

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

Absent: Charlie Bletzer & Donna Fernandes

5:00 pm	Call to Order and Public Comment—	
	There is no public comment at this time.	
5:00 pm	Minutes—	
	November 17, 2009	
	Ms. Pratt motions and Mr. Knox seconds to approve as written	Passed 4-0-0
	December 29	
	Ms. Pratt motions and Mr. Knox seconds to approve as written	Passed 4-0-0
	January 12, 2010	
	Ms. Pratt motions and Mr. Knox seconds to approve with changes	Passed 4-0-0
	January 26, 2010	
	Ms. Pratt motions and Mr. Knox seconds to approve with changes	Passed 4-0-0
	February 9, 2010	
	Mr. Knox motions and Ms. Pratt seconds to approve with changes	Passed 4-0-0
	February 16, 2010	
	Ms. Pratt motions and Mr. Knox seconds to approve with changes	Passed 4-0-0
5:30 pm	Mr. Quintal arrives—	
	Feb 23, 2010	
	Ms. Pratt motions and Mr. Knox seconds to approve with changes	Passed 5-0-0
	March 2, 2010	
	Mr. Knox motions and Ms. Pratt seconds to approve as written	Passed 5-0-0
	January 19, 2010	
	Ms. Pratt motions and Mr. Quintal seconds to approve with changes Mr. Knox abstains because he was not present at that meeting	Passed 4-0-1
	Feb 2, 2010	
	Mr. Knox motions and Ms. Pratt seconds to approve as written Mr. Zanotti abstains because he was no present at that meeting	Passed 4-0-1
	March 9, 2010	
	Mr. Knox motions and Mr. Quintal seconds to approve as written Ms. Pratt abstains because she was not present at that Smeeting.	Passed 4-0-1

5:50 pm MOA –

Mr. Quintal shares the GIS Map Assistant Town Manager Melissa Arrighi made of the highlighted parking areas to be included with the sale of the 1820 Courthouse. This map will become an official part of PGDC's MOA with the Town.

Mr. Knox motions and Mr. Zanotti seconds to accept the map as part of the MOA Passed | 4-0-1

Mr. Quintal abstains because he is the Chair of the BOS.

5:55 pm Flower Baskets—

Mr. Quintal advises the Board that VSB is not funding flower baskets at this time because there is no maintenance plan for them. The Board holds a lengthy debate on the overall consequences of not having them in the downtown this year. They ultimately decide to maintain their former position to take no action on this matter at this time.

6:15 pm Park Plymouth—

Follow-ups and Action Plan updates: Please refer to the March Handout Files in the 2010 Minutes Binder for the complete list of Action Plan items and updates.

Solar Powered Meters: Mr. Burke asked vendors to put together a proposal to make the P&D monitoring software function; he will present it to the Board next week. The Risk Assessment Policy will need modification once the software is working correctly.

RV Bus Lot: Staff will install meter poles in the RV Bus lot Saturday.

How to approach updating the 1954 parking and traffic regulations: The Codification needs to be included in the 6 Month Action Plan. Ms. Pratt will forward the Draft RFP to Mr. Burke. He will speak with Town Departments to gauge their level of participation in the Codification process and make any warranted changes to the RFP before sending it off to Attorney Marzelli for review.

Permit Sales: 600 permits sold through March 16, 2010. Kim will change the wickedlocal.com banner ads.

Staff Permits: Staff asked if they could have special parking consideration in lots if they purchase a permit. The Board agrees there will be no special consideration made for staff permits.

Prep for April 1: Pay stations are prepared for the paid parking period. Staff will place sandwich board signs announcing the April 1 start date tomorrow and the office received the hand-held units. Mr. Ruggiero is on vacation this week. He will complete reinstalling meters and begin testing them upon his return.

6:36 pm Mr. Quintal is excused to attend to BOS matters.

Return to Topic—

Draft Personnel Manual: Mr. Burke is drafting a Personnel Manual. He will propose a plan to address the Leave Policy and Holidays. A draft should be ready for review in a couple of weeks.

Policies Manuals: Kim is compiling all PGDC adopted policies and developing a Policy Manual for the records office. She will categorize all policies for PGDC and Park Plymouth Operating Procedures into separate binders.

Finalization of the Plymouth Parking Plan: Please refer to the March Handout Files in the 2010 Minutes Binder for complete information on this topic.

Funding Possibilities: Pat O'Brien and the Town Manager will meet with Mr. Burke next week to discuss possibilities for parking transit facility funding via GATRA.

NEPC Conference April 7-8 in RI: Mr. Burke is attending this annual New England Parking Council conference. Early bird registration for members is \$175.00, a fee he has personally paid.

Registration Fees for Members

NEPC Conference in RI	
April 7-8, 2010	\$175.00

Ms. Pratt motions and Mr. Knox seconds to reimburse Mr. Burke for the conference fee

Passed | 4-0-0

6:53pm

Financial matters

Bills

Gatehouse Media, CNC

Leader Board Advertising	
Billing 1/25/2010 – 2/28/2010	\$701.25

Attorney Robert Marzelli

Professional Services Rendered	
Invoice # 17719	\$450.00

Advance IT

Invoice # 3907-1	
Computer services rendered	
January	\$364.00

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

Passed | 4-0-0

Ms. Pratt asks the Board if they want to renew advertising of the map in the center spread of the Plymouth Guide April and October issues. Cost is \$500 per issue.

Mr. Zanotti motions and Mr. Knox seconds to renew advertising in the Plymouth Guide

Passed | 4-0-0

6:57pm

Discuss Draft of Bylaws—

Mr. Price asks everyone to read Mr. Knox's draft and all supporting documents, and prepare to offer input. Mr. Knox will add language that defines who has the authority to sign checks.

7:00 pm

Miscellaneous Matters—

Exit Interview with Auditor: Ms. Pratt asks the Officers to attend the auditors exit interview on Monday March 22, 2010 at 4pm.

Bike Racks: Application is now on file with the Historic District Commission.

Mr. Knox motions and Ms. Pratt seconds to schedule attendance issues for the beginning of next week's meeting

Passed | 4-0-0

7:05pm

Mr. Knox motions and Mr. Zanotti seconds to adjourn.

Passed | 4-0-0

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

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