

Downtown Providence District Management Authority

Board of Directors meeting minutes

Thursday, June 17, 2010 8:55 a.m.

1. Roll Call

Director Gagliardi called the meeting to order at 8:55 a.m.

Directors present: Joseph DiBattista, Wendy Doyle-Spatcher, Robert Gagliardi, Susan LaPidus, Richard Lappin, John Macliver and Christopher Placco.

Ex-Officio Members present: Alan Chille and Lisa Paratore

Others present: Dan Baudouin, Executive Director of the Providence Foundation; Joelle Kanter, Program Director of the Providence Foundation; Frank LaTorre, DID Director of Public Space; Frank Zammarelli, Operations Manager of Block-by-Block; Rosemarie Durette, DID Accounting Manager/Office Administrator; Kathy Oberacher, Senior Property Management at Westminster Lofts; John Lombardi, City Councilman representing part of the Downtown area.

2. City of Providence Update

Alix Ogden was not able to attend today's meeting, so Frank LaTorre gave the update as part of his presentation.

3. Approval on the minutes of the May 20, 2010 Board meeting

Director Macliver motioned to approve the minutes from the May 20, 2010 board meeting. Director Placco seconded the motion, and a roll call vote was held as follows:

Director DiBattista yes

Director Doyle-Spatcher yes

Director Gagliardi yes

Director LaPidus yes

Director Lappin yes

Director Macliver yes

Director Placco yes

Therefore the motion passed.

4. Financial Report

Monthly Financial Reports

Rosemarie Durette presented the financials for May 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 decrease in revenue due to changes in value on some properties. Overall expenditures are below budget.

The DID will have five properties listed in the City tax sale scheduled

for June 29, 2010.

Director LaPidus motioned to accept the May 2010 financials as presented. Director Lappin seconded the motion, and a roll call vote was held as follows:

Director DiBattista yes

Director Doyle-Spacher yes

Director Gagliardi yes

Director LaPidus yes

Director Lappin yes

Director Macliver yes

Director Placco yes

Therefore the motion passed.

Budget for FY 2010-2011

A brief overview of the budget process was given for those in attendance not familiar with DID budget. When the Executive Committee met there were certain directives that they set for themselves: no rate increase, to have a surplus and no changes to the core clean and safe programs. The 2011 budget achieved these goals by changing the contract with Urban Place Consulting and by not filling an open safe team position. Director Gagliardi also stressed that this is the first time the DID's revenue has gone down and the Executive Committee will be meeting on a more frequent basis to

project any increases in expenses and to find other revenue streams. Director Macliver motioned to approve the fiscal 2011 budget as presented. Director Placco seconded the motion, and a role call vote was taken as follows:

Director DiBattista yes

Director Doyle-Spatcher yes

Director Gagliardi yes

Director LaPidus yes

Director Lappin yes

Director Macliver yes

Director Placco yes

Therefore the motion passed.

Councilor Lombardi stated that he is a strong supporter of the work the DID does and would like to see the DID expand to other areas of the City. He offered his support to help achieve this.

5. Discussion and Vote regarding DID Human Resource matters

The current contract with Urban Place Consulting is due to expire on June 30, 2010. As presented in the budget, the contract will not be renewed as it is now. Therefore; Frank LaTorre and Rosemarie Durette who are Urban Place employees will become employees of the DID as of July 1, 2010.

Employees will be supervised by the Executive Director of the

Providence Foundation, at no cost to the DID. To keep the same benefits that they have now, the Board was asked to approve an IRA plan for Rose and Frank. Director Lappin motioned to approve the plan. Director Placco seconded the motion and a roll call vote was held as follows:

Director DiBattista yes

Director Doyle-Spatcher yes

Director Gagliardi yes

Director LaPidus yes

Director Lappin yes

Director Macliver yes

Director Placco yes

Therefore the motion passed.

Board was asked to allow the Executive Committee to make decisions regarding any policies, procedures and insurance requirement directly affecting any new employees. A letter of agreement between the DID and the Providence Foundation, that mirrors the contract with Urban Place Consulting, will have the Executive Director of the Providence Foundation oversee the management of the DID and the supervision of DID employees. There will be no fee to the DID. This agreement can be cancelled with 60 days notice by either party. Director DiBattista motioned to allow the Executive Committee to make the decisions regarding DID personal. Director Macliver seconded the

motion and a role call vote was held as follows:

Director DiBattista yes

Director Doyle-Spatcher yes

Director Gagliardi yes

Director LaPidus yes

Director Lappin yes

Director Macliver yes

Director Placco yes

Therefore the motion passed

The Executive Committee will be meeting next week and welcomes all comments from the other Board members.

6. Economic Development Joint Venture

The quarterly meeting of the Providence Foundation Executive Committee, to which the DID Board is invited, is scheduled for July 7, 2010. At this meeting topics to be discussed are the progress made with the tax comparison research; the customer orientated parking system and new marking materials. The attendees will also be asked to give guidance to the staff on the next areas to focus on, the business visiting program and the permitting process of both the City and the State.

7. Report from Urban Place Consulting & Director of Public Space

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

He has spoken with Bob Smith from RIDOT regarding the sidewalk repair project. The plans are with state's Department of Administration. He expects them to sign off on the plans within the next two weeks. Hartford Site Construction has been chosen with the bid of \$1.4 million. Preliminary work has already started on the next phase.

The Traffic Circulator project that includes LaSalle and Emmitt Squares has been expanded to include parts of Westminster and Weybosset Streets that are in the Financial District. Paving and new lighting are expected to begin in 2011.

The brick sidewalk repair will be getting under way now that the vaults are not included in any work plans.

8. Marketing Report

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

The flower program has gotten press in several local publications.

Joelle is working with Laura Mullen on web site upgrades.

Wayfinding signage inventory is almost complete. Looking for ways to tie the new signage with other projects to keep a uniformed look and keep costs down. Steve Gibson has been hired as a consultant to oversee the progress due to his expertise in this area.

9. Report from Block- By- Block

Frank Zammarelli said that the plantings will be completed in a week, the next area to work on is weeding and mulching.

Panhandling is up. Our safety team is aware of it and has been tracking those involved. Mostly consists of a small group of the same people.

10. Other Business

11. Adjournment

Director Gagliardi adjourned the meeting at 9:55a.m.

Respectfully submitted,

Rosemarie Durette

Accounting Manager/Office Administrator