

Members Present: Leighton Price, Alan Zanotti, Chris Pratt, Dick Quintal & Phil Chandler

Members Absent: Charlie Bletzer

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

6:30 pm Annual Meeting & Election of Officers

President

Mr. Quintal motions to nominate Mr. Price and Mr. Zanotti seconds to elect Mr. Price as President.
(There were no other nominations.) **Passed | 4-0-0**

Treasurer

Mr. Quintal motions to nominate Ms. Pratt and Mr. Zanotti seconds to elect Ms. Pratt as Treasurer.
(There were no other nominations.) **Passed | 4-0-0**

Secretary

Mr. Quintal motions to nominate Mr. Zanotti and Mr. Chandler seconds to elect Mr. Zanotti as Secretary.
(There were no other nominations.) **Passed | 4-0-0**

6:32 pm *Ms. Pratt arrived.*

6:36 pm Open Board Position

Status of Open Board Seat: Mr. Price updated the Board that Ms. Park has advertised the open position.

6:38 pm Park Plymouth Program

Through November 2014 Parking Revenue: Mr. Burke said that the meters have been bagged for the season. In 2014 permits issued dropped by more than 300 but permit revenue increased by more than \$20,000. There were approximately 20,000 citations issued; up from 18,000 last year mainly due to better weather. Void percentage is down this year.

2015 Permit Information Update: Mr. Burke updated the Board on the Status of 2015 permit brochures, posters, outreach program and website updates. The brochures have already gone to print. Kim Hutchinson will finalize the remaining materials and the posters will go to print on Friday. Outreach letters will go out to existing permit holders from Complus with the new rates and a press release will go out next week. The program will officially rollout next week.

Mr. Burke has received a proposal from Kim Hutchinson to put the convert the website to a different development platform, maintain it and make it more compatible with portable devices.

Proposed Expansion of Permit Parking Areas: Mr. Burke updated the Board on the proposed expansion of Permit areas. The proposed Summer Street area west of the entrance to Jenney Grist Mill is out of our area of jurisdiction, the Plymouth Traffic Task Force felt that the Sandwich Street area up to

Lincoln Street is heavily relied on by business in that area and should therefore be omitted, and the School Street expansion was unanimously approved by the Board of Selectmen (for 4 hours and permitted parking).

6:55 pm

North Plymouth Time Limited Parking: Mr. Burke gave the Board his opinion on the process that should take place before seeking Board of Selectmen approval on this change. The Parking and Traffic Task Force suggested getting in touch with the North Plymouth Steering Committee for their input. The Board agreed that an updated survey should be conducted with the businesses in that area.

2015 Water Street Lot Lease: Mr. Burke spoke with Mr. Bowen and the residential development on the northern Water Street lot is going forward – he indicated that Eastport would continue to lease both lots in 2015 – from April 1 to November 30th - for same amount but change the termination clause from 60 to 30 days.

Mr. Quintal motions and Mr. Zanotti seconds to approve signing the lease with the changes as presented. **Passed | 5-0-0**

Status New Position: Mr. Burke updated the job description and change in qualifications of this new position and he would like to change the title to Parking Operations Manager. The advertisement is ready to be placed upon approval.

Mr. Zanotti motions and Ms. Pratt seconds for discussion to change the percentage of health insurance contribution to 70%.

(The motion withdrawn until more information is gathered.)

Review of 2014 Downtown Resident Permits: Mr. Burke announced that Downtown Resident Permits dropped from 140 to 75 in 2014. This reduction was due in large part to staff efforts to provide customers with less expensive permit option. He also presented a map that plotted the residents that purchased the permit – most of the resident permits are from Leyden, Middle and North Streets. His recommendation was to remove Chilton Street and the top of Russell Street from downtown resident permit eligibility.

Long-Term Planning: There was a lengthy discussion of acquiring properties for parking spaces in downtown Plymouth. Mr. Burke recommended that he meet with Mr. Hartman before the next meeting and go over the requirements to obtain property downtown. Mr. Burke will come back to the next meeting with information.

Radisson Lot Update: Mr. Burke spoke with the Radisson's attorney and they have gone through the zoning review and believe they require 308 spaces to meet their zoning required parking need. That would require they maintain several spaces in the single-loaded parking aisle shared by PGDC and the Radisson. Mr. Burke will schedule a meeting with Mr. Hartmann and the Radisson to finalize purchase/lease options.

Plowing Contract: The plowing contractor that was chosen at the last meeting does not carry the required workers compensation policy that Lougee Insurance recommends. Therefore, Mr. Burke will contact Will Persons – the second lowest quote for plowing services - seeking his insurance policy information and have him perform our plowing/sanding needs.

IT Service Update: Mr. Burke has reached out to the towns IT Director seeking advice before they begin considering other firms for our needs.

Financial Matters

Invoices:

There was a discussion on a reimbursement request from Susan Connolly for mileage for other than her standard duties. The Board agreed that she should be reimbursement mileage for items outside the standard scope of her duties.

Ms. Pratt motions and Mr. Zanotti second to pay Susan Connolly's invoice for the first half of December 2014 in the amount of \$83.12 and invoice for the remainder of November 2014 in the amount of \$245.00 and to reimburse her for mileage in the amount of \$95.20.

Mr. Zanotti motions and Mr. Chandler seconds to approve payment of these invoices. Passed | 5-0-0

There was an invoice from Quintal Brothers for Thanksgiving Baskets for the staff in the amount of \$685.00.

Mr. Chandler motions and Mr. Zanotti seconds to approve payment of this invoice. Passed | 4-0-1
Mr. Quintal abstained.

There was an invoice from Destination Plymouth for annual renewal for the 2015 season starting January 1 in the amount of \$1,000.00.

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

CDAR / Rockland Trust: Ms. Pratt and Mr. Chandler will meet on the proposal from Rockland Trust on their cedar program in order to protect the finances. They agreed to meet/have talks with Town officials on their procedures.

Liability Coverage: Ms. Pratt confirmed that Mr. Burke is covered by the Board's Liability Policy because he is on the payroll not a 1099.

8:50 pm

Audit: Ms. Pratt announced that a draft audit should be received this week and she will distribute it to the Mr. Price and Mr. Zanotti for review. She will be looking for permission to release the final version to the Town.

Ms. Pratt brought up that the Board annually donates \$5,000 towards American's Hometown Celebration.

Mr. Quintal motions and Mr. Zanotti seconds to approve this payment. Passed | 5-0-0

Harbormaster: Mr. Chandler and Mr. Zanotti wanted to make sure that the lines of communication continue with Mr. Hunter (even though the funding for T-Wharf was withdrawn).

Office Space: The Board discussed the need for additional office and storage space.

Approval of Public Session Board Minutes:

October 29, 2014

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

Passed | 5-0-0

November 5, 2014

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

Passed | 4-0-1

Mr. Chandler abstained.

400th Committee: Mr. Burke announced that there will be a meeting organized by Plymouth 400th to resurrect the 400th's Transportation Sub-Committee on Friday. Mr. Cripps, Ms. Arrighi and other members will attend to discuss tracking funding for 2020 Transportation Project on the State and Federal level.

9:09 pm

Ms. Pratt left the meeting.

Attorney Gavin: The Board discussed having Attorney Galvin meet individually with Board members.

Mr. Zanotti motions and Mr. Quintal seconds to have Attorney Galvin proceed with meeting each Board member individually.

Transportation and Visitors Center: Mr. Burke spoke with the architect who relayed that the contract with GATRA is completely agreed upon. GATRA needs to sign the MOU with the attachment and then a kickoff meeting needs to be scheduled. Mr. Burke will put "abutter issues" on the agenda for this meeting.

56 Main Street Development: Mr. Zanotti attended a Planning Board Meeting in which the 12 Tribes were looking for a waiver of 28 parking spaces for their proposed development on Main Street. The Planning Board approved the waiver without a contribution to the parking fund.

Tedeschi Lot: The Board discussed this lot and a possible parking garage and feasibility study.

9:35 pm

Mr. Quintal motions and Mr. Zanotti seconds to adjourn the meeting.

Passed | 4-0-0

Respectfully submitted by PGDC Secretary Mr. Alan Zanotti

Signed: _____ Date: _____

Alan P. Zanotti, Secretary