

January 5, 2010

**Members Present:** Leighton Price, Alan Zanotti, Chris Pratt, Charlie Bletzer, Dick Quintal & Rich Knox

**Absent:** Donna Fernandes

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**5:00 pm Call to order and public comment**

There is no Public Comment at this time.

**5:00pm Park Plymouth –**

Mr. Ruggiero is absent tonight due to health reasons.

**Light Duty for MEO:** The Board holds a discussion regarding Chief Botieri's Personnel Order that immediately assigns MEO D. Axon to office duty only in the Park Plymouth Office. Her status will be re-evaluated every four weeks in order to ensure that the office assignment continues to be available. The Board considers how this affects operations and decides the new Director will be able to assess the current delegation of staff assignments and make suggestions wherever there is room for improvement.

**Park Plymouth inventory:** Mr. Ruggiero's parking inventory only included the areas staff routinely enforce, not the entire Park Plymouth footprint. Mr. Price will speak with him about staff conducting a conclusive inventory of all parking areas located inside the Park Plymouth purview.

**2009 Permit Audit:** Mr. Ruggiero asked his staff to perform a recount of all 2009 Park Plymouth logbooks. His figures remain several thousand dollars more than that of the Bookkeeper and those of Ms. Pratt. Mr. Ruggiero believes the \$1375.00 difference between his original amount of \$31, 200 and the revised figure of \$29,825.00 may be a mistake in identifying the correct amount of permits sold during the ½-price permit sale. He also believes the bookkeeper may have missed permit revenue that was part of the daily deposits. The Board decides they have already invested a sizeable amount of time and money in the audit; they will not ask the bookkeeper to review the 2009 daily deposits to discover where the revenue differences occur. They will instead monitor the new 2010-permit sale logging protocol closely.

**Staff Office Hours:** Park Plymouth staff hours should now be 30 hours per week during the off-season. Mr. Ruggiero will need to confirm this is indeed the case.

**5:15pm Financial Information:**

**CBRE**

Rental of Sovereign Bank Parking Lot  
First installment of semi-annual Lease Contract                      \$1,000.00

**Computer Troubleshooters**

Set up Cubic Software  
Invoice # 3840    \$792.46

**Town of Plymouth**

Reimbursement

RMV Service Fees

Final payment, December 2009 \$2,100.00

**Town Brook Service**

Park Plymouth Van

\$74.50

**Mr. Bletzer motions and Mr. Knox seconds to pay the bills**

**Passed | 6-0-0**

**Holiday Window Contest:** Michelle DiPersio of Dovetales Antiques sent an email to the Board reporting on the success of the Holiday Windows contest and thanking PGDC for their financial contribution and support. Habitat for Humanity won the contest, collecting 261 votes; Ms. Pratt will draw a check for Michelle DiPersio to present to them.

Ms. Pratt states the event was successful in that it generated positive visibility to the vacant spaces Downtown and the collaborative efforts between building owners and non-profit organizations. The event is a good annual tradition to start, though the contest itself is not without need for some refinement next year. She shares Ms. McDonough's suggestion that for PGDC to gain positive press, they should present an oversized mock-check to any organization PGDC contributes money to and publicize it in the newspaper.

**2009 Audit:** Ms. McDonough has prepared all files for the auditor to begin scanning files tomorrow morning. The goal is to finalize this audit by March 2010.

**2010's 12-month budget:** The Board reviews Ms. Pratt's Draft of the 2010 budget. She cannot forecast December's meter income until she verifies information with Mr. Ruggiero. She based the Ticket Payments Income Projection on last year's figure and excluded ticket revenue. Please refer to the 2010 Financial Information file for factual data.

Since RMV Service fees are really a pass through expense, Ms. Pratt will speak with the auditor about moving this fee to a line item on the Balance Sheet instead of placing it on the Accounts Receivable line, and create a Cash Flow Projection.

For accounting purposes, in principal, the Board accepts the first month of the budget. Ms. Pratt will fill in December's information and represent it next week.

**6:47pm**

**New Executive Director & Office Space**

The Board cannot make any decisions on New Director until Attorney Marzelli returns the draft proposal for Board review.

Mr. Price is working on purchasing the new equipment for the Director's office.

**6:53pm**

**Taxicab Stands –**

Patrick O'Brien assured Ms. Pratt via email that Commercial vehicles having priority over taxicabs in loading zones would be part of the written Regulations and Renewal Requirements for licensed taxicabs.

Mr. Bletzer will attend the Historic District Commission meeting tomorrow night at 7:30pm in the Plantation Room to represent PGDC.

6:55pm

**Mr. Knox motions and Mr. Bletzer seconds adjourn the meeting**

**Passed | 6-0-0**

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Alan P. Zanotti, Secretary