

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

Absent: Donna Fernandes

5:05pm Call the meeting to order & Public Comment—

There is no public comment at this time.

5:05pm Park Plymouth—

Follow-ups and Action Plan (updates): Mr. Burke updates the Board on his meetings with various Town Department Heads. He will meet with the Police Chief and Public Works Director the week of 3/1. Mr. Burke asks the Board to send comments if they would like to see any changes made or a reprioritization of the Action Items list.

Mr. Burke will write a contract for Duncan Systems.

201 CMR 17.00 standards (draft plan): Attorney Marzelli advised PGDC to comply with this legislation. The Board reviews Mr. Burke's plan.

In order to relieve Mr. Price of PayPal responsibilities for online permit payments, Park Plymouth needs either a credit or a debit card.

Parking Master Plan: Mr. Burke explains that to execute a successful Parking Master Plan, at a minimum, he must invite community stakeholders to participate in the construction and implementation of an Action Plan. He can develop the plan by extrapolating guiding principles from previous Town plans and studies.

5:33pm MOA—

Mrs. Arrighi joins the meeting to clarify language PGDC would like in the MOA regarding the Courthouse corridor. With the Board's permission, Mr. Price adds the words "until further notice" to the last paragraph. Mrs. Arrighi will present new language to the BOS next week in hopes of finalizing the agreement.

6:00pm Return to topic, Parking Master Plan—

Guiding Principles will include examples of what works in other communities, best management practices for deliverables, current survey information about turnover, occupancy trends, permit use and lot use, addressing signage needs and the development of public and private partnerships.

Plymouth Transportation Meeting (summary): Mr. Burke learned there is not effective communication of transportation options from South Station on down, though they are working on developing solutions. FTA & HUD capital funding is available to study parking and transit hubs in downtown centers and connections to rail stations.

Interim Recommendations for the Bus/RV and Waterfront Lot—Mr. Burke suggests allocating 6 spaces for RV Bus Parking Only and charging one dollar an hour for the spaces; designating 10 spaces for Free Bus Parking Only; and not allowing any overnight parking. Mr. Burke will work with the Town Sign Department to hang One Way directional signage in this area and delineate RV and Bus parking spaces with ground paint.

Ms. Pratt motions and Mr. Quintal seconds to accept Mr. Burke’s interim recommendation for the RV Lot

Mr. Knox still feels RV’s should not be parking in this location. The Board agrees but there is currently no plan to accommodate them elsewhere and there is a lack of available overnight parking.

Passed | 6-0-1

Mr. Burke will summarize the plan and forward it to Mrs. Arrighi.

Preparations for Resumption of Paid Parking on April 1 –

Equipment Inventory/Parts and Requested Purchases: The Board reviews Mr. Ruggiero’s inventory list for the cannibalized P&D and standby equipment needs. Mr. Burke suggests developing an Inventory Management Threshold System for next fall, and come back with a minimum requirement order next week.

The Board is looking for a Maintenance Strategy & Policy, not a parts list. Mr. Burke has the authority to spend up to \$7,500.00 and Ms. Pratt asks him to confer with her about those types of expenses first.

Maintenance/Upgrade of Clancy Equipment & Backups: Mr. Burke will forward his draft Clancy Agreement to Attorney Marzelli for comment. The agreement has an end date of December 31 so Park Plymouth can upgrade their ticketing equipment and software during the off-season. The new computer will arrive in Park Plymouth next week.

Evaluation of staffing needs for the season: Enforcement coverage is meager because current staff is performing multiple duties. Mr. Burke wants two part timers @ 20-30 hours per week to help maximize existing staff time on the street in May through September. He will present a proposal next week.

1:45pm

Financial Information—

Bills:

Lisa Santos Accounting Services

Services rendered for December \$800.00

Leighton Price—

Reimbursement
FormSpring Online payments \$14.00

Mr. Blezter and Mr. Knox motion to pay the bills

Passed | 6-0-0

Financial Information—

Duncan Meter Report: The Auditor spent Wednesday in the PGDC office completing the audit and found a \$25,000 discrepancy between the trial balance and Duncan Meter Report. It was determined the information is wrong because the Duncan Report set itself back to zero when Mr. Ruggiero's computer crashed last April. The Accountant is writing a report on the discrepancy and we will now use daily reports so we have traceability for the Audit Management Report. Ms. Pratt is also drafting an explanation of the corrective action steps we have taken to insure it does not happen again.

Coin Reconciliation Discrepancy: Rockland Trust found a \$519.00 coin deposit discrepancy from November or December and booked it against the Operating Account on February 19, 2010. Ms. Pratt is disputing their timeliness in reporting this discrepancy; she will provide an update next week.

Transfer \$66,000 into a new CD: Ms. Pratt asks for Board permission to move the \$66,000 CD into an unadvertised promotion with South Shore Bank for a 13-month term CD with a return rate of 1.19%

Mr. Zanotti moves and Mr. Knox seconds to transfer the funds **Passed | 6-0-0**

6:53pm Ms. Pratt motions and Mr. Bletzer seconds to adjourn **Passed | 6-0-0**

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

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