

Members Present: Leighton Price, Alan Zanotti, Dick Quintal, Charlie Bletzer & Phil Chandler

Members Absent: Chris Pratt

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

CAPITAL PROJECTS

Plymouth Transportation & Visitors Center:

Federal Funding Opportunities 2016: Mr. Burke said that because the project was not awarded the Tiger Grant the Board may want to shelve the project until grant money is available again when the TIGER Grant is announced possibly in 2016. Jonathan McCredie has completed the contracted schematic design.

Private Donor Potential/Proposal: Mr. Burke also addressed a private donor alternative discussion. Since half the money for this project is already programmed (between the State and the PGDC) there is the possibility of pursuing on a parallel track a private donor for the other half.

Michele Pecoraro from the 400th Committee attended the meeting and addressed the Board on some of the findings that her committee has found. She said their initial idea was to purchase a building in which an IMAX type theatre could be built for the purpose of showing movies, having exhibits with art, science and history themes, etc. However, they would not be able to have this project come to fruition before the 400th Celebration. When approaching possible investors for that project she found that some people were interested in the putting their name on a project / building for legacy purposes and possible investors said they would be interested in a “bricks and mortar” type project.

Mr. Burke noted that any potential donor would likely want to see conceptual/schematic renderings, which Mr. McCredie (who also attended the meeting) could draw up. Mr. McCredie indicated that this space had the capability of holding a garage, office space and theatre/cultural facility – making it a multi-use facility.

Mr. McCredie estimated that to prepare some exterior and interior layouts for potential donors that would include meetings, reviews, etc. would be a 4-6 process weeks and would cost approximately \$20,000.

**Mr. Chandler motions and Mr. Bletzer seconds to allow Mr. McCredie to proceed with developing some schematic renderings for potential donors at a cost not to exceed \$20,000. Failed | 3-2-0
Mr. Quintal & Mr. Zanotti against.**

Middle Street Lot Improvement Project:

Phase I Improvements: Mr. Burke said this project had received Board of Selectmen endorsement with the stipulation that the dumpster users pay “adequate compensation” for private use on public land. The Board had a lengthy discussion on how much the amount should be and how it may be received by the dumpster users. Mr. Burke will research what other towns are charging for this type of use.

Mr. Burke suggested having Attorney Galvin draft a license agreement for dumpster users after a compensation amount is determined.

Security Camera Pilot Project: After researching various cameras for the Middle Street lot, Mr. Price found a camera that he thought would meet the Police Department's needs at a substantially lower price for twice the resolution and is solar powered.

Mr. Price would like the PGDC to lease or buy the camera for a pilot in Middle Street lot and use it under different lighting conditions day/night and at various distances. Total price would be \$3,500 plus monthly cloud or cellular service (fixed monthly costs). After testing, Mr. Price will report back to the Board and then to the Police Department.

Mr. Zanotti motions and Mr. Quintal seconds to purchase the camera equipment for an amount not to exceed \$4,000.00 (in keeping with our current purchasing policy). **Passed | 5-0-0**

Main Street Extension Parking Lot / Parking Garage Feasibility Study:

3 Consultant Proposal: Mr. Burke noted that three consultant proposals were received in response to the Request for Quotes issued. He noted that the proposals ranged from \$30,000 to \$35,000 and Simon Design Engineering was the low qualified firm. Mr. Burke recommended approval to contract with Simon Design Engineering conditional once a confirmation from them that they would perform all the services stipulated in the RFQ. .

Mr. Bletzer motions and Mr. Zanotti seconds to proceed with a contract with Simon Design Engineering for an amount not to exceed \$30,000 with the condition that they perform all services in the RFQ. **Passed | 5-0-0**

Plymouth 400th Subcommittee / Infrastructure:

PGDC Representative Infrastructure Subcommittee: Mr. Burke has been asked to Chair the Transportation/Infrastructure Subcommittee for Plymouth 400th – this includes monthly meetings.

Mr. Quintal has volunteered to be the PGDC Board representative on this committee.

Consideration of an LPR Pilot Project: Mr. Price and Mr. Burke brought up the subject of a License Plate Recognition pilot. Mr. Burke said it will make enforcement more efficient and recommends advancing a pilot/demo project for LPR equipment next year. Mr. Egan will incorporate this project into the budget after obtaining lease/demo quotes.

Consideration of Pay Stations versus Meters on Water Street: Mr. Egan brought up the subject of installing Pay Stations on the east side of Water Street. There have been some communication issues with collections on the meters on the east side of Water Street. The meters that are so close to the elements of the ocean and wind driven rain have had various problems. There was a communication issue with collections and it was \$80.00 /per meter to fix. They have upgraded the software in the last two weeks and seem to have solved this problem. The question is when to change over to Pay Stations but the Board agreed to will wait until next season to see if these problems reappear.

PGDC ITEMS

Approval of Public Session Board Minutes:

October 28, 2015

Mr. Quintal motions and Mr. Bletzer seconds to approve the meeting minutes. **Passed | 4-0-1**
Mr. Zanotti abstained.

Financials:

There was an invoice from Susan Connolly for administrative services from November 11 up until yesterday in the amount of \$361.00.

Mr. Quintal motions and Mr. Bletzer seconds to approve payment of this invoice. Passed | 5-0-0

There was an invoice from Quintal Brothers for holiday baskets that were distributed to employees in the amount of \$675.00.

**Mr. Bletzer motions and Mr. Chandler seconds to approve payment of this invoice. Passed | 4-0-1
Mr. Quintal abstained.**

Open Board Position: Mr. Price said the last night the Board of Selectmen approved a new member of the PGDC Board.

OPERATIONAL ITEMS

End of Season Update: Mr. Egan said all items for end of the season have been completed including taking signs down, shutting off modems, etc.

2016 Permit Preparations:

Plans for December 1st – March 31st: Mr. Egan said the new brochures will arrive tomorrow, the stickers are complete and the website has been updated with all the changes. All existing permit holders will receive a letter of renewal and can now purchase their permit online and the permit will then be mailed out. There is a \$5.00 fee if purchased online. Downtown residents, commercial fishermen and out of town limited and premium permit holders must still come to the office to provide documentation of their status.

Howland Street Lot: Mr. Price noted that signs need to be installed in this lot.

2016 Staffing Needs: Mr. Egan said that he would like to promote Ms. Bykowski into the Parking Clerk position at a rate of \$18.00 full time – year round. He would then need to fill her existing position with a customer service / enforcement position at a rate of \$15.00 full time - year round. There is also a need for a part time, seasonal collections/maintenance/enforcement at a rate of \$13.50 and an additional part time – year round enforcement officer at \$13.50 per hour.

Mr. Chandler motions and Mr. Bletzer seconds to make the employee changes as requested. Passed | 5-0-0

Snow Removal: Mr. Egan received 3 bids for snow removal and BOJ was the lowest bidder. Mr. Egan will obtain all necessary insurance documentation.

Water 4 Lot: Mr. Egan has ordered the “Lot Closed” signs for this lot and will be in contact with the DPW to install the jersey barriers. He will also contact the 1620 Hotel about the lot closure.

Next Board Meeting: The next Board Meeting will be held on January 6, 2016.

9:40 pm

Mr. Bletzer 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

APPROVED | PGDC BOARD OF DIRECTORS PUBLIC SESSION MEETING MINUTES | December 16, 2015 | S. CONNOLLY

APPROVED