

October 20, 2009

Members Present: Leighton Price, Alan Zanotti, Christine Pratt, Charlie Bletzer, Dick Quintal, Richard Knox & Donna Fernandes

5:02 pm Call to order and public comment –

There is no public comment at this time.

5:02pm Park Plymouth updates for the board –

Reinstallation of meter heads: Staff reinstalled the poles and meter heads on Water and North Streets. Once Mr. Quintal confirms it is okay to install the meters in front of the old 1620 Restaurant, staff will take care of installing those, too.

Office Computer Upgrades, P&D Tracking system: Computer Troubleshooters updated the office computers and installed the tracking software on the new machine, with Jeffrey Wei's guidance. Mr. Ruggiero is working with Verizon to assign the modem IP's.

P&D Information downloads: Information download from the Market Street machine is still in progress. Staff will perform these downloads on a more regular basis.

2010 Permits: Northeast Graphics is in the process of printing the 2010 permit. Mr. Ruggiero projects this year, we will triple the amount of permits sold last year.

Outstanding Citations: Park Plymouth sent out 1200 CL notices in October for customers with outstanding tickets issued from January through September 2009 and DL notices up to the year 2005.

State Police Voids: Instead of just handling them himself, Mr. Ruggiero will now pass along all State Police unmarked vehicle tickets in need of a "Void" disposition to Hearing Officer Lundborn. Officer Lundborn will follow a vehicle verification process before returning the tickets to Bill so he can complete the disposition process.

Factory 5 Event: Mr. Ruggiero updates the Board on how successful the Factory 5 event was. They will mail a check for \$225.00 to cover the additional spaces they requested from Park Plymouth.

Signage for South Park Ave: No signage is hanging in this area yet. Mr. Ruggiero is waiting from a response from the Town on an expected completion date.

Staff Reviews: E. Martinez and N. Tavares completed their self-evaluations and are months overdue for their employee review. Mr. Ruggiero commits to complete his written assessment of their performance for Board review within the next couple of weeks.

5:15pm Financial Information –

The Board reviews the August Financial Summary and Budget Comparison report. RMV services fees, how we dismiss tickets and the current process for booking receivables makes it difficult to determine how much money we are collecting versus how many tickets we issue. Ms. Pratt and Mr. Ruggiero are working to develop line-by-line budget accuracy but the report is a close representation. Please refer to the October Handout files in the 2009 Minutes Binder for complete reporting information.

Pacific Rim Equipment Buyout: Ms. Pratt mailed the final lease payment to Central for all meter and P&D equipment. Park Plymouth has satisfied their financial obligations with Pacific Rim and now owns all meter equipment outright.

5:27 pm A financial donation request made by Michelle Dipersio for Christmas —

Michelle Dipersio of Dovetales Antiques & Home requests a \$2500.00 contribution from PGDC to help promote a Downtown Holiday Windows Dressing Contest she is sponsoring from December 4, 2009 through January 2, 2010. Merchants and non-profit organizations participating in the event will decorate their storefront windows, and the public can cast a ballot vote for their favorite design at her downtown shop or The Painted Lady. Advertisements will run in the Old Colony Memorial Gift Guides and Dovetales Antiques & Home Magazine. \$2,000.00 of PGDC's contribution will expense toward advertising in Gatehouse Media's Holiday Gift Guides, flyers and posters and a full-page ad in the Holiday issue of Dovetales Magazine (note: Dovetales will coordinate graphic design work which will be completed at no charge). Ms. Dipersio will name PGDC as a sponsor in all advertising. The contest winner will receive \$500.00 cash prize.

5:37pm Mr. Quintal arrives.

The Board expresses support for the event. Ms. Pratt states as members of the PGDC Board, both she and Mrs. Fernandes are ineligible to win the prize.

Mr. Zanotti feels this event is a very good idea but PGDC is supposed to concentrate on bricks and mortar, not sponsoring events, and wonders if financial support can come from other sources and the topic revisited next week.

The majority of the Board feels there is not enough time to ask for other donations and given it has the potential to improve the aesthetics and marketability of Downtown during the holidays, thinks this is a good event for PGDC to take the lead on, in preparation for next year.

Mr. Knox motions to approve the \$2500.00 contribution tonight and Mr. Bletzer seconds

Ms. Pratt and Mrs. Fernandes excuse themselves from the vote because as Downtown merchants, potentially they could benefit financially

Passed | 4-1-2

5:52pm Financial Information continued –

Bills:

Attorney Robert Marzelli

Invoice # 17544

Professional Services \$270.00

Joyfly Buzz PR | Marketing

Weekly Services

Park Plymouth Office \$400.00

Ms. Pratt reviews the \$3700.00 invoice the Board previously approved to pay the Town of Plymouth for July 4 Inc. festivities. Instead of paying multiple invoices, PGDC opted to pick up the difference on the bill for the Fire Department.

Mr. Quintal requests Ms. Pratt make copies of the bill so he can review it with the Chief to see how they deploy staff at events.

Mr. Knox motions and Mr. Zanotti seconds to pay the bills

Passed | 7-0-0

5:55pm

Meter installation in front of the old 1620 restaurant –

Mr. Quintal received confirmation from David Gould that no developer has proposed formal plans to own the parking spaces in front of the old 1620 Restaurant. If a developer brokers a deal with the Town to take ownership of parking at this location, PGDC can address the removal of meters then.

Free Parking –

The Board discusses repeating the same Free Winter Parking with enforcement in full effect period as last year, from Dec 1, 2009 through March 31, 2010.

Ms. Pratt asks the Board to support the initiative pending a thorough review of the budget. PGDC eliminated many expenses this year and it appears to be financially able to support it; however, for the sake of diligence, she would rather review the budget before making this decision.

Ms. Pratt motions to host a Free Winter Parking period with enforcement in full effect, from December 1, 2009 through March 31, 2010 pending a review of the budget and Mr. Zanotti seconds for discussion

Mr. Knox would be in favor of the motion if there were no stipulations. Even if PGDC loses more money by hosting the promotion, he feels the program is necessary

Mr. Knox moves to amend the motion, to host a Free Winter Parking period with enforcement in full effect, from December 1, 2009 through March 31, 2010, without stipulations and Mr. Zanotti seconds for further discussion

Ms. Pratt reviews all supporting financial information with the Board.

Ms. Pratt motions to repeat the Free Winter Parking period with enforcement in effect from December 1, 2009 through March 31, 2010 and Mr. Zanotti seconds

Passed | 7-0-0

Permits:

Mr. Price shares an idea to help fund Town events by offering a matching donation program to those who purchase parking permits. After some discussion, the Board decides this is a complicated matter and thinks readdressing this issue once the Master Plan is decided is best.

The Board will revisit the Half Price Permit Sale conversation after they have reviewed the Draft Master Plan.

6:17 pm Review of the Draft Master Plan –

The Board discusses Mr. Knox’s Draft of the Master Parking Plan. Though they are appreciative of the tremendous amount of work he placed into the Draft, the Board prefers to first vote on some of the options he presents and later release a final document the Board agrees upon, instead of releasing the document written as is on November 1, 2009.

The Board discusses the need to conduct an updated inventory of all parking spaces we control in the Park Plymouth footprint by February 1, 2010.

6:45 pm Mr. Bletzer departs

Return to topic –

Mr. Ruggiero confirms staff will be able to complete an accurate inventory of spaces in the Park Plymouth footprint before February 1, 2010.

Ms. Pratt motions for Park Plymouth staff to conduct and inventory of all parking spaces in the core area and North Plymouth to reach an accurate number of spaces leased by the Town or others by February 1, 2010 and Mr. Zanotti seconds **Passed | 6-0-0**

6:48pm Mr. Quintal departs to handle BOS matters –

The Board makes a commitment to include a general statement in the Master Plan that validates the inventory of spaces and keeps it current via conducting a periodic review.

There is much to decide regarding what options to adopt in the draft document. Mr. Price will place the topic on next week’s agenda for an in depth discussion review.

7:25pm Mr. Ruggiero’s Performance Review –

Mr. Price asks the Board to review his Draft of Mr. Ruggiero’s performance review and offer input. Once finalized, he, Ms. Pratt and Mr. Zanotti will meet with Mr. Ruggiero to discuss it.

7:35pm Mr. Knox and Mr. Zanotti motion to adjourn **Passed | 5-0-0**

Respectfully submitted by PGDC Secretary Mr. Alan P. Zanotti –

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