

Downtown Providence District Management Authority

Board of Directors meeting minutes

Thursday, November 15, 2007 8:30 a.m.

1. Roll Call

Director Granoff called the meeting to order at 8:32 a.m.

Directors present: Robert Gagliardi, Evan Granoff, Richard Lappin, Christopher Placco and Stanley Weiss.

Ex-Officio Members present: Alan Chille, Joseph DiBattista, Stephanie Federico, Arnell Milhouse and John Nickelson.

Others present: Dan Baudouin, Executive Director of the Providence Foundation; Joelle Crane, Program Director of the Providence Fountain; Frank LaTorre, DID Director of Public Space; Jeremy Curran, President of Block-by-Block; Frank Zammarelli, Operations Manager of Block-by-Block; Rosemarie Durette, DID Accounting Manager/Office Administrator.

2. Approval on the minutes of the October 18, 2007 Board meeting

Director Gagliardi motioned to approve the minutes from the October 15, 2007 board meeting. Director Weiss seconded the motion, and a roll call vote was held as follows:

Director Gagliardi yes

Director Granoff yes

Director Lappin yes

Director Placco yes

Director Weiss yes

Therefore the motion passed.

3. Financial Report

Dan Baudouin presented the financials for October 2007.

The Statement of Financial Position shows the DID to be in a comfortable cash position with adequate funds to pay monthly expenses and maintain a reserve. \$3,500.00 per month is still being earmarked for the sinking fund to replace capital equipment as needed.

The Statement of Operations shows a solid revenue position due to higher than anticipated interest income on bank balances.

Collection efforts are continuing. Reminder letters to be sent to the past due accounts some time after Thanksgiving.

Director Granoff motioned to accept the October 2007 financials as presented. Director Placco seconded the motion, and a roll call vote was held as follows:

Director Gagliardi yes

Director Granoff yes

Director Lappin yes

Director Placco yes

Director Weiss yes

Therefore the motion passed.

4. Marketing Report

The City's tree lighting ceremony will be held on December 8, 2007. In conjunction with the tree lighting, the Providence Preservation Society will be having a downtown stroll. The stroll will start in Benefit Street and continue into the Downtown area. There will be special holiday activities and stores will be opened late for additional shopping.

Also, Westminster St. stores will be open late on December 15th. There will be a special judging of Christmas window displays put on by the different stores.

Joelle is working with Laura Mullen to revamp the DID's website. When complete the website will include a livelier opening page, will be more user friendly, and will be easier to maintain and add updates.

The special addition of the newsletter, to mailed with the DID continuation forms, is finished and has been delivered to the office.

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

Frank LaTorre updated the Board about the new ordinance to make permanent the roving late night police patrol. The draft ordinance has passed through the ordinance committee and will be going before the full City Council in December.

We are now in the process of planning the 2008 landscaping. Frank LaTorre will begin go to businesses to try to get more sponsorship for the up coming planting season. As the landscaping project grows, labor projections will be monitor to tracking any additional labor needed by Block by Block to maintain these new areas. As the successfulness of the 2007 plantings are analyzed, minimal changes will be made in the 2008 season. Some materials and flowers used will be different to see if they will be more effective than what was used in the 2007 season.

Frank LaTorre and John Nickelson met to review every sidewalk in the district that needs brick repair. Mr. Nickelson will continue to instruct his employee to work on minor brick repair as long as weather permits.

Mr. Nickelson has also suggested a matching fund program between the City and the DID. \$25,000.00 will be put together from both parties. These funds will then be used to hire a contractor to do the areas with the most need. He is going to put the proposal to bid and hopefully by the spring a contractor will be hired and work can begin.

6. Report from Block- By- Block

Jeremy Curran, president of Block-by-Block, presented to the Board the latest ideas in technology used by some of his other accounts. There is GPS system that is installed in the BBB vehicles. This tracks where they are at all times, so employees can be found. The GPS system can also be carry by the employees. This gives a time and date stamp of where the employee is in their route, and reports can be generated from this information. Also, some of the accounts used a PDA system which the ambassadors carry with them. These PDAs can be customized for an account's geographical area and downloaded with particular information about that area. Individual printers are carried to print information from the PDA such as directions and businesses.

Mr. Curran was asked how his other accounts deal with the issue of panhandling. He will gather some material from other districts and forward to Frank LaTorre.

Frank Zammarelli presented the statistics for October 2007. He noted that numbers are relatively stable. Contacts with businesses are up due to a concentrated effort by the team members. They have received positive feedback from the business owners.

8. Other Business

The schedule of Board meetings for the 2008 calendar year is being worked on. The format of the third Thursday of a month will be kept.

Rosemarie Durette will finalize the schedule and pass on to all Board members.

9. Adjournment

Director Granoff adjourned the meeting at 10:00a.m.

Respectfully submitted,

Rosemarie Durette

Accounting Manager/Office Administrator