

**\*\*DRAFT\*\***

## **MEETING MINUTES**

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

**JANUARY 7, 2004**

#### **1. Roll Call**

**Daniel A. Baudouin, Executive Director of The Providence Foundation, called the meeting to order at 11:40 p.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 Joseph DiBattista, Joshua Miller and Jerry A. Sansiveri.**

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

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

#### **2. Approval of Minutes of the November 30, 2004 Public Hearing and December 17, 2004 Meeting**

**A motion was made by Director Gagliardi to approve the minutes of**

**the November 30, 2004 Public Hearing and the December 17, 2004 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.**

**Mr. Baudouin updated the Board on the negotiation of a contract approved at the December 17th meeting to hire Urban Place Consulting, for 6 months to continue work on formation of the BID, and also to provide the two staff positions: Director of Public Space and the Office Manager. Total cost of these consulting services, which includes the expertise of Steve Gibson, Rena Masten and the two staff positions, is approximately \$95,000 for 6 months. The consulting agreement is in final stages and is about ready to execute. The Human Resources Committee and John Boehnert, Esq. are reviewing the final draft.**

**3. Review of Proposals from Financial Institutions: Selection of Bank;**

## **Approve Authorization to Open Accounts**

**The Operations Committee has reviewed proposals from 6 banks (5 of those banks offered all services) and considered interest rates and loan rates/fees. The Committee has recommended that BankRI be chosen to provide financial services for the DPDMA based upon the comparison of services provided by each bank.**

**Following discussion, a motion was made by Director Gagliardi to select BankRI to provide financial services to DPDMA. The motion was seconded by Director Paolino, 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 Abstained because he is a BankRI stockholder**

**Therefore, the motion was passed.**

**Following discussion, a motion was made by Director Paolino to authorize the officers of the Authority to pass any resolutions that are required by the bank to open such accounts. Further, to authorize the signing of checks with the signature of one officer for checks up to**

**\$10,000 and the signatures of two officers for checks over \$10,000. The motion was seconded by Director Gagliardi 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.**

**Mr. Baudouin informed the Board that assessments are going out soon. Prior to their receipt, funds are needed to cover start-up expenses including payments to Urban Place Consulting.**

**Following discussion, a motion was made by Director Weiss to borrow up to \$50,000 from the Providence Preservation Society Revolving Fund (the DOWNCITY FUND) to cover start-up expenses of the DPDMA, provided the rates are competitive and that there be no stipulations to such loan in the loan agreement with the Providence Preservation Society. Director Placco seconded the motion, 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.**

#### **4. Report from Nominating Committee; Election of Officers**

**The Nominating Committee recommended the election of four officers to serve for a 6-month period until June 30, 2005 in accordance with the By-Laws. Following discussion, a motion was made by Director Paolino to elect the following four officers in accordance with the recommendations of the Nominating Committee:**

**Evan Granoff Chair**

**Robert Gagliardi Vice Chair**

**Richard Lappin Secretary**

**Stanley Weiss Treasurer**

**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.**

## **5. Report of the Operations Committee; Selection of “Clean and Safe” Contractors**

**The Operations Committee and Steve Gibson reviewed with the Board the process they followed to make their selection of contractor(s) for “Clean and Safe” services. Eight firms were interviewed, both local and national. The national firms have had BID experience, and the local firms have not. An extensive evaluation of two firms (Block by Block and SGI) was conducted, including their submission of details regarding bill rates and benefits levels. All references were checked. The Operations Committee considered whether having one firm or two would have advantages, and determined that using one firm for both services would result in substantial savings. Based on their findings, the Operations Committee recommended Block by Block to provide both “Clean and Safe” services. Mr. Gibson also noted that they may be able to work with Cleanscape/Groundwork Providence on landscaping.**

**Following discussion, a motion was made by Director Paolino to authorize the Operations Committee to negotiate a contract with Block by Block and further authorized the Chair to approve a contract with Block by Block for “Clean and Safe” services for the BID. The motion was seconded by Director Gagliardi 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.**

## **6. Other Business**

**With respect to the City’s Baseline Level of Services report, Mr. Ramirez reported that they are continuing to make progress on the report. Some work remains on alleys and Cathedral Square to determine boundaries. Mr. Gibson said that Block by Block will do a detailed inspection of each area to inventory needs (e.g., lighting, trash cans) and will connect with the City departments to get the work done. Progress will be documented.**

## **7. Adjournment**

**There being no other business to come before the Board, Director Placco made a motion that the meeting be adjourned. The motion was seconded by Director Grannof 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 meeting was adjourned at 12:40 p.m.**

**Respectfully submitted,**

**Kathleen S. Cadoret**

**Executive Assistant**

**Daniel A. Baudouin**

**Executive Director**