

Downtown Providence District Management Authority

Board of Directors meeting minutes

Thursday, February 18, 2010 8:30 a.m.

1. Roll Call

Director Gagliardi called the meeting to order at 8:33 a.m.

Directors present: Bert Crenca, Joseph DiBattista, Robert Gagliardi, Evan Granoff, Susan LaPidus, Richard Lappin and John MacIver.

Ex-Officio Members present: Diana Burdett and Lisa Paratore

Others present: Dan Baudouin, Executive Director of the Providence Foundation; Joelle Kanter, 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

2. Update on sidewalk project from RIDOT

Representative from the Rhode Island Department of Transportation (RIDOT) and Bryant Engineering were in attendance to update the Board on the sidewalk repair project. Repair work will be done on Washington, Westminster and Weybosset Streets.

This project was bided on previously, but the lowest bid was still higher than the amount budgeted. The funding is coming from the

ARRA federal government program and because of federal regulations this was not acceptable and RIDOT was instructed to advertise for bids again. Even with this minor set back, construction is still scheduled to begin late Spring 2010.

3. City of Providence Update

Alix Ogden was unable to attend today's meeting. Frank LaTorre gave the City update as part of his report

4. Update on Traffic Circulator Project by Alan Chile

Alan was unable to attend today's meeting, so Randi Collins from Beta Engineering updated the Board on the work planning to be done on Weybosset Street. Beta Engineering and VHB have both completed their plans for this project. The plans will then be at 90% so they can be submitted to the City and State at the beginning of March. Construction is scheduled to begin in Fall 2010.

5. Approval on the minutes of the January 28, 2010 Board meeting

Director DiBattista motioned to approve the minutes from the January 28, 2010 board meeting. Director LaPidus seconded the motion, and a roll call vote was held as follows:

Director Crenca yes

Director DiBattista yes

Director Gagliardi yes

Director Granoff yes

Director LaPidus yes

Director Lappin yes

Director Macliver yes

Therefore the motion passed.

6. Financial Report

Steve Gibson presented the financials for January 2010.

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 Granoff motioned to accept the January 2010 financials as presented. Director Macliver seconded the motion, and a roll call vote was held as follows:

Director Crenca yes

Director DiBattista yes

Director Gagliardi yes

Director Granoff yes

Director LaPidus yes

Director Lappin yes

Director Macliver yes

Therefore the motion passed.

The DID has received a settlement agreement between one of the property owners within the District and the City's Tax Assessor regarding the tax assessment on their property from this and prior years. The DID needs to reassess this property based on the new tax figures. This owner now has a credit balance that will carry into the 2011 fiscal year. Also, because of the lower values the DID's revenue for this fiscal year and next will be impacted.

7. Leadership Council Joint Venture

Dan Baudouin has been meeting with our partners, such as the City and the Chamber of Commerce, to update them on the Economic Joint Venture. He has given all our partners a copy of the latest draft of the Joint Venture plans and is waiting for any feed back from these groups.

Work has been done, and will continue, in the areas of Parking and Tax Policy.

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

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

The brick sidewalk repair, a partnership between the City and the DID, will be done in 2010. The City has concerns about the vaults in the sidewalks and wants to inspect them before the project goes out to bid.

On February 25, 2010 a meeting will be held with twelve parking lot and garage owners to try to get them to work together on the customer friendly system and to find out if they would participate in a training program for their employees. Frank and Dan will be meeting with the officer in charge of the parking enforcers and will ask for his support of and participation in the training program

The DID would like to partner with the City's Park Department to purchase new trash cans for in and around Burnside and Biltmore Parks. Frank will have further details as this project progresses.

9. Discussion on plans for the DID 5th Anniversary Celebration.

The event will be held at PPAC some time the last week of April.

We are taking suggestion for a new name for this event that encompasses all aspects of the event.

Currently, interviews are being done to select a video company that will produce at 3-4 minute video highlighting Providence.

10. Marketing Report

Plans are underway for the second annual Downtown Living Tour, which will be held on May 8, 2010. At this point the same participates from last year have sign on. Joelle is trying to get new ones as well.

On February 25, 2010 and March 4, 2010 meetings will be held with all

those involved in the “Live It Up” marketing campaign to strategize on ways of improving the marketing for Downtown.

The Chamber of Commerce business expo will start on May 4, 2010. The DID will have all updated material for this event.

11. Report from Block- By- Block

Frank Zammarelli has reported that all ambassadors have been trained in first aid and CPR.

Block by Block has started a new program for its employees called Stop, Think and Act. This program is to help lower the incidence of work place injuries.

The flowers are on schedule and are growing well in the green house at the garden center.

12. Other Business

13. Adjournment

Director Gagliardi adjourned the meeting at 9:47a.m.

Respectfully submitted,

Rosemarie Durette

Accounting Manager/Office Administrator