation and Visitors Center: Mr. Burke updated the Board that GATRA had negotiated and reduced the fee from \$1 million to \$800k for the next phase of development. The agreements will be finalized once all documentation is in place. Mr. Burke will e-mail GATRA about the remaining invoices.

Resolution of Shared Parking Lot Issues with Radisson: Mr. Burke spoke the attorney for the Radisson and they are conducting a parking analysis including checking with town zoning and may prefer to sell rather than have an agreement for shared use.

America's Hometown Thanksgiving Celebration

Request for PGDC Sponsorship: Ms. Pratt said that she had already sent the check for \$5,000.00 for sponsorship.

Request for Parking Exceptions: Mr. Burke outlined the request for parking exemptions. This year also includes an Illumination Event held on Thursday night (bagging meters on Coles Hill and 11 meters on Water Street) – the remainder of the request is the same as last year with the exception that there will be no Clydesdales that requires space this year.

Ms. Pratt motions and Mr. Bletzer seconds to authorize relaxed enforcement and bag meters as requested/presented. **Passed | 5-0-0**

The Board discussed pay station parking on Thanksgiving Day.

Ms. Pratt motions and Mr. Bletzer seconds to put Happy Thanksgiving signs on the pay stations and not charge for Thanksgiving Day.

Passed | 5-0-0

Mr. Bletzer motions and Mr. Zanotti seconds to purchase turkey baskets for the staff for Thanksgiving as has been done in the past.

Passed | 4-0-1

Mr. Quintal abstains.

Financial Matters

Invoices:

There was an invoice from Susan Connolly for the second for portion of November in the amount of \$179.38.

There was an invoice from Attorney Galvin in the amount of \$2,123.50 (first invoice).

Mr. Quintal motions and Mr. Zanotti seconds to approve payment of these invoices (Attorney Galvin must complete a 1099 before payment). **Passed | 5-0-0**

Audit: Ms. Pratt announced that the draft audit should arrive this week.

There was an interim invoice from hiring Leo Scappini in the amount of \$1,750.00

Mr. Bletzer motions and Mr. Quintal seconds to approve payment of this invoice. **Passed | 5-0-0**

8:00 pm

CRAR Program: Ms. Pratt email information to the Board on Rockland Trust's CDAR program. The Board discussed how to keep Park Plymouth's finances FDIC insured.

Mr. Zanotti motions and Mr. Bletzer seconds to have Ms. Price and Mr. Chandler work together (including Ms. Barrett) to find the best possible solution. Passed | 5-0-0

Disclosure: Mr. Price relayed to the Board that Susan Connolly had submitted a letter of disclosure that she would be working for Quintal Brothers.

Annual Meeting

Tentatively Scheduled for December 3, 2014: Mr. Price announce that the December 3, 2014 meeting would be an Annual Meeting with the Election of Officers.

Plowing Contractor: Mr. Burke received 2 quotes for on-call plowing and salting. Both require 4 hour minimums – first quote was \$105.00 per hour and the other \$120.00 per hour. After proof of insurance is provided the first vendor may be selected chosen.

8:17 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

APPROVED