

draft

Downtown Providence District Management Authority

Board of Directors meeting minutes

Thursday, March 22, 2007 9:00 a.m.

1. Roll Call

Director Granoff called the meeting to order at 9:05 a.m.

Directors present: Robert Gagliardi, Evan Granoff, Richard Lappin, Maria Ruggieri, and Stanley Weiss.

Ex-Officio Members present: Joe DiBattista and Diana Burdett

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 Director of Finance & Administration; Frank Zammarelli, Operations Manager of Block-By-Block; Rosemarie Durette, DID Accounting Manager/Office Administrator; Wilfrid Gates, of Gates Leighton & Associates; Randall Collins, of Gates Leighton & Associates; Kristin Kaczmarek, of Gates Leighton & Associates.

2. Approval of the minutes of the February 15, 2007 Board meeting

Director Weiss motioned to approve the minutes from the February 15, 2007 board meeting. Director Lappin seconded the motion, and a

roll call vote was held as follows:

Director Gagliardi Abstain from vote because he was not present at the February meeting

Director Granoff yes

Director Lappin yes

Director Ruggieri yes

Director Weiss yes

Therefore the motion passed.

3. Financial Report

Due to time constraints of the meeting the Board did not feel they had sufficient time to review financial reports. Therefore, a vote was not taken. A vote will take place at the next meeting.

4. Landscaping Master Plan presentation by Gates, Leighton & Associates

Randall Collins, Executive Vice President of Gates Leighton & Associates presented the master plan for implementation of the landscaping project. The plan consists of a combination of the following elements:

Planters, Hanging Baskets, Traffic Island Beds, Existing Tree Wells, and Green Screens on existing structures. Hanging baskets may appear on Johnson Control decorative light poles, traffic signals, new poles, or be attached to existing structures. The plan showed multiple phases of implementation allowing us to implement the plan as funding become available.

Director Granoff motioned to allocate unspent special project funds in the amount of \$42,198.40* from FY06 and FY07 to the landscaping project. Director Gagliardi seconded the motion and a roll call was taken as follows:

Director Gagliardi yes

Director Granoff yes

Director Lappin yes

Director Ruggieri yes

Director Weiss yes

Therefore the motion passed.

Steve Gibson committed DID staff to pursue private sponsorship of the landscaping project. The goal for the first year is to raise \$50,000.

Frank LaTorre will follow up with the insurance company regarding liability coverage.

It was noted that the design of the planter should allow for plaques to list names of sponsors.

5. Marketing Report

A copy of the spring 2007 newsletter was handed out to all Board members.

It was announced that Joelle Crane, Program Manager for the

Providence Foundation has resigned. Her last day will be April 13, 2007.

The Providence Foundation and DID have reserved space for a booth at the Chamber Expo, which will take place in May. The booth will be used for marketing Downtown Providence.

6. Report for Urban Place Consulting & Director of Public Space

Steve Gibson reviewed the summary from the Board retreat of February 15, 2007. He highlighted what the role of the DID should be, how to keep the assessments level, possible expansion of the DID, and the DID renewal process in 2008.

It was decided that the main role of the DID is to communicate about issues in a neutral manner and to mediate/facilitate discussion towards a resolution, if possible. It is not to be involved in individual development issues or projects.

It was decided that the DID will work with the Providence Foundation on the DID's 2008 renewal. Part of this process will be to look into potential expansion the geographic area. We will also entertain the possibility of managing the Jewelry District BID if they come forward with a feasible plan.

It was decided that the DID's assessment rate should be based on the operational needs and cost for the quality of services delivered rather

than increasing revenue. It is important to keep assessments relatively consistent from year to year.

Also discussed was the wording for the Core Purpose of the DID. It was decided to change it from “To perpetually enhance the quality of life in downtown Providence” to “To continuously enhance the quality of life in downtown Providence.”

The results from the February survey of residents, property owners and retailers were reviewed. Although we did not get a high rate of response (15% from businesses and 5% from residents) the information is still found to be valuable in helping to direct the DID’s efforts.

Frank LaTorre provided the Board with an explanation of his project matrix. First he reported on the Hospitality Resource Partnership. On March 5, 2007 Jim Peters, President of the Responsible Hospitality Institute, and Frank LaTorre gave a presentation to the mayor and the full city council to try to get legislative support. There was also a full meeting of the HRP in which 5 committees were formed to address certain issues such as noise and how to clear the city when the clubs let out at 2:00am. These committees will meet on a regular basis to implement plans addressing these and other issues.

Frank LaTorre met with the mayor’s office on the issue of street lighting. The city has agreed to repair or upgrade lighting in certain

areas, such as Emmet Square and Burnside Park. They are also working on a tax incentive program with building owners to get lights on.

The Downtown Security Network has scheduled to hold its meetings every fourth Tuesday of the month at 30 Exchange Terrace. There is generally good group participation.

A meeting was held with the RIDOT to review plans for the sidewalk construction. The plans are almost 90% complete, bidding may start in July, and construction to start in October 2007 if funding is in place. A discussion followed as to why this project has taken so long to start. Dan Baudouin explained that the Federal Government has not appropriated the funds to RIDOT yet. The funds are still available and are expected to be received shortly so the project can proceed.

7. Report from Block- By- Block

Frank Zammarelli distributed his statistics for the month of February. He noted that property owner contact has increased due to a concentrated effort by Block by Block staff.

8. Other Business

It was brought to the Board's attention that the City in prior years has not been subject to state laws when issuing outdoor dining licenses to restaurants. If the City is held to the state requirements it will slow down the licensing process. Frank LaTorre volunteered to write a

letter to and meet with Richard Aitchison explaining the importance of these licenses and to find a way to streamline the process so that some licenses could be issued for this summer.

9. Adjournment

Director Granoff adjourned the meeting at 10:40a.m.

Respectfully submitted,

Rosemarie Durette

Accounting Manager/Office Administrator

Remaining Landscaping Budget FY 2007

2006 Special Projects: GroundWork planter program \$13,670.97

2007 Special Projects:

Newspaper Corrals \$10,000

Trash Receptacles \$23,962

Smoking Butlers \$ 2,000

City Forester Project \$ 190.12

Planter Project \$ 6,655.31

Total 2007 \$42,807.43 \$42,807.43

Total Landscaping Budget to be spent by 6/30/07 \$56,478.40

Less Gates, Leighton \$14,280.00

Balance to Landscape Projects phase 1 \$42,198.40