

DRAFT

Downtown Providence District Management Authority

Board of Directors Meeting Minutes

Thursday, December 16, 2010 - 8:30 a.m.

1. Roll Call

Chairman Gagliardi called the meeting to order at 8:35 a.m.

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

Ex-Officio Members present: Lisa Paratore.

Others present: Dan Baudouin, Executive Director of The Providence Foundation; Joelle Kanter, Program Manager of The Providence Foundation; Frank LaTorre, DID Director of Public Space; Frank Zammarelli, Operations Manager of Block By Block, and Robin Remy, Accounting Manager of DID.

2. Approval of the minutes for the November 18, 2010 meeting

Director Lappin motioned to approve the minutes from the November 18, 2010 Board meeting. Director LaPidus 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 LaPidus yes

Director Lappin yes

Director Macliver yes

Director Placco yes

Therefore the motion passed.

3. Financial Report

Monthly Financial Reports

Robin Remy presented the financials for November 2010. The Statement of Financial Position shows appropriate reserve balances for operating expenses. It should be noted that the Courtyard Marriott has appealed their current assessment, but this pertains to the overall policy of the DID to use the most current city assessment for billing. The most current at billing time was 2010. There are ample reserves for normal appeals; there are no substantial appeals in process according to the city.

The Statement of Operations shows the DID remains on target with the overall budget. Director Gagliardi discussed depreciation

expense being less than budgeted and the need to expect increases as we replace capital assets.

The Collections Report indicates 93% of assessments due by July 24 collected through November 2010. Directors questioned whether this was typical for the billing cycle. Dan Baudouin stated that hard economic times were partially responsible for late payments. Additionally, the DID was without a full-time Accounting Manager for almost two months; consequently, collections activity was interrupted.

The contract with Block By Block is up for renewal July 1, 2011. Block By Block has offered to fix their rates, except for their hourly wages, for two years if we were to renew with them without bidding. Board members discussed the pros and cons of extending the Block By Block contract. Director Crenca stated DID rate payers may want the Board to solicit bids to ensure that the DID is performing its fiduciary duty. Board members discussed developing specifications for a bid proposal. Dan Baudouin stated the bid decision would be included as an agenda item for the January 20, 2011, board meeting.

Director Macliver motioned to accept the November 2010 financials as presented, 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 LaPidus yes

Director Lappin yes

Director Macliver yes

Director Placco yes

Therefore the motion passed.

4. Economic Development Joint Initiative

Frank LaTorre reported good news with stakeholders showing increased involvement in the Parking Advisory Committee. The committee is continuing its work to develop a website devoted specifically to parking in Providence. A marketing firm will be hired to promote the new parking website.

Joelle Kanter described the November 23, 2010, meeting of the Joint Economic Development Marketing Committee. Representatives from the City of Providence introduced their new opportunityprovidence.com website.

A new statewide real estate database, risitelocator.com, has been launched. Joelle will meet with Scott Gibbs from the Economic Development Foundation to determine how to best utilize this database for downtown. Joelle will also meet with staff from the

City's Department of Planning & Development to review data collected.

The Board discussed the streamlined online/electronic permitting process and the positive effect it will have on attracting businesses to the city.

5. Report from the Director of Public Space

Frank LaTorre informed the Board that the State Sidewalk Project along Washington, Westminster, and Weybosset is buttoned up for the winter except for the work at 100 Washington Street. The sidewalk project is on the official schedule and will most likely be finished in 2012 versus 2011 as originally planned.

After staff informed the Board paving would not occur until 2012, Director Gagliardi suggested the DID send a letter to the new Mayor and the Department of Public Works recommending that the Weybosset Westminster repaving project be accelerated for construction in 2011 as originally promised. Director Joe DiBattista motioned to write the letter, 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 LaPidus yes

Director Lappin yes

Director Macliver yes

Director Placco yes

Therefore the motion passed.

Frank LaTorre will draft the letter.

The Rhode Island Department of Transportation is scheduled to open bids for the Weybosset/Empire traffic circulator on December 20, 2010.

6. Marketing Report

In November, Steve Gibson of Urban Place Consulting submitted an updated wayfinding plan to the Wayfinding Committee in accordance with his contract. The next step is to issue an RFP for the design of wayfinding signs.

We issued two RFPs this week, one for parking branding and another for redesign of the downtown website. Proposals are due in mid-January 2011.

We are supportive of RIPTA's efforts to install two community information kiosks in Burnside Park along Washington Street. RIPTA has chosen a kiosk design, but the State Historic Preservation Office

has raised concerns about it. The Board agreed to encourage all parties to work together on a solution.

7. Report from Block-By-Block

Frank Zammarelli explained the format of the new Block By Block report in detail. His team is prepared for the winter season. A new snow blower was purchased, and all equipment has been winterized. Frank negotiated the purchase of a 2011 Chevrolet pickup truck; he is arranging to have the DID logo and colors applied to the truck.

Two Block By Block team leaders attended anti-terrorism training presented by the Navy SEALs and Homeland Security. The team leaders will review this training with their ambassadors.

8. Other business

Dan Baudouin stated that DID and Providence Foundation staff will work to develop a strategy to approach the five or six substantial tax-exempt properties to request their voluntary payment of fees to the DID. Dan will ask Steve Gibson of Urban Place Consulting to check with other cities to see how they handle this situation.

The DID and the Providence Foundation are working to see how DID can expand services into the Jewelry District.

Director Macliver discussed setting up a meeting with Arthur Robbins regarding the possible expansion of the DID into the north main

street/smith street area expanding the business association.

Director Crenca reported his Mercantile Building has received the Certificate of Occupancy. Building renovations were completed ahead of schedule, and occupancy is very high. Martha Street is no longer an alley; it has been greened up and has become an inviting street. A ribbon-cutting ceremony will be held in May 2011.

9. Adjournment

The meeting was adjourned at 9:55 a.m.

Respectfully submitted,

Robin J. Remy

Accounting Manager, Downtown Improvement District