

January 21, 2015

**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.

**Approval of Public Session Board Minutes:**

***November 19, 2014***

**Mr. Bletzer motions and Mr. Quintal seconds to approve the meeting minutes. Passed | 5-0-1**  
***Mr. Chandler abstained.***

***December 10, 2014***

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

**6:36 pm Park Plymouth Website**

**Development Progress:** Mr. Price and Mr. Burke met with Ms. Hutchinson today and she will make some structural changes to the website including having the site adjust size automatically for different devices. It is almost complete and she will attend the next meeting and present the new website.

**6:45 pm Financials**

**Audit:** Ms. Scappini provided her audit and it came back clean. A copy has been and provided to the town. Ms. Scappini provided a proposal for the audit for the upcoming years' audits. Next year would be \$7,000 for 2014. For a 3-year sliding scale would be 2014 - \$6,750; 2015 - \$7,000; 2016 - \$7,200. Ms. Pratt would like to begin the next audit in February.

**Mr. Bletzer motions and Mr. Zanotti seconds to continue to use Ms. Scappini (with an out clause for both parties) for the next three years for the amounts presented (annually renews). Passed | 6-0-0.**

Ms. Scappini's fee for 2013 audit was \$6,500 and she has been paid \$3,000.

**Mr. Zanotti motions and Mr. Bletzer seconds to pay her the balance of \$3,500.00 Passed | 6-0-0**

**Chamber of Commerce:** There was an invoice for membership into the Chamber of Commerce. The Board voted last year not to renew this service for \$260.00 but it was included in the 2014 PGDC budget. Mr. Burke has a meeting with the new Director next week.

**Mr. Zanotti motions and Mr. Chandler seconds to let Mr. Burke make the decision after his meeting with them whether to join the Chamber of Commerce. Passed | 5-1-0**  
***Mr. Quintal was against.***

There was a year-end invoice for \$1,980.00 from Lisa Santos to assist in the audits from our insurance company (workers comp, premium audit & annual audit).

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

There was an invoice from Susan Connolly for the second portion of December 2014 for \$13.13 and an invoice for the first portion of January 2015 in the amount of \$170.62.

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

Ms. Pratt asked Mr. Burke to get the figures through year end for handicap citations and Police citations issued outside the district so she can issue the payments.

**Financials:** Ms. Pratt announced that the September and October financials will be sent out shortly.

**Budget:** Ms. Pratt said she and Mr. Burke will meet to begin drafting the budget and they hope to present this to the Board at a meeting in February.

**Capital Plan:** Mr. Price indicated that the Board should establish a Capital Plan.

**CDAR / Funds Insurance:** Mr. Chandler and Ms. Pratt will meet with the Town on their investment policies and how the Town's funds are protected in addition to reviewing the CDAR Program.

There was an invoice from Attorney Galvin for \$853.33 for drafting bylaws and discussions.

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

7:30 pm

**December Monthly Revenue Performance:** Mr. Burke announced that the 2014 budget year has been closed out. Total permits issued were down for the year but permit revenue was up by approximately \$20,000. The number of citations issued continued to rise this year mainly because of good weather and ensuring staff coverage. Paid citations are up approximately \$40,000 from last year. Void percentage is at an all time low primarily because of photos being taken at the time of ticketing; because staff provides written comments on all appeals for the hearing officer; and because of the Board's internal void policy.

Ms. Pratt suggested that Mr. Solitro attend a meeting for his input and thoughts on the appeal process.

7:45 pm

**2015 Permit Program**

**Sales Report:** Mr. Burke said that the staff has been successful in providing sales options resulting in many downtown residents moving from the downtown resident permit to premium permits and previous premium permit holders moving to limited permits. To date 106 permits have been sold - 57 premium permits; 39 limited permits (35 of these permits are senior citizens); 10 commercial fisherman and no downtown permits have been issued to date.

**Expanding Jurisdiction:** The Board discussed the possibility of expanding the PGDC's jurisdiction. Attorney Galvin will speak to the Board about the steps necessary for this change.

**Former MBTA Lot:** Mr. Chandler suggested we reach out to local business to notify them of the change of ownership of this lot and that it is no longer free.

**Press Release:** The Board discussed issuing press releases on where Park Plymouth monies are spent. Many people are unaware of the parking issues in the town. It should include amount spent for meters, donations to commission on disability, infrastructure change which should include a capital plan. John Burke suggested issuing press releases each time a lot lease is signed (Water St., Santander, etc.) or a lot is expanded (Water St #4/Radisson); or other capital improvements occur (lighting, sidewalks, etc.).

**Permit Complaints:** There have not been many complaints at the sales window with the exception of out of town Commercial Fisherman and out of town premium permit holders who saw the largest increase.

**Parking Lot Lighting:** Mr. Burke suggested that the PGDC upgrade to the lighting that the DPW is installing on street – at both the Middle and North Street lots. The cost will be approximately \$600 per fixture – around \$10,000 total. Mr. Burke would work with Patrick Farah, Energy Officer of the Town.

**Mr. Quintal motions and Mr. Chandler seconds to approve upgrading the lighting on Middle and North Street as presented for an amount not to exceed \$15,000.00. Passed | 6-0-0**

8:20 pm

**Parking Lot Agreements - Exploration**

**Lothrop / Radisson Lot:** Mr. Burke said that he had a meeting scheduled for Monday, January 26 with the attorney for the Bank that represents the Radisson, Lee Hartmann, Attorney Galvin, Leighton Price and Alan Zanotti. They will be discussing how we can acquire the remaining parking spaces in this lot.

**Water Street Lots:** Mr. Burke indicated that we are waiting on Eastport Development to sign the lease for the Water Street Lots for 2015 with a 30 day out clause for both parties.

**Santander Lot:** Mr. Burke is waiting for a response from Santander regarding a meeting about leasing, managing and/or purchasing a portion of their lot.

**Howland Street Lot:** Mr. Burke and Mr. Zanotti met with Mr. Cronin regarding the land he owns on Howland Street. His asking price was high and infeasible according to Mr. Burke for creating surface parking. Mr. Cronin said he has approval to put an 11 unit development on this land and he would check with his partners on the possibility of selling this land. Mr. Burke will get back to him after consulting with the Board. The Board discussed having an appraisal done on this lot.

**Mr. Zanotti motions and Mr. Quintal seconds to authorized Mr. Burke to spend up to \$2,500 to have an appraisal performed on the Howland Street lot (after Mr. Burke checks with Mr. Cronin to see if he would like to proceed with these discussions). Passed | 6-0-0**

**40 Court Street Lease/Issues:** Mr. Burke and Mr. Zanotti spoke with Mr. Cronin about some of the issues with the current office space including the parking issues. He now has rented the lot for parking to the Spire Theatre. He offered no solution regarding the parking concerns. He did however address the HVAC issue and will show staff how to override the system programming. Mr. Bletzer suggested documenting all the issues with this space as they occur. Ms. Pratt outlined how the rent payment is made.

**Lot Expansion:** Mr. Burke spoke with Mr. Hartmann about the Salvation Army building and other options for Middle Street and relayed his findings to the Board. Mr. Burke will initiate discussions with the Salvation Army as requested.

8:55 pm

**Ryan's Ride Request:** Mr. Burke outlined Ryan's Ride request this year for their event to be held on Saturday, June 20<sup>th</sup>. The Board revisited this subject of having events during the peak parking season. The Board had lengthy discussion on this subject.

**Mr. Quintal motions and Mr. Bletzer seconds that any event (other than Town sponsored) that the fees will not be waived beginning in 2016 for events held from the second Saturday in June until Labor Day.** **Passed | 6-0-0**

Mr. Burke will contact Ms. Arrighi and Ms. Thomsen regarding this policy.

**Mr. Bletzer motions and Mr. Zanotti seconds that we waive the fees for Ryan's Ride this year 2015.** **Passed | 6-0-0**

Mr. Burke will notify Ryan's Ride that next year that they will be charged.

**Year Round Enforcement:** Mr. Burke indicated that he has received several requests from merchants to have year round enforcement in the downtown area.

**Blue Blinds:** Mr. Burke outlined Blue Blinds request to change 4 metered spaces on North Street that are not enforced year round, to 20 or 30 minute parking only. During the off season people are parking in these spots for the entire day.

Mr. Bletzer suggested having staff conduct a survey with the downtown merchants regarding year round enforcement in this area.

9:30 pm

**Ms. Pratt left the meeting.**

**Status Operations Manager Interviews:** Mr. Burke has received over 60 resumes and now has it narrowed down to 5 qualified candidates. Mr. Chandler has volunteered to participate in interviewing the candidates with Mr. Burke and Mr. Price.

9:40 pm

**Mr. Bletzer motions and Mr. Chandler seconds to adjourn the meeting.** **Passed | 5-0-0**

Respectfully submitted by PGDC Secretary Mr. Alan Zanotti

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