

# **Downtown Providence District Management Authority**

## **Board of Directors meeting minutes**

**Thursday, July 17, 2008 8:45 a.m.**

### **1. Roll Call**

**Director Gagliardi called the meeting to order at 8:31 a.m.**

**Directors present: Joseph DiBattista, Robert Gagliardi, Richard Galvin, Evan Granoff, Susan LaPidus, Richard Lappin, and Christopher Placco.**

**Ex-Officio Members present: John Macliver, John Nickelson and Alix Ogden.**

**Others present: Dan Baudouin, Executive Director of the Providence Foundation; Joelle Crane, Program Director of the Providence Foundation; 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; Greg Stafford, General Manager of the Hotel Providence.**

**Director Gagliardi announced The Board's new voting member Joseph DiBattista who replaces Stanley Weiss. Mr. Weiss resigned from the Board when his term expired on June 30, 2008. Director LaPidus was reappointed, by the Providence Foundation, in her**

**position as a voting member of the Board.**

## **2. City of Providence Update**

**John Nickelson gave his update on the 50/50 match sidewalk project between the City and the DID. The bidding process was started. Unfortunately a mistake was made in that a seal bid was open before the stated date and time. Therefore, the bid process had to start all over again. All bids must be received by the third week of August.**

**Councilman Lombardi has released some of his CDBG funds for sidewalk repair within the District. Mr. Nickelson will coordinate our work with the other sidewalk work being done.**

**The trash receptacles which were purchased by the DID with CDBG funds and donated to the City have arrived. They are scheduled to be put in place today.**

**Alix Ogden reported that funding has been approved for three street lighting projects. The bid is out and will be award in August with work to start shortly thereafter. The three projects are Emmett Square, Exchange Terrace in front of the Marriott and the Lauderdale Building on Westminster Street.**

## **3. Approval on the minutes of the June 19, 2008 meeting**

**Director DiBattista motioned to approve the minutes from the June 19, 2008 board meeting. Director Granoff seconded the motion, and a roll call vote was held as follows:**

**Director DiBattista yes.**

**Director Gagliardi yes**

**Director Galvin yes**

**Director Granoff yes**

**Director LaPdius yes**

**Director Lappin yes**

**Director Placco yes**

**Therefore the motion passed.**

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

##### **Monthly Financial Reports**

**Steve Gibson presented the financials for June 2008. 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. The DID continues to contribute \$3,500 per month to a sinking fund for capital equipment replacement.**

**A discussion was held regarding the funds currently in the DID savings account. It was the general consensus of the Board that new cash management opportunities should be explored. This would lower the DID risk of being uninsured for balances above the federal insurance limit. Information will be gathered from different banking institutions within the district for the Executive Committee to review. Director Placco motioned that the Executive Committee have the approval of the Board to make this decision without having to bring it back to the full Board. Director Macliver seconded the motion and a**

**roll call vote was held as follows:**

**Director DiBattista yes.**

**Director Gagliardi yes**

**Director Galvin yes**

**Director Granoff yes**

**Director LaPidus yes**

**Director Lappin yes**

**Director Placco yes**

**Therefore the motion passed.**

**The Statement of Operations shows a solid revenue position due to higher than anticipated interest income on both bank balances and past due assessments, and lower than anticipated assessment non-and slow payment.**

**Director Macliver motioned to accept the June 2008 financials as presented. Director Placco seconded the motion, and a roll call vote was held as follows:**

**Director DiBattista yes**

**Director Gagliardi yes**

**Director Galvin yes**

**Director Granoff yes**

**Director LaPidus yes**

**Director Lappin yes**

**Director Placco yes**

**Therefore the motion passed.**

**The accounting firm of LGC&D will be completing its audit of the financial reports for fiscal year end June 30, 2008. The final report will be presented in August.**

**5. Report from Urban Place Consulting and Director of Public Spaces  
Frank LaTorre presented to the Board an update on the different projects that he is working on.**

**The HRP went directly to the City Council to asking for funding for the late night roving police patrol. They will also be asking the Mayor to make it part of the City's 2009 fiscal budget. A definite answer has not been received but the request has not been denied either.**

**The Greater Kennedy Plaza Security Committee is meeting on a regular basis to discuss issues such as lighting in the parks and tunnel and new security cameras to be installed. The idea of having a channel of radio communication tying all the security operations that participate in this network is being researched.**

**Bob Smith from the RIDOT has presented the final plans for the sidewalk repair project to all interested parties. A solution for the several problem vaults has been found and will no longer hold up the**

**project. Bidding will mostly likely start in October 2008.**

**The street sign inventory has been completed. Frank is working with Bernard Lebbly to review the list of areas where either the signs need to be replaced or new ones put up.**

**Steve Gibson started the discussion regarding the Thayer Street Business District. Thayer Street has engaged Urban Place Consulting to do a study and give recommendations on how to better manage their district. He wanted to bring this to the Board's attention and to find if the Board feels the DID could be of any help to Thayer Street. Steve is currently just in the discussion phase of the study. If there is anything further he will bring it in front of the Board at the next meeting.**

#### **6. Report from Block by Block**

**Frank Zammarelli stated that he is getting a lot of positive feedback on the landscaping. He has purchased a new watering system that was built by the Block by Block's operation manager in Louisville. This new system has cut down the watering time by 4 – 5 hours. Man hours are now being shifted to other projects such as weeding. Thief has been up which is more of a problem now because at this time of the year it's hard to replacement flowers of the same kinds that are in the planters now. Substitutions are being made. If the thefts continue fall flowers will have to be planted sooner.**

**Stats were down slightly due to the man hours used for the flowers and some opened shifts. Frank said this is now corrected with the**

**new watering system and the hiring of a couple of new employees. Should expect to see stats up next month.**

## **7. Other Business**

**The August Board meeting has been cancelled. Next meeting is in September.**

**The attached Proclamation was read by Director Gagliardi in honor of Director Granoff for his service of the past years as the Chairman of the Downtown Improvement District. Director DiBattista motioned to approve this proclamation. Director Placco seconded the motion and a roll call vote was taken as follows:**

**Director DiBattista yes**

**Director Gagliardi yes**

**Director Galvin yes**

**Director LaPidus yes**

**Director Lappin yes**

**Director Placco yes**

**Therefore the motion passed.**

**The attached Proclamation was read by Director Gagliardi in honor of Stanley Weiss for his service of the past years as the Treasurer of the Downtown Improvement District. Director Macliver motioned to**

**approve this proclamation. Director Placco seconded the motion and a roll call vote was taken as follows:**

**Director DiBattista yes**

**Director Gagliardi yes**

**Director Galvin yes**

**Director Granoff yes**

**Director LaPidus yes**

**Director Lappin yes**

**Director Placco yes**

**Therefore the motion passed.**

## **8. Adjournment**

**Director Gagliardi adjourned the meeting at 8:40a.m.**

**Respectfully submitted,**

**Rosemarie Durette**

**Accounting Manager/Office Administrator**



**Draft**

**Proclamation**

**On this day of July 17, 2008 by unanimous vote, the Board of Directors of the Downtown Providence District Management Authority (DPDMA) does hereby recognize and honor Evan Granoff for his outstanding service being Chairman of the Board of Directors from October 2004 – June 2008.**

**Evan's strong leadership, always focusing on the best interests of the ratepayers, kept a steady hand on the organization during its critical formative years. Evan always displayed great community spirit about**

**the Downtown Improvement District, repressing the DPDMA board at numerous functions and going above and beyond in his commitment to the organization. For these and many other reasons, the DPDMA and the property owners, residents and visitors of downtown Providence are grateful to Evan Granoff for his exceptional service.**

**Draft**

**Proclamation**

**On this day of July 17, 2008 by unanimous vote, the Board of Directors of the Downtown Providence District Management Authority (DPDMA) does hereby recognize and honor Stanley Weiss for his outstanding service as Treasurer of the Board of Directors from October 2004 – June 2008.**

**Stanley's support and enthusiasm for the concept of a Business**

**Improvement District in Providence were instrumental to its formation. His steady hand, guiding the finances through the early years of the organization, was critical to building a solid foundation. His creative and helpful participation in the Executive Committee decisions, help guide the all-important formative years of the organization.**

**For these and many other reasons, the DPDMA and the property owners, residents and visitors of downtown Providence are grateful to Stanley Weiss for his vision, commitment and invaluable contributions.**