

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

**Members Absent:**

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

**Approval of Public Session Board Minutes:**

***August 12, 2015***

**Mr. Quintal motions and Mr. Bletzer seconds to approve the meeting minutes.**

**Passed | 5-0-1**

***Mr. Chandler abstained.***

***August 26, 2015***

**Mr. Bletzer motions and Mr. Zanotti seconds to approve the meeting minutes.**

**Passed | 5-0-1**

***Mr. Quintal abstained.***

**Board Resignation:** Marlene McCollem has submitted her resignation from the PGDC Board. She has accepted a position with the Town of Carver. She will be submitting a letter of resignation to the Board of Selectmen.

**7:35 pm**

**Financials**

**Audit:** Ms. Pratt will distribute hard copies of the 2014 Audit to the Board and the Town.

**Financials:** Ms. Pratt will be dropping the August and September financials to Ms. Santos.

**Invoices:**

- There was an invoice from Susan Connolly for administrative services from the last meeting up until today in the amount of \$323.00.
- There was an invoice from Beals & Thomas for the Middle Street Lot work in the amount of \$11,277.02.

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

**Donation - Municipal Harbor Management Plan Waterfront:** Ms. Pratt had sent a letter to the Board of Selectmen seeking their endorsement of the PGDC contribution. Ms. Arrighi had previously mentioned the donation to them and they requested some additional information. Ms. Pratt asked for a copy of the Board of Selectmen's minutes to see if the donation was acknowledged. If this donation is not included in the minutes, Ms. Pratt will send another letter seeking endorsement of this contribution.

**6:45 pm**

**Operational Items**

**September Permit / Citation Update:** Mr. Egan said that 9 permits have been sold in September and 1888 permits for the year with more of them limited permits. The amount of permit revenue has almost doubled in the last 2 years. Number of tickets and citations issued are down for the month although total revenue for the year is up. There may be a need to hire more enforcement officers next year.

There was a question about the number of dismissed tickets from Mr. Solitro and Mr. Egan was asked to look into this number. The EV Station is getting about 10 – 20% usage versus other meters which are around 20% - 30% for meters in the area during the day. Information of this charging station should be put onto the Park Plymouth website.

**Winter Office Hours:** Mr. Egan said that in the past the winter hours were Tuesday – Friday 10am- 5pm. The Board said they would bring this up at the next meeting after a decision on extending the parking season is made.

**Downtown Survey Feedback:** Mr. Egan said finding managers / merchants in the downtown area to participate is an ongoing process and he continues to seek their input. The questionnaires he is leaving at establishments are not being returned. Mr. Egan will send out a letter to the merchants giving them one more opportunity to voice their opinion before the Board makes a decision. That deadline will be October 30<sup>th</sup>.

**Parking Clerk's Transition:** Mr. Egan said that since Ms. Grover's departure and Ms. Bykowski has done a good job taking over her duties.

**CQ Cleaning Request:** CQ Cleaning has requested to perform their duties after Park Plymouth's office hours. The Board discussed this request.

**Ms. Pratt motions and Mr. Quintal second to continue to have the office cleaned during office hours.**  
**Passed | 6-0-0**

**2016 Permit Season:** This subject will be brought up at the next meeting when year round enforcement is decided.

**Snow Removal:** Mr. Egan will start the bidding process for plowing. The Board discussed whether Water 4 lot should be plowed or closed for the season. Someone will look into the liability for not plowing this lot.

**Water & Howland Street 2016 Renewals:** Mr. Egan spoke with Mr. Cronin and he agreed to a 2 year extension of this lease with the same parameters. Insurance during the paid parking season for this lot will need to be addressed. The Water Street lot lease will be extended for one year. Mr. Egan will contact Galvin and Galvin to prepare an addendum to the current leases.

**Meter Communications:** Mr. Egan said there has been a communication issue when collecting from some of the meters. Ms. Pratt expressed her concern with audit issue if these meters are not totaled separate from one another. Mr. Egan has a corrective action plan in place for counting the money collected from each meters. These meters have been sent out for repair as the problem arises and have been returned at a cost of \$85.00 per meter. He will also contact IPS and report this problem and be proactive on this issue.

**Race Committee Update:** Mr. Egan attended their meeting yesterday. He outlined the committee's proposal – it includes 3 different race types and lengths. There are different fees associated with each race and most are scheduled between 9am -1pm. The committee would like the fees that are charge for closing meters to be reduced. The Board discussed that the reason for charging a high rate during peak parking season was to encourage these races to not be held in the high parking season – thereby reducing the spaces for the general public. Mr. Egan will continue to attend these meetings and ask Ms. Casey to attend the next PGDC meeting.

**Canadian Money Exchange:** Mr. Egan received a check back from the Legion in the amount of \$304.16. Ms. Pratt will send a check for 25% of this check amount back to them as a donation.

**8:41 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
Mr. Chandler	—Yes

**8:52 pm**      **Return to Public Session**

**8:52 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