

APPROVED

Downtown Providence District Management Authority

Board of Directors Meeting Minutes

Thursday, October 20, 2011

1. Roll Call

Chairman Lappin called the meeting to order at 8:34 a.m.

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

Ex Officio Members present: Sgt. David Tejada, Pleshette Mitchell, David Pontarelli, and 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, Robin Remy, DID Accounting Manager, Amy Pettine, RIPTA, Susan Johnson & James Cooke, Lefkowitz, Garfinkel, Champi & DeRienzo, and Jeremy Curran, Block By Block.

2. Approval of the minutes for the September 15, 2011, meeting

Director LaPidus motioned to approve the minutes from the September 15, 2011, Board meeting. Director Placco seconded the motion, and a roll call vote was held as follows:

Director DiBattista (absent during vote)

Director Doyle-Spatcher Yes

Director Gagliardi (abstained – was not at Sept. 15 meeting)

Director LaPidus Yes

Director Lappin Yes

Director Placco Yes

Therefore the motion passed.

4. City of Providence Update

Sgt. David Tejada reported on the status of the Occupy Providence protest. Board members and guests discussed the effect of the protest on businesses and addressed safety and security concerns.

David Pontarelli stated the Director of Public Works as well as J.R. Pagliarini from the mayor's office are working with inspectors to ensure that all utility cuts in roads and sidewalks are filled and repaired properly. Mr. Pontarelli mentioned the recent meeting held to resolve parking and trash issues on Worcester Street and said it has become a model for similar issues at other sites within the city.

5. FY 2011 Financial Audit Review

Susan Johnson and James Cooke, accountants with Lefkowitz, Garfinkel, Champi & DeRienzo, read through the FY 2011 financial audit. Director Placco motioned to accept the audit, Director Doyle 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 Placco Yes

Therefore the motion passed.

6. RIPTA Core Connector Presentation

Amy Pettine, Special Projects Manager for Rhode Island Public Transit Authority (RIPTA), gave an informative presentation about the proposed Core Connector project. The plan is to install a street car system that would run from the Knowledge/Jewelry District through downtown and up to College Hill. Although actual construction could be 5-10 years away, Ms. Pettine stressed that the city needs to complete all the preliminary planning in order to position itself to receive federal funding when it becomes available. Ms. Pettine presented a financing plan that includes property owner assessments. There was some concern about this method of financing, but, at this point, the DID agreed to co-sponsor a meeting on this topic with The Providence Foundation and invite all DID ratepayers to attend.

7. Financial Report

Monthly Financial Reports

Robin Remy presented the financials for September 2011. The Statement of Financial Position continues to show ample reserves for operations. The Statement of Operations shows most year-to-date amounts in line with budget. Year-to-date expenses for Clean and Safe Labor are currently over budget; however, a projected surplus in future expenses will offset the current overage. The Collections Report reflects 95% of assessments have been paid through October 19, 2011.

Director DiBattista motioned to accept the September 2011 financials as presented, Director Gagliardi 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 Placco Yes

Therefore the motion passed.

8. Thayer Street District Management contract

Dan Baudouin discussed the recent meeting with John Luipold of Brown University regarding hiring the DID to perform assessment billing, collections, and accounting services for the Thayer Street District Management Authority. Mr. Luipold has requested that the

initial contract extend to the end of their current fiscal year, June 30, 2012. Mr. Baudouin asked for the board's approval to enter into this contract.

Director Placco motioned to approve entering into a contract, Director Lappin seconded the motion, and a roll call was held as follows:

Director DiBattista Yes

Director Doyle-Spatcher Yes

Director Gagliardi Yes

Director LaPidus Yes

Director Lappin Yes

Director Placco Yes

Therefore the motion passed.

9. Economic Development Joint Initiative

Dan Baudouin stated that the office marketing campaign was coming together and that he will possibly make a presentation to the DID board in November. Mr. Baudouin reported on his meeting with city of Providence officials regarding the permitting process. Mr. Baudouin mentioned that The Providence Foundation's taxation committee may reconvene. The Providence Foundation is supporting the efforts of EngageRI, which is advocating for State of RI to adopt pension reform.

10. Report from the Director of Public Space

Frank LaTorre reported on the joint press conference held on October 12 by the Downtown Improvement District and the Mayor's office to announce the Park Downtown Providence initiative. Leo Perrotta, the city's Parking Administrator, will be installing new parking meter technology and will clearly define available on-street parking. Eleven (11) major parking lot operators are cooperating in the effort, with many contributing funds to an ad campaign.

Brick sidewalk repairs are approximately 70% complete. The DID continues to meet with the city DPW and RIDOT to keep the focus on repairing sidewalks in the Financial District and to monitor progress of the Phase III Circulator project.

Providence Performing Arts Center has contacted the DID to discuss contracting additional services to maintain the expanded sidewalk area in PPAC Square.

The Hospitality Resource Partnership (HRP) met with Mayor Taveras, Commissioner Pare, J.R. Pagliarini, representatives from Johnson and Wales University, and others to raise awareness of the role the nightclub/nighttime economy plays in the development of the Jewelry District. The HRP urged the mayor to consider the critical role the licensing board plays in city security when making appointments to the board when two positions open up in January 2012.

The DID is continuing its efforts to expand into the Jewelry District

and the Capital Center. Colin Kane from the I-195 Commission has requested a proposal from the DID for maintenance of the I-195 parcels, including litter pick-up and snow removal.

11. Marketing Report

Joelle Kanter reported on the final mailing of the printed newsletter. The first e-newsletter is scheduled for distribution in mid-November. A parking advertisement campaign is scheduled to run throughout the November/December holiday season. The wayfinding signage project is progressing with four finalists being interviewed.

Mayor Angel Taveras is hosting a Birthday Party at PPAC on November 22, 2011, to celebrate Providence's 375th birthday. Dan Baudouin requested approval for the DID to sponsor the event with a \$375 donation. Director Lappin made a motion to approve the request, Director DiBattista seconded the motion, and a roll call was held as follows:

Director DiBattista Yes

Director Doyle-Spatcher Yes

Director Gagliardi Yes

Director LaPidus Yes

Director Lappin Yes

Director Placco Yes

Therefore the motion passed.

12. Report from Block-By-Block

Frank Zammarelli reported that the flower program is winding down for the season. The crews are removing hanging baskets, clearing dead plants, and preparing planters and ground beds for the winter.

13. Adjournment

The meeting was adjourned at 10:07 a.m.

Respectfully submitted,

Robin J. Remy

Accounting Manager, Downtown Improvement District