

April 30, 2014

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

**Members Absent:** Charlie Bletzer

**6:30 pm Meeting Called to Order & Public Comment:** There is no public comment at this time.

**MBTA Lot Purchase**

**GZA Phase II ESA Report:** Mr. Bill Norman from GZA presented the environmental findings from the soil borings and the water samples on the MBTA lot. Samples that were executed found small amounts of coal type matter that is in line with a previous railroad site. The amounts do not meet DEP reportable thresholds. If in the future the property gets developed – excess soil may need to be removed from the site. There are no issues with installing a pay station on this site. Essentially, it is a clean report with no DEP reportable issues. Ms. Pratt suggested that we submit a copy of the findings to the Town.

There were discussions on whether the monitoring wells should be decommissioned. Mr. Burke will check with Attorney Brodsky on that decision.

**Closing Extension:** Mr. Burke stated that we need to extend the closing from April 30<sup>th</sup> to May 30<sup>th</sup>.

**Mr. Quintal motions and Mr. Knox second to sign the extension. Passed | 5-0-0**

**Extension of Legal Services:** Mr. Burke mentioned that there is no extension necessary at this point in time. There are funds still remaining from the last Board approval.

**2014 MBTA Lot Use:** The Board discussed how to use the lot this upcoming season and how soon it can be up and running. Ms. Pratt would like to promote it as a public lot and not charge for the first year. The long term goal is to move permitted parkers to this lot.

**Mr. Zanotti motions and Mr. Knox seconds that we make this a paid parking lot and allow permit holders to use the lot. Passed | 4-1-0  
Ms. Pratt against.**

**Park Plymouth**

**Water Street Update:** The DPW took out the meters on Water Street and will be installing sidewalks. Mr. Downey assured Mr. Burke that the meters can be back in and operational by July 1<sup>st</sup>. Some of the meters were damaged during construction will be replaced because there is a construction bond in place. The meters are now in storage and photographs were taken of the damaged meters.

**7:06 pm Transportation and Visitors Center**

**Tiger Grant Application:** GATRA has submitted a Tiger Grant proposal and requested \$10M. Mr. Price outlined some the financial sources for this project including GATRA, Mass DOT, PGDC equity, PGDC bond and commercial lease space.

**Revised Proforma:** Mr. Burke informed the Board that the proforma has been revised and now reflects a more conservative projection of revenue from the retail component.

**Board of Selectmen Presentation:** There will be a presentation to the Board of Selectmen on May 6<sup>th</sup> to review the improved and simplified Transportation and Visitors Center plans with the architects and Mr. Leff.

**Next Steps:** The Board discussed the next steps to go forward with Phase II of this project. The Town fund (parking revenue fund) has approximately \$100K for the second phase without going back to town meeting for approval. The remaining local match will come from PGDC.

**Ms. Pratt motions and Mr. Zanotti seconds to recognize that the cap of the Town's contribution on Design Phase II is no more than what is currently in the parking revenue fund.**

***Motion revised to add: and the PGDC will incur the balance of the local match.***

Passed | 5-0-0

**Approval of Public Session Board Minutes:**

***June 19, 2013 & July 17, 2013***

**Mr. Quintal motions and Mr. Knox seconds to approve both meeting minutes.**

Passed | 5-0-0

**Park Plymouth Operations**

**Monthly Permit Sales:** Mr. Burke indicated that we are at approximately 400 permits so far this year which is less than last year – but revenue is up \$10K because of the price increase. Limited permit sales remain at approximately 10%.

**Pay by Phone Live:** There has been a delay in setting up the merchant account. A test deposit has been sent to Rockland Trust and Ms. Pratt will confirm this transaction. May 19<sup>th</sup> is the estimated start date for this service.

7:40 pm

**Bus Lot / Valet:** The lease and time change of lot hours (change from 7:00pm to 6:00pm) was addressed at the Board of Selectmen's meeting. There was concern about using a public lot for private use. It was tabled until their meeting next week and their questions will be answered at that time.

Mr. Zanotti had some concerns with the valet lease and outlined them to the Board. Mr. Burke will address these issues.

**New Hires:** Mr. Burke announced that 2 part-time, seasonal employees have been added to the staff and will begin next week. One is for parking enforcement and the other will be in the maintenance department.

**Enforcement Vehicle Update:** The address and contact name for the PGDC has been changed and we now have a contact fax number but continue to wait to hear back from the IRS for the confirmation of the name change.

**Financial Matters**

**Corrected Invoice:** Ms. Pratt confirmed that the rate was incorrect on the invoice from Attorney Marzelli and she has received a revised invoice.

**Audit:** Ms. Pratt will be notifying Mr. Lynch that he would like Leo Scappini to be the primary auditor and that the audit be completed within 60 days of starting.

**Rockland Trust:** Ms. Pratt had a conversation with the Bank regarding paying for bags and also to setup the coinage deposits to be made at their location just down the street from the office. She expressed her concern about having FDIC insurance on the accounts. They have a type of account that can be set up to ensure FDIC coverage. A copy of that documentation will be sent to the Board. Ms. Pratt will also consult with Lynne Barrett for her opinion.

**Invoices:**

There is an invoice from Lisa Santos in the amount of \$1,925.00 for accounting services.

**Mr. Knox motions and Mr. Zanotti seconds for discussion to approve payment of this invoice and future invoices should identify hours quarterly.** Passed | 5-0-0

**Proposed 2014 Budget:** Ms. Pratt has finalized the Budget and sent it to Mr. Burke and Ms. Santos.

**Revenue Task Force:** Ms. Pratt updated the Board on the discussions of this committee of which she is a member.

**Electric Charging Stations:** Mr. Zanotti mentioned some concern that there is only 1 charging station space in downtown. The garage will have some charging stations included and the Board agreed that they are embracing green technology.

**8:20 pm Mr. Knox motions and Mr. Quintal seconds to adjourn the meeting.** Passed | 5-0-0

Respectfully submitted by PGDC Secretary Mr. Alan Zanotti

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