

Members Present: Leighton Price, Chris Pratt, Charlie Bletzer & Phil Chandler

Members Absent: Alan Zanotti & Dick Quintal

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

Remote Board Participation

Adopt Policy: Mr. Price spoke with Mr. Pizer the Town Clerk about remote Board participation. Currently it is not allowed because the town has not adopted this this policy.

6:39 pm Park Plymouth Website

Development Progress: Ms. Hutchinson from KC Graphics presented an overview of the new Park Plymouth website. Her emphasis was for “ease of use” – mostly icon based when opening the site and it is very straight forward. Changes on the website can be made very easily by a designated Park Plymouth staff member or Ms. Hutchinson. Mr. Burke will check with the town about linking the Town and Park Plymouth websites. The Board was please with the website and suggested a few changes. After additional review from staff the site will go live.

7:10 pm

Proposed EV Charging Station: Mr. Patrick Farah, Energy Officer, returned and presented a revised EV charging station proposal. The charging station at the old Police Station will need to be removed and installed at a new location. This proposal is for installation of 1 station with 2 ports to be located in front of the town’s pumping station on the waterfront. Mr. Farah is willing to transfer this charging station to the PGDC at no cost. Mr. Farah is responsible for removal and reinstallation of equipment and PGDC will pay for it. The PGDC agrees to be responsible for the annual Chargepoint monitoring /maintenance, which has a fee of \$275/each. There will be meters located at both of these spaces. The Town will continue to assume monthly utility costs. There are a few other charging stations to be installed throughout the town. Mr. Farah brought a proposal for the electrical installation. Mr. Farah still must contact the DPW for permission to use this site for installation of this EV station and will send a letter to Mr. Burke on how the electrician was procured through quote solicitation.

Ms. Pratt motions and Mr. Bletzer seconds to approve this proposal as presented with three conditions:

- the cost of installation will not exceed \$7,450.00 (as presented);
- Mr. Farah oversees the transfer and installation of equipment;
- the Town and NSTAR approval of location (without moving meters).

Passed | 4-0-0.

Parking Lot Lighting: Mr. Farah presented his recommendations for upgrading the lighting for the North and Middle Street lots. Middle Street and North Street have different types of lighting. In order to upgrade the 6 LED replacement heads for the Middle Street lot they are approximately \$605.00/each plus shipping. The North Street has 8 units and cost \$341.00 each plus shipping. There is also the possibility for rebates for approximately \$75.00 - \$100.00 / each (should cover installation price). The total amount would be covered by the previously approved amount of up to \$15,000. The Board is waiting for installation costs from Mr. Farah who offered his assistance.

7:50 pm

Approval of Public Session Board Minutes

January 21, 2015

Ms. Pratt motions and Mr. Bletzer seconds to approve the meeting minutes.

Passed | 4-0-0

Financials

Ms. Pratt will be paying the previously approved Attorney Marzelli invoice for \$714.41. This is the final invoice.

There was in invoice from Galvin & Galvin in the amount of \$1,386.67.

There was in invoice from Susan Connolly for administrative services for the second portion of January 2015 in the amount of \$122.50 and an invoice for the first portion of February 2015 in the amount of \$144.38.

Mr. Bletzer motions and Mr. Chandler seconds to approve payment of these invoices. Passed | 4-0-0

Audit: Ms. Scappini will be sending out her proposal for signature for future audits as approved at the last meeting (this will include an escape clause).

Financials: Ms. Pratt notified that there were a few misclassified invoices in the September and October financials. Ms. Santos will be amending the financials and returning them to her. Ms. Santos is also in the process of completing the November and December financials.

Budget: Ms. Pratt and Mr. Burke will meet to begin drafting the budget.

Bank Charge: Ms. Pratt indicated there was a charge for ordering deposit slips from Bank of America. She will contact the bank about reversing this charge.

Macintosh Computer: Mr. Price informed the Board that the Macintosh hard drive has crashed. Ms. Pratt will bring in to her office to see if it can be repaired.

January Monthly Revenue Performance: Mr. Burke said that to date 240 permits have been sold of which 90 are limited, 130 are premium and 2 are downtown resident permits. Sales are going well but are slow due in part to the weather. Citations issued were up for the month of January at 334. Voids were at 24; however 17 of them were Police issued tickets. Paid citations figures are also up.

Parking Lot Snow Plowing Report: Mr. Burke updated the Board on the current snow removal process. The DPW handles all the plowing through and up till the end of an official snow-event storm. After the storm, Park Plymouth posts the lots for a short-duration NO PARKING period so the lot spaces can be cleared of snow. Historically, the DPW then removes the piles. But because of how busy the DPW is at this time, the piles have not been removed. Mr. Burke indicated that a snow clearing line item should be included in the Park Plymouth budget next year.

8:20pm

2-Hour Parking Surveys

Court Street (North Plymouth): Mr. Burke indicated that the surveys have been put on hold because of the weather/snow. The interview scripts are complete and this project will begin when conditions improve.

Parking Lot Agreements

Lothrop / Radisson Lot: Mr. Burke, Mr. Price, Mr. Zanotti, Mr. Quintal and Attorney Galvin indicated that they had a good meeting with the attorney for the Radisson. The expectation is that we will be able to go forward with a purchase and sale for the shared portion of the parking lot after John Farren surveys it (His cost is \$600.00). After the sale, the surveyed plan can be filed at the registry.

Water Street Lots: Mr. Burke said the agreement has been signed by PGDC and Eastport Development Corporation for 2015 and includes a 30-day out clause requested by EDC.

Santander Lot: Mr. Burke met with bank manager and was informed that they are using the entire building. The current rental agreement for the lot rental will continue.

Howland Street Lot: Mr. Burke said that he has had conversations with Mr. Cronin and he indicated that the prices being discussed would make the lot prohibitively expensive to be used as a surface parking lot. However he may be interested in leasing it for the season. Mr. Cronin represented that the lot could hold approximately 50 cars.

Mr. Chandler motions and Mr. Bletzer seconds to allow Mr. Burke to proceed with negotiating a lease for this space for up to \$5,000.00 **Passed | 4-0-0**

Park Plymouth Car: Mr. Burke noted that the new Park Plymouth car was completely plowed in and covered with snow and photos were taken and the incident has been documented.

Plymouth Transportation & Visitors Center

Design Development Phase: GARTA has signed the contract with the architect and are ready to proceed.

400th Committee Input: Mr. Price, Mr. Burke and Frank Gray from GATRA attended the meeting. The 400th Committee expressed a potential commercial interest in participating in the project and will explore it further.

8:45pm

Water Street Promenade Project

Project Update: Mr. Price attended a meeting on this project. Several people indicated that the promenade should be as wide as possible and that there is no separate bike lane on the street.

Parking Operations Manager

Interviews: Mr. Burke has had to reschedule the candidate interviews with Mr. Price 3 times due to snow storms. They are now scheduled for tomorrow.

Chamber of Commerce: Mr. Burke met with their new Director Kevin O'Reilly and recommended that the PGDC continue to be a member and pay the 2014 annual membership dues invoice referred to him from the Board from the previous meeting.

T-Wharf Funding: Mr. Chandler would like have the Chad Hunter, Harbormaster, return to meet with the Board about parking, etc.

9:10 pm

Ms. Pratt motions and Mr. Bletzer motions to adjourn the meeting.

Passed | 4-0-0

Respectfully submitted by PGDC Secretary Mr. Alan Zanotti

Signed: _____ Date: _____
Alan P. Zanotti, Secretary

APPROVED

APPROVED | PGDC BOARD OF DIRECTORS PUBLIC SESSION MEETING MINUTES | February 11, 2015 | S. CONNOLLY