

Plymouth Growth & Development Corporation | BOARD OF DIRECTORS PUBLIC SESSION MEETING MINUTES  
November 28, 2012

**Members Present:** Leighton Price, Charlie Bletzer, Chris Pratt & Rich Knox

**Absent:** Alan Zanotti, Dick Quintal & Donna Fernandes

---

**7:00 pm Call to Order & Public Comment**

There is no public comment at this time.

**7:00 pm** Mr. Price shares information about the three favored candidates for the position of Director of Park Plymouth; Yanos Yakob, Frank Nagy and David Friend. He asks for Board approval to conduct personal interviews with them.

**Mr. Knox motions Ms. Pratt seconds to schedule interviews with Nagy and Friend on December 12, 2012. Passed | 4-0-0**

**7:20 pm** Approval of Board of Directors Minutes

*July 11, 2012*

**Mr. Knox motions Mr. Bletzer seconds Passed | 4-0-0**

*September 12*

**Mr. Bletzer motions Mr. Knox seconds Passed | 4-0-0**

*October 10*

**Mr. Pratt motions Mr. Knox seconds Passed | 4-0-0**

*October 24*

**Mr. Bletzer motions Mr. Knox seconds Passed | 4-0-0**

**7:22 pm** Ms. Pratt steps out

**7:22 pm** Lease Space: Sub-lease is subject to Gentiva terms; parking spaces, heat/air conditioning, build out needs research and clarification.

**7:26 pm** Ms. Pratt returns

**Renewal of Appeals Officer Contract:** M. Solitro's contract expires November 22 and he wants to know if he can invoice a flat sum instead of hourly. The Board prefers to keep him hourly.

**Ms. Pratt motions and Mr. Bletzer seconds to renew contract for another year at the current rate. Passed | 4-0-0**

**Discussion of the Brewster Street lot:** Mike Altman from Sovereign Bank is concerned about level of management in their lot and requested PGDC hire someone to monitor lot spaces or they may terminate our lease and close the lot to public use. Michele will propose Park Plymouth taking over control over the entire lot by creating space for legacy agreements, reserved parking for bank customers and numbering the remaining spaces.

**Discussion of the 234 Water Street lot:** According to Laura Schaeffer, this lot is not designated a 21E and there are no Activity Use Limitations on the parcel. Owner Bob Bowen does not want the lot repaved, he just wants it ready for public use. He may be willing to sell the lot to PGDC if they are interested.

**Parking Permits for 2013:** Permits are in and letters are going out Friday to permit holders.

**Meter Bags:** Canvasworks Inc. of New York will produce canvas bags and locks to protect all meters and pay stations for \$4,425.00.

**Ms. Pratt motions and Mr. Knox seconds to purchase the canvas bags and locks. Passed | 4-0-0**

**CPC Funds for Parking Lot:** Mr. Keohan says Kopelmen Paige said the lot on Water Street does not meet the requirements for CPC funding. There is an abandoned parking lot on Caswell Lane that might qualify because Nelson Park is adjacent to it.

**Damage to Meters on Water St.** Plymouth Police will not file a criminal complaint against the driver who ran over the meters because her registration was not revoked at the time of her accident. The Board wants to file a criminal complaint against the driver as she has been unresponsive to our communications.

**Payroll processing proposal:** Lisa Santos asked us to consider moving to ADP payroll services because they have an electronic interface.

**IPS meter discrepancy:** 4 meters reported variance of \$-111.51. Waiting to hear back from IPS on possible program/software issue.

**Verizon/Digital Savings:** Both companies are powering down, run reports, clear meters; will save money by being down for 4 months.

#### **FINANCIAL**

**Marketing Contract with Destination Plymouth:** Discussion regarding renewing 2013 contract for \$1,000.00

**Thanksgiving Baskets:** They were great and appreciated - approval to reimburse Mr. Bletzer \$204.40.

**Risk Assessment Policy:** Ms. Pratt and Michele McCarthy are still working on revising the Risk Assessment Policy.

**Handicap Payment Violation Reimbursement** –Ms. Pratt is working with Melissa Arrighi and Dina O’Brien on a proposal to share 50% of Park Plymouth’s handicap citation revenue with the Disabilities Commission.

**Mr. Bletzer motions Mr. Knox seconds to go into Executive Session.**

8:30 pm

**Temporarily adjourn the Public Meeting to go into Executive Session under the provisions of MGL, Ch. 39, 23A-24 (roll call vote) to discuss organizational and financial matters.**

Mr. Price	—Yes
Mr. Knox	—Yes
Mr. Bletzer	—Yes
Ms. Pratt	—Yes

8:55 pm

**Return to Public Session**

**Garage Proposal:** Mr. Burke is preparing to send the Design Phase of the RFP out next week.

**GATRA Invoices:** Ms. Pratt requests that Mr. Burke to ask GATRA to be more timely with their invoices.

**Permits:** The Board discusses allowing permit holders to park 4 hours instead of 2 hours in unmetered locations – this may eliminate some vehicle shuffling in downtown Plymouth.

**Mr. Beltzer motions and Mr. Knox seconds for allowing permit holders to park 4 hours vs. 2 in unmetered locations.**

**Passed|6-0-0**

9:50 pm

**Mr. Bletzer motions and Mr. Quintal seconds to adjourn**

**Passed|6-0-0**

Respectfully submitted by PGDC Secretary Mr. Alan Zanotti

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