

Members Present: Leighton Price, Christine Pratt, Charlie Bletzer, Richard Knox, Donna Fernandes

Absent: Alan Zanotti & Dick Quintal

5:03 pm Call to order and public comment –

There is no public comment at this time.

5:03pm Park Plymouth Updates –

Winter maintenance tasks: Staff cashed out the P&D machines; Mr. Ruggiero will deposit those monies with any remaining float up cash in the bank, leaving no money in the office safe. Staff will now concentrate on cashing out the meters and downloading all P&D information so machines have a fresh start for data collection in the spring.

Monitoring System: Mr. Ruggiero will keep the 5 main P&D’s running so he can test the monitoring tracking software with Jeffrey Wei. There will be a Verizon monthly fee of approximately \$58.00 per month per machine to keep the IP addresses running. To save money, Mr. Ruggiero will investigate whether they will charge a \$500.00 reconnection fee, if they suspended using them until the spring. In the meantime, he will work with Ms. Pratt to determine the final payout amount for the outstanding service charges versus credits due with Verizon.

Monthly Statement of Operations update: Please refer to the December handout files for a print out of the complete data.

Advertising of the Free Parking Period: Wickedlocal banner is up and running, though Mr. Price needs to correct a link on Park Plymouth’s website.

Permit Sales: Form Spring is capturing all sales data but it is not forwarding the information to the Park Plymouth email address. There is also one online permit customer from November 30, 2009 who paid \$50.00 and is due a refund of \$25.00. Mr. Price will handle these issues tomorrow.

Office policy for Insufficient Funds: Mr. Ruggiero sends the customer a letter stating they owe additional fees to cover bank charges. He then puts a note in Clancy stating an additional \$20 fee is due before entering the ticket disposition as Paid. There is currently no true tracking method for returned checks, though these customers are included in the DL letter mailings.

Plymouth Guide: Kim will contact Plymouth Guide and find out where the map is on the wickedlocal website.

5:19 pm Financial Information –

Verizon Wireless	
Park Plymouth Cell phone service	\$1,000.00

Joyfly Buzz PR | Marketing

Park Plymouth Office w/e

November 23, 2009-November 30, 2009 \$500.00

Joyfly Buzz PR | Marketing

Administrative Services

November, 2009 \$600.00

RMV Services Fees

\$2,500.00

Charlie Bletzer

Reimbursement for

Park Plymouth Staff

Thanksgiving Baskets \$133.75

Northeast Graphics

Holiday Window Contest

1 24x36 Mounted Poster

50 Color posters \$79.69

Mr. Knox motions to pay the bills and Mrs. Fernandes seconds

Passed | 5-0-0

Ms. Pratt asks the Board whether they should reimburse Mr. Tavares \$29.99 for a work clothing receipt. There is currently no policy for clothing reimbursement.

Mr. Tavares presented a receipt for this item to Mr. Ruggiero, post-purchase. The Board discusses previous clothing allowances budgeted for staff and does not have a problem with reimbursement, as long as staff follows a requisition process. The Board is finalizing the budget in the next two weeks and will include a line item for clothing allowance.

Mrs. Fernandes and Mr. Bletzer motion to pay N. Tavares clothing bill

Passed | 5-0-0

2009 Permit Audit: Ms. Pratt and Ms. McDonough's figures for the 2009 Permit Audit Count came up \$700 less than the bookkeepers final deposit amount. Though there is no way to determine exactly why this happened, how staff entered Permit Reissues in the logbook might have played a part in the problem; the permit logging process is now improved. Mr. Ruggiero will speak with the bookkeeper this week to determine a more consistent method for reporting permit sales to her on a monthly basis. The Board will revisit the first month of permit sales and if there is any discrepancy, determine if they should institute tighter control methods.

5:47pm

Motion to adjourn into Executive Session under the provisions of MGL, Ch. 39, 23A-24 (roll call vote)

Mr. Knox motions and Ms. Pratt seconds to Adjourn into Executive Session

Mr. Knox —Yes

Mrs. Fernandes —Yes

Mr. Bletzer —Yes

Mr. Price —Yes

Ms. Pratt —Yes

7:25pm

Mr. Knox motions and Mr. Bletzer seconds to adjourn Executive Session

Passed | 5-0-0

Mr. Bletzer motions and Mr. Knox seconds to adjourn Public Session

Passed | 5-0-0

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

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