

****DRAFT****

**DOWNTOWN PROVIDENCE DISTRICT MANAGEMENT AUTHORITY
BOARD MEETING**

April 7, 2005

1. Roll Call

Chair Evan Granoff called the meeting to order at 9:20 a.m. Directors present included Robert Gagliardi, Arnold B. Chace, Richard Lappin, Christopher Placco, Maria Ruggieri and Stanley Weiss. Directors Joseph Paolino Sr. and Judith Cullen were absent. Ex-officio Directors present included Lt. Michael Figueiredo, Joseph DiBattista, Joshua Miller and Jerry A. Sansiveri.

Providence Foundation staff present included Daniel A. Baudouin, Executive Director and Joelle Crane, Program Manager. Also present were Urban Place Consulting employees Frank LaTorre, Director of Public Space, and Vivianne Rico, Office Manager.

Others present were: Steve Gibson, Urban Place Consulting Group; Jeremy Curran and Frank Zammarelli, Block by Block; Michael Corso and Francisco Ramirez.

2. Approval of Minutes of the March 3, 2005 Meeting

A motion was made by Director Weiss to approve the minutes of the March 3, 2005 meeting. The motion was seconded by Director Granoff and a roll call vote was taken as follows:

Director Chace Yes

Director Gagliardi Yes

Director Granoff Yes

Director Lappin Yes

Director Placco Yes

Director Ruggieri Yes

Director Weiss Yes

Therefore, the motion was passed.

3. Financial Report & Procedures

Board member Jerry Sansiveri reported that financial reports have been prepared but need some cleaning up. Mr. Sansiveri reported that revenues of \$183,267 have been collected on first quarter assessments, with an additional \$73,024 for other quarter assessments which have created deferred revenue. He also reported that 86% of the first quarter has been paid. Dan Baudouin added that we will be at 95% or more by the end of April. Mr. Baudouin also explained how the numbers will be changing due to the properties being sold from Tax Exempt to Taxable properties. Board member Even Granoff suggested that a committee for the finance report for

the next fiscal year be put in place. The members decided to have Mr. Jerry Sansiveri and Mr. Stanley Weiss create a Finance Committee to have a budget that will be presented to the board at June's meeting.

4. Report from Urban Place Consulting and Director of Public Space
Frank LaTorre began to discuss his report on short-term goals. He started by reading a letter from family in Connecticut, whose driver's license was found by one of the DID cleaning crew. They expressed gratitude and cheered on the work being done by the DID. He continued on by saying the one negative comment we have received is in regards to the graffiti removal not been done as of yet. He explained how this will soon be ready for deployment now that the equipment is here. He also stated that he will continue to oversee Block-by-Block with a continued commitment to quality work. A copy of Frank LaTorre's updated report was distributed and reviewed with the Board.

Board Director Bob Gagliard reported his concern about the status of the agreement with City. The agreement with the City needs to be clearer as to what are their duties and responsibilities within the district. The Board as of this time is not clear on what the services the City should be held responsible for. He stated that is not the intention of the DID to replace any of the City's service provided to the Downtown Area.

The need to repair sidewalks soon was discussed. It was decided that the Operations Committee will meet with City representatives prior to

the next Board meeting.

5. Status Report of Block by Block

A recap of the first five weeks of operation for the clean and safety crews was discussed, included is an attached report of the functions done by both cleaning and safety crews by the President of Block-by-Block Jeremy Curran. He added that the sidewalk sweeping will begin as soon as the crew members are trained.

Mr. Frank Zammarelli discussed the status of the present deployment schedule of the crews, there are 2 shifts one morning and one in the afternoon. He went on to explain the differences between the cleaning and safety crews, their responsibilities from one zone to another. The cleaning crew will have more time for special projects now the street sweepers are in they will be able to clean the entire district in 2 to 3 hrs. Security crew will continue to patrol on Monday – Wednesday to 11:00 pm, Thursday- Saturday to 12:00 am, Sunday to 8:00 pm.

Mr. Jeremy Curran reported the status of Social Service Outreach procedures Block-by-Block has now added procedures that were approved by City advocates for the homeless.

The issue of late night/early morning security and the nightclub problems was discussed. Staff is approaching problems on a comprehensive basis involving police, City administrators and others.

6. Approval of Anti-Discrimination and Anti-Harassment Policy

A motion was made by Director Granoff to approve Anti-Discrimination and Anti-Harassment Policy. The motion was seconded by Director Gagliardi and a roll call vote was taken as follows:

Director Chace Yes

Director Gagliardi Yes

Director Granoff Yes

Director Lappin Yes

Director Placco Yes

Director Ruggieri Yes

Director Weiss Yes

7. Other Business

Mr. Steve Gibson discussed the idea on Branding the City with Banners. He suggested that metal banners be used around the district, they will be easier to maintain. There is special projects money that can be used for this project. More discussions will be made at a Marketing Committee and a budget should be discussed for banners and branding.

8. Adjournment

There being no other business, upon motion made by Director Granoff and seconded by Director Weiss, the Board voted unanimously to adjourn at 10:50 a.m.

Respectfully submitted,

Vivianne Rico

Downtown Improvement District