

March 23, 2010

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

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**5:00 pm Call to Order and Public Comment—**

Mr. Bob Walner is before the Board to request Park Plymouth place a no parking sign near the engagement tree at the top of Cole's Hill, on the corner of Carver Street. He feels too many motorcycles are parking in this area and causing a safety hazard. Mr. Burke will coordinate with the sign department and handle the placement of no parking signs.

**5:07 pm Discuss Draft of Revised Bylaws—**

The Board reviews Mr. Knox's draft of the Bylaws and suggests some changes. Mr. Knox will revise his draft and distribute finalized copies to the Board. Mr. Price will forward a copy to Attorney Marzelli for review.

**5:37 pm Board Meetings- Frequency, Day/Time/Duration, Attendance—**

The Board decides to change their meeting schedule to an every other week format. Kim will search for a new meeting place and schedule future meetings on Wednesday nights from 7pm – 9pm every other week.

**5:48pm 2009 Audit—**

Ms. Pratt shares copies of January financials and a draft of the Audit Management Report for 2009 with the Board. The Auditor certified PGDC's financials and gave us an "Unqualified" report; there is very little in the Management letter. The 2006 audit is now closed.

**5:53pm 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 Item updates.

**GATRA Funding:** Mr. Burke is meeting with department heads and Frank Gay of GATRA next week to discuss Federal transportation funding for Plymouth.

**Hotel Room Tax:** Mr. Quintal shares that even though his Board members took no action, he spoke with the VSB about redirecting infrastructure funds from the VSB to PGDC and VSB concentrate on promoting the Town.

**Some issues regarding restricted parking:** Cars that did not have a Commercial Fishermen permit parked in this lot over the weekend and received tickets, even though there is a lack of clear signage stipulating rules in that area. Mr. Burke will void those tickets and speak to the Commercial Fishermen about the feasibility of designating that lot as Open to Residents all day during the off-season and Open for Resident Parking after 5pm during the paid parking season.

**Preparations for resumption of paid parking on April 1:** Staff is busy completing tasks in preparation for the launch of 2010's paid parking season.

**Permit sales update:** The office sold 287 permits so far in March. We are close to surpassing last year's totals.

**Deployment of meter poles at the 1620 Restaurant:** If possible, the Board would like to deploy meters at this location in time for the paid parking season. Mr. Quintal will contact Mike Vogel and inquire about the projected start date of his project at this location.

**Enhanced citations collections strategy (recommendations):** Mr. Burke makes a recommendation to institute a Towing Policy by June 1, 2010, for those who have five or more tickets. The contract with Clancy is up in January. He recommends bidding out their service to a vendor that tickets in real time and has a collections arm, and implementing the conversion during the next free parking period. He will review tickets dating back to 1993 and confer with Attorney Marzelli to determine which ones should come off the financials. He will also reassess how we handle Collections Letters.

**Appeals:** Mr. Burke will meet with John Lundborn next week to review the appeals process.

**Cubic Remote Monitoring System Cost/Benefit Analysis:** Mr. Burke distributes a "Recommendations and Cost Related to Implementing the Cubic Remote Monitoring System" assessment report to the Board. He is in favor of the second recommendation, to hire a Cubic technician to configure, test and activate the modems and systems remotely with Advance IT, for a total estimate of \$932.00. Please refer to the March Handout files in the 2010 Minutes Binder for complete information on recommendations made.

**Ms. Pratt motions and Mr. Bletzer seconds to support recommendation #2** **Passed | 6-0-0**

**Short-term parking signage and meter sticker replacement update:** Staff will begin to post new stickers on signs to correct enforcement hours. They will also replace current meter stickers with new, less confusing ones.

6:55pm

**Financial Information–**

**Reimbursement of RMV Fees:** Last week the Board motioned to approve up to \$2,000 to the Town for reimbursement of RMV fees. The actual expense was \$2,460.00 and Ms. Pratt asks the Board to approve the additional expense.

**Malloy, Lynch, Bienvenue**

2006 Audit

\$750.00.

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

**Passed | 6-0-0**

7:00 pm

**Ms. Pratt motions and Mr. Knox seconds to adjourn the meeting**

**Passed | 6-0-0**

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

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