

March 26, 2014

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

**Members Absent:** Alan Zanotti

---

**6:30 pm Meeting Called to Order**

**6:30 pm Transportation and Visitors Center**

**Architects Presentation:** Jonathan McCredie from Fennick and McCredie Architects presented several new renderings of the exterior of the parking garage. He begin the presentation with their overall objectives and reported that they have had meetings/presentations with members of the Board of Selectmen, Building Committee, abutters, Federal Transit and members of the House and Senate groups for their input. They reviewed the functional layout, building footprint, “people zones”, and commercial space of the garage.

The next step is to seek endorsement of our Board and the Board of Selectmen in order to proceed with the final design and permitting. GATRA is seeking a Tiger Grant and its application is due by April 28<sup>th</sup>.

Some Board members agreed that their decision on which design they would choose would depend on what would be in the commercial space and what type of business had the best marketable potential.

**6:30 pm**

**Draft Pro Forma:** Drew Leff from Stantec presented a draft Pro Forma on this project. Several factors were taken into consideration in developing his figures. Various options and scenarios for the rentable spaces and variables for analyzing cost vs. revenue include: What kind of revenue can this space produce? Who is going to develop the commercial space? The occupants of this commercial space will be market driven. He brought up the idea of having a “master lessor” to develop the commercial portion of the building (with a prepaid lease) and have the garage remain under the PGDC’s management. The commercial portion of the building should remain flexible for the build out / fit out for different occupants.

The Board agreed that his revenue figures/assessment should be more on the conservative side as are the numbers on the parking portion of this project.

The current sources for financial contributions for the project are GATRA, Mass DOT, PGDC and commercial interest. There also may be funding from a Tiger Grant.

**Mr. Knox motions and Ms. Pratt seconds to continue with the design phase of this project with some changes to the Pro Forma to become conservative with the commercial space revenue projections.**  
**Passed | 6-0-0**

**8:50 pm Mr. Bletzer stepped out of the meeting.**

8:50 pm

**MBTA Lot:** Mr. Burke said that GZA will begin drilling for the site assessment next week and the results could be in by the end of April.

**Town Hall / Courthouse Parking Assessment:** Mr. Burke will send out a copy of his report to all Board members and it will be addressed at the next meeting.

8:55 pm

**Financial Matters:**

**Invoices:**

- There was an invoice from Susan Connolly for a black ink cartridge for \$18.05.

**Mr. Knox motions and Mr. Quintal seconds to approve payment of this invoice.**

**Passed | 5-0-0**

**Proposed 2014 Budget:** Ms. Pratt and Mr. Burke have been working on the 2014 Budget and will be sent out to all Board members for review and will be discussed at the next meeting.

**Community Reinvestment Policy:** The Board discussed Community Reinvestment Policy and Ms. Pratt suggested we reduce the percentage of the contribution.

**Mr. Knox motions and Mr. Quintal seconds that we reduce the 10% contribution to 5% for this year.**

**Passed | 5-0-1**

***Mr. Bletzer stepped out.***

**Stephen's Field Contribution:** Ms. Pratt mentioned that last year we had allotted a donation of \$50,000 for paving etc. –this would give us an additional 76 parking spaces. Mr. Burke said that this project is not in the plans for this year – therefore that amount can be removed from next year's budget.

**School Street Project:** This project has been postponed by the Town until next spring and the \$15,000 contribution for adding meters and moving the sidewalk has been put into next year's budget.

There is \$150,000 in the budget for the next phase of design for the garage - some will be used for this year and some for next year. The budget needs to include the additional meters and the new car.

**November and December Financials:** Ms. Pratt indicated that she is still waiting on November and December financials from Lisa Santos and expects them by week's end.

**Park Plymouth Operations**

**Website:** Mr. Price suggested that everyone look at the newly designed website, which is simpler and easier to use.

**Enforcement Vehicle Purchase:** We are waiting for a letter from the IRS that states the name change from PDC to PGDC has been processed.

**Permit Sales and Citations:** Permit sales continue to be steady and anticipate the next few weeks to very busy.

**File Backups:** Mr. Price indicated that the file backup to the cloud is complete.

**8:55 pm** *Mr. Bletzer returns to the meeting.*

**RFQ Bus Lot:** The Request for Quote for the Bus Lot was sent out/delivered to every restaurant north of the traffic circle. All quotes are due by April 7<sup>th</sup>.

**Fisherman's Lot:** Because of some confusion, the verbiage on the sign in this lot will change to "After 5: 00 pm Plymouth Residents with Permits are allowed to use this lot".

**Water Street Lot Request:** The landlord for this lot has denied the request to use this lot for staging of materials for the Sewer Connector Project.

**DPW Request:** The Water Street Lot request was denied by Eastport Development and therefore the DPW has requested that Grove Construction use 1 of the 3 bays of the Waterfront Lot (approximately 25 spaces) for staging of materials.

**Ms. Pratt motions and Mr. Bletzer seconds to approve this request thru May 23<sup>rd</sup>.** Passed | 6-0-0

**Staff E-Mail Address:** Ms. Connolly researched adding additional email accounts for office staff and upgrading the memory for each account. The prorated amount is \$93.63 to extend the contract to August 2014.

**Ms. Pratt motions and Mr. Bletzer seconds to make these changes to the Go Daddy account.** Passed | 6-0-0

**9:14 pm** *Ms. Pratt motions and Mr. Knox seconds to adjourn the meeting.* Passed | 6-0-0

Respectfully submitted by PGDC Secretary Mr. Alan Zanotti

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