

May 20, 2015

**Members Present:** Leighton Price, Chris Pratt, Alan Zanotti, Charlie Bletzer, Phil Chandler & Marlene McCollum

**Members Absent:** Dick Quintal

---

**6:35 pm Meeting Called to Order & Public Comment:** There was no public comment.

**New Board Member**

**Ms. Marlene McCollem:** Mr. Price introduced Ms. Marlene McCollem and welcomed her to the Board.

**Approval of Public Session Board Minutes:**

***March 25, 2015***

**Mr. Bletzer motions and Mr. Zanotti seconds to approve the meeting minutes.** **Passed | 4-0-2**  
***Mr. Chandler & Ms. McCollum abstained.***

***April 8, 2015***

**Mr. Bletzer motions and Mr. Zanotti seconds to approve the meeting minutes.** **Passed | 5-0-1**  
***Ms. McCollum abstained.***

**Financials**

There was in invoice from Susan Connolly for administrative services from the last meeting up until today in the amount of \$194.75.

**Mr. Zanotti motions and Mr. Bletzer seconds to approve payment of this invoice.** **Passed | 6-0-0**

**February & March Financials:** Ms. Pratt indicated that preliminary financials for February and March are complete but she is meeting with Ms. Santos to go over some questions. Ms. Pratt also requested the payroll summaries for the same meeting.

**Audit:** The audit is almost complete but Ms. Scappini is on maternity leave and it will be completed / finalized after she returns.

**Graffiti Removal:** The donation was approved by the Board of Selectmen and Ms. Pratt has sent the check for \$2,500 to Ms. Arrighi with a copy to Mr. Sirico and Mr. Arons.

**CDAR:** Ms. Pratt and Mr. Chandler discussed the next step for meeting with someone from Town Hall to discuss the Town's policy on this subject.

**Employee Health Insurance:** Ms. Pratt has spoken with representatives from Blue Cross Blue Shield and they do not offer a plan for just one employee – they have a minimum of 2 people. She has received other alternatives that include Harvard and Tufts.

**Mr. Chandler motions and Mr. Bletzer to empower Ms. Pratt together with Mr. Price to make the decision on which plan to choose.** **Passed | 5-0-1**  
***Ms. Pratt abstained.***

### Operational Items

**Time Zone Changes:** Mr. Burke and Mr. Egan attended a Plymouth Traffic Task Force Meeting and presented the three proposed changes and they were approved. Mr. Burke and Mr. Price will send a letter to the Board of Selectmen seeking approval.

Court Street – North Plymouth 1 hour spaces to 2 hour

Market Street Extension – (2) 15-minutes spaces to 2 hour

Town Wharf – (2) 2-hour spaces to 15-mins.

7:05pm

**2015 Striping Changes:** Mr. Egan said that this project was sent out to bid and a provider has been selected. He outlined the Striping Plan that will begin on June 1<sup>st</sup> and include work on School Street, North & Middle Streets, Howland Street lot, Market Street, Depot Square and Town Wharf. The work to be performed on Town Wharf was requested by Chief Botteri.

7:10pm

### Capital Projects

**Water Lot #4/Parking Lot Expansion (P&S Negotiations):** Mr. Burke had Mr. Galvin teleconferenced in for discussions on the Purchase and Sale Agreement and the Driveway Lease Agreement. Mr. Galvin has had discussions with the banks attorney and they have gone back and forth. There is an issue with the length of agreement – they would like an agreement 10 years with 2 optional renewals for 10 year periods. They would also like a driveway reciprocal easement/license agreement and payment for maintenance of the driveway. Mr. Burke noted that PGDC/Park Plymouth would be constructing a driveway to Lothrop Street so both entities would own a driveway and allowing access would be a wash.

**Mr. Zanotti motions and Mr. Bletzer seconds to cap the terms of this lease at 10 years.**

**Passed | 6-0-0**

**Handicap Van Accessible Issue:** Mr. Egan informed the Board about the ticketing of a handicap plate in the Fisherman's lot. The handicapped person first parked in the Lobster Hut lot. This area by law should have had a van-accessible space that would accommodate a handicap van, but after investigation, while it had a sufficient number of handicapped spaces it does not have a van-accessible space. All other lots were checked and have been measured and are within the law. The gentlemen initially paid the ticket and a letter of apology has been written and Ms. Pratt will issue a refund check.

**Committee Reappointment:** Ms. Pratt currently sits on the Revenue Task Force and her term ends in June.

**Mr. Bletzer motions and Mr. Chandler seconds that Ms. Pratt continue to be a member of the Revenue Task Force.**

**Passed | 5-0-1**

**Ms. Pratt abstained.**

**Valet Lot:** Mr. Burke has received a request from East Bay to use the valet lot on Sunday during the day. This would be in addition to the current agreement in place.

**Dirty Water 5K Valentines:** Mr. Egan was informed that this race (previously scheduled for February 7th) has been rescheduled to June 6<sup>th</sup>. The race starts at 8:00am and will be completed by 12:30pm - it has approximately 200 runners. The original fee paid for this race has been refunded and will now be \$290.00 if approved (higher rate for the season).

**Mr. Bletzer motions and Ms. Pratt seconds to approve the permit at the higher rate. Passed | 6-0-0**

8:00pm

### Surveys

**North Street & Middle Street:** The Board was asked what questions should be included in the survey. Some members suggested questions about year round permits, year round enforcement, and meters on Court Street, etc.

### Updates

**Permit Sales:** Mr. Price and Mr. Egan said that sales are continuing as expected and the shift continues to be from premium permits to limited permits. To date 1672 have been sold and revenue is up from last year.

**Office Expansion Options:** Mr. Egan outlined some of the available properties/options and the Board discussed these options.

**Written Information Security Plan/PCI Compliance Update:** Mr. Egan has updated this policy to include credit card information and the vendors listed must be PCI compliant.

**Ms. Pratt motions and Mr. Zanotti seconds to approved the revised policy. Passed | 6-0-0**

**Town Request for Contractor use of Howland Lot in 2016:** Mr. Burke said that the Town Manager, Ms. Arrighi has requested use of this lot next year for construction workers for the Town Hall project.

**Lothrop Driveway Construction Bids:** Mr. Burke has received quotes that include removing trees, pavement, curbing etc. from 3 contractors. The lowest bid came from BOJ Construction in the amount of \$6,143.86. BOJ Construction must complete a 1099 form and the permit process can start as soon as the contract is approved.

**Mr. Zanotti motions and Mr. Chandler seconds to approved the contract to BOJ Construction. Passed | 6-0-0**

**Middle Street Lot Upgrades:** Mr. Burke updated the Board on this project which includes Ted Bubbins as the Town Hall liaison. Mr. Chandler has assembled a group of individuals including abutting businesses, residents and town officials interested in assisting with this project.

**Water Street Condo Project:** Mr. Price received notification that the Zoning Board denied this permit.

**EV Charging Station Project:** Mr. Burke gave an update to the Board and the project is moving forward. The ZBA required a letter from the PGDC giving authorization to give up 2 spaces for this project. Mr. Burke sent the letter and now the Town has requested some banking information that Ms. Pratt will provide. The EV Charging station re-installation to Water Street will occur in the coming weeks.

**Lighting Upgrades:** Mr. Burke informed the Board that the North Street lot lighting shipped today and the Middle Street has been backordered until July.

### Transportation & Visitor's Center Project

**Historic District Commission Meeting:** Mr. Price attending a presentation by the architect to the Historic District Commission on May 6<sup>th</sup>. Mr. Price stated that they were basically supportive of the project other than one member who expressed his opposition.

**TIGER Grant Application:** Mr. Burke informed the Board on the progress of the application and that the deadline is 2 weeks away. If this funding does not get approved the Board will have to make a decision on next steps for this project. The FTA has walked the site recently which is a positive sign.

**Main Street Extension Parking Garage Feasibility Study:** Mr. Burke received the information from the owner of the Main Street Lot. There was very little information from the previous lot study, but there was a tremendous amount available on the 1988 study that will be helpful in writing the scope of work.

**8:43 pm**      **Temporarily adjourn the Public Meeting to go into Executive Session regarding a personnel matter under the provisions of MGL, Ch. 39, 23A-24 (roll call vote).**

Mr. Price	—Yes
Mr. Zanotti	—Yes
Ms. Pratt	—Yes
Mr. Bletzer	—Yes
Mr. Quintal	—Yes
Ms. McCollem	—Yes

**9:35 pm**      **Return to Public Session**

**9:35 pm**      **Ms. Pratt motions and Mr. Bletzer seconds to adjourn the meeting.**      **Passed | 6-0-0**

Respectfully submitted by PGDC Secretary Mr. Alan Zanotti

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