

Members Present: Leighton Price, Alan Zanotti, Chris Pratt, Charlie Bletzer, Dick Quintal & Bill Driscoll

Members Absent: Donna Fernandes

7:00 pm Open the meeting and Public Comment—

There is no public comment at this time.

7:00 pm Announcements—

MA General Law C.40 S.22 G, Reserving All Monies Collected from Handicap Violations for the Disabilities Commission: Attorney Marzelli advised that the PGDC is not subject to provisions of MA General Law C.40 S.22 G. The Board discusses working with commission on a per project basis, instead. Mr. Price will call Mr. Mello and invite him back for a discussion.

Communication from Alex Kent: Mr. Burke received a letter from Mr. Kent stating how difficult it is for merchant permit holders to re-park in the Tedeschi lot once they leave, during the free parking season. Mr. Burke feels suggests we change some signs to alleviate confusion and free up some spaces.

7:07 pm Approval of Minutes—

Sept 21, 2011

Ms. Pratt motions and Mr. Driscoll seconds to approve **Passed | 6-0-0**

Sept 12, 2011

Mr. Bletzer motions and Mr. Driscoll seconds to approve **Passed | 6-0-0**

Oct 19, 2011

Mr. Bletzer motions and Mr. Driscoll seconds to approve **Passed | 6-0-0**

Nov 2, 2011

Mr. Driscoll motions and Ms. Pratt seconds to approve **Passed | 5-0-1**

Mr. Bletzer abstains because he was not at the meeting

Nov 7, 2011 Park Plymouth Hiring Subcommittee Meeting

Ms. Pratt motions and Mr. Bletzer seconds to approve **Passed | 4-0-2**

Remaining Board members were not part of this meeting

Nov 16, 2011

This is an RFP subcommittee meeting which does not require approval; however, for the record, Mr. Price and Ms. Pratt officially accepts the notes as written.

Nov 22, 2011

This is a Hiring subcommittee meeting which does not require approval; however, for the record, Mr. Price and Ms. Pratt officially accept the notes as written.

Nov 30, 2011

Mr. Bletzer motions and Ms. Pratt seconds to approve

Passed | 5-0-1

Mr. Zanotti abstains because he was not at the meeting

Dec 14, 2011

Mr. Driscoll motions and Mr. Zanotti seconds to approve

Passed | 6-0-0

7:32 pm

Park Plymouth—

December 2011 Performance Reports: December numbers are up. Please refer to December Handout files in the 2012 Minutes Binder for a report. Mr. Burke will implement a new random, spot check system for verifying authenticity of police citations.

Communication to the BOS Regarding New Meters/Waterfront Rate Increase: The Selectmen have not shared any comments with PGDC regarding our proposed rate increase and new meters. Park Plymouth will proceed according to plan.

ITS/Digital Contract Approval: Mr. Burke reviews the contract with the Board. We need to provide a fully executed contract by January 20 to guarantee operability by the April 1 start date, a 50% deposit upon delivery, another 25% upon installation, and remaining 25% upon our acceptance. Mr. Burke is arranging a kick off implementation plan meeting on January 30. Ms. Pratt will call Clippership to add this equipment to our insurance policy before the delivery date.

Mr. Quintal motions and Mr. Driscoll seconds to approve the contract

Passed | 6-0-0

Mr. Burke is working with CUBIC to sell our existing units.

One Park Place Update: Mr. Price has nothing new to report.

Scofflaw Collections Update: Erickson & Snook received their signed contract and began work on collecting outstanding citations over \$500.00.

Single Space Meters: IPS Scheduled to present their single space meters at our Feb 1 meeting. Duncan Solutions is also interested in presenting their meters another time; however, their product is relatively new by comparison.

Staffing Update: MEO Officer Vivairins will be on vacation for three weeks, beginning Jan 31, 2012.

New Hearing Officer: First Appeals hearing is this Saturday from 10:00am-4:00pm in Mr. Burke's office.

8:05 pm

Financial information—

Sovereign Bank Lease: Ms. Pratt received the signed lease agreement for the Sovereign Bank lot. She will send a check for \$1,500.00 once she has the correct mailing address.

Contract Extension: Mr. Price reviews Mr. Burkes' contract extension through February 19, 2012 and signs it.

Financials: Lisa Santos has November and December financials.

PGDC Donation to Thanksgiving Parade: Ms. Pratt reports the Town has told her that AHTC paid all their event invoices for 2011. PGDC now needs to decide if they should reissue the check directly to AHTC.

Mr. Bletzer motions and Mr. Quintal motion to void the check to the Town of Plymouth and reissue it to America's Hometown Thanksgiving Celebration .

Passed | 6-0-0

Bills:

Town of Plymouth

December RMV Service Fees \$3,960.00

Town of Plymouth

MEO Services December
Cost Not To Exceed \$6,000.00

Michael Solitro

Hearing Officer \$440.00

Joyfly Buzz PR Marketing

Administrative Services
Through January 17, 2012 \$910.00

Attorney Marzelli

Invoice # 18433
Professional Services Rendered \$785.59

Associated Key & Lock

Service Charge for 21R Court
Invoice # 544036 \$65.00

JC Computer Services

Computer Maintenance
Invoice # 1169 \$112.50

Lisa Santos

Accounting Services Rendered
Invoice # 859 \$1,136.25

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

Passed | 6-0-0

Board Concern About insurance Agent Business Practice: Ms. Pratt received a cancellation notice on our National Union and Fire Insurance from Clippership, but we already paid the bill. The Board is unhappy with the level of service this agent is providing and decides to bid out all policies at the November renewal date.

Director of Park Plymouth Contract: Attorney Marzelli is reviewing Michele McCarthy's employment contract. Ms. Pratt hopes to have it by next Friday. The Board will host a quick meeting next Wednesday to review the details.

8:35 pm **Miscellaneous Matters—**

Backup of PGDC Data: Ms. McDonough requests PGDC to purchase an external hard drive to back up all PGDC records from her system. The Board agrees and requests she look into different services and provides the Board with specs next week.

Vehicle Wrap: The Board debates graphics for the new vehicle wrap. They ultimately decide to leave it as is.

8:41 pm **Mr. Bletzer motions and Mr. Quintal seconds to adjourn** **Passed | 6-0-0**

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