

June 13, 2023

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

**Members Absent:** Tatum Stewart & Joe Cipollo

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On March 29, 2023, Governor Healey signed into law a supplemental budget bill Chapter 2 of the Acts of 2023, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on March 29, 2023, which extends the temporary provisions pertaining to the Open Meeting Law to March 31, 2025., Specifically, this further extension allows public bodies to continue holding meetings remotely without a quorum of the public body physically present at a meeting location, and to provide "adequate, alternative" access to remote meetings. The language does not make any substantive changes to the Open Meeting Law other than extending the expiration date of the temporary provisions regarding remote meetings from March 31, 2023 to March 31, 2025. The PGDC Board of Directors has chosen to continue holding 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 Passcode 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  
**Mr. Chandler** —Present  
**Mr. Kimball** —Present  
**Mr. Emmett** —Present **Passed | 5-0-0**

**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:** Mr. Egan said that they returned to fix the roof and after a steady rain they found no leaks. He will give it a few more weeks before putting the fence on the roof back up.

**Update Potential Tenant(s) – Office Lease:** Mr. Egan said Mr. Leahy sent a proposal to PACTV that included a small change in the space requested. The proposal was for \$2K per month for 3 years – with a 3% kicker annually. Mr. Egan said they will continue discussions on the buildout.

**Mr. Chandler motions and Mr. Emmett seconds to proceed with negotiations with PACTV as presented.**

**Mr. Price** —Yes  
**Mr. Morse** —Yes  
**Mr. Chandler** —Yes  
**Mr. Kimball** —Yes  
**Mr. Emmett** —Yes **Passed | 5-0-0**

**Potential Credit Union Tenant:** The Credit Union did not respond to the proposal that Mr. Leahy sent. After getting in touch with them he was told they had concern about an adding an ATM and the need for a drive through teller. They also mentioned parking concerns. They will continue to shop for space and will get in touch afterwards.

**Matz Architects MEP Assessment:** Mr. Egan sent out the proposal from Matz Architects to the Board and Mr. Egan and Mr. Price have a meeting with them on Thursday and will ask several questions on the plan including heating and cooling systems.

**Proposal from Merrill Engineering for Catch Basins:** Mr. Price said they received their proposal, but he would like to pursue a different route (install a trench drain). The trench drain would divert the rain into a different storm drain in the lot. Their proposal was extremely high - \$16K in just planning without any construction. Mr. Hodge's building drains are dumping onto the surface of this lot.

**Mr. Morse motions and Mr. Chandler seconds to proceed with having a trench drain installed.**

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

Passed | 5-0-0

**New Pay Stations:** The new Pay Stations arrived and have been installed in the Middle Street Lot.

**Water Street Construction Update:** Mr. Egan said that June 30<sup>th</sup> is the completion date for this portion of the project and all equipment will be removed and the street will be paved. They are unsure when they will return to complete the project.

All the head-in spaces and meter spaces on the Waterfront, Water Street and Water 4 have been free during construction. Mr. Egan is seeking approval to return all the free parking back to paid parking.

**Mr. Emmett motions and Mr. Morse seconds to approved having the spaces on Water Street and in Water 4 returned to paid parking on July 1, 2023.**

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

Passed | 5-0-0

**White Horse Beach Enforcement:** Mr. Egan said the Town hired a new enforcement company, and they are using 2 of our handhelds. The new \$100 citation is now in place.

**Passport Promotional Coupons:** Mr. Price sent out a draft proposal on promotional coupons to the Board and would like the Board to review the proposal and give him your feedback. There is also a zoom meeting scheduled with the Marketing Department from Passport. The Board briefly discussed paid parking on Main Street.

**2023 Permit Update:** Mr. Egan said they sold almost 1000 permits to date which is on track with last year.

**April/May Revenue Update:** Mr. Egan said that he forecasted \$278K for April and it came in at \$255K. May was also down about \$20K from forecast. He believes the construction and the weather are affecting these figures. He has major concerns with the figures from June month to date and believes the rainy forecast is a major cause.

**Spire Building Request – Parking Spaces:** Mr. Egan said the Spire Center received a grant for restoring the exterior of their building and they requested to take out 4 metered spaces for safety purposes until November 2023. The normal cost would be \$80 per space/per day. They would like them taking out of use from Monday through Friday and put them back into service on the weekends. The Board discussed this request.

**Mr. Kimball motions and Mr. Chandler seconds to approved not charging The Spire for putting 4 meters out of service from Monday – Friday (for safety purposes) until November 2023.**

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

Passed | 5-0-0

**Request from DPW – Camera Placement on 4 North Building:** Mr. Egan said that they received a request from the DPW to install a camera on the roof – it would be aimed at the large Adirondack chair across the street.

**Mr. Emmett motions and Mr. Kimball seconds to approve allowing the DPW to install a camera on the roof of 4 North.**

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

Passed | 5-0-0

**Parking Lot Painting Schedule - DPW:** Mr. Egan said that Mr. Gomes from the DPW has agreed to line paint the lots. They are in the process of scheduling that now.

**Insurance Policy Review:** Mr. Egan said that he is in the process of reviewing the insurance policy renewal and will require Ms. Santos assistance because some of the premiums are revenue based.

**Sign Replacement:** Mr. Egan said every year we replace some signage and this year they need to replace 32 signs, supports etc. and Northeast Traffic Control quoted \$7,789.38 for this work.

**Mr. Kimball motions and Mr. Morse seconds to approve this work performed as presented.**

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

Passed | 5-0-0

#### **OTHER PGDC ITEMS**

##### **Invoices:**

There was an invoice from Susan Connolly for Administrative Services in the amount of \$808.50.

There was an invoice from Attorney Galvin for Legal Services in the amount of \$438.50.

There was an invoice from Lisa Santos for Accounting Services in the amount of \$3,768.26

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

**Mr. Price** —Yes

**Mr. Morse** —Yes

**Ms. Stewart** —Yes

**Mr. Kimball** —Yes

**Mr. Emmett** —Yes

**Passed | 5-0-0**

**2022 Audit:** Mr. Egan said the Audit started on June 12<sup>th</sup> and should be completed by the next week.

**Request to Move PGDC Board Meetings to Tuesday Nights:** The Board discussed moving the PGDC Board meetings to Tuesday evening for the summer and present members agreed.

**Middle Street Parking Lot – Outside Dining:** There as requested from Kogi to use the back lot of the building for outside dining (where the planters are located). PGDC must be listed as an additionally insured.

**Mr. Kimball motions and Mr. Morse seconds to approved having Kogi use the area in the Middle Street lot behind planters for outside dining as presented and in accordance with all Town rules and regulations. PGDC must be listed as an additionally insured.**

**Mr. Price** —Yes

**Mr. Morse** —Yes

**Mr. Chandler** —Abstain

**Mr. Kimball** —Yes

**Mr. Emmett** —Yes

**Passed | 4-0-1**

**Planning Board Liaison:** Mr. David Peck has been assigned as the liaison to the PGDC Board and will start attending the meetings.

**Linchris Hotels:** Mr. Egan said he was contacted by Linchris Hotels about their Village Landing Lot. He spoke to them about having Park Plymouth monitor and enforce the lot (like Harbormaster lot and Pilgrim Museum Lot). He will have a meeting with them to getter a better idea of their needs.

**7:15 pm** **Mr. Emmett motions and Mr. Kimball seconds to adjourn the meeting.**

Respectfully submitted by PGDC Secretary - Ms. Tatum Stewart

Signed: *Tatum Stewart*

Date: *8-8-2023*