

January 18, 2023

Members Present: Leighton Price, John Morse, Tatum Stewart, Phil Chandler, Jay Kimball & Jim Emmett

Members Absent:

****Massachusetts state law S2475 has been extended to allow meetings to be a live in-person, hybrid, or fully remote until March 31, 2023. The PGDC Board of Directors has chosen to continue doing the board meeting remotely until further notice.**

Instructions for joining this meeting via Zoom.com are provided at the end of this Agenda. Please note that this meeting will be recorded via Zoom.com and/or by the PGDC Clerk. Thank you for your participation in this manner and for understanding the importance of keeping members of the Board and the public safe.

Members of the public who want to participate by phone (voice only) may dial one of the numbers given in the instructions and then key in the Meeting ID and/or Pass code as requested on the phone call.

5:30 pm

Meeting Called to Order

Roll call vote - present for the meeting.

Mr. Price	—Present
Mr. Morse	—Present
Ms. Stewart	—Present
Mr. Chandler	—Present
Mr. Kimball	—Present
Mr. Emmett	—Present

Passed | 6-0-0

5:30 pm

Public Comment: There was no public comment currently.

OPERATIONAL ITEMS

Update on 4 North Street:

Roof Repair Update: Mr. Egan said that there are still issues on a specific area of the roof. He now would like to replace that specific area and the contractor will return and replace it. Now there is a new leak in the Park Plymouth portion of the building.

Update on 15 - 23 Court Street: There is no new information on this topic.

2022 End of Paid Parking Season: Mr. Egan said that on December 1, 2022 the paid parking season was over. He believes that the financials for December and 2022 totals are very close to forecast. He will have the exact numbers at the next meeting.

Passport Citation Software Update: Mr. Egan said that the new system is completely different than the previous one. There are some growing pains and we have asked for additional changes to our system.

2023 Permit Mailing: Mr. Egan said that the mailings will be performed in-house because of the cost savings.

2023 Paid Parking Season Discussions Permits/Rates: Mr. Egan sent the Board the previously approved permit prices for next season. Mr. Egan would like the Board to reconsider and change the increase to \$5.00 for all permits.

Ms. Stewart motions and Mr. Emmett seconds to approve an increase of \$5.00 to all permits.

Mr. Price —Yes
Mr. Morse —Yes
Ms. Stewart —Yes
Mr. Chandler —Yes
Mr. Kimball —Yes
Mr. Emmett —Yes

Passed | 6-0-0

Reduced Hourly Rate for Some Parking Areas: Mr. Egan said that the lower level of the Parking Deck and the lot at Cornish and Burton Street received little revenue last year. Mr. Egan recommends reducing the hourly rate for both locations to \$1.00 per hour and/or \$5.00 for the day.

Mr. Chandler motions and Ms. Stewart seconds to approve changing the rate for the lower level of the parking deck and the lot at Cornish and Burton Street to an hourly rate to \$1.00 and/or \$5.00 per day.

Mr. Price —Yes
Mr. Morse —Yes
Ms. Stewart —Yes
Mr. Chandler —Yes
Mr. Kimball —Yes
Mr. Emmett —Yes

Passed | 6-0-0

Citation Management Vendor Contract Signed: Mr. Egan said the contract with Passport has been signed and executed.

MEP/Architectural Design Services Contract Signed: Mr. Egan said the contract with Max Collaborative Architects has been signed and executed. The group will be meeting on Monday, January 23rd and the total process will take between 12 – 16 weeks.

December 2022 Financials: Mr. Egan said he will have these figures at the next meeting.

2023 Budget: Mr. Egan said he is currently working on the 2023 Budget and will have a draft shortly.

OTHER PGDC ITEMS

Open PGDC Board Seat - Term Expiration Dates: Mr. Egan said that there are still no applicants for the Open Board Seat. Mr. Chandler mentioned someone who may be interested in the position.

Invoices:

There was an invoice from Susan Connolly for Administrative Services from November 2 through December 31, 2022 in the amount of \$1,179.75.

There was an invoice from Susan Connolly for Administrative Services from January 1st through January 17, 2023 in the amount of \$404.25.

There was an invoice from Attorney Galvin for legal services in the amount of \$392.00.

Mr. Morse motions and Mr. Emmett seconds to approve payment of these invoices.

Mr. Price —Yes
Mr. Morse —Yes
Ms. Stewart —Yes
Mr. Chandler —Yes
Mr. Kimball —Yes
Mr. Emmett —Yes

Passed | 6-0-0

Board Approval: In January Mr. Egan ordered monitor screens for the meters at a cost of \$6,441.32 and he is looking for Board approval for this purchase because it is higher than his purchasing threshold of \$3,500.

Ms. Stewart motions and Mr. Chandler seconds to approve the purchase of monitor screens for the meters for \$6,441.32.

Mr. Price —Yes
Mr. Morse —Yes
Ms. Stewart —Yes
Mr. Chandler —Yes
Mr. Kimball —Yes
Mr. Emmett —Yes

Passed | 6-0-0

Park Plymouth Employee Simple IRA Update: Mr. Egan said they need a local Fidelity Representative to be assigned as our advisor. He is looking into this and will resubmit the paperwork with a local advisor.

Next Meeting: The next meeting is tentatively scheduled for February 8, 2023.

Waterfront Construction Project: The Board discussed the status of this project.

Information Center Project: Mr. Kimball informed the Board that See Plymouth is applying to increase the size of their building in the Memorial Hall Lot. The Board spoke about this subject and Mr. Egan will investigate this project.

6:35 pm Mr. Chandler motions and Ms. Stewart seconds to adjourn the meeting.

Respectfully submitted by PGDC Secretary - Ms. Tatum Stewart

Signed: *Tatum Stewart* Date: *5/23/2023*

Tatum Stewart, Secretary

APPROVED | PGDC BOARD OF DIRECTORS PUBLIC SESSION MEETING MINUTES | January 18, 2023 | S. CONNOLLY