

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

5:00 pm Call to order and public comment

There is no public comment at this time.

5:01 pm Park Plymouth –

Discussion with John Burke: Mr. Burke reports on his first week working with Park Plymouth staff. He is impressed with the exceptional quality of our front line personnel and their desire to further their professional development. Staff is interested in improving communications with and having more involvement in the operation. Mr. Burke will resume holding their weekly staff meeting.

Transition, continuing responsibilities: Mr. Burke is creating clear expectations and job descriptions for Mr. Ruggiero and all Park Plymouth staff.

Job Descriptions: Mr. Burke is busy writing their job descriptions, best practices for duties and responsibilities, scope of position, skill levels and expectations and performance metrics. Anticipated completion date is approximately two weeks.

Mr. Ruggiero's attendance at PGDC meetings: Mr. Burke assures the Board that Mr. Ruggiero is interested in participating at PGDC meetings; he will attend once his obligation to night classes is complete in four weeks. Mr. Burke does not feel Mr. Ruggiero's absence will impede his ability to communicate effectively with the Board.

Follow up items from January 19, 2010 meeting: Mr. Burke shares the progress of his follow up list of items from last week's meeting. Please refer to the January 2010 handout files for a hard copy of this list.

Mr. Burke's Draft Short –Term Action Plan: The Board reviews a subset list of items included in Mr. Burke's Short-Term Action Plan. Main topics are improvement of daily operations, the adoption of a personnel manual and initiating the development of a parking and transportation master plan. Please refer to the January handout files of the 2010 Minutes Binder for complete information.

Mr. Price points out there are items listed in previous Minutes that need to be completed; Mr. Burke will review them. Mr. Zanotti asks Mr. Burke to also review the Appeals Process, snow removal, collection of out of state tickets and meet with Laura Schaeffer to discuss the Plymouth Redevelopment Authority's short-term plan for the Courthouse. He further mentions that with Board approval, Kim might be available to work with him on special projects and that she can help with informational flow via the development of a newsletter and Master Contact database of Downtown Businesses.

Park Plymouth Footprint Inventory: Mr. Price reports that Neil’s inventory of parking spaces in the Park Plymouth footprint has increased current numbers by more than 1,000 spaces. Neil will continue to research this and provide information to the Board when it is complete.

Parking spaces in front of the old 1620 Restaurant on Water Street: Mr. Quintal reports Mike Vogel, owner of this property on Water Street, is moving forward with his plans to develop his property location and at this time, it appears we will lose two parking spaces. Mr. Quintal assures the Board that aside from other Town Committees, Mr. Vogul intends to present his plans to PGDC for approval. Ms. Pratt asks Mr. Burke to assess the value of a parking space. She will forward the Parking Revenue Fund and Bylaw information to him for review.

Grants: Mr. Burke will create a summary sheet of available grants.

Bike Racks: Someone needs to reapply for the annual AD Makepeace grant to help pay for the bike racks.

Additional Software: Mr. Burke needs to purchase the full version of Word for his computer. He will see Ms. Pratt for a check.

Website: Mr. Burke feels the current site is functional but it would be beneficial to broaden it.

Priorities & Timeframe: Mr. Burke asks the Board to give feedback on what their main priorities are. He will put together a schedule for deliverables and present it to the Board in the future.

Mr. Burke’s introduction to the BOS tonight: Ms. Pratt shares some documentation for the BOS in preparation for Mr. Burke’s introduction during public comment tonight.

6:07 pm

Financial Information –

Bills:

Leighton Price

Reimbursement for
Formspring online shopping cart \$14.00

Lisa Santos Accounting Services

November Accounting Services
Invoice # 709 \$725.00

Joyfly Buzz PR| Marketing

Invoice Dated 1/26/2010
Administrative Services Rendered
Dec 2009 -Jan 2010 \$1550.37

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

Passed | 7-0-0

Mr. Quintal suggests recurring bills become part of Administrative Notes.

Ms. Pratt spoke with the Insurance Company regarding their error in canceling our Liability policy. The insurance agent corrected this, and we should receive a reinstatement notice by Friday.

Ms. Pratt will pull together all insurance policy information and look into finding another insurance provider.

November Financials: The Board reviews Ms. Pratt's report on November's numbers. Please refer to the January Handout files in the 2010 Minutes Binder for complete information.

2010 Budget: The Board reviews Ms. Pratt's Draft of the 2010 Budget. Please refer to the 2010 PGDC Financial Information file for complete information.

Ms. Pratt asks the Board to approve the 2010 budget and revisit it in June so Mr. Burke has an opportunity to acclimate with the operation and offer input.

Mr. Zanotti motions and Mr. Bletzer seconds to accept the 2010 Budget **Passed | 7-0-0**

\$3,680.00 in outstanding payables from January 2007: Ms. Pratt asks Kim to research the 2007 checkbook register and bank account statements to find if two checks cashed, Boston Globe and the Patriot Ledger. She wants to remove them from the books as a payable.

Office Furniture & Computer: Kim ordered Mr. Burke's conference table and it is en route to his office. Mr. Price set up his computer.

Flower Baskets: The Board revisits last year's discussion about the financial responsibilities associated with the Downtown flower baskets. Some Board members feel it is not this Board's responsibility to pay for this type of expense. Mr. Price would like to remain on record that last year, the Board discussed with Mr. Bubbins that PGDC's contribution to maintain the baskets was a one-time contribution; expectation was that this year, PGDC would not help pay for overtime expenses, this cost would be handled via the private sector. Discussion ensues about whether PGDC should help pay for overtime expenses related to watering the baskets or concentrate on investing their funds on the development of future parking spaces.

Mr. Knox motions that PGDC concentrate on reinvesting their funds into increasing parking spaces.

Passed | 4-3-0

Mr. Price, Ms. Pratt and Mrs. Fernandes are not in favor.

Mr. Knox will send a letter to Mr. Bubbins, the DPW Director, Mrs. Arrighi and the Visitor's Services Board explaining PGDC's position.

6:54 **Graduation Ceremony:** Mr. Bletzer has a meeting with Memorial Hall and the Fire Chief next week to discuss Graduation Ceremony needs. He will share any concerns they have about parking, after his meeting.

6:56pm **Ms. Pratt motions and Mr. Bletzer seconds to adjourn** **Passed | 7-0-0**

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

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