

Downtown Providence District Management Authority

Board of Directors meeting minutes

Thursday, October 16, 2008 8:30 a.m.

1. Roll Call

Director Gagliardi called the meeting to order at 8:34 a.m.

Directors present: Michael Corso, Joseph DiBattista, Robert Gagliardi, Richard Galvin, Susan LaPidus, Richard Lappin, John Macliver and Christopher Placco.

Ex-Officio Members present: Diana Burdett, John Nickelson and Alix Ogden.

Others present: Joelle Crane, Program Director of the Providence Foundation; Rena Leddy, Vice-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. City of Providence Update

John Nickelson updated the Board on the brick sidewalk repair. He met with the contractor to review brick samples to find appropriate matches to the existing brick. Repair work will start October 20, 2008 and will be finished this construction season.

Alix told the Board that the city has commissioned a parking study and it is currently under way. The study will look at both on and off street parking as well as possible long and short parking. The City's 2009 fiscal year budget includes funding to hire a parking administrator. Hopefully that position will be filled by January 2009.

3. Approval on the minutes of the September 18, 2008 meeting

Director DiBattista motioned to approve the minutes from the September 18, 2008 board meeting. Director Placco seconded the motion, and a roll call vote was held as follows:

Director Corso yes

Director DiBattista yes.

Director Gagliardi yes

Director Galvin yes

Director LaPdius yes

Director Lappin yes

Director Placco yes

Therefore the motion passed.

4. Financial Report

Monthly Financial Reports

Rosemarie Durette presented the financials for September 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 Statement of Operations shows a solid revenue position and expenditures well below budget. Interest Income was higher than budgeted due to the new bank accounts that were opened the end of September. Director Corso motioned to accept the October 2008 financials as presented. Director Lappin seconded the motion, and a roll call vote was held as follows:

Director Corso yes

Director DiBattista yes

Director Gagliardi yes

Director Galvin yes

Director LaPidus yes

Director Lappin yes

Director Placco yes

Therefore the motion passed.

5. Report from Urban Place Consulting and Director of Public Spaces

Frank LaTorre first introduced Rena Leddy, of Urban Place Consulting, to the new Board members. It has been over a year since Rena has been to Providence. Robert Gagliardi, the Board Chair, welcomed Rena and will be interested in hearing her comments about changes she has seen within the district.

Next, Frank presented to the Board an update on the different

projects that he is working on.

The HRP has received the report from Robert Smith, the night club security specialist. HRP task forces are reviewing his recommendations and are devising plans on how to best implement them.

Frank met with Bernard Lebby and Jay Rodriguez of Traffic Engineering to look at all the street signs. All signs will be white with a purple area designating the district, such as the Financial District. The costs for the replacement signs and 9 new poles is approximately \$26,000.00, which is \$13,000.00 over the budgeted amount. Frank will be contacting the City Council members that represent the Downtown to find if there is any money left in the councilpersons grants to cover the additional costs.

As part of the new signage program, Frank has been looking for the best areas to post signs leading to public parking. The signs will be blue with a large P on them.

Both of these projects are part of a larger Way Finding initiative. Dan Baudouin will be holding a meeting in November on this subject.

Bob Smith from the RIDOT has reported that the plans for the sidewalk repair project are at 90%. He would like to present the final plans for the sidewalk repair project to all interested parties. Frank will send out an invitation for a meeting to be held the beginning of November. After Bob's presentation, the formal bid process will begin. Repair work should begin in Spring of 2009.

6. Contract for Landscaping Materials

Due to the expansion of the planting and beautification, the costs associated with this project have risen. According to the Downtown Improvement District's by-laws, if an expenditure exceeds \$5,000.00 an invitation to bid needs to be sent out. Frank LaTorre contacted Randy Collins of Gate, Leighton and Associates. After several meetings, Randy drafted a RFP. This request is scheduled to be mailed on October 17, 2008 to thirteen greenhouses and garden centers.

A discussion ensued on the procedures used by the DID staff regarding the mailing of the RFP. The Board wanted to ensure that as many businesses as possible were reached.

Besides the list that was given to us by Randy, the minority and women business enterprise lists were reviewed. The RFP was e-mailed to the Rhode Island Association of Growers.

Recommendations were given for additional steps:

Director Galvin suggested that the DID get a copy of the vendor list the City uses. That list will be obtained and those vendors added to the list.

Joelle Crane was asked to add the RFP to the website.

The question was raised regarding the legality of the DID's need to place an ad or not. Director Gagliardi will contact counsel to get an opinion.

Because time is of the essence in awarding the contract, the full Board was asked to grant permission to the Executive Committee to review the returned bids and award the contract.

Director Galvin motioned to allow the Executive Committee to award

the contract. Director DiBattista seconded the motion and a role call vote was held as follows:

Director Corso yes

Director DiBattista yes

Director Gagliardi yes

Director Galvin yes

Director LaPidus yes

Director Lappin yes

Director Placco yes

Therefore the motion passed.

7. Marketing Report

Joelle Crane reported to the Board what she has been working on. Holiday planning has started. Joelle is working with the Providence Preservation Society on their annual Holiday Festival and Downtown Stroll, which will take place December 6, 2008. Members of the DID's clean and safe teams will be helping PPS hang wreaths on the weekend of November 15, 2008.

The Fall newsletters will be ready to be mailed shortly.

8. Report from Block by Block

Fall plantings are 99% done. Vandalism and theft have been occurring on a daily basis, the worse that Frank can recall. His team is doing their best to stay on top of it.

Overall, the stats were stable. Contacts are starting to go back up

since open shifts have been filled and the demands of the planting program have diminished.

9. Other Business

An Operations Committee meeting was held regarding the Capital Center and the DID's possible expansion into that area. Dan Baudouin gave an update on the Capital Center Commission. The Committee decided that the DID Board should be proactive in getting the Capital Center as part of the DID. A meeting will be held with property owners within the Capital Center and DID Board members.

10. Adjournment

Director Gagliardi adjourned the meeting at 9:35a.m.

Respectfully submitted,

Rosemarie Durette

Accounting Manager/Office Administrator