

Downtown Providence District Management Authority

Board of Directors meeting minutes

Thursday, October 15, 2009 8:30 a.m.

1. Roll Call

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

Directors present: Umberto Crenca, Joseph DiBattista, Wendy Doyle-Spatcher, Evan Granoff, Susan LaPidus, Richard Lappin, John Macliver and Christopher Placco.

Ex-Officio Members present: Diana Burdett, Alix Ogden and Lisa Paratore

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: Cliff Wood, Cornish Associates.

Michael Corso, sighting personal obligations, has resigned from the Board.

Two new Board members were introduced, Wendy Doyle-Spatcher and Umberto Crenca. Wendy is the building manager for the Textron

Building. Bert is the artistic director of AS220.

2. City of Providence Update

Alix Ogden presented the City update to the Board.

\$15 million has been allotted for street paving though out the City. A portion of the funds will be spent on Weybosset and Westminster Streets. A final plan will be ready in a couple of months.

The City is trying to streamline the permitting process. Part of that is to consolidate offices, including fire inspection, into one building. A RFP has been sent out to find a building that can accommodate several City offices and is more customer friendly.

RIPTA has offered approximately \$90,000 for public space amenities in the Greater Kennedy Plaza area.

**3. Approval on the minutes of the September 17, 2009 Board meeting
Director Macliver motioned to approve the minutes from the September 17, 2009 board meeting. Director Placco seconded the motion, and a roll call vote was held as follows:**

Director DiBattista yes

Director Granoff yes

Director LaPidus 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 September 2009.

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 September 2009 financials as presented. Director Granoff seconded the motion, and a roll call vote was held as follows:

Director DiBattista yes

Director Granoff yes

Director LaPidus yes

Director Lappin yes

Director Macliver yes

Director Placco yes

Therefore the motion passed.

**A new procedure was written regarding the DID invest of funds.
Please see the attached copy.**

**Director Placco motioned to accept the new procedure as written.
Director Granoff seconded the motion, and a role call vote was held
as follows:**

Director DiBattista yes

Director Granoff yes

Director LaPidus yes

Director Lappin yes

Director Macliver yes

Director Placco yes

Therefore the motion passed.

**On the suggestion of the DID's auditing firm. LGC&D, a change in
policy regarding the billing process was written. Please see the
attached change.**

**Director Placco motioned to accept the new procedure as written.
Director DiBattista seconded the motion, and a role call vote was held
as follows:**

Director DiBattista yes

Director Granoff yes

Director LaPidus yes

Director Lappin yes

Director Macliver yes

Director Placco yes

Therefore the motion passed.

5. Review and Formalize Policy on Access to Public Records

Rosemarie Durette attended a seminar by the RI Attorney General's Office regarding open meeting laws and access to public records.

It was noted that all public entities should have a written public policy on how to assess public records. Based on this, the DID had an internal review and has written a new policy. Please see the attached copy.

Director DiBattista motioned to accept the policy as written. Director Placco seconded the motion, and a roll call vote was held as follows:

Director DiBattista yes

Director Granoff yes

Director LaPidus yes

Director Lappin yes

Director Macliver yes

Director Placco yes

Therefore the motion passed.

The DID is compliant with all open meeting laws.

6. Discussion regarding Providence Warwick Convention and Visitor's Bureau application for funding to develop wayfinding signage in Downtown

The Providence Warwick Convention and Visitor's Bureau has applied for a \$50,000 grant from the State to help fund a wayfinding study. As part of the grant, a local match is needed. The PWCVB and

the Providence Foundation, along with other stakeholders, have pledge funds towards the match. Dan Baudouin asked that the Board approve funds of \$5,000 towards this project. He reminded the Board that wayfinding is part of the DID 2010 work plan. Also mentioned was the 50/50 match between the DID and City for new street name signs and that the DID continues in its efforts to have out dated and damaged signs removed and replaced.

Director DiBattista motioned to approve the funding of \$5,000 towards the match for the grant. Director Placco seconded the motion, and a roll call vote was held as follows:

Director DiBattista yes

Director Granoff yes

Director LaPidus yes

Director Lappin yes

Director Macliver yes

Director Placco yes

Therefore the motion passed.

7. Update on Possible Expansion of District

Blue Cross Blue Shield of Rhode Island has moved into its new building in the Capital Center. It was suggested that the idea of DID services in the Capital Center be revisited in 4 to 6 months.

South Main Street owners are meeting to discuss expansion into this area. Nothing has been finalized yet.

8. Update on Administration and Management Alternatives

The Downtown Leadership Council will meet every third Thursday of the month, before the DID Board meeting. They met on October 15, 2009 regarding the joint venture focusing on economic development, particularly downtown office space. An economic development strategy is being formed and the Council should be presenting it to the DID and the Providence Foundation in the near future.

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

Frank LaTorre updated the Board on the projects he is working on: RIDOT has award \$1.3 million for the sidewalk project. Construction is expected to start in Spring 2010.

Councilors Lombardi and Young have agreed to partner with the DID to continue brick sidewalk repair. A total of \$25,000 in grant money will be put towards the project. A vote will be held at the next Board meeting regarding the matching of DID funds

The HRP will be holding a bouncer training session. It is now required for any bouncer in the City to have training.

The 2009 planting season was the first year Jacavone Garden Center was used as the supplier of the plants and flowers for the Beautification Project. The DID received numerous compliments on the plantings and hanging baskets. The staff was very pleased with the quality of flowers as well the Jacavones knowledge and

helpfulness. As such, Frank asked the Board to approve the extension of their contract for the 2010 planting season. Please see the attached memo of recommendation.

Director Macliver motioned to approve the extended contract. Director LaPidus seconded the motion, and a roll call vote was held as follows:

Director DiBattista yes

Director Granoff yes

Director LaPidus yes

Director Lappin yes

Director Macliver yes

Director Placco yes

Therefore the motion passed.

10. Marketing Report

Joelle presented a new marketing piece that she has been working on to target the retail market. The new brochure highlights the advantages of locating retail shops in Downtown. The information is located on the website and will be mailed to a select market of retail and real estate professionals.

Also, the Fall newsletters have been mailed.

11. Report from Block- By- Block

Although the current flowers will be in place for as long as possible, in some areas the switch to Fall kale and cabbages has begun. This

process will continue as the cooler weather comes.

The Hotel Providence held an appreciation dinner for the all the DID workers. The hotel manager and staff expressed their gratitude for all the hard work the people in yellow do. Each person received a certificate of appreciation and a gift certificate to the restaurant. Frank Zammarelli expressed to the Board how much this dinner meant to his people, as well as to thank The Hotel Providence for their generosity.

11. Other Business

The fifth anniversary of the DID will be coming up in February 2010. The staff would like to plan a something to celebrate this event. We are asking the Board for what they would like it to be and to please let us know of any ideas.

12. Adjournment

Director Lappin adjourned the meeting at 10:170a.m.

Respectfully submitted,

Rosemarie Durette

Accounting Manager/Office Administrator

October 6, 2009

Downtown Providence District Management Authority

Addition to Procedures

Investments

All liquid assets shall be deposited into Rhode Island financial institutions that are insured by the Federal Deposit Insurance

**Corporation (FDIC) or the National Credit Union Association (NCUA).
Deposits in any one institution shall not exceed the amount of FDIC
or NCUA insurance.**

October 6, 2009

Downtown Providence District Management Authority

Addition to Procedures

Generating Assessment Invoices

The Executive Committee will designate an individual to review and

approve the annual assessment billing schedule as prepared by the staff for completeness and accuracy. The designee shall not be employed by the same company that employs the staff person responsible for preparing the assessment billing. This review and approval shall be preformed prior to the mailing of the assessment invoices.

August 17, 2009

**Downtown Providence District Management Authority
(a/k/a Downtown Improvement District)
Procedures Regarding Access to Public Records**

The Downtown Providence District Management Authority (DPDMA), being a quasi-governmental agency, complies with all requests for access to public records as set forth by the Rhode Island General Laws 38-2-1 through 38-2-15

Any request received, either oral or written, will be responded to in writing no later than ten (10) days of receipt.

The DPDMA Board reserves the right to deny access according to R.I.G.L. 38-2-2(4)(i)(A)(I)-(Y) or the “Balancing Test” where an

individual's privacy outweighs the public interest. The entity requesting access which is denied will receive written notification, within ten (10) days, from the DPDMA stating the reason for denial.

The DPDMA is not required to reorganize, consolidate or compile data not maintained in the requested form. However, where it is reasonable the staff will supply the records in the requested form.

The DPDMA may charge for the search/retrieval and copies, or electronic formatted, records. An estimate will be given at the time of request.

A copy of R.I.G.L. 38-2-1 through 38-2-15 is on file in the DPDMA office, located at 40 Fountain Street, 2nd floor, Providence, RI 02903. This copy will be used as a guide for all public records requests.

**To: Robert Gagliardi, Chairman of the Board of Directors,
Downtown Improvement District**

**From: Frank LaTorre, Director of Public Space
Frank Zammarelli, Operations Director**

**Subject: Recommendation to renew the DID contract with Jacavone
Garden Center**

Date: October 14, 2009

**We would ask at the October 15, 2009 meeting, the DID Board of
Directors vote to approve renewing the contract with Jacavone
Garden Center for a period of one year from December 1, 2009 to
November 30, 2010.**

**The current one year contract runs from December 1, 2008 to
November 30, 2009.**

**The quality of the flowers and soil Jacavone Garden Center sold us
during the 2009 planting season, still in progress, is consistently of a
very high quality.**

To date we have purchased \$37,377 worth of flower and soil from them in 2009.

We have received a copy of the prices they will be charging us for the 2010 season. These prices are very much in line with the prices they charged us last year. In addition, the service provided by the owners and employees of Jacavone Garden Center has been excellent throughout the year. They have delivered flowers in a timely fashion, worked with us on plant selection and been cooperative in every way to help keep the flowers in the downtown healthy and vibrant throughout the season. They have been excellent partners with which to work.