

**\*draft\***

**Downtown Providence District Management Authority**

**Board of Directors meeting minutes**

**Thursday, July 16, 2009 8:30 a.m.**

## **1. Roll Call**

**Director Gagliardi called the meeting to order at 8:30 a.m.**

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

**Ex-Officio Members present: Paul Thomas**

**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; Jeremy Curran, President of Block by Block; William Bombard, City Engineer for the City of Providence.**

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

**William Bombard introduced the new director of the Department of Public Works, Paul Thomas. Mr. Thomas was formerly the Director of Public Works for the Town of West Warwick for 12 years.**

**Dan Baudouin, Frank LaTorre and William Bombard had met to discuss paving of the streets in the Financial District. There will be some funds available to do the work, not sure when the funds will be released.**

**RIPTA has funding to repair the area in and around Kennedy Plaza.**

**The Downtown Circulator Project is expected to begin next year. Directors DiBattista and Lappin met with Thom Dellar, from the Planning Department, regarding LaSalle Square and the possibility of making it two-way as part of the project. Dan Baudouin suggested the Board pass a resolution in support of making LaSalle Square two-way.**

**Director DiBattista motioned to accept the resolution. Director Lapin seconded the motion and a roll call vote was held as follows.**

**Director DiBattista yes**

**Director Gagliardi yes**

**Director LaPidus yes**

**Director Lappin yes**

**Director Macliver yes**

**Director Placco yes**

**Therefore the motion passed.**

**3. Presentation of the Providence Performing Arts Center plans on**

**Weybosset St.**

**Alan Chille was unable to attend today's meeting. He will do the presentation at the September Board meeting**

**4. Approval on the minutes of the June 18, 2009 Board meeting**

**Director Placco motioned to approve the minutes from the June 18, 2009 board meeting. Director Lappin seconded the motion, and a roll call vote was held as follows:**

**Director DiBattista yes**

**Director Gagliardi yes**

**Director LaPidus yes**

**Director Lappin yes**

**Director Macliver yes**

**Director Placco yes**

**Therefore the motion passed.**

**5. Financial Report**

**Monthly Financial Reports**

**Steve Gibson presented the financials for June 2009, which concludes the end of the 2008-2009 fiscal year. The accounting firm of LDC&D will be in at the end of July to audit these financials.**

**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 overall expenditures below budget.**

**Director Macliver motioned to accept the June 2009 financials as presented. Director Placco seconded the motion, and a roll call vote was held as follows:**

**Director DiBattista yes**

**Director Gagliardi yes**

**Director LaPidus yes**

**Director Lappin yes**

**Director Macliver yes**

**Director Placco yes**

**Therefore the motion passed.**

**The City's tax sale will be held on July 30, 2009. The DID has four properties that will be listed at the sale**

#### **6. Vote for approval of the Draft 2009/2010 DID Program of Work**

**At the June meeting a draft DID program of work was handed out to the Board members. At this time the DID staff would like a formal endorsement of the program. A brief discussion was held regarding the program. In the future the program of work will be part of the**

**agenda so that the staff can keep the Board appraise on the work being done.**

**Director DiBattista motioned to accept the DID 2009/2010 program of work. Director LaPidus seconded the motion and a roll call vote was held as follows**

**Director DiBattista yes**

**Director Gagliardi yes**

**Director LaPidus yes**

**Director Lappin yes**

**Director Macliver yes**

**Director Placco yes**

**Therefore the motion passed.**

#### **7. Report for Urban Place Consulting & Director of Public Space**

**Steve Gibson requested from the Board the authorization for the DID staff to purchase a new heavy duty truck. Currently the DID has two trucks, both light duty. Repairs were recently made to both trucks mainly because of the weight they are now carrying exceeds the capacity. Steve further explained that one truck has the power washer mounted in the bed of the truck, and the other truck is used for towing the large watering system used for landscaping. This leaves no truck available for trash picked up and delivery to the dump.**

**The cost of the truck is approximately \$30,000. Director Placco**

offered to contact the purchasing department at Johnson & Wales University to find if they can get better pricing on the truck. Frank Zammarelli will work with the purchasing department.

Director Macliver motioned to authorize the purchase. Director DiBattista seconded the motion and a roll call vote was held as follows:

Director DiBattista yes

Director Gagliardi yes

Director LaPidus yes

Director Lappin yes

Director Macliver yes

Director Placco yes

Therefore the motion passed.

Frank LaTorre updated the Board on the projects he is working on:

All planters and planting areas have been completed. These areas are doing very well. Due to an extremely wet season, the hanging baskets have not been doing well. Dino Jacavone from Jacavone Garden Center will be coming to examine the baskets and suggest ways to correct the problem with the possibility that the baskets will need to be replanted.

RIDOT plans to advertise for bids on the sidewalk repair project on July 22, 2009. It will take approximately two weeks to award the bid.

**The goal is still to have most of the work completed in 2009.**

**RIPTA would like the DID and the City to partner with them to replace the trash receptacle in the Burnside and Biltmore Parks. The receptacles will be replaced with solar trash compactors and recyclable containers. RIPTA has suggested an 80/10/10 split. Frank asked for Board approval to spend DID funds, no more than \$7,000, towards the compactors.**

**Director Placco motioned to approve the spending. Director Macliver seconded the motion and a roll call vote was held as follows:**

**Director DiBattista yes**

**Director Gagliardi yes**

**Director LaPidus yes**

**Director Lappin yes**

**Director Macliver yes**

**Director Placco yes**

**Therefore the motion passed.**

## **8. Marketing Report**

**Joelle Kanter updated the Board on the projects that she has been working on:**

**A Downtown Living Tour was held on June 27, 2009. The tour was very successful, with over 500 attendees. Because of the success of**

**this tour, the representatives from the residential properties would like to do other cooperative marketing including another tour most likely next Spring.**

**Work is being done to update the maps and dining guides. The new ones will be ready for delivery to local colleges before the start of the Fall semester.**

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

**Jeremy Curran informed the Board of new technology that Block by Block is working on. Each ambassador will be equipped with a new PDA. The PDA will be loaded with different information such as directions and details about businesses with the district. They will also have the ability to send and receive information to and from property owners. Block by Block will be testing the systems for one of their clients December. They expect all the bugs to be worked out by next April; at that point Block by Block will make the system available to all their clients. The only costs to the clients will be the purchase of the PDA and to tie into the data base.**

**Block by Block had previously worked with a vendor to supply a similar system, but found it too expensive for most of their clients. With Block by Block supplying it the costs will be much more affordable.**

**Jeremy will be back to do a demonstration of the PDA system and how it works.**

## **10. Other Business**

**By general consensus of the attending Board members the scheduled August 20, 2009 Board meeting has been cancelled.**

## **11. Adjournment**

**Director Gagliardi adjourned the meeting at 10:02a.m.**

**Respectfully submitted,**

**Rosemarie Durette**

**Accounting Manager/Office Administrator**