

Plymouth Growth & Development Corporation | BOARD OF DIRECTORS MEETING PUBLIC SESSION MINUTES
February 15, 2023

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

****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
Ms. Stewart —Present
Mr. Kimball —Present
Mr. Emmett —Present **Passed | 4-0-0**

5:30 pm Meeting Called to Order & Public Comment: There was no public comment at this time.

OPERATIONAL ITEMS

Update on 4 North Street:

Roof Repair Update: Mr. Egan said that the roofing company has returned several times and repaired one portion of the roof and now there is another leak that they need to address.

MEP / Architect Design Services: Mr. Egan sent the design drawings of the middle portion of the building to the Board with the various types of offices. The Board discussed the drawings and had some questions and suggestions. After a design is approved, they will begin work of the MEP.

6:40 pm Mr. Kimball joined the meeting.

Meeting with Assessors Office @ Basement: Mr. Egan completed the Abatement Form from the Town and Ms. Dunn will be coming to the office March 21, 2023 to view the basement.

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

2023 Permit Sales Began Monday 2/13: Mr. Egan said that permit sales began on Monday, February 13th and have sold 43 to date. There is a problem with purchasing a permit online and Ms. Bykowski is working on resolving this issue.

We recently received a check processor from the bank for the office – it cost \$40 per month and should save a considerable amount of money.

Passport Citation Management Software Upgrade: Mr. Egan said the upgrade is a completely new system and staff is working on becoming proficient in the new process.

S. Russell Street Lighting Improvement Leading to Deck: Mr. Egan attended DWD meeting and Mr. Brindisi and Mr. Farrah attended, and they spoke about installing additional lighting around the parking deck. Eversource will be installing the new lighting and should be installed by the end of March. This will light up the entire area from Main Street to the parking deck and should make it comfortable for walking up there at night.

Reduced Hourly Rate for Parking Deck: Mr. Egan said he is working on having new signage made indicating the rate change to \$1.00 per hour and/or \$5.00 all day for the parking deck. A-Frames will be placed in the area to drive business to the parking deck. This change will also be posted on the Park Plymouth website.

Consideration to Purchase 2 New Pay Stations / Upgrade Older Units: Mr. Egan said that of our existing 24 Pay Stations 12 are new within the last couple of years and the others are a lot older. He is trying to slowly replace the older machines. The older machines that these are replacing will be put into our parts inventory.

Ms. Stewart motions and Mr. Emmett seconds to approve purchasing 2 new Pay Stations at a cost of \$24,118.72.

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

Passed | 5-0-0

Pay Station Parts / Inventory Purchase for 2023 Season: Mr. Egan said they try to keep Pay Station Parts in inventory for repairs. He received a quote for 1 control, 1 printer, 2 validators, 2 keypads and credit card reader at a cost of \$7,804.50.

Mr. Chandler motions and Ms. Stewart seconds to approve purchasing these new parts as presented for a total of \$7,804.50.

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

Passed | 5-0-0

Water Street Project Impact on Parking: Mr. Egan said this project is moving from the Rotary to the Mayflower. Mr. Egan will start attending the meetings on this project to see how they impact parking. This project should be completed at the end of May. They are currently occupying 35 spaces in the Memorial Hall lot, and they are storing equipment in 1 of the free lots

December/Year End 2022 Financials: Mr. Egan said that revenue for December came and revenue for 2022 came in at in at \$2.660M and the forecast was \$2.667M.

2023 Budget Update: Mr. Egan said he should have a draft to review at the next board meeting.

Water Street Free Lots Signed Lease for 2023: Mr. Egan said the 2 free lot leases have been renewed with Lindquist. Mr. Egan did not give the contractor permission to use the free lot for equipment storage and Lindquist did not either. They discussed that the contractor should be returning that lot to its original condition. Mr. Egan will check with Ms. Sgarzi, acting DPW Director, about this issue

6:30 pm Temporarily adjourned the Public Meeting to go into Executive Session regarding an Annual Review. Ms. Stewart and motions and Mr. Emmett seconds go into Executive Session

Mr. Price	—Yes	
Ms. Stewart	—Yes	
Mr. Chandler	—Yes	
Mr. Kimball	—Yes	
Mr. Emmett	—Yes	Passed 5-0-0

6:39 pm Return to Public Session

Annual Review – Ms. Bykowski: Mr. Egan said Ms. Bykowski, Parking Clerk, annual review was due on December 6, 2022. Mr. Egan recommended a 4.5% increase to \$68,468.00.

Mr. Chandler motions and Ms. Stewart seconds to approve increasing Ms. Bykowski annual salary to \$68,468.00

Mr. Price	—Yes	
Ms. Stewart	—Yes	
Mr. Chandler	—Yes	
Mr. Kimball	—Yes	
Mr. Emmett	—Yes	Passed 5-0-0

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 said he may know someone interested in the seat. He will contact Mr. Price next week.

Approval of Minutes:

September 13, 2022 – Public Session

Ms. Stewart motions and Mr. Emmett seconds to approve the meeting minutes.

Mr. Price	—Yes	
Mr. Chandler	—Yes	
Ms. Stewart	—Yes	
Mr. Kimball	—Abstain	
Mr. Emmett	—Yes	Passed 4-0-1

October 5, 2022 – Public Session

Ms. Stewart motions and Mr. Emmett seconds to approve the meeting minutes.

Mr. Price	—Yes	
Mr. Chandler	—Abstain	
Ms. Stewart	—Yes	
Mr. Kimball	—Yes	
Mr. Emmett	—Yes	Passed 4-0-1

November 9, 2022 – Public Session

Ms. Stewart motions and Mr. Chandler seconds to approve the meeting minutes.

Mr. Price	—Yes	
Mr. Chandler	—Yes	
Ms. Stewart	—Yes	
Mr. Kimball	—Abstain	
Mr. Emmett	—Yes	Passed 4-0-1

December 7, 2022 – Public Session

Ms. Stewart motions and Mr. Emmett seconds to approve the meeting minutes.

Mr. Price	—Abstain	
Mr. Chandler	—Yes	
Ms. Stewart	—Yes	
Mr. Kimball	—Yes	
Mr. Emmett	—Yes	Passed 4-0-1

December 7, 2022 – Executive Session

Ms. Stewart motions and Mr. Emmett seconds to approve the meeting minutes.

Mr. Price	—Abstain	
Mr. Chandler	—Yes	
Ms. Stewart	—Yes	
Mr. Kimball	—Yes	
Mr. Emmett	—Yes	Passed 4-0-1

Disability Commission Use of Funds from PGDC: Mr. Price said that there is a balance of \$75K in the Disability Commission Account – which is the money that PGDC paid to them. He said that there have only been 4 projects that money from this account has been paid towards. He also said that there was an extensive report done for the Town on Projects that are Recommended to become ADA Compliant over time. Mr. Paul McGee, Chair of the Disability Commission will review the report and make suggestions on where the money should be allocated towards.

Parking Fund: Mr. Egan said that downtown business pays into a fund when business change hands etc. This money can be used for parking related projects. There is currently \$110K in this fund and Mr. Hartmann said there is a criterion for using these funds and would need approval. Mr. Egan suggested having an engineer investigate adding spaces in the 4 North lot (around former drive up window).

Invoices:

There was an invoice from Susan Connolly for Administrative Services in the amount of \$602.25. There was an invoice from Attorney Galvin for legal services in the amount of \$268.80.

Ms. Stewart motions and Mr. Chandler seconds to approve payment of these invoices.

Mr. Price	—Yes	
Ms. Stewart	—Yes	
Mr. Chandler	—Yes	
Mr. Kimball	—Yes	
Mr. Emmett	—Yes	Passed 5-0-0

Graffiti Removal Ms. Whalen, from the Town has requested additional funds for Graffiti Removal Fund—the previous grant is almost depleted, and she has additional areas that need attention.

Mr. Kimball motions and Ms. Stewart seconds to approve granting \$5,000 to the Graffiti Removal Fund.

Mr. Price	—Yes	
Ms. Stewart	—Yes	
Mr. Chandler	—Yes	
Mr. Kimball	—Yes	
Mr. Emmett	—Yes	Passed 5-0-0

Park Plymouth Simple IRA Update: Mr. Egan said he contacted several brokers for Fidelity and Mr. Chandler found a broker to be the agent of record (to avoid a conflict of interest). This should be finalized next week.

6:50 pm Mr. Chandler motions and Mr. Kimball 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 | February 15, 2023 | S. CONNOLLY