

# **MEETING MINUTES**

## **DOWNTOWN PROVIDENCE DISTRICT MANAGEMENT AUTHORITY BOARD MEETING**

**OCTOBER 18, 2004**

### **1. Roll Call**

**Daniel A. Baudouin, Executive Director of The Providence Foundation, called the meeting to order at 9:05 a.m. Directors present included Arnold B. Chace, Robert Gagliardi, Evan Granoff, Richard Lappin, Joseph Paolino, Sr., Christopher Placco, Maria Ruggieri, and Stanley Weiss. Director Judith Cullen was absent.**

**Providence Foundation staff present included Daniel A. Baudouin, Executive Director, Monica Anderson, Program Director, and Kathleen S. Cadoret, Executive Assistant.**

**Others present included Steve Gibson (Urban Place Consulting Group, Inc.), Michael Corso, Joseph DiBattista, Arthur Speaks, Lt. Timothy Lee, Col. Dean Esserman, Janet Raymond, John Simmons, and Francisco R. Ramirez.**

### **2. Review of Management Plan and Schedule**

**Mr. Baudouin introduced Steve Gibson, Urban Place Consulting Group, Inc., and presented the Management Plan prepared by Urban**

**Place Consulting distributed to owners as part of the petition drive and submitted to the City Council. The Plan will be the key to providing the clean and safe program that the business and property owners have called for by their tremendous support of this Business Improvement District program.**

**Mr. Baudouin reviewed elements of the Plan, which contains estimated budgetary expenditures in each of the following areas: Public Safety Management (39% of budget); Public Space Management (Maintenance, 39% of budget); Communication/Marketing/Development (8% of budget); Special Projects (2% of budget); and Advocacy & Administration (12% of budget). The total improvement and activity plan budget for 2005 is projected at \$1,195,091.**

**Mr. Baudouin also provided copies of other guiding documents including the full Management Plan and City Council legislation (Ordinances 347 and 348) authorizing creation of the Providence Business Improvement District.**

**As a public authority, the Downtown Providence District Management Authority is governed by the Open Meetings Law with respect to posting meeting notices, agendas and minutes. All meeting notices shall be posted in the City Clerk's office as well as electronically with the Secretary of State's office open meetings website and in the location where each meeting is held. Minutes shall be filed**

**electronically with the Secretary of State's office. Draft minutes will be provided to members of the Board prior to posting with the Secretary of State's office.**

### **3. Review and Approval of Proposal from The Providence Foundation for Start-up Services**

#### **a. Management and Administration**

**The Foundation will provide overall management and administration for the DPDMA. As an example, in order to comply with the State Open Meeting laws Kathleen S. Cadoret will serve as the Filing Coordinator responsible for the proper filing of notices and recording minutes of each meeting.**

#### **b. Communication and Marketing**

**Monica Anderson will perform the communications role for the DPDMA. A more formal communication plan will presented to the Board at its next meeting.**

#### **c. One-Year Occupancy of Office Space at 40 Fountain Street; No Cost to DPDMA (except utilities)**

**Mr. Baudouin stated that Joseph Di Battista, owner of the 40 Fountain Street property in which this meeting is being held, has generously offered through The Providence Foundation office space at no cost (except utilities) for the first year. The Board discussed the desirability of pursuing first-floor space with more public visibility**

**after the BID gets started.**

**d. Services by Urban Place Consulting Group, Inc. (Steve Gibson); up to \$25,000 to be Reimbursed by DPDMA**

**Mr. Baudouin presented a proposal to amend the current contract between The Providence Foundation and Urban Place Consulting Group, Inc. to include start-up services for the BID with up to \$25,000 to be reimbursed by DPDMA. Mr. Baudouin stated that Mr. Gibson has a successful track record efficiently setting up Business Improvement Districts in many areas of the country, and is one of the top people in the field. As the consultant who helped get the DPDMA approved, he is very familiar with downtown. Mr. Baudouin also stated that the Greater Providence Chamber of Commerce has agreed to loan The Providence Foundation for a one-year period \$25,000 for start-up service costs which the BID would reimburse to The Foundation within a year. The Foundation is asking DPDMA to reimburse The Foundation for these expenses as the DPDMA has the resources through assessment collections. The scope of services proposal done by Urban Place Consulting Group was distributed and reviewed with the Board. Services include developing Requests for Proposal (RFP's) to provide the clean and safe services. Mr. Gibson discussed every aspect of the start-up services proposal. He would bring in a Project Director, Rena Masten, to write the RFP's. She has experience in setting up the Stamford, CT and Portland, ME clean and safe programs.**

**A motion was made by Director Weiss to accept the proposal from The Providence Foundation for start-up services including the agreement to reimburse The Providence Foundation for expenses up to \$25,000 for Urban Place Consulting Group's services. The motion was seconded by Director Chace and a roll call vote was taken as follows:**

**Director Chace Yes**

**Director Gagliardi Yes**

**Director Granoff Yes**

**Director Lappin Yes**

**Director Paolino Yes**

**Director Placco Yes**

**Director Ruggieri Yes**

**Therefore, the motion passed.**

**The Board discussed the timeline for mailing out assessments in relation to the start of BID services. Assessments will be based on latest City property tax assessments, and Mr. Gibson felt that they would be ready to go out at the beginning of January. Concern was expressed that services start as soon as possible after assessments go out.**

#### **4. Discuss Policies and Procedures**

**The Board appointed the following individuals to serve on the Operations Committee: Michael Corso, Bob Gagliardi, Evan Granoff,**

**Richard Lappin, Lt. Timothy Lee, John Macliver, Chris Placco, and Stanley Weiss.**

**Director Chace initiated discussion about how to assess the effectiveness of the BID; benchmarking of existing conditions and over time showing how we're improving on them. Other measurements would be reduction of crime, trash, long-term increased retail sales, occupancy, etc. Mr. Gibson added that perception is also a good measurement in addition to statistics. Initial assessments should be followed up on an annual basis.**

#### **5. Discussion of By-Laws; Form By-Laws Committee**

**Mr. Baudouin will work with Mr. Gibson to draft by-laws based on other similar BID boards around the country. The draft by-laws will be submitted to the Board.**

#### **6. Discuss "Maintenance of City Services" Agreements**

**It was agreed that a letter of agreement was needed with the City of Providence to understand what services the City will continue to provide. This should be finalized within the next 4-5 weeks. Mr. Miller emphasized the importance of this for property owners.**

**Discussion took place on several key areas of concern. Safety and cleanliness are the primary issues.**

**Chief Esserman said that he is very pleased to have the Police**

Department work with the BID, as he is a firm believer in BIDs. He's comfortable with having Lt. Lee on the Board to act as the department's spokesman. He encouraged the BID to be visible on the streets, and to use bicycles or walking patrols rather than cars.

Director Josh Miller, representing the Merchant's Association, spoke about some of the association's efforts to date, including the formation of a formal Crime Watch group. He believes that working in conjunction with the BID would ensure greater success than an all-volunteer effort. Other issues of concern are panhandling (which has been discussed with the Coalition for the Homeless and Crossroads RI); and placement of new trash cans/dumpster sharing.

Director Chace inquired of Lt. Lee what his opinion is of the use of cameras on the street and in stores. Lt. Lee responded that they can be helpful in prosecution. Cameras would not be used for real-time surveillance, but could be used to track activity after the fact if needed. Director Ruggieri thought we might want to consider using video screens in some locations; it might discourage unruly behavior.

## **7. Set Meeting Dates**

The Board discussed the need to hold a public meeting on Tuesday, November 30, 2004, at 8:00 a.m. in the Chamber offices for the purpose of presenting the budget. After discussion, a motion was made by Director Chace, seconded by Director Placco, and a roll call vote was taken as follows:

**Director Chace Yes**

**Director Gagliardi Yes**

**Director Granoff Yes**

**Director Lappin Yes**

**Director Paolino Yes**

**Director Placco Yes**

**Director Ruggieri Yes**

**Therefore, the motion passed.**

**Also, following discussion, it was agreed to hold regular monthly meetings on the 3rd Tuesday of each month at 9:00 a.m. The November meeting will be November 16th at 40 Fountain Street (subsequently changed to November 9th at 9:00 a.m.)**

**The Operations Committee will hold its first meeting on Tuesday, October 26th, at 9:00 a.m. at 40 Fountain Street.**

#### **8. Discuss Visit to New Haven**

**Mr. Baudouin asked the Board to consider taking a trip to New Haven and Manchester, CT perhaps before the public meeting. He will put out a notice for a possible mid-November trip.**

#### **9. Other Business**

**Director Chace said that Cornish LP will be making an announcement**

**on Wednesday, October 20th, about the signing of a lease with a major new retail tenant in the newly renovated space at 210 Westminster Street.**

**ADJOURNMENT. There being no other business to come before the Board, the meeting was adjourned at 10:40 a.m.**

**Respectfully submitted,**

**Kathleen S. Cadoret  
Executive Assistant**

**Daniel A. Baudouin  
Executive Director**