

Downtown Providence District Management Authority

Board of Directors meeting minutes

Thursday, November 19, 2009 8:30 a.m.

1. Roll Call

Director Gagliardi called the meeting to order at 8:37 a.m.

Directors present: Umberto Crenca, Joseph DiBattista, Wendy Doyle-Spatcher, Robert Gagliardi, Evan Granoff, 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 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: Joanna Levitt, Cornish Associates.

2. City of Providence Update

Alix Ogden was unable to come to the meeting. Frank LaTorre presented the City update to the Board.

Trash receptacles are being replaced in Burnside Park. The DID will purchase new tops for the receptacles that were purchased and

donated to the City.

A formal request has been put in with the Department of Public Works regarding cross walk repair. DPW will research to find the replacement pavers.

An understanding has been formed between the DID and the City regarding snow plowing and removal. This understanding makes clear what areas need to be cleared, and who's responsible to clear them.

3. Vote on resolutions of appreciation for Richard Galvin and Michael Corso

Both Richard and Michael have resigned their positions on the Board of Directors. The Board would like to express their gratitude to Richard and Michael. Therefore, Director DiBattista motioned to approve a resolution of appreciation from the Board. Director Lappin seconded the motion, and a roll call vote was held as follows:

Director Crenca yes

Director DiBattista yes

Director Doyle-Spatcher yes

Director Gagliardi yes

Director Granoff yes

Director Lappin yes

Director Macliver yes

Director Placco yes

Therefore the motion passed.

Please see the attached.

4. Approval on the minutes of the October 15, 2009 Board meeting

Director Placco motioned to approve the minutes from the October 15, 2009 board meeting. Director DiBattista seconded the motion, and a roll call vote was held as follows:

Director Crenca yes

Director DiBattista yes

Director Doyle-Spatcher yes

Director Granoff yes

Director Lappin yes

Director Macliver yes

Director Placco yes

Therefore the motion passed.

Director Gagliardi abstained from voting because he was not present at the October meeting.

5. Financial Report

Steve Gibson presented the financials for October 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 October 2009 financials as

presented. Director Placco seconded the motion, and a role call vote was held as follows:

Director Crenca yes

Director DiBattista yes

Director Doyle-Spatcher yes

Director Gagliardi yes

Director Granoff yes

Director Lappin yes

Director Macliver yes

Director Placco yes

Therefore the motion passed.

The DID's auditing firm, LGC&D, was asked to create a software program that would cross reference several databases that are use for the annual billing. This program will be used by an appointed member of the Board to check for accuracy in the billing process.

The new program has been installed and training completed

6. Update on Possible Expansion of District

Discussion of expansion into Capital Center and the South Main Street areas has not changed. Possible expansion will be discussed in January 2010.

7. Update on Administration and Management Alternatives

The Downtown Leadership Council met on November 19, 2009 regarding the joint venture focusing on economic development,

particularly downtown office space.

An action plan was reviewed by the Leadership Council that lists several areas that attention needs to be focused on and what roll the Council should play in them. Council needs to formalize the plan. Once that is done the plan will be brought to the boards of the DID and the Providence Foundation.

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

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

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. The Board was asked to allocate \$25,000 in matching funds for the repair work. Director DiBattista motioned to allocate the funds. Director Placco seconded the motion, and a roll call vote was held as follows:

Director Crenca yes

Director DiBattista yes

Director Doyle-Spatcher yes

Director Gagliardi yes

Director Granoff yes

Director Lappin yes

Director Macliver yes

Director Placco yes

Therefore the motion passed.

The State legislators have passed a bill sponsored by the HRP that

will extend closing time by one hour. During this hour no alcohol will be served. This will be a six month pilot program. The next steps are to work with the Licensing Board who will regulate the extension, and enlist clubs to participate.

Jacavone Garden Center has returned their signed 2010 contract.

Frank and Dan Baudouin have met with Ernie Carlucci; the City's parking administrator, about parking issues within Downtown. Frank has done an extensive survey of parking and presented his findings at this meeting. Also discussed was the impact that parking has on the businesses and economy of Downtown. Further meetings will be held to discuss other parking issues

9. Marketing Report

The Providence Foundation has been working with young start up companies in Downtown Providence. Part of this project is video interviews with several entrepreneurs. The interviews consist of what is positive about the area and why they choose to start their businesses here. These videos will be used as a marketing tool for attracting new business Downtown. They can be viewed on vimeo.com/provfound.

10. Report from Block- By- Block

There has been an increase in graffiti. Luckily most of the graffiti has been small and easy to remove.

The safety team has been focusing more on the Financial District due to an increase in aggressive panhandling. They are monitoring the

situation and will keep Frank Zammarelli informed.

Scheduling has been adjusted for the holiday and winter seasons.

11. Other Business

12. Adjournment

Director Gagliardi adjourned the meeting at 9:40a.m.

Respectfully submitted,

Rosemarie Durette

Accounting Manager/Office Administrator