

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

Absent: Charlie Bletzer, & Donna Fernandes

7:00 pm Call to Order and Public Comment—

Homes for our Troops Fundraiser: Jesse Brown from Homes for Our Troops requests to block 14 parking spaces at Depot Square Saturday May 28 from 6am-2pm. His organization is hosting a fundraiser on the sidewalk and they would like the spaces reserved for volunteers and anyone wishing to drive up to their two tent tables and donate.

Mr. Knox motions to approve the request and Ms. Pratt seconds for discussion

Ms. Pratt suggests the Board approve only if Homes for Our Troops leave the majority of spaces open for drive up donations and volunteers park their vehicles in free lot areas.

Mr. Knox amends his motion and Ms. Pratt seconds

Passed | 5-0-0

Ryan's Ride: Mrs. Sandy Sylvia requests to block 22 parking meters along Cole's Hill so she can host a free car show during her "Ryan's Ride" event, Saturday June 25 from 6am to 5pm. Ryan's Ride is a recognized 501c3 whose mission is to ensure family members have transportation to the hospital when police inform them a loved one was involved in a serious accident.

Ms. Pratt motions to approve the request and Mr. Knox seconds for discussion

Ms. Sylvia assures the Board none of the cars showing at the event is making money at the show. This particular car show is also before peak season, when PGDC discourages blocking parking of any spaces on the waterfront.

The Board discusses a need to provide logistical input to Economic Development when they review event applications.

Ms. Pratt motions and Mr. Knox seconds to endorse the Ryan's Ride request to block parking meters on June 25 from 6am – 7 pm.

Passed | 5-0-0

The Board agrees they need to hold a future discussion soon to adopt a policy that explains the circumstances under which the PGDC will consider hosting car shows on the waterfront.

Special Permit: Mr. Burke received a written request for a senior residential parking permit for a non-resident caregiver. After much discussion, the Board decides it is probably best if Mr. Burke suggests they apply for a handicap placard instead.

7:30 pm Park Plymouth Follow Up Items—

DCR Semi Circles: Don Matinzi of DCR is not ready to discuss special permits for his employees parking in the semi circles on the waterfront and further, does not see any change soon in how his employees park there. Mr. Quintal is meeting with the LT Governor in the morning and will bring up this issue, as it needs resolution.

7:44 pm Approval of Minutes—

February 16

Mr. Knox motions and Ms. Pratt seconds to approve the minutes as revised **Passed | 4-0-1**
Mr. Zanotti abstains because he was not present at the meeting

March 1, 2011

Mr. Knox motions and Ms. Pratt seconds to approve **Passed | 4-0-1**
Mr. Quintal abstains because he was not present at the meeting

7:45 pm Park Plymouth Follow Up Items Continued —

Striping of Parking Spaces at One Park Place: Park Plymouth notified businesses of their plan to stripe 12 spaces at One Park Place. A business owner complained he had a deal with the town regarding ownership of parking spaces at that location, but no documentation exists to prove that. Mr. Burke explained that ownership issues are out of Park Plymouth's control and referred him to the Town Manager's office for any further discussion.

Canadian Coin: There is \$1,622.00 dollars in Canadian coins. As an option, Mr. Burke offers drive up from Springfield to exchange it.

7:50 pm Action Plan—

2020 Subcommittee: This group recently met and reviewed the scope of the Traffic and Transportation Management plan for Special Events, which is a federally funded project. For the next 30 days, the committee will comment on the scope of work and Mr. Burke will bring it back to PGDC for review.

February Monthly Revenue: The Board reviews a presentation of February's financial review. Please refer to the March Handout files in the 2011 Minutes Binder for a full copy of the report.

Hearing Officer Quarterly Report: Mr. Burke will invite Mr. Lundborn in for his Quarterly Appeals Report in April.

Park Plymouth Reorganization Update: The Board reviews Mr. Burke's plan to reorganize core job responsibilities in the office. Please refer to the March Handout files in the 2011 Minutes Binder for detailed information about staff responsibilities.

Maintenance of Lots: To help Mr. Burke make recommendations on how to handle the maintenance plan for cleaning the parking lots, Mr. Knox volunteers to clean all of them in April and report to the Board.

PGDC Office Files: The Board discusses relinquishing the PGDC office so Mr. Ruggiero can use it while Ms. Grover eases into her new role as Park Plymouth's Office Manager. Ms. McDonough will arrange to purchase additional locking file cabinets, transfer the files, and temporarily move them to Mr. Burke's office.

New Enforcement Route Structure: Staff will begin the new enforcement route around Summer Street to Jenney Pond, through Sandwich to Lincoln and Union Streets and some meters on Water Street, beginning Memorial Day weekend.

Meter Installation Schedule: Meters are ready for the April 1 start date.

Grace Period Activation: Single space meters on the street will have a five-minute grace period beginning April 1. Mr. Burke will introduce the 5-minute grace period in lots once new technology arrives. In the meantime, Mr. Burke will develop a press release announcing the 5-minute grace period, and Ms. McDonough will create flyers for April 1 start date for distribution to the business community.

Pavement Markings Contract Work: Parking stalls need restriping in portions of the two Waterfront pay lots, Memorial Lot, Nelson Park, Middle Street, and Market Street. Guidelines Seal & Save agreed to perform the job at last year's rate of approximately \$7.00 per space.

Mr. Knox motions and Mr. Quintal seconds to approve Guidelines Seal & Save quote of \$3,570.00

Passed | 5-0-0

RFP for Multi-Space Pay Stations: The Board reviews Mr. Burke's intended schedule for this RFP. Ms. McDonough will help advertise it in the State Goods & Services Bulletin and a local newspaper. Please refer to the March Handouts file in the 2011 Minutes Binder for the exact schedule.

Mr. Knox motions and Mr. Zanotti seconds to move forward with RFP as presented

Ms. Pratt will work with Mr. Burke to develop a Capital Plan while this RFP is happening.

Passed | 5-0-0

Policy Changes—

Internal Void Policy: The Board reviewed Mr. Burke's recommendations to update the Internal Void Policy. Staff will issue no more than two warnings for Failure to Display Handicap Placard before issuing a citation.

Mr. Quintal motions and Mr. Knox seconds to accept the policy change

Passed | 5-0-0

Risk Assessment Policy: Three people will rotate through the regular coin collection process and new audit slips are included with the final reading. Ms. Pratt wants to forward the recommendation to the auditor before the Board adopts this suggestion.

Multiple Unpaid Citations List: Park Plymouth has extended every courtesy for the top 50 offenders to pay their outstanding citations. Mr. Burke suggests enticing payment from them by calling to say we are

considering publishing their names in the paper. The Board agrees this strategy might work and help avoid embarrassment, but warns to be cautious and confirm they do in fact owe the money. As a precaution, Mr. Burke will first send another collection letter certified return receipt request.

1820 Courthouse Consortium: Mr. Zanotti volunteers to represent PGDC on the Courthouse Consortium. Mr. Quintal offers to fill in for Mr. Zanotti as necessary.

Ms. Pratt motions and Mr. Quintal seconds for Mr. Zanotti to represent PGDC on the Courthouse Consortium and for Mr. Quintal to act as an alternate as needed.

Passed | 5-0-0

PGDC Letter Regarding 25 S. Russell Street Property: Mr. Price reads the PRA's letter to PGDC respectfully requesting we reschedule a meeting with them soon to discuss developing a working relationship with them. The PRA will present a status update on their progress of work to the Board of Selectmen in the coming weeks.

9:10 pm

Financial Matters—

Bills:

Plymouth Area Chamber of Commerce

Annual Membership Dues

Invoice # 4147

\$260.00

Mr. Quintal motions and Mr. Knox seconds for discussion to pay the bill

Mr. Knox wants to know how being a Chamber member benefits PGDC

The Chamber offers informative seminars and allows members limited use of their conference rooms, both free of charge. They also provide opportunities to advertise directly to the membership of over 800 people.

Passed | 5-0-0

South Shore Saving CD: The CD is up for renewal on April 4, 2011. Ms. Pratt will roll it over for another 12 months.

Town of Plymouth

MEO Services January

\$9,581.60

Town of Plymouth

MEO Services February

\$9,582.81

*The Board approved to pay up to \$10,000 in MEO services at the last meeting so this does not require a vote.

Meeting with the Auditor: Ms. Pratt assured the auditor PGDC plans to develop a Capital Improvement Plan this year. The auditor will adjust December's numbers to include one lump sum in the accounts

receivables line, and she will randomly check invoices from January 2010, forward.

9:25pm

Miscellaneous Items—

Public Parking Workshop: Ms. McDonough helped advertise the workshop by creating and distributing posters in key locations throughout the community. She also advertised the event via the Chamber email list, placed a banner ad on Wicked Local that points to the press release section of Park Plymouth's website, drafted a press release to the Pinehills Homeowners Association for inclusion in their weekly newsletter, sent the press release to Explore Historic Plymouth's 287 members, and promoted the event heavily on Facebook. She also created a rough contact info database for Mr. Burke to utilize in the future.

Old Colony Planning Council Biking Task Force: Mr. Price serves on this task force and discusses the committees preliminary plans to improve local walking and biking trails, promote biking as an alternative mode of transportation and publicize biking as a safe family activity. He will forward more information as it becomes available.

2020 Parking and Transportation Subcommittee: As recommended by PGDC, the Subcommittee selected to concentrate on obtaining federal funds for waterfront streetscape improvement that will include Water Street up to the Downtown area.

9:30 pm

Mr. Knox and Ms. Pratt motions to adjourn

Passed | 5-0-0

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

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