

# **Downtown Providence District Management Authority**

## **Board of Directors meeting minutes**

**Thursday, November 16, 2006 9:00 a.m.**

**1. Welcome new Director, Richard Galvin of Commonwealth Ventures, LLC**

### **2. Roll Call**

**Director Granoff called the meeting to order at 9:00 a.m.**

**Directors present: Robert Gagliardi, Richard Galvin, Evan Granoff, Richard Lappin, Christopher Placco, Maria Ruggieri, and Stanley Weiss. Directors absent: Michael Corso and Thomas Niles**

**Ex-Officio Members present: Joe DiBattista and Donald 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; Leslie Huikko, DID Office Manager; Frank Zammarelli, Operations Manager of Block-By-Block.**

### **3. Approval of the minutes of the October 19, 2006 Board meeting**

**Director Gagliardi motioned to approve the minutes from the October 19, 2006 board meeting. Director Placco seconded the motion and a roll call vote was held as follows:**

**Director Gagliardi            yes**

**Director Galvin yes**

**Director Granoff yes**

**Director Lappin yes**

**Director Placco yes**

**Director Ruggieri yes**

**Director Weiss yes**

**Therefore, the motion passed.**

#### **4. Financial Report**

**Director Granoff reported the Executive Committee's (EC) decision to decline purchasing a bank CD due to the extent of EC members' personal information required by banks. In order to achieve the Board's goal of reducing the risk created by carrying a bank balance significantly higher than the limit insured by the FDIC, Director Granoff suggested securing a certificate of deposit via a brokerage firm, which will use only the DID's tax ID number, rather than individuals' personal information.**

**Director Placco motioned to purchase a certificate of deposit through a brokerage firm. Director Gagliardi seconded the motion, and a roll call vote was held as follows:**

**Director Gagliardi yes**

**Director Galvin yes**

**Director Granoff yes**

**Director Lappin yes**

**Director Placco yes**

**Director Ruggieri        yes**

**Director Weiss    yes**

**Therefore, the motion passed. Director Granoff will facilitate contact with a reputable broker for this transaction.**

**Steve Gibson presented the financial reports for the month of October. The Statement of Financial Position reflects the DID's continued secure financial position. Due to high collection rates, there is plenty of cash to carry out the normal operational activities without incurring debt.**

**The Statement of Operations indicates that the DID remains under-budget on nearly all expenses.**

**Public Space Management funding was front-loaded to support the temporary part-time summer employees. A detail of the special projects funding was distributed to identify funds for potential re-allocation. The collections report reflects a rate of 99% for the previous fiscal year with a 98% rate for the current fiscal year. 77% of the second quarter assessments have been collected to date.**

**Director Galvin motioned to accept the October financial reports as presented. Director Gagliardi seconded the motion, and a roll call vote was held as follows:**

**Director Gagliardi        yes**

**Director Galvin    yes**

**Director Granoff    yes**

**Director Lappin yes**

**Director Placco yes**

**Director Ruggieri yes**

**Director Weiss yes**

**Therefore, the motion passed.**

## **5. Marketing report**

**The re-designed website, [www.providencedowntown.com](http://www.providencedowntown.com) launched November 1st. The revised downtown map, new web page, and branding campaign entitled Live It Up! were unveiled at the marketing launch on November 13th at PPAC. This event was covered by local media. Laura Mullen worked diligently to solicit and incorporate feedback while also meeting the deadline for roll-out.**

## **6. Report from Urban Place Consulting & Director of Public Space**

**Frank LaTorre distributed and discussed his project matrix, which extends through June of 2007. The Hospitality Resource Partnership (HRP) is the product of the series of workshops facilitated by Jim Peters, President of the Responsible Hospitality Institute. The HRP consists of approximately 30 members representing the interests of Hospitality, Security, Development and Community groups. A 13-member steering committee will hold primary responsibility for carrying out the goals of this group. Frank LaTorre continues to serve as co-facilitator of the group along with Garry Bliss, the City's Director of Policy and Legislative Affairs. The five recommendations from Jim Peters' initial report serve as the basis of the work. Copies**

of this report are available through the DID office. Mr. Peters will return in January and has suggested that the Licensing Board and City Council be invited to participate in the process at this point. Contributors to the effort include the RI Foundation, the Providence Foundation, the City of Providence, the Jewelry District Association and the American Beverage Council.

A discussion followed which emphasized the importance of the work being done by the HRP. Several club owners are committed to improving Providence's club scene, but it is agreed that lack of law and ordinance enforcement remains a significant barrier to improving the late-night environment. There are insufficient police on duty to manage the rowdiness created by intoxicated club-goers and traffic jams.

Frank LaTorre and Colonel Esserman co-signed a letter addressed to property owners within the district to re-emphasize the city ordinance regarding snow removal. Last year, a similar letter was sent, and there was a significant improvement in the timeliness and thoroughness of snow removal.

The City Forester has produced a final tree management plan, copies of which are available through the DID office. According to the plan, 23 trees are expected to be planted within the district before Thanksgiving.

**RIDOT's downtown sidewalk replacement project continues to be on track to begin in summer of 2007. Frank Zammarelli is working with the City to facilitate some brick repairs to sidewalks within the district, and BBB staff will begin minor repairs on Weybosset Street in the next week.**

**Downtown Security Network will be re-formed with Frank LaTorre co-chairing and Lt. Mike Figueredo. University security forces will participate.**

**The Board requested that an RFP be posted for the planting and beautification plan. Ms. Huikko will develop this RFP and distribute it to landscape architects who are listed in the Chamber of Commerce Directory, the Minority Business Enterprise listing, yellow pages, and any additional professionals who were recommended. Ms. Huikko will also notify 2006 planter sponsors that the planters will be removed for the winter.**

## **7. Report from Block By Block**

**Frank Zammarelli presented the statistics for the month of October. Aggressive panhandling numbers are lower, and passive panhandling numbers are comparable to the same period last year. Trash collection is higher this year, due to the Steel Yard trash receptacles. Block-By-Block special teams are completing projects in preparation for the winterizing of the pressure-washing equipment. The goal is to continue providing service to the extent possible, as long as**

temperatures allow for safe conditions. The trucks are also scheduled for winter maintenance.

## **8. Other Business**

Director Ruggieri announced that the Downtown Neighborhood Alliance's annual fundraiser is going to be a traditional Night of the Seven Fishes feast at Mama Teresa's on December 7th at 6:30 p.m. Anyone who is interested in sponsoring this event or purchasing tickets should contact Maria.

Joelle Crane announced that the Providence Tree Lighting will take place on Friday, December 8th at 5:30 p.m. with additional outdoor holiday activities planned for that evening as well as on December 15th and 22nd. Activities will include free horse and carriage rides and extended shopping hours and specials.

The DID Board's planning retreat on will be held on February 15, 2007. The retreat is expected to end by 1 p.m. with a working lunch provided.

## **Adjournment**

Director Granoff adjourned the meeting at 10:06a.m.

Respectfully submitted,

Leslie Huikko