

April 8, 2015

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

**Members Absent:**

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

**Approval of Public Session Board Minutes:**

***February 11, 2015***

**Ms. Pratt motions and Mr. Chandler seconds to approve the meeting minutes. Passed | 4-0-1**  
***Mr. Zanotti abstained.***

***March 11, 2015***

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

**Communications**

**Request to Expand Parking in North Plymouth:** Mr. Burke received a letter from Charles Tringale requesting to change the parking from 1 hour to 2 hour and use the house lot that was purchased for access to the Veterans Memorial Park by the town as a location for expanded parking. He recently purchased the Sherman Building and would like to make this change. Mr. Burke will refer him to the North Plymouth Steering Committee.

**Complaint Letter:** Mr. Burke received a complaint regarding parking at the location where the new town hall will be located. A section was due to open for parking and to date has not. Mr. Burke will check with Ms. Arrighi and get an estimated date that this lot will open.

**Financials**

There was an invoice from Susan Connolly for administrative services for the third portion of March in the amount of \$199.50 and an invoice for the first portion of April 2015 in the amount of \$52.25.

**Mr. Bletzer motions and Mr. Zanotti seconds to approve payment of these invoices. Passed | 5-0-0**

There was an interim invoice from Leo Scappini for the 2014 audit in the amount of \$3,000.00.

**Mr. Zanotti motions and Mr. Chandler seconds to approve payment of this invoice. Passed | 5-0-0**

**6:50 pm Mr. Quintal arrived.**

**2015 PGDC Budget:** Ms. Pratt sent out the preliminary budget to the Board. There were some questions about some line items in the budget and there was discussion and decisions about each item. Possible office expansion figures are not included in the budget.

**Mr. Zanotti motions and Mr. Bletzer seconds to approve the 2015 Operating Budget with discussed revisions. Passed | 6-0-0**

**2015 Capital Plan:** Mr. Burke and Ms. Pratt drafted and distributed PGDC's 5-Year Capital Plan. The Board discussed several of the items on the plan and made some additions, deletions and changes to the plan.

**Mr. Bletzer motions and Mr. Chandler seconds to approve the 2015 PGDC Capital Plan with revisions.** Passed | 6-0-0

**Approval of Public Session Board Minutes continued:**

***February 25, 2015***

**Mr. Quintal motions and Mr. Pratt seconds to approve the meeting minutes.** Passed | 4-0-2  
*Mr. Bletzer abstained.*  
*Mr. Zanotti abstained.*

8:08 pm

**PGDC Office Expansion:** Mr. Burke and Mr. Egan have started a preliminary search of office space/building. Mr. Chandler and Mr. Zanotti have agreed to participate in looking at properties. They are looking for a minimum of an additional 400-500 sq/ft. The current office space would need to be sublet.

**Preparation for Interview:** The Board had a lengthy discussion on the scheduled interview with a reporter from the Old Colony. The Board agreed that there has been a tremendous amount of inaccurate information out in the public and it is imperative that they receive the correct information on what Park Plymouth and the PGDC is all about. They discussed all the materials that should be available for the reporter to ensure that the information is correct and to show that the PGDC financials are transparent.

**Community Investments**

**Review Posted List on Website & Others:** Mr. Burke outlined some of the Community Reinvestment items that are currently listed on the website. The Board recommended some additional items to be added to the list.

**Park Plymouth Items**

**March Permit Sales/Citations Collection Performance:** Mr. Burke commented that while permit sales are down from last year and that there is a large shift from premium permits to limited, sales are expected to pick up this week.

**Website Update/Improvements:** Mr. Egan met with Kim Hutchinson and he is now capable of making most changes to the information on the website including updates and news alerts. Customers can now email questions and print out the permit application.

**Downtown/North Plymouth Surveys:** Mr. Burke indicated that there will be 2 surveys and he hopes to have the North Plymouth survey complete before the next meeting.

**Loading Zones:** Mr. Egan outlined a complaint from a person that received a ticket for parking in a loading zone for more than 20 minutes. There is currently no sign indicating the amount of time allowed. Mr. Egan has ordered a sign indicating the time limit and this should eliminate this problem.

**Special Events:** There was a request received for the National Multiple Sclerosis Society Charity Walk. They asked for 4 spaces in the Water Street Lot from 9:00am to 11:30am (to accommodate the water station). The application has been completed; fee paid and supplied their insurance certificate.

**Update on Opening Day/Paid Parking Season:** Mr. Burke said that opening day went well.

**Downtown Business Group Meetings:** Mr. Burke said that Mr. Egan would be attending the monthly Downtown Business Group Meeting.

**Transportation and Visitors**

**Abutters Meetings:** There have been 2 meetings thus far and attendance has been poor.

**Meeting with 400<sup>th</sup> Committee:** Mr. Price and Mr. Burke attended a meeting on April 3<sup>rd</sup> and there is another meeting scheduled tomorrow. They suggested that they may have a major investor for their project.

**Tiger Grant:** There is another Tiger Grant available which we will apply for and Congressman Keating is involved. The deadline for submission is June 5, 2015.

**Historic Commission Meeting:** There is meeting scheduled with the Historic Commission on May 6, 2015.

9:20 pm

**Parking Lot Agreements**

**Bus Lot Request for Quotations:** There is a provision in the current contract that states that it can be renewed yearly (up to 4 years) if there are no changes in the contract. It would once again be from May 1<sup>st</sup> to December 31<sup>st</sup> for an annual fee of \$5,000.00.

**Ms. Pratt motions and Mr. Zanotti seconds to approve to renew the agreement with East Bay.**

**Passed | 4-0-2**

***Mr. Bletzer & Mr. Quintal abstained.***

**Water 4 Lot Expansion – P&S Negotiations:** The attorneys have come to an agreement on approximately 99% of the agreement. Their hotel attorney is requesting that we share in the cost of driveway maintenance including paving and plowing. Mr. Burke will have to meet with Ms. Arrighi about this issue.

9:30 pm

**Board Applicants**

**Open Seat Status:** There have been two applications received and both candidates are town planners in other towns.

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