

MEETING MINUTES

DOWNTOWN PROVIDENCE DISTRICT MANAGEMENT AUTHORITY BOARD MEETING

NOVEMBER 9, 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, Judith Cullen, Evan Granoff, Richard Lappin, Joseph Paolino, Sr., Christopher Placco, Maria Ruggieri, and Stanley Weiss. Director Robert Gagliardi 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 Rena Masten (Urban Place Consulting Group, Inc.), Diana Burdett, Michael Corso, Joseph DiBattista, John Macliver, Michael Mello, Joshua Miller, Jerry Sansivieri, Michael Van Leesten, and Francisco R. Ramirez.

2. Approval of Minutes of the October 18, 2004 Meeting

A motion was made by Director Paolino to approve the minutes of the October 18, 2004 meeting. The motion was seconded by Director

Weiss and a roll call vote was taken as follows:

Director Chace Yes

Director Cullen Yes

Director Granoff Yes

Director Lappin Yes

Director Placco Yes

Director Ruggieri Yes

Therefore, the motion was passed.

Mr. Baudouin reminded the Board of the public hearing that is scheduled for Tuesday, November 30th, to present the budget. A notice has been posted in today's Providence Journal and will reappear in the November 16th and November 23rd papers. Following the public hearing, the Board will meet to set the final budget assessment rate which needs to be completed by mid-December.

3. Review and Discussion of the Communication Plan

Mr. Baudouin explained that the objective of the Communication is 2-pronged: We want to make sure the ratepayers know what they are paying for and how to access the services, and we want to communicate to the outside world about the existence of the Downtown Providence District Management Authority ("DPDMA") and assets of Downtown. Monica Anderson reviewed the various aspects

of the Plan, and discussion ensued. A subcommittee was formed consisting of Directors Ruggieri, Weiss, and Placco, as well as Joshua Miller to review the Plan and make recommendations to be submitted to the Board.

4. Progress on “Maintenance of City Services” Agreements

Francisco Ramirez, Providence Deputy Director of Operations, reported that the City has received input from the Parks Department and Public Works, and should have a draft proposal of services that the City will provide by the end of next week. Upon completion, the proposal will be provided to Mr. Baudouin, who will distribute it to the Board.

5. Review and Approval of Safety Guide Services Request for Proposals; and Cleaning and Maintenance Request for Proposals; Form Evaluation Subcommittee

Copies of Request for Proposals for Safety Guide Services and Outdoor Sidewalk Cleaning and Maintenance were provided to those present. Rena Masten, Urban Place Consulting Group, led the discussion on each of the RFP's. Recommendations for minor revisions were made and agreed upon by the Board. It was noted that contracts would be awarded for 3 years with annual reviews.

Following discussion, Director Chace made a motion to accept the Safety Guide Services Request for Proposals with the agreed upon revisions. The motion was seconded by Director Weiss and a roll call

vote was taken as follows:

Director Chace Yes

Director Cullen Yes

Director Granoff Yes

Director Lappin Yes

Director Paolino Yes

Director Placco Yes

Director Ruggieri Yes

Director Weiss Yes

Therefore, the motion was passed.

Additionally, following discussion, Director Chace made a motion to accept the Cleaning and Maintenance Request for Proposals with the agreed upon revisions. The motion was seconded by Director Weiss and a roll call vote was taken as follows:

Director Chace Yes

Director Cullen Yes

Director Granoff Yes

Director Lappin Yes

Director Paolino Yes

Director Placco Yes

Director Ruggieri Yes

Director Weiss Yes

Therefore, the motion was passed.

The Operations Committee will review and evaluate proposals submitted for both contracts. Upon recommendation, Joshua Miller and Chief of Police Dean Esserman will be added to the membership of the Operations Committee.

6. Distribution of Draft By-laws

Copies of the draft By-laws were distributed and discussed. Mr. Baudouin requested the Board to carefully review them for further discussion at the next meeting. Further review is needed on frequency of meetings, Proxies, and liability issues for public boards. He has sought the help of Foundation Trustee Attorney John Boehnert on the liability issue. The Code of Ethics (RI General Law 36-14) will be distributed to Board members for their review.

7. Other Business

Mr. Baudouin stated that Steve Gibson is working on job descriptions and advertising. A subcommittee comprised of Richard Lappin, Michael Corso and Judy Cullen will review recommendations made by Mr. Gibson.

Director Chace inquired about the Washington Street paving project, which has been long and disruptive to the businesses in that area. Mr. Mello thought that the paving will be complete soon but that since

this is a State project the Governor's office will be contacted to get a status report on completion of this project.

Monica Anderson talked about the Downcity Pro-Dough Days promotion that will culminate in a Grand Prize \$5,000 Prize Pack drawing on December 2nd. Over 40 merchants have contributed to the event.

ADJOURNMENT. There being no other business to come before the Board, Director Lappin made a motion that the meeting be adjourned. The motion was seconded by Director Weiss and a roll call vote was taken as follows:

Director Chace Yes

Director Cullen Yes

Director Granoff Yes

Director Lappin Yes

Director Paolino Yes

Director Placco Yes

Director Ruggieri Yes

Director Weiss Yes

Therefore, the meeting was adjourned at 10:20 a.m.

Respectfully submitted,

Kathleen S. Cadoret
Executive Assistant

Daniel A. Baudouin
Executive Director