

DRAFT

Downtown Providence District Management Authority

Board of Directors Meeting Minutes

Thursday, March 17, 2011

1. Roll Call

Director Lappin called the meeting to order at 8:38 a.m.

Directors present: Umberto Crenca, Joseph DiBattista, Evan Granoff, Susan LaPidus, Richard Lappin, and John Macliver.

Ex Officio Members present: Diana Burdett, Sgt. David Tejada, Lisa Paratore

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

2. City of Providence Update

Frank LaTorre welcomed Sgt. David Tejada, the Mayor's newest ex officio appointment to the DID board. Sgt. Tejada described his history with the Providence Police Department and explained what police coverage is assigned to Kennedy Plaza. Board members discussed illegal parking issues at LaSalle Square with Sgt. Tejada,

who promised to look into the matter.

Dan Baudouin put out a request for board members to attend the March 31, 2011, meeting scheduled with Mayor Taveras.

3. Approval of the minutes for the February 17, 2011, meeting.

Director DiBattista motioned to approve the minutes from the February 17, 2011, Board meeting. Director LaPidus seconded the motion, and a roll call vote was held as follows:

Director Crenca Yes

Director DiBattista Yes

Director Granoff Yes

Director LaPidus Yes

Director Lappin Yes

Director Macliver Yes

Therefore the motion passed.

4. Financial Report

Monthly Financial Reports

Robin Remy presented the financials for February 2011.

The Statement of Financial Position shows all accounts in good standing.

The Statement of Operations shows the majority of expense items in line with overall budget. Public Space Maintenance Supplies continued to run slightly over budget due to the heavy snowfall that marked February.

The Collections Report shows a continued drop in delinquent accounts. Two major delinquent balances were paid off; three properties were submitted to the City of Providence for the June 15 tax sale.

Director Crenca motioned to accept the February 2011 financials as presented, Director Granoff seconded the motion, and a roll call vote was held as follows:

Director Crenca Yes

Director DiBattista Yes

Director Granoff Yes

Director LaPidus Yes

Director Lappin Yes

Director Macliver Yes

Therefore the motion passed.

Robin Remy discussed a budget timeline prepared to assist the board with their participation in the budget preparation process.

Frank LaTorre reported receiving bids from three firms for the Clean & Safe contract work. Two bidders (ABM and SGI) visited Providence to view the district with Mr. LaTorre.

Dan Baudouin presented audit proposals from accounting firm Lefkowitz, Garfinkel, Champi & DeRienzo, P.C. The proposal was to complete the DID annual financial audit for \$9,200 (the same price as for FY 2010); the proposal also offered to hold the price at \$9,200 for three years. Director Macliver motioned to approve the three year proposal, Director DiBattista seconded the motion, and a roll call vote was held as follows:

Director Crenca Yes

Director DiBattista Yes

Director Granoff Yes

Director LaPidus Yes

Director Lappin Yes

Director Macliver Yes

Therefore the motion passed.

5. Economic Development Joint Initiative

Dan Baudouin reported that there will be a meeting of the Tax Committee on Wednesday, March 23, at 3:00 p.m. City officials will be there to review the Tangible Property Tax reassessment process. The committee will also discuss the property owners' input into the city's fiscal challenges.

Dan Baudouin reported that a commercial broker survey on the pros & cons of a downtown office location as well as the 13-point program for the DID/Providence Foundation joint venture were presented to the Mayor and the Providence Economic Development Partnership. The Board agreed the joint venture committees must keep Downtown Providence in the forefront of the Mayor's mind.

The Economic Development Director search is moving ahead; the job description was completed, and the position is currently being advertised nationally.

6. Report from the Director of Public Space

Frank LaTorre and the Parking Advisory Committee are scheduled to meet with Mayor Angel Taveras on March 31, 2011, to discuss parking in the city. The Committee has compiled a list of the “10 things we need from the city” as discussion points for the meeting.

The Hospitality Resource Partnership (HRP) continues to focus on the issues surrounding nightclubs that offer under age 21 patrons. Members of the HRP will attend the March 24, 2011, licensing hearing for Club Karma. The HRP has written a bill directed at penalizing nightclub owners who violate licensing rules for under age 21 events.

The board suggested the HRP make a formal request to be put on the agenda at the Licensing Board’s meeting, with a copy of the request letter sent to Mayor Taveras.

7. Marketing Report

Lisa Paratore and Joelle Kanter explained the search process to select the designer for the new providencedowntown.com website.

The search committee selected Sarah Rainwater Design as their

unanimous choice. Ms. Kanter stated she would work with Sarah Rainwater and Ninedot, the designer for the new parking branding project, to ensure successful incorporation of the parking branding into the overall website design. A contract not to exceed \$24,000 will be drawn up for design of the new website.

Director DiBattista motioned to contract with Sarah Rainwater Design, Director LaPidus seconded the motion, and a roll call vote was held as follows:

Director Crenca Yes

Director DiBattista Yes

Director Granoff Yes

Director LaPidus Yes

Director Lappin Yes

Director Macliver Yes

Therefore the motion passed.

8. Report from Block-By-Block

Frank Zammarelli reported on his recent trip to Baltimore, Maryland,

for professional development training. He attended “Training the Trainer” workshops focused on identifying the individual personalities of his staff as a means of developing effective employee education programs. He also attended seminars focused on better identifying what client cites want and need in the way of hospitality services.

The flower program is in motion; flowers and plants have been selected and ordered. As soon as the weather breaks, the landscaping crew will begin cleaning planters and flower beds in preparation for spring planting.

9. Other business

Dan Baudouin and Frank LaTorre continue to meet with owners of tax-exempt properties in the district. Trinity Repertory has agreed to pay assessments against their principal property located at Adrian Hall Way.

Dan Baudouin and Frank LaTorre met with the executive committee of the Jewelry District and reviewed several potential scenarios to provide clean and safe services to their district.

10. Adjournment

The meeting was adjourned at 9:52 a.m.

Respectfully submitted,

Robin J. Remy

Accounting Manager, Downtown Improvement District