

**\*draft\***

**Downtown Providence District Management Authority**

**Board of Directors meeting minutes**

**Thursday, December 20, 2007 8:30 a.m.**

## **1. Roll Call**

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

**Directors present: Michael Corso, Robert Gagliardi, Evan Granoff, Richard Galvin, Susan LaPidus and Richard Lappin.**

**Ex-Officio Members present: Diana Burdett. Alan Chille, Joseph DiBattista and John Macliver.**

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

## **2. Moment of silence in honor of Jerry Sansiveri**

**A moment of silence was held for the passing of Jerry Sansiveri. Mr. Sansiveri was a founding member of the Downtown Improvement District. He was known for his kindness, knowledge in his chosen**

field of accounting and his dedication to the many civic and professional organizations that he belonged to. He will be missed by all who knew him.

**3. Approval on the minutes of the November 15, 2007 Board meeting**  
Director Gagliardi motioned to approve the minutes from the November 15, 2007 board meeting. Director Galvin seconded the motion, and a roll call vote was held as follows:

Director Corso yes

Director Gagliardi yes

Director Galvin yes

Director Granoff yes

Director LaPidus yes

Director Lappin yes

Therefore the motion passed.

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

Steve Gibson presented the financials for November 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. Expenses for the year to date are under budget, and the current net income for the year is \$76,000.00 over budget.

Collection efforts are continuing. Reminder letters have been sent to those with past due balances. The list of properties that the DID intends to lien has been forwarded to the City Collector.

Director Galvin motioned to accept the November 2007 financials as presented. Director Lappin seconded the motion, and a roll call vote was held as follows:

Director Corso yes

Director Gagliardi yes

Director Galvin yes

Director Granoff yes

Director LaPidus yes

Director Lappin yes

Therefore the motion passed.

## **5. DID Continuation Report**

**Dan Baudouin was happy to report that the DID has received sign continuation forms from owners representing over 60% of assessed property values within the district. 60% is the percentage needed for the DID to file for continuation with the Providence City Clerks office. The paperwork will be filed with the clerk's office before the next Board meeting which will be held on January 17, 2008. Although the percentage has been reached, Mr. Baudouin asked for Board volunteers to contact those who have not returned their forms. The DID would like to get as much participation as possible before the paperwork is filed.**

## **6. Marketing Report**

**The DID's clean and safe teams were very helpful during the holiday season. The safe team worked with the Providence Preservation Society to hang wreaths on the decorative poles on Westminster and Mathewson Streets. A clean team ambassador accompanied Joelle on her office visits to several locations to help her set up for the visits and also to inform people of what the DID does.**

**Joelle is continuing to work with Laura Mullen to revamp the DID's website.**

**The next newsletter should be mailed in the beginning of February.**

## **7. 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 was presented to the full City Council. It was the Council's recommendation that the ordinance goes back to the Ordinance Committee for further review.**

**The 2008 landscaping plan has been finalized. Steve Gibson suggested that a meeting of the Operations Committee should be held to review the final selections. The Operations Committee will meet on January 10, 2008.**

**The matching fund program between the City and the DID for sidewalk repair has not gone out to bid yet but hopefully by the spring a contractor will be hired and work can begin.**

**Director Williams of the state DOT has finalized his recommendations for prioritizing projects that state funds should be spent on. The first phase of the sidewalk project is on his list. An exact time line is not known but review of his list could be finished by the end of winter 2008.**

## **8. Report from Block- By- Block**

**Frank Zammarelli presented the statistics for November 2007. He noted that the pounds of trash are much higher than last year. This**

is mainly due to a Fall clean up of leaves throughout the district. Also, some businesses needed to be reminded that the trash receptacles are not to be used as dumpster for their business. Clean team members will monitor these businesses to see if further action is needed.

## **9. Other Business**

## **10. Adjournment**

**Director Granoff adjourned the meeting at 9:50a.m.**

**Respectfully submitted,**

**Rosemarie Durette**

**Accounting Manager/Office Administrator**