

****DRAFT****

MEETING MINUTES

DOWNTOWN PROVIDENCE DISTRICT MANAGEMENT AUTHORITY BOARD MEETING

FEBRUARY 3, 2005

1. Roll Call

Chair Evan Granoff called the meeting to order at 9:00 a.m. Directors present included Robert Gagliardi, Evan Granoff, Richard Lappin, Joseph Paolino, Sr., Christopher Placco, Maria Ruggieri and Stanley Weiss. Directors Arnold B. Chace and Judith Cullen were absent. Ex-officio Directors present included Diana Burdett, Joseph DiBattista, Donald Eversley, Joshua Miller and Jerry A. Sansiveri.

Providence Foundation staff present included Daniel A. Baudouin, Executive Director.

Others present were: Steve Gibson (Urban Place Consulting Group, Inc.), Michael Corso, Francisco Ramirez, Janet Raymond and Greg Smith.

2. Approval of Minutes of the January 7, 2005 Meeting

A motion was made by Director Gagliardi to approve the minutes of the January 7, 2005 meeting. The motion was seconded by Director

Placco and a roll call vote was taken as follows:

Director Gagliardi Yes

Director Granoff Yes

Director Lappin Yes

Director Paolino Yes

Director Placco Yes

Director Ruggieri Yes

Director Weiss Yes

Therefore, the motion was passed.

3. Collateral Material/Newsletter

Board member Maria Ruggieri distributed copies of the letterhead, business card and newsletter layout. The Marketing Committee has finalized formats and will now move toward production.

4. Review and Approval of Financial Procedures

A draft copy was distributed and reviewed. There were some questions. Jerry Sansiveri was appointed Finance Chair to work with staff on financial procedures, audit requirements, reporting forms and controls. The objective is to finalize by next month. Urban Place, with assistance from the Finance Committee, will perform the work. Upon questioning, Steve Gibson stated that the financial system will be owned by DPDMA. In the interim, the staff will operate under the draft procedures.

5. Approval of a \$50,000 Line of Credit with Bank Rhode Island.

On a motion by Director Weiss, seconded by Director Paolino, a roll call vote was taken to authorize the Chair to execute any and all documents needed to establish the BankRI \$50,000 line of credit and to rescind the approval granted last month to establish a \$50,000 loan with the Providence Preservation Society Revolving Loan Fund (PPSRLF). The roll call vote was as follows:

Director Gagliardi Yes

Director Granoff Yes

Director Lappin Yes

Director Paolino Yes

Director Placco Yes

Director Ruggieri Yes

Director Weiss Yes

Therefore, the motion was passed.

6. Update on Urban Place Consulting

Dan Baudouin reported that the six-month contract with Urban Place Consulting has been signed as approved by the Board. The new contract began January 15, 2005. The prior contract for start-up services between October 2004 and January 2005 was between Urban Place Consulting and The Providence Foundation. The original contract was for \$25,000 and DPDMA has agreed to reimburse The

Providence Foundation. Due to the large workload in November and December as a result of the extensive RFP process for clean and safe services, Urban Place Consulting spent hours and expenses equaling \$34,121.04. All initial and extra costs have been documented per the Agreement. On a motion by Director Paolino, seconded by Director Gagliardi, a roll call vote was taken as follows to approve reimbursing The Providence Foundation for \$34,121.04 for Urban Place's contract upon the Chairman's review of documentation:

Director Gagliardi Yes

Director Granoff Yes

Director Lappin Yes

Director Paolino Yes

Director Placco Yes

Director Ruggieri Yes

Director Weiss Yes

Therefore, the motion was passed.

7. Approval for Insurance.

Dan Baudouin reported that proposals for DPDMA insurance were sent to 4 insurance companies within the District and 1 just outside the district. They have declined to submit because of the small size of the account. One company referred us to Mastors and Servant who has responded very quickly although we are still awaiting the specific proposal. On a motion by Director Gagliardi, seconded by Director

Weiss, a roll call vote was taken as follows to authorize the Chairman to approve the insurance contract for a 1 year period beginning February 15, 2005 provided that further attempts to receive proposals are made:

Director Gagliardi Yes

Director Granoff Yes

Director Lappin Yes

Director Paolino Yes

Director Placco Yes

Director Ruggieri Yes

Director Weiss Yes

Therefore, the motion was passed. Board Members agreed to submit names of insurance companies to Dan Baudouin.

8. Approval of Telephone/Computer Wiring for DPDMA Office.

On a motion by Director Weiss and a second by Director Placco, the following roll call vote was made to approve the expenditure of \$2,175 for the wiring and connections needed for the desired phone and computer service at 40 Fountain Street:

Director Gagliardi Yes

Director Granoff Yes

Director Lappin Yes

Director Paolino Yes

Director Placco Yes

Director Ruggieri Yes

Director Weiss Yes

Therefore, the motion was passed.

9. Approval of Computer Equipment Purchase.

The Board reviewed two proposals to purchase and install computer hardware and software for the DPDMA office. One proposal was obtained by Urban Place Consulting and another, more comprehensive proposal was received from Zones Corporate Solutions. After presentation and discussion, a motion was made by Director Paolino, seconded by Director Weiss, and a roll call vote was taken as follows to award a \$13,800 contract for the purchase and installation of the equipment:

Director Gagliardi Yes

Director Granoff Yes

Director Lappin Yes

Director Paolino Yes

Director Placco Yes

Director Ruggieri Yes

Director Weiss Yes

Therefore, the motion was passed.

10. Review of Space Proposal Concept for Safety Guides.

Colonel Esserman is working on another police substation downtown, and recommends that the Safety Guides be co-located with police. The Board members discussed numerous benefits to the co-location and approved the concept. Specific details will be developed.

11. Review of Agreement with Block by Block.

Steve Gibson of Urban Place Consulting stated that he and Block by Block have been negotiating the contract between the DPDMA and Block by Block. The next draft will be available soon for Board review and approval. On a motion by Director Lappin and a second by Director Placco, a roll call vote was taken as follows to authorize the Chair to execute a contract after the proposed contract id distributed to Board members with an opportunity to comment and a legal review. Dan Baudouin stated that John Boehnert of Partridge Snow and Hahn has agreed to review the contract on a pro-bono basis:

Director Gagliardi Yes

Director Granoff Yes

Director Lappin Yes

Director Paolino Yes

Director Placco Yes

Director Ruggieri Yes

Director Weiss Yes

Therefore, the motion was passed.

12. Introduction of Block by Block.

Steve Hillard and Jeremy Curran of Block by Block reviewed their progress to date on staffing the “clean and safe” program. They reviewed the planned uniform and discussed the desired equipment. They distributed a proposed deployment schedule.

There were comments about the need for more weekend service. The early morning hours with the nightclubs was discussed as challenging; however, a plan needs to be developed. Noise levels on equipment were discussed. The desire is to keep noise levels to a minimum. Steve Hillard is to provide decibel levels for the planned equipment.

It was decided that the equipment can be approved by Urban Place Consulting.

Director Weiss recommended that the City Agreement on the Baseline Level of Services be completed by the next meeting. Francisco Ramirez, Deputy Chief of Operations for the City, said that was workable.

A discussion on sidewalk snowplowing took place. Board members asked Block by Block what action they take in other communities. Steve Hillard said that they plow/shovel around intersections and

handicapped ramps. Several Board members stated that there are a few owners who do not adequately plow sidewalks abutting their property. The City Ordinance needs to be reviewed including fines and the ability to have the City/DPDMA plow if an owner refuses and bill back the owner. There was discussion of DPDMA plowing for a fee. More discussion on a snowplowing master plan is needed.

Board members thought that in addition to the snowplowing ordinance, the ordinances on graffiti, noise and dumpsters need to be reviewed.

13. Adjournment

There being no other business, the Board voted to adjourn at 10:30 a.m.

Respectfully submitted,

Daniel A. Baudouin