

November 17, 2009

Members Present: Leighton Price, Alan Zanotti, Christine Pratt, Rich Knox & Donna Fernandes

Late arrivals: Charlie Bletzer & Dick Quintal

5:02 pm Call to order and public comment –

There is no public comment at this time.

5:02pm An invitation to the Thanksgiving Day Concert at Memorial Hall this Friday –

America's Hometown Thanksgiving organizers invited the Board to attend the Tops in Blue concert at Memorial Hall this Friday night to thank them for the \$5,000 contribution PGDC made to this year's festivities. Ms. Fernandes thinks it would be a nice gesture to close the Park Plymouth office early so employees could attend the event, which begins at 5:30.

Mr. Zanotti motions to let Mr. Ruggiero decide whether he wants to close the office early and Ms. Fernandes seconds for discussion

Ms. Pratt states the invitation was for Board Members only and from a public perspective, the office is open until 6:00pm, we should be cautious about closing early because the public is used to us keeping consistent office hours.

Passed | 5-0-0

5:05pm Park Plymouth updates –

Financial Updates: Revenue is \$14, 000.00 to date.

Permit Sale: Mr. Ruggiero will generate a promotional customer letter for permit holders informing them of the half price permit sale. The office will mail one to everyone who purchased a permit last year.

Marketing collateral for winter promotions: Kim confirmed the sandwich board signs, posters, permits, merchant handouts and brochures would be ready in time for December 1.

Free Parking Thanksgiving Day: Staff will place signs on the P&D machines that read "Happy Thanksgiving, Free parking in public parking lots, at parking meters and in limited time areas". There is no parking allowed where Plymouth Police have blocked streets or covered meters with orange no parking bags.

Damage to North Street Lot P&D Machine: It appears someone accidentally backed into the P&D Machine in North Street and knocked the VMC off the cradle. Mr. Ruggiero reattached the VMC but could not print cash out receipts on the revenue collection; they had to do a float up for \$200 and reset the machine. When parking is off-line for the season, staff will investigate if they need to mail the part to Clancy for repair.

Winter maintenance tasks: Mr. Ruggiero gives the Board a list of maintenance task staff will handle during the off-season. The Board will review the list and provide input for next week.

Verizon bill: Jeffrey Wei informed Bill Verizon still has not assigned static IP address; he is working to address the situation. Ms. Pratt will make a partial payment on the cell phones to avoid service interruption.

Performance reviews: Mr. Price will schedule time next week for the Board to handle all staff performance reviews.

5:15pm Financial Information –

KC Graphics

Design Services
Winter promotions \$133.00

Joyfly’s Buzz PR | Marketing

Park Plymouth Services
Week of Nov 9-Nov 13, 2009 \$400.00

Joyfly’s Buzz PR | Marketing

PGDC Administrative Services
Attendance October meetings \$288.00

JR Lundborn Professional Associates LLC

Hearing Officer Requests
Invoice # 37 \$840.00

Duxbury Clipper

Window display advertisement \$163.00

Mr. Zanotti motions and Mrs. Fernandes seconds to pay the bills **Passed | 5-0-0**

Mr. Knox asks the Board to consider writing a letter to the OCM regarding derogatory comments he read about Park Plymouth meter maids. He is not upset about the article; rather he is bothered that Wicked Local is breaking their own rules by continuing to tolerate the disrespectful remarks in their forum. Mrs. Fernandes will write a draft and present it to the Board.

5:23pm Mr. Bletzer arrives –

Thanksgiving Holiday food baskets for Park Plymouth staff:

Holiday gift baskets for Park Plymouth employees cost \$30 per employee. Mr. Bletzer will take care of the pickup and delivery arrangements and seek reimbursement via receipts once he picks them up.

5:28pm First Candidate for Park Plymouth Operations Director

The Board and Plymouth’s Human Resource Director Roberta Kety interview Mr. Thomas Welch.

6:00pm Mr. Quintal arrives

6:17pm **Second Candidate for Park Plymouth Operations Director –**

The Board and Plymouth’s Human Resource Director Roberta Kety interview Mr. John Burke.

6:54pm **Mr. Quintal adjourns for the evening,**

7:10pm **Mr. Bletzer motions and Mr. Zanotti seconds to adjourn**

Passed | 6-0-0

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

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