

January 27, 2009

**Members Present:** Leighton Price, Bill Hallisey, Charlie Bletzer & Alan Zanotti.

**Absent:** Chris Pratt

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**5:00 p.m. Call to Order and Public Comment–**

No public comment at this time.

**5:01 p.m. Financial Information:**

Mr. Price reports that he contacted AD Makepeace regarding the possibility of them helping with the purchase of bike racks for the downtown. They welcome a proposal and application from PGDC, which must be submitted to their office by 4 p.m. on March 9.

**5:07 p.m. Park Plymouth Status report for week ending 1/27/09 –**

**Permit sales:**

Park Plymouth has reached 64% of the projected sales goal for January 2009.

**Ticket Revenue:**

Park Plymouth is currently 200% ahead of the projected collection goal for January 2009.

**Information Regarding 2008 Appeals:**

Mr. Lundborn returned 11 appeal requests (12 citations) to Park Plymouth on January 23, 2009. He denied nine requests and accepted three. Previous letters mailed to customers informed them of available dates for in person hearings.

**Outstanding Registrations with no RMV or contact info listed in Clancy System:**

The Town's Finance Department rejected a request from Park Plymouth for assistance with bulk mailing. Park Plymouth purchased stamps and mailed out the first batch of (over) 1700 Collection Letters. Mr. Ruggiero requests from the board a check for \$1134.00, made payable to the U.S. Post Office, to mail out the 2700 notices for the period 1/1/07 – 12/31/07. Jarred continues collecting missing information from the RMV on the citations issued to Dealer or Repair plates. The prospect of Linda returning to work soon to help with collections looks good.

**"Open" Out of State Citations:**

Several parking companies, including Duncan and Clancy, use one particular attorney to identify out of state registrations and initial contact information for mailing Collection Letters. The attorney charges \$2.50 per registration for information gathering and a commission of 30-40% of the revenue received, for his efforts. Clancy suggests paying the attorney \$2.50 to gather the information but Park Plymouth send out the letters themselves. The Clancy System has identified 1882 open out of state registrations for the periods 1/1/00 – 12/31/2008. Cost estimate for the attorney to gather the info is approximately \$4705.00. Mr. Ruggiero will continue to gather information on out of state collection processes and present a proposal to the Board.

Approximately 432 citations have “no info found, ticket error” or “officer error” associated with it. Mr. Ruggiero asks the Board to consider removing them from the current disposition to a “non-collectible” status.

**DPW Handicap Parking Spaces and Snow Removal:**

James Downing prepared an outline for his audit of Handicap spaces; however, inclement weather has prevented him from completing the task. Mr. Downing also received Mr. Tavares’s parking space plan and Mr. Bourassa’s maintenance plan in case we need assistance with parking matters in the future.

DPW is under budget restraints and they have not been able to plow the lots. Mr. Ruggiero will continue to research a contractor who can handle plowing, as needed. Enforcement of Proper Use of Spaces has decreased because of the amount of snow still present in the lots and in the streets.

Mr. Price will upload Mr. Ruggiero’s text of the Snow Emergency Ban to the Park Plymouth website.

**Procedures for Towing:**

Mr. Ruggiero suggests mailing a registered letter to overdue customers as a last means of communication before placing their registration on the communication sheet. His draft letter will be forwarded to Attorney Marzelli for review.

**Should We Continue the Advertising Banner on Wickedlocal?**

The Board decides to skip one month before renewing the ad to test how online sales are really doing.

Mr. Zanotti motions to hold off for one month and reevaluate sales before renewing again and Mr. Bletzer seconds

**Passed | 4-0-0**

**Further Discussion of Enforcement Procedures:**

The Board talks about making sure there is just enough enforcement coverage Downtown to discourage illegal parking during the free parking period and concentrating efforts on collections in the office.

**Enforcement of Lines for Spaces During Winter Weather:**

When it snows, enforcement officers are more lenient with ticketing procedures.

**Should People With Permits be Allowed to Park in Any of the Lots?:**

Currently, permit holders are restricted to P&D lots. The Board discusses allowing them to park in any lot.

Mr. Hallisey motions, that effective immediately, to allow permit holders to park in any lot, not just the Pay & Display lots and Mr. Zanotti seconds

**Passed | 4-0-0**

The website and handout materials will be updated immediately to reflect the changes.

**6:00 p.m. Minutes –**

Kim will email her list of minutes up for review to the Board.

**6:01 p.m. Other Park Plymouth Business –**

**Destination Plymouth Advertising:**

Ric Cone sent Mr. Price an email asking for a status update regarding the \$12,950.00 advertising donation request. Ms. Pratt has not had a chance to visit Destination Plymouth's office yet to gather more information; the matter is still under review.

Mr. Price shared with the Board that he sent an email response to Ed Perry of WATD regarding some negative comments he made about the "PDC". Mr. Price will forward it to the Board.

**6:04 p.m. Courthouse Update –**

An invitation to attend this week's PGDC meeting to discuss the 1820 Courthouse was declined by Mr. Kevin O'Rielly, Vice President of the Chamber of Commerce. Mr. Zanotti and Mr. Price will instead attend a meeting at their Chamber offices in the morning, along with the CPC and Plymouth Redevelopment Authority, to learn about the Chamber's concept for redeveloping the Courthouse.

Mr. Keohan, Chairman of the CPC, is present tonight to answer further Board questions regarding CPC funding for this project.

**6:43 p.m. Mr. Bletzer motions to adjourn seconded by Mr. Hallisey**

**Passed | 4-0-0**

The next PGDC meeting is Tuesday, February 3, 2009 at 5 p.m. at Town Hall.

Respectfully submitted by PGDC Secretary Mr. William Hallisey –

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
William Hallisey