

February 2, 2010

Members Present: Leighton Price, Chris Pratt, Charlie Bletzer, Dick Quintal, Richard Knox & Donna Fernandes**Absent:** Alan Zanotti**5:10 pm Call to order and public comment—**

Former PGDC Board member, current President of the Visitor Services Board (VSB) Jeffrey Fischer is present to ask whether PGDC amended the Corporation's Bylaws since his tenure with the Board. Mr. Price replies not yet; Attorney Marzelli wrote a letter to PGDC stating anything that does not conflict with Chapter 182 is still active. The Board will amend Bylaws in the future.

5:10pm Park Plymouth Updates—

Follow-up on items from 1/19/10 and 1/26/10 meetings: Mr. Burke presents his follow up list and outstanding items report to the Board. Please refer to the February 2 handout files in the 2010 Minutes Binder for a more complete description of the contents and work performed.

Meet & Greet with Town Department Heads: Ms. Pratt will introduce Mr. Burke to all Town Department Heads at Town Hall on Monday Feb 8 at 10am.

Use of Space Permit Coordination: Mr. Burke will bring a proposed policy change to the Board for approval in the coming weeks. In the meantime, Mr. Ruggiero is aware of the need to ensure departmental coordination of approvals on all construction related Use of Space Permit requests.

Enforcement issues at Nathaniel Morton Elementary School: Marsden Security is working out well at NMES but they are lacking enforcement. Principal asked if Park Plymouth can create a flyer explaining the traffic regulations and rules, and follow up with targeted enforcement the following week. The Board suggests immediately allocating some enforcement hours to the school to help educate drivers in time for the paid parking season.

Reactivation of Solar Powered Machines and modems: Mr. Burke asked Mr. Shea to provide a written report and estimated schedule for activation of modems in time for the next meeting.

Draft Financial Policy for Purchases & Budget: Board approved the new Financial Policy at the January 26 meeting. Mr. Burke met with Elaine Sears to review how they reconcile receipts and related issues.

RV Overnight Parking: Mr. Burke will present a proposal by the Feb 16 meeting and investigate if the two P&D machines are ready to deploy.

Past minutes: Mr. Price and Ms. McDonough will share with Mr. Burke their list of outstanding items the Board wants addressed.

5:20pm Review Draft Short-term action plan: The Board reviews this Draft plan. Please refer to the February handout files in the 2010 Minutes Binder for a complete list of action items.

- 5:33pm** **January Trends Report from Park Plymouth:** The Board reviews January’s Trend report. Please refer to the Feb handout files in the 2010 Minutes Binder for complete data.
- 5:40pm** **Draft Job descriptions for the Operations Manager and Parking Enforcement Personnel:** The Board reviews Mr. Burke’s draft of these documents. This is a working document; the Park Plymouth staff continues to offer their input. If the Board has further comments, they will email them to Mr. Burke.
- 5:45pm** **Parking Inventory updates:** Mr. Tavares continues to update the inventory in both the public and private sectors of Park Plymouth’s entire footprint; the amount of spaces has increased substantially. Kim shares that the Town began GIS Mapping and database building for PGDC last year. Contact Sid Kashi for more information.
- 5:50pm** **Other—**
- Change in Language for MOA:** Mr. Price spoke with Mrs. Arrighi before the meeting regarding the MOA. The Town requests the South Russell Street lot and any spaces around the courthouse that are not currently enforced to be excluded from the MOA until the Consortium determines the details of the project, with the help of PGDCs’ input. The Board discusses current signage and immediate best use for parking in that area. Ms. Pratt will email Laura Schaefer of the PRA suggesting she remove the signs behind the courthouse immediately so people can park in that location.
- Mr. Price will develop suitable language for Mrs. Arrighi’s stipulation and present it at next week’s meeting.
- 5:55pm** **Mrs. Fernandes leaves the meeting.**
- Flower Baskets:** Mr. Zanotti wrote a letter to Ted Bubbins explaining PGDC’s position on this matter. The Board acknowledges Mr. Fisher and asks him to share VSB’s position. He comments that his Board voted to take no action on Mr. Bubbins request for funding until the Town presents a maintenance plan. VSB has no objection to purchasing the flowers but it is not logical if there is no maintenance plan in place.
- 6:08pm** **Financial Information—**
- Liability Policy Reinstatement:** Ms. Pratt received the Reinstatement notice on our Insurance Liability Policy. Ms. Pratt paid the bill on time and the cancelation was, indeed, the insurance company’s error.
- Malloy Lynch & Bienvenue, LLC Proposal:** The Auditor’s quoted \$7500.00 per the next three calendar years, with an ongoing commitment to facilitate completion of the audit by March 1 of each year. Ms. Pratt will include an escape clause in the contract but overall, Ms. Pratt is satisfied with the work provided and no price increase in three years is very reasonable.
- Bills:**
- Town of Plymouth**
 Reimbursement of Personnel Services
 MEO Enforcement January 2010 \$8,961.06

Town of Plymouth

Unmarked RMV Service fees

January 2010

\$1880.00

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

Passed | 5-0-0

Mr. Bletzer motions to accept the terms of Malloy Lynch & Bienvenue LLC's Audit Proposal. Mr. Knox seconds for discussion:

Mr. Knox wants to amend the motion that it's a three year as long as they meet the standards they have set for PGDC passed both times.

Passed | 5-0-0

6:30pm

Ms. Pratt motions and Mr. Bletzer seconds to enter Executive Session, under the provisions of MGL, Ch. 39, 23A-24

Roll call vote—

Mr. Bletzer	—Yes
Mr. Quintal	—Yes
Mr. Knox	—Yes
Mr. Price	—Yes
Ms. Pratt	—Yes

6:45pm

Mr. Knox motions and Ms. Pratt seconds to adjourn

Passed | 5-0-0

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

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