

Downtown Providence District Management Authority

Board of Directors meeting minutes

Thursday, December 18, 2008 8:30 a.m.

1. Roll Call

Director Lappin called the meeting to order at 8:35 a.m.

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

Ex-Officio Members present: Diana Burdett

Others present: Dan Baudouin, Executive Director of the Providence Foundation; Joelle Crane, Program Director for the Providence Foundation; Steve Gibson, President of Urban Place Consulting; Frank LaTorre, DID Director of Public Space; Rosemarie Durette, DID Accounting Manager/Office Administrator; Kim Smith, Providence Revolving Fund.

2. City of Providence Update

John Nickelson was unable to attend so Frank LaTorre gave the Board an update on the brick sidewalk repair project. Repair has stopped for the season and will resume in the Spring. John reports to Frank that approximately 30% - 50% of the contracted work has

been completed.

3. Approval on the minutes of the November 20, 2008 meeting

Director DiBattista motioned to approve the minutes from the November 20, 2008 board meeting. Director Placco seconded the motion, and a roll call vote was held as follows:

Director Corso yes

Director DiBattista yes.

Director Galvin yes

Director Granoff yes

Director LaPdius yes

Director Lappin yes

Director Macliver yes

Director Placco yes

Therefore the motion passed.

4. Financial Report

Monthly Financial Reports

Steve Gibson presented the financials for November 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 even though Interest Income on Savings is below budget. This trend should reverse at the end of the quarter when quarterly bank statements are received. Over all expenditures are well below budget. Director DiBattista motioned to accept the November 2008 financials as presented. Director Placco seconded the motion, and a roll call vote was held as follows:

Director Corso yes

Director DiBattista yes

Director Galvin yes

Director Granoff yes

Director LaPidus yes

Director Lappin yes

Director Macliver yes

Director Placco yes

Therefore the motion passed.

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

Frank LaTorre updated the Board about the projects that he is working on.

The state sidewalk repair project is still on track to begin in the

Spring of 2009. A meeting was held with RIDOT and the City's planning to department to review the plans for the sidewalk project and compare them to the City's circulator project to look for overlaps of the two projects. Further meeting will be held as both projects progress. The circulator project is scheduled to begin in 2010.

Councilman Lombardi and Councilwoman Young have been contacted regarding the street name sign proposal. Approximately \$13,000.00 in additional funding is needed. We are waiting for a reply.

The RIDOT and the Providence Foundation have joined together to install more bicycle hitches within the Downtown area. These hitches are also available to property owners. The DID has sent notice to all property owners. Any owner can have them placed on their property as long as the public has access to the hitch.

Frank is working on the placement of the hitches and request from owners. He is also researching the pricing with different vendors.

Application for CDBG monies is due in January 2009. Frank asked for Board approval to apply for \$100,000.00 in grant money, \$50,000.00 for sidewalk repair and \$50,000.00 for way finding. Director Corso motioned to accept the proposed application. Director Placco seconded the motion, and a role call vote was held as follows:

Director Corso yes

Director DiBattista yes

Director Galvin yes

Director Granoff yes

Director LaPidus yes

Director Lappin yes

Director Macliver yes

Director Placco yes

Therefore the motion passed.

Frank mentioned that Mayor Cicilline was one of a delegation of mayors that met with President-elect Obama regarding the proposed national economic stimulus. Dan Baudouin requested that a resolution be passed and sent to the Mayor asking that Frank, representing the interest of Downtown, be part of any discussion regarding how any funding received by the City should be spent. Director DiBattista motioned to approve the resolution. Director Lappin seconded the motion, and a role call vote was held as follows:

Director Corso yes

Director DiBattista yes

Director Galvin yes

Director Granoff yes

Director LaPidus yes

Director Lappin yes

Director Macliver yes

Director Placco yes

Therefore the motion passed.

Please see attached resolution.

Steve Gibson requested that the Board approve Christmas bonuses for all the Clean and Safe team members. After some discussion the amounts were set as \$100.00 for hourly workers, \$200.00 for team leaders and \$500.00 for the operations manager. Director Placco motioned to approve the bonuses. Director DiBattista seconded the motion, and a roll call vote was held as follows:

Director Corso yes

Director DiBattista yes

Director Galvin yes

Director Granoff yes

Director LaPidus yes

Director Lappin yes

Director Macliver yes

Director Placco yes

Therefore the motion passed.

Due to a conflict in his schedule, Steve asked that the January 2009 Board meeting be moved from the 15th to the 22nd. The Board was in agreement, so the next Board meeting is now scheduled for January

22, 2009.

6. Report on Possible Expansion of the District into Capital Center

Dan Baudouin updated the Board on the plans for possible expansion into the Capital Center.

As of April 1, 2009 the Capital Center Commission will become part of the City of Providence planning department.

With the issue of the commission being resolved, talks are continuing with the property owners within the Capital Center. The plan being present is to have the Capital Center as a sub-district of the Downtown Improvement District. In this manner the Capital Center will be able to keep its own identity, a separate budget and the owners will form an advisory board. One member of the advisory board will become a member of the DID Board of Directors. The DID board will have final decision regarding matters of the Capital Center. Further details, such as an assessment method, need to be worked out. Another meeting with the property owners will be scheduled.

7. Discussion on Administration and Management Alternatives

The January 2009 meeting will be devoted to the subject of the relationship between the Downtown Improvement District and the Providence Foundation and the possible merger of the two staff offices.

8. Marketing Report

Due to time restraints the Marketing Report was tabled until the next meeting.

9. Report from Block by Block

In recognition of the award received by the Clean and Safe Team from the Rhode Island Hospitality Association a resolution of appreciation was proposed to the Board. Frank LaTorre initiated the idea for Board approval. Director LaPidus motioned the approval. Director DiBattista seconded the motion, and a roll call vote was held as follows:

Director Corso yes

Director DiBattista yes

Director Galvin yes

Director Granoff yes

Director LaPidus yes

Director Lappin yes

Director Macliver yes

Director Placco yes

Therefore the motion passed.

Please see attached resolution.

Frank Zammarelli was not able to attend due to illness. He will report at our next meeting.

10. Other Business

The Champlin Foundation awarded to the Providence Foundation a grant in the amount of \$33,000.00 to purchase new equipment to be used by the DID. In thanks to the Chaplin Foundation, Dan Baudouin asked that a resolution of appreciation be given by the DID Board. Director DiBattista motioned to approve. Director Lappin seconded the motion, and a roll call vote was held as follows:

Director Corso yes

Director DiBattista yes

Director Galvin yes

Director Granoff yes

Director LaPidus yes

Director Lappin yes

Director Macliver yes

Director Placco yes

Therefore the motion passed.

Please see attached resolution.

11. Adjournment

Director Lappin adjourned the meeting at 10:05a.m.

Respectfully submitted,

Rosemarie Durette

Accounting Manager/Office Administrator

**RESOLUTION OF THE BOARD OF DIRECTORS
DOWNTOWN IMPROVEMENT DISTRICT**

Be it resolved that Mayor David Cicilline is to be commended for his leadership role in urging the U.S. Congress to direct the next round of

economic stimulus monies directly to local government.

Be it further resolved that the Downtown Improvement District is in a unique position to be an effective part of the planning and decision making process on where those funds should be allocated in the downtown.

Therefore the Board of Directors of the Downtown Improvement District does hereby respectfully ask the Mayor to include our representative Frank LaTorre, Director of Public Space to participate in said planning and decision making at the City level.

Passed by a unanimous vote on December 18, 2008.

Robert Gagliardi

Chairman of the Board

RESOLUTION OF APPRECIATION

Be it resolved that on this day, the 18th day of December 2008, the Downtown Providence District Management Authority Board of Directors would like to express their appreciation to the employees of Block by Block for their hard work and dedication. Without them the mission of the Downtown Improvement District to continuously enhance the quality of life in Downtown Providence would not be possible.

Robert Gagliardi

Chairman

RESOLUTION OF APPRECIATION

Be it resolved that on this day, the 18th day of December 2008, the Downtown Providence District Management Authority Board of Directors would like to express their appreciation to The Champlin Foundation for the grant received by the Providence Foundation to purchase a new ATLV to be used by the Downtown Improvement District. This purchase will greatly help in our efforts to keep

**Downtown Providence clean and beautiful for all businesses,
residents and visitors to the area.**

Robert Gagliardi
Chairman