

Downtown Providence District Management Authority

Board of Directors meeting minutes

Thursday, October 19, 2006 8:30am

1. Roll Call

Director Granoff called the meeting to order at 8:37 a.m.

Directors present: Michael Corso, Robert Gagliardi, Evan Granoff, Richard Lappin, Tom Niles, Christopher Placco, Maria Ruggieri, Stanley Weiss. Ex-Officio Members present: Joe DiBattista, Don Eversley.

Others present: Dan Baudouin, Executive Director of the Providence Foundation; Joelle Crane, Program Manager of the Providence Foundation; Steve Gibson, President of Urban Place Consulting; Frank LaTorre, DID Director of Public Space; Frank Zammarelli, Operations Manager for Block-By-Block; Marion Glowka, Streetscape Coordinator of Stamford (CT) Special Services District.

2. Approval of the minutes of the September 21, 2006 Board meeting

Director Gagliardi motioned to approve the minutes from the September 21, 2006 board meeting. A roll call vote was held as follows:

Director Corso yes

Director Gagliardi yes

Director Granoff yes

Director Lappin yes

Director Niles yes

Director Placco yes

Director Ruggieri yes

Director Weiss yes

Therefore, the motion passed.

3. Financial Report

Steve Gibson of Urban Place Consulting presented the monthly financial reports. He stated that the DID is in a good cash position, with savings of \$353,971. The accounts receivable figure is negative because some property owners have paid for the entire fiscal year already.

The total amount of unpaid assessment invoices is \$25,419, including roughly \$20,000 from this quarter and a \$5,000 balance from previous quarters. The second quarter invoices are due October 24. At the request of the Board, the DID agreed to continue providing a collections report at monthly meetings.

The DID operates conservatively in terms of fiscal practices. The statement of operations shows a total income of \$282,579 compared to the YTD budget of \$270,548. Although the DID was under-budget on expenses, the recent submission of the CPA bill caused the DID to be over-budget on legal and professional services.

At the last meeting, the Board voted to purchase a certificate of deposit at a bank other than Bank RI for the purposes of diversifying the DID's risk resulting from the FDIC insurance limits. Director Weiss announced that he checked CD interest rates at Washington Trust and Sovereign and found that they offered the same rates for three months and six months CD purchases. Mr. Gibson suggested going with a (shorter) three month rate to ensure access to the cash if needed, and the Board agreed. The paperwork is in place for the CD to be purchased this week.

Director Weiss motioned to accept the September financials as presented. Director Placco seconded the motion, and a roll call vote was held as follows:

Director Corso yes

Director Gagliardi yes

Director Granoff yes

Director Lappin yes

Director Niles yes

Director Placco yes

Director Ruggieri yes

Director Weiss yes

Therefore, the motion passed.

4. Operations Committee Report

Director Gagliardi deferred to Frank LaTorre, Director of Public Space, to report on recent projects. According to Mr. LaTorre, the

committee expressed concerns about the DID's resources and capacity to manage programs. It also discussed the necessity of meeting on a monthly basis. Director Weiss noted many areas that needed improvement before the winter, including missing bricks in front of the Federal Courthouse.

Director Granoff initiated a discussion about the DID Board meeting schedule. Since 8:30 a.m. on the third Thursday of each month works well for most Board members, he suggested keeping this schedule intact. Committee meetings will be scheduled as-needed at convenient times for members. In addition, he and Dan Baudouin had discussed organizing a Board retreat. Steve Gibson recommended planning the retreat for February as an extension of the regular Board meeting (possibly from 10 AM until lunch). The agenda for the retreat will focus on bigger picture, long-term items and should determine organizational goals and outcomes.

Mr. Gibson also summarized recent staff discussions about creating an annual report (resembling an in-depth targeted newsletter) and hosting an annual meeting. Since the Board did not set aside a budget for this type of event this year, the DID may ask a local company to sponsor it. Suggestions included modeling the event after the Foundation's annual meeting which features cocktails, appetizers, a report, a speaker, coffee and dessert. After further discussion, the Board reached a consensus about developing a revenue-neutral meeting as an additional way of staying in touch with

stakeholders. Director Corso asked Mr. Gibson to come back with a proposal.

5. Marketing Report

Joelle Crane explained that the new downtown website: www.providencedowntown.com is under development, and will be posted online on November 1st. The Downtown Marketing Advisory Committee will launch its full campaign on November 13th at a special event. The Board suggested scheduling a marketing committee meeting to discuss the purchase of DID collateral materials and folders.

Frank LaTorre reported that the new DID mobile information cart is up and running. In the future, Safety Guides will be stationed with the cart in the Financial District at lunchtime.

With a dedicated team—including Maria Ruggieri, Russell Preston, and Michael Corso—working on the Community Information Kiosks, they should be ready this spring. A designer is creating a rooftop ornament, cast in bronze. The Steel Yard will produce the kiosks, which will cost an estimated \$8,000 each. The DID will reach out to the Convention & Visitors Bureau, Johnson & Wales University and other potential sponsors.

6. Report from Urban Place Consulting and Director of Public Space
Frank LaTorre reported that the DID and Foundation staff attended the IDA Conference in Portland, OR in early October. Mr. LaTorre participated in one session in particular that focused on global issues, trends and demographics, and he plans to share the PowerPoint presentation with the Board.

Regarding operations, Mr. LaTorre mentioned that the City Forester, Doug Still, has created a comprehensive downtown tree management plan. With a \$5,000 matching donation from the City, the DID is now working with a \$10,000 budget for plantings downtown.

In an agreement with the City, the DID is also prepared to support major sidewalk repair work. The DID has agreed to provide the bricks, and John Nicholson, Director of Public Works has agreed to assign City labor. Repairs will be done 2-3 times per week this fall, and they will recommence in the spring. The City has already done minor brick repair in Burnside Park, and the DID must now prioritize which areas need the most attention. According to Mr. Gibson, if the City does not complete the work, the DID Clean Team members will do the repairs.

Frank LaTorre summarized the recent meetings of the Hospitality Resource Partnership. The partnership, which includes representatives from four stakeholder groups, will meet again on November 13th to determine its next action steps.

Mr. LaTorre briefly discussed the work of the ordinance committee and mentioned that Colonel Esserman plans to attend the next meeting. He also reported that URI requested safety team members stationed between 80 Washington Street and the Convention Center garage from 6-10 PM, Monday through Thursday. URI will pay an additional fee for this service in order for the DID to augment its staff. Since the DID Safety Guides are simply providing visibility (rather than guaranteeing security), they should be indemnified.

Mr. Gibson reported that staff has recently engaged in planning meetings. They have created a matrix that outlines a project timeline, staff responsibilities, and priorities.

Flower planter presentation by Marion Glowka of Stamford, CT

Marion Glowka, Streetscape Coordinator for the Stamford, CT Special Services District, gave a presentation showing a “walk through Stamford: past and present,” with 110 hanging baskets, 35 planters and 15 gardens. She has experimented with a variety of palettes, and has introduced sun and shade baskets (with petunias, potato vines, etc.) along with special holiday baskets. If hired as a DID consultant, Ms. Glowka would first look at gateway intersections and identify priority areas. She will present the DID Board with a proposal.

7. Report from Block-by-Block Operations Manager

Frank Zammarelli reported that he has seen increased activity lately, and the calls to police tripled this month. Richard Lappin motioned for the Board to request an increased police presence downtown, through an official letter signed by Chairman Evan Granoff. All Board members agreed to this letter.

8. Other Business

None discussed.

9. Adjournment

Director Granoff adjourned the meeting at 10 a.m.

Respectfully submitted,

Joelle Crane