

February 9, 2010

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

**Absent:** Dick Quintal

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**5:00pm Call the Meeting to Order and Public Comment**

Mrs. Fernandes shares the JAM Session of the OCM Newspaper, which asks participants if they have advice for the new Director of Operations. The Board agrees that overall, comments to Mr. Burke from JAM participants were relatively benign.

**5:10pm Park Plymouth—**

**Follow-up on items from earlier meetings:** Mr. Burke shares his action follow up items from the previous meeting. Please refer to the February handout files in the 2010 Minutes Binder for complete information.

**Meet & Greet with Town Department Heads:** The Town Manager introduced Mr. Burke to all Department Heads at Monday morning's meeting. Follow up meetings with key personnel will begin in a couple of weeks.

**Enforcement at Nathaniel Morton Elementary School:** At the Meet & Greet, NMES Principal Mahoney thanked Mr. Burke for working quickly with the school to solve their parking problems at the school during arrival and dismissal hours. Park Plymouth staff will work with Marsden Security to place flyers on illegally parked vehicles at NMES during school arrival and dismissal hours, beginning March 1 and enforce that area the following week.

**Reactivation of Solar Powered P&D Modems:** Please refer to the February handout files in the 2010 Minutes Binder for Mr. Shea's explanation of the problems he has encountered with Verizon and his expected completion date.

**Follow Up Items:** Mr. Burke met with Kim on Monday to review her list of action items and incorporated them into his Short Term Action Plan.

**Bylaws:** Mr. Knox will compare the current Bylaws with Chapter 182, identify differences and report them to the Board. He is concerned our current Bylaws will interfere with any future Grant opportunities.

**Bike Racks:** Ms. Pratt now has time to complete the application process.

**5:24pm 6 Month Action Plan:** The Board reviews Mr. Burke's list of action items. Highest and Best Use of Spaces and Handicap Compliance are top priorities. Please refer to the February handouts in the 2010 Minutes Binder for complete information.

**201 CMR 17.00 standards:** The Board grants Mr. Burke permission to speak with Attorney Marzelli about whether we must follow his Draft compliance plan because even though he feels we are probably not exempt, there is an exclusion for municipalities.

**Job Descriptions:** Mr. Burke will present this to the Board with the Personnel Manual as soon as it is complete.

**GIS Inventory:** Neil continues his inventory of spaces. Russell Firth in DPW needs some time to reenergize his efforts to enter the information in the GIS database.

**Reserve Inventory:** Mr. Burke will check with staff about the reserve equipment inventory and if we need to purchase spare parts.

**5:45pm**

**Plymouth Parking Master Plan—**

The Board discusses Mr. Burke’s Draft Preliminary Outline of the Plymouth Parking Master Plan. His main issue is establishing a Stakeholder’s Advisory that can help Park Plymouth shape key components of the overall plan. He will refer to Mr. Knox’s Draft Master Parking Plan for names of potential members and Kim will compile a list of potential Stakeholders for Mr. Burke’s review. Please refer to the February handout files in the 2010 Minutes Binder for the scope of work contained in this draft.

Mr. Burke will investigate the Town’s former study to create a one-way system and vet the possibility of creating angled parking downtown.

**6:17pm**

**Financial Items—**

**Bills:**

**Attorney Robert Marzelli**

Invoice # 17684

Professional Services Rendered \$930.00

**Gatehouse Media**

Wickedlocal.com Banner advertising

Free Parking Program \$701.25

**JR Lundborn Professional Services**

Invoice # 42

Ticket Appeals services \$140.00

**Cubic Transportation Systems, Inc.**

Seasonal Service Contract for

P&D Machines \$880.00

**John Burke**

Software Reimbursement \$159.36

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

**Passed | 6-0-0**

**Financial Policies—**

**Receipt for \$500.00:** Habitat for Humanity sent PGDC a receipt for the \$500.00 we donated to them for winning the Holiday Window Decorating Contest.

**Void un-cashed checks from 2007 written to Patriot Ledger and Boston Globe:** Kim researched the 2007 bank ledger and it shows a withdrawal for both the Boston Globe and Patriot Ledger. Ms. Pratt cannot explain why there are two outstanding checks for these organizations but they must come off the books.

**Mr. Zanotti motions and Mr. Bletzer seconds to void the un-cashed checks** **Passed | 6-0-0**

**Auditor:** Leo rescheduled completion of the in-office audit work to next Wednesday due to the pending snowstorm.

**Online Permit Payments:** In consideration of 201 CMR 17 Legislation, Mr. Price wants to transfer control of the Formspring and PayPal accounts for permit purchases to Park Plymouth. He will meet with Mr. Burke and Ms. Pratt to establish a new protocol for handling these online purchases.

**December Numbers:** Ms. Pratt reviews December 2009 numbers with the Board. Please refer to the December 2009 Financial Information File for complete data.

**Income:** Mr. Burke is looking at current collection practices and enforcement coverage; ultimately, both will positively affect future receivables.

**6:35pm**

**PGDC & Town MOA Language—**

The Town and PGDC Board are still negotiating specific language in the MOA regarding control of parking areas in the 1820 Courthouse Corridor. The Board discusses the Consortium's plans at length. Mr. Price will take another pass at developing suitable language.

**PGDC Meetings:** Mr. Knox suggests the Board meet bi-weekly. That is the goal, and the Board will consider this topic periodically, but Mr. Price feels the Board is not quite ready to do that.

**7:00pm**

**PGDC relocates the meeting downstairs to the Harbor Room for Executive Session under the provisions of MGL, Ch. 39, 23A-24 –**

**Ms. Pratt motions and Mr. Bletzer seconds to enter Executive Session.**

Roll Call Vote

Mr. Bletzer	—Yes
Ms. Pratt	—Yes
Mr. Knox	—Yes
Mr. Zanotti	—Yes
Mrs. Fernandes	—Yes
Mr. Price	—Yes

**7:15pm Ms. Pratt motions and Mr. Knox seconds to enter back into Public Session Passed | 6-0-0**

To protect official PGDC archive documents from possible water and fire damage, Mr. Zanotti wants to move them from cardboard boxes on the floor into a metal file cabinet Kim found for sale on Craigslist.

**Mr. Zanotti motions for Kim to purchase a used metal filing cabinet for \$50.00 and Mr. Knox seconds for discussion.**

Ms. Pratt is concerned about office space. Kim feels confident that once she transfers files from the cardboard boxes into the cabinet, it will fit nicely where the boxes were without taking up more space.

**Passed | 6-0-0**

**7:20pm Mr. Pratt motions and Mr. Knox seconds to adjourn Passed | 6-0-0**

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

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