

**Members Present:** Leighton Price, Alan Zanotti, Christine Pratt, Richard Knox, Donna Fernandes

**Absent:** Charlie Bletzer & Dick Quintal

---

**7:00 pm Call to Order and Public Comment—**

Mr. Burke reads a customer complaint regarding their wish to eliminate the \$3.50 per ticket convenience fee we charge for online payments. This fee was part of the COMPLUS bid, and lower than any other city. It is not something we can negotiate until the contract is up for renewal. Mr. Burke will respond to the customer by thanking them for the comments.

**7:21pm 25 S. Russell Street Property –**

**Discussion of the 4/25 Tour:** The Board toured the Russell Street property and ultimately feels the building needs considerable repairs to make it inhabitable for business.

**Park Plymouth Leases:** Ms. Pratt received notification that our lease and payment amount for our Court Street rental properties will not change, but we will need to pay an additional \$300.00 fee for utilities.

**Multi-Modal Facility Study:** The group identified three site possibilities; Memorial Hall, 1820 Courthouse, and the old Registry of Deeds building. The consultant will go back and develop a concept that has transit parking and a visitor center on site. The group will hold a public meeting the week of June 6.

**1820 Courthouse Project:** Mr. Zanotti provides the Board with an update on his attendance at the Consortium's kickoff meeting held last week at the Art Center.

**8:00 pm Mrs. Fernandes arrives—**

**Bike Week Event for Plymouth Status Report:** Mr. Price gives the Board a status update on Bike Week participants and marketing efforts for the event.

**Operational and Organizational Matters—**

**One Park Place:** Pat O'Brien will attend PGDC's meeting next week to discuss parking issues related to One Park Place.

**Radisson Parking Lot:** Mrs. Arrighi confirmed for Mr. Burke that the MBTA owns the Radisson parking lot.

**Office Hours:** Mr. Burke wants to change Park Plymouth office hours to Tuesday through Saturday, from 10-5p, to reflect the amount of office foot traffic and increase staff's productivity, metering on street.

**Ticket Dismissals:** Mr. Lundborn is working with Police Chief Botieri regarding dismissal of tickets issued during snowstorms.

**2011 Action-Plan Updates:** Overhead lighting is installed in the Waterfront Free lot. Mr. Kashi is presenting Mr. Burke with a scope of work necessary for repairing lot drainage.

**Sovereign Bank:** In consideration for \$1,000 annually, restriping of stalls and weekly maintenance, Park Plymouth will now control 11 parking spaces in the Sovereign Bank Lot.

**Hire of Part Time Seasonal Help:** Mr. Burke is pleased with part time seasonal applicant Michael Lombard and shares his work experience and interview with the board.

**Mr. Knox motions and Ms. Pratt seconds to hire Mr. Lombard** **Passed | 5-0-0**

**Removal of Meters on Russell Street:** The Board gives Mr. Burke permission to remove meters from Russell and South Russell Street because they do not produce enough revenue to justify their maintenance.

**DPW Grievance:** The Town's Public Works Department received a grievance from the Union regarding Park Plymouth handling the restriping of the lots because prevailing wage is an issue. He will keep us posted.

**Special Events Pilot Program:** Mr. Burke would like to launch the Valet Parking program with The Chamber's Sail Plymouth event. Two companies from Boston will come to Plymouth to assess the area and determine costs. We will need to bid the service.

**Park Plymouth Revenue:** The Board reviews revenue reports. Please see the May Handout files in the 2011 Minutes Binder for complete factual data.

**Bike Rack Locations:** The Board reviews Mr. Burke's list of bike rack locations. The Town must review and accept certain locations before installation, and other businesses that committed to placement have new owners who do not want them. Mr. Burke suggests installing what we can and requests help from an original Bike Rack Committee member to scout out new placement locations. The Board decides he will install racks where businesses are receptive and work with Ms. Pratt on how to best approach installation at the Art Center.

**Multi-Pay Station RFP:** The RFP Pay Station Subcommittee met and decided to postpone the bid because after looking at each vendor's implementation schedule, Park Plymouth is better suited to install new meter technology in the off-season. Mr. Burke will return the unopened price proposals to each vendor.

**Mr. Knox motions and Mr. Zanotti seconds to postpone the bid** **Passed | 5-0-0**

**1954 Rules:** All Town department heads have received the draft updated 1954 Rules and are to provide comments by the PGDC public meeting at NMES on June 1.

9:15 pm **Financial Matters—**

Ms. Pratt will forward January and February financials via email.

**Bank of America Charges:** The bank adjusted the account \$285.00 because a deposit made was for the wrong amount. The "Excess Transaction Fee" for \$214.50 is under investigation by the Assistant Manager. Economy Checking only allows 200 transactions per month and a minimum balance of \$3,000.00 cash. This is not what we signed up for so Ms. Pratt changed the account to an Advantage Account. We must maintain a minimum balance of \$15,000.00 and it affords us 400 transactions. She asked the Supervisor to waive all fees because they did not notify us of these charges when we opened the account.

**Bills:**

**Guidelines Seal & Save**

**Invoice # 2228**

Repaint Parking

Waterfront & Memorial Lots & Nelson Park \$3,049.00

**Guidelines Seal & Save**

**Invoice # 2243**

Repaint Middle, Market & Fisherman Lots \$631.00

**JC Computer Services**

Office Computer Services

Invoice # 126 \$337.50

**B&B Autobody**

Park Plymouth Van Repairs

Invoice # 10772 \$492.03

**G&G Silkscreen**

Staff Hats & Shirts \$208.00

**USPS**

P.O. Box Rental \$96.00

There is a \$4 increase from last year's cost of \$92.00

**Cubic Transportation Systems Inc**

Annual Service Fee

Invoice # I2000079156 \$1,118.00

**RMV Service Fees**

April 2011 \$4,040.00

**Town of Plymouth**

MEO Services March 2011 \$11,570.93

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

**Passed | 5-0-0**

9:25 pm      **Temporarily adjourn the Public Meeting to go into Executive Session under the provisions of MGL, Ch. 39, 23A-24**

Roll call vote—

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

10:00 pm      **Ms. Pratt motions and Mr. Knox seconds to adjourn both Executive and Public Session**

Passed | 5-0-0

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

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