

draft

Downtown Providence District Management Authority

Board of Directors meeting minutes

Thursday, January 17, 2008 8:30 a.m.

1. Roll Call

Director Granoff called the meeting to order at 8:33 a.m.

Directors present: Michael Corso, Robert Gagliardi, Evan Granoff and Susan LaPidus

Ex-Officio Members present: Alan Chille, Joseph DiBattista, John Macliver and John Nickelson

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. Introduction of new Downtown Neighborhood Alliance officers.

Introduction of the new executive committee for the Downtown Neighborhood Alliance were made. They are:

Joshua Cullion – President

Ashley Mercado – Vice President

Kimberly Snow - Secretary

Susan LaPidus, DID Board member – Treasurer

Josh gave a summary of the DNA's goals for 2008.

A survey was sent out to all the residents to try to find out what the important issues are to the residents. The final results should be compiled in February. The executive committee would like to increase their membership and get more residents involved so the DNA can act as the voice of the residents in dealing with the City government and other organizations.

A marketing plan is being formulated to increase the number of residents by getting the word out about how livable Downtown Providence is, to retain graduating students from the universities in the area, and let people know of all the new business that are locating here.

The DNA is active in trying to get a supermarket and pharmacy to locate in Downtown.

Also, the DID and the DNA have interest in some of the same issues such as street lighting and sidewalk repair. We agreed that the two organization should work together to get these problems solved.

3. Approval on the minutes of the December 20, 2007 Board meeting
Due to the lack of a quorum at the January 17, 2008 meeting, this vote was tabled until the next Board meeting scheduled for February 21, 2008.

4. Financial Report

Steve Gibson presented the financials for December 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 current balance in the fund is \$63,000.00. Some of these funds will be spent in March.

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 remain under budget.

The list of properties that the DID intends to lien has been forwarded to the City Collector.

The amount of interest the DID charges on past due accounts is the same as the City's, which is 12% per year. This amount is being

looked into and will be an agenda item at the next meeting.

A special committee is to meet to discuss if the current rates the DID assesses should be changed due to the City's revaluation of properties. A place and time for this meeting has not been established yet.

Due to the lack of a quorum at the January 17, 2008 meeting, this vote was tabled until the next Board meeting scheduled for February 21, 2008.

5. Operations Committee Report

Robert Gagliardi chaired the Operations Committee meeting which was held on January 10, 2008.

The following issues were discussed.

a) DID Planting and Beautification for 2008

Frank LaTorre presented the finalized plan for the 2008 planting season. This plan has additional costs of \$28,000.00 over budget. The Committee was asked to reallocate money to fund the additional costs. The Committee approved the plan and agreed to move \$25,000.00 from other line items in the budget to cover the additional costs with the remainder to come from the reserve account. The Operations Committee presented its support for the 2008 planting at this Board meeting. A full vote could not be held due to the lack of a quorum. Frank stressed the importance of getting Board approval

because the time to order for the planting will be before the next Board meeting scheduled of February 21.

The Board members present agreed to hold a vote and then to contact other Board members to get their votes on this issue, that way if approved the supplies can be purchased in a timely manner.

A roll call vote was held as follows:

Director Corso yes

Director Gagliardi yes

Director Granoff yes

Director LaPidus yes

b) Trash Receptacle Design of the FY 2008 CDBG

The Operations Committee approved the design and purchase of 30 trash receptacles. These receptacles will be purchased using 2008 CDBG money that was award to the DID. The receptacles will be donated to the City. From that point on it will be the City's responsibility to empty and maintain the receptacles.

c) Applying for CDBG for FY 2009

The application deadline for the 2009 CDBG is January 18, 2008. The Operations Committee had suggested that the DID apply to a \$90,000.00 grant. That amount to be divided \$50,000.00 for sidewalk repair, \$20,000.00 for plantings and \$20,000.00 for public signage.

The Board members present agreed to hold a vote and then to

contact other Board members to get their votes on this issue, that way if approved the deadline can be met.

A roll call vote was held as follows:

Director Corso yes

Director Gagliardi yes

Director Granoff yes

Director LaPidus yes

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

Frank LaTorre and John Nickelson are working together on the 50/50 match between the DID and the City. John will prepare the bid form. He his gathering the information need for this form. He believes the more information he has the better it is for getting the proper contractor.

Once the bid form is prepared, the DID will be putting it out for bid.

The design for the information kiosks was approved by the Down City Review Committee at their meeting on January 14, 2008. Gillian Christy is currently working on the finer details of the kiosks and will continue on this project until they are placed in the City sometime in the Spring.

A Hold Harmless agreement between the City and the DID will need to be approved by the DID Board and sign by the Chairman. It was suggested that the agreement be reviewed by legal council before it is signed. The review will be completed for the February Board

meeting.

7. Report from Block- By- Block

Frank Zammarelli presented the statistics for December 2007. He mentioned that the numbers are continually higher than the previous years.

Frank also told the Board about the Block by Block training and the importance of his team following the procedures taught. As an example, a member of our safety team was approached and told of a person stealing things from a parked car. The member took a description of that person from the witness and notified police. As our member was doing rounds a person matching the description was seen. The police were called and the witness positively indentified the thief, and he was arrested.

8. Other Business

9. Adjournment

Director Granoff adjourned the meeting at 9:37a.m.

Respectfully submitted,

Rosemarie Durette

Accounting Manager/Office Administrator