

DRAFT

Downtown Providence District Management Authority

Board of Directors Meeting Minutes

November 17, 2011

1. Roll Call

Chairman Lappin called the meeting to order at 8:37 a.m.

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

Ex Officio Members present: Diana Burdett, Joe Wilson, Jr., Pleshette Mitchell, 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, Jeff Heinrich, Regional Director with Block By Block.

Dan Baudouin introduced new Ex Officio board member Joe Wilson, Jr. from Trinity Repertory Company.

2. City of Providence Update

Pleshette Mitchell reported that the Occupy Providence protesters will temporary move out of Burnside Park to allow the City of Providence to winterize the irrigation system in the park. The Offices of City Collector, City Assessor, Board of Licenses, and Vital Statistics will remain open until 7:00 p.m. on the first and third Wednesday of each month. The building façade at 43 Weybosset Street is being restored.

3. Approval of the minutes for the October 20, 2011, meeting

Director Gagliardi identified a correction to be made in the minutes. The vote to accept the September 15, 2011, minutes should be changed to indicate that Director Gagliardi abstained from this vote since he did not attend the September 15 meeting. Director Gagliardi then motioned to approve the minutes from the October 20 Board meeting, Director DiBattista 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 Granoff	Yes
Director LaPidus	Yes

Director Lappin	Yes
Director Macliver	Yes
Director Placco	Yes

Therefore the motion passed.

4. Financial Report

Monthly Financial Reports

Robin Remy presented the financials for October 2011. Ms. Remy reported that she is focusing her efforts on collections. Dan Baudouin reported on working with the city of Providence to develop the DID's own criteria for dealing with delinquent assessments. Dan Baudouin announced that the R.I. Convention Center had agreed to contribute \$25,000 to the Downtown Improvement District.

Director DiBattista motioned to accept the October 2011 financials as presented, Director Crenca 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 Granoff	Yes
Director LaPidus	Yes

Director Lappin	Yes
Director Macliver	Yes
Director Placco	Yes

Therefore the motion passed.

5. Economic Development Joint Initiative

Dan Baudouin reported that the RI Economic Development Corporation and the Greater Providence Chamber of Commerce have each committed to spending \$250,000 annually for three years to promote the Knowledge District. The Knowledge District does include all of the downtown area. The effort will be a public/private partnership to be run by the private sector. This program is strictly limited to marketing and outreach to the “outside world.” The \$25,000 in the DID’s Economic Development budget is planned to be allocated toward this marketing program. Director Crenca expressed concern about the conspicuous absence of Art and Design in the articles and printed material promoting the Knowledge District. Dan Baudouin stated the DID’s role is to ensure that Art and Design is included in this promotion.

Dan Baudouin reported he is working on supporting city of Providence efforts to combine Fire Inspection, Permitting, and Building Inspection services.

Director Lappin asked about revisiting the real estate tax issue including tax rates and tax policy. He suggested a committee should begin working on this issue in January 2012.

6. Report from the Director of Public Space

Frank LaTorre reported the sidewalk concrete and brick sidewalk repairs are winding up; project funding included \$25,000 from the city and \$25,000 from the DID. The next phase of sidewalk repair should finish up by the end of December 2011. Phase III of the Traffic Circulator will include all the Squares as well as Kennedy Plaza. Mr. LaTorre is staying on top of work in the Financial District; he is also still working with Leo Perrotta, Parking Administrator for the city of Providence, to maximize on-street parking.

Commissioner Steven Pare recently convened a meeting of all parking lot operators to discuss security matters relating to nightclub patrons in the downtown.

Dan Baudouin discussed continued efforts to expand the DID into the Jewelry District, the Capital Center, and the I-195 land. He mentioned the recent meeting with Capital Center property owners; he also asked board members to notify him if they knew any property owners in the Jewelry District.

Mr. LaTorre announced plans for the DID to hold off on installing the

EPONIC activity reporting system and wait for the new Block By Block system due out in March 2012. Mr. LaTorre recommended the board vote to use Jacavone Nursery as the official vendor for the 2012 Flower Program in accordance with the attached memo.

Director DiBattista motioned to use Jacavone Nursery, Director Lappin 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 Granoff Yes

Director LaPidus Yes

Director Lappin Yes

Director Macliver Yes

Director Placco Yes

Therefore the motion passed.

Director Crenca mentioned the ongoing problem of overflowing trash cans in the area of the new City Administration building on Westminster Street. Pleshette Mitchell with the city of Providence said she could help get this resolved.

7. Marketing Report

Joelle Kanter reported on the holiday advertising campaign to promote the new parking website. The wayfinding signage committee has selected Selbert Perkins Design Collaborative as the designer for the project. Ms. Kanter discussed Providence's 375th Birthday Party at Providence Performing Arts Center on November 22 and encouraged DID board members to attend.

8. Report from Block By Block

Jeff Heinrich with Block By Block (BBB) discussed BBB's proprietary activity reporting system due to roll out in March 2012. The Providence DID will be the only user of this BETA program. Director Gagliardi expressed concern about the time it will take to develop and perfect a new system. Director Lappin asked if the hand-held units for ambassadors will have printing capability; Mr. Heinrich answered that they do not have printing capability. He stated their experience had determined a minimal need for printouts. BBB decided to develop its own activity reporting system due to dissatisfaction with EPONIC's lack of responsiveness to requests for customization and slowness in changing with the times. BBB plans to train their Operations Managers on the new system at the next annual managers meeting. Director Gagliardi questioned whether BBB will have proprietary rights to the DID data that accumulates in their system. Mr. Heinrich assured us that all information will be accessible to the DID.

Frank Zammarelli reported on the Fall cleanup. The mild weather has slowed the leaves from falling off trees, resulting in fall cleanup extending a few weeks longer than in the past. The DID purchased a new sidewalk pressure washer; the mild weather has made it easier for the Clean ambassadors to clean sidewalks and remove graffiti. Mr. Zammarelli thinks there has been a decrease in graffiti; he will check the statistics.

Holiday wreaths are due to arrive November 17; Clean ambassadors will install wreaths on light poles and hang the winter banners throughout the downtown district.

Director Granoff reported an increase in car break-ins in parking garages. Frank LaTorre mentioned this was also discussed at the most recent meeting of the Downtown Parking Advisory Committee. Frank Zammarelli reported on an incident where DID Safe Team ambassadors were assaulted by a group of unruly men; he plans to conduct additional training with Safe Team ambassadors.

9. Other business

Director Gagliardi suggested the board form a committee to review the method used to determine the DID assessment. He requested this be done before the DID begins preparing the Fiscal Year 2013 budget.

Directors Gagliardi, Granoff, and DiBattista and Dan Baudouin from

The Providence Foundation volunteered to serve on this committee.

Dan Baudouin reported on the meeting held November 16, 2011, to discuss the proposed Core Connector Streetcar. Mr. Baudouin would like to issue a joint DID/Providence Foundation statement or position paper on the proposal. Directors voiced such concerns as the commercial sector was already overtaxed, they could not absorb more assessments, or a streetcar would not necessarily benefit their property. Director Lappin suggested a committee be formed in conjunction with The Providence Foundation to develop a position paper. Directors Lappin, Gagliardi, DiBattista, and Placco volunteered to serve on this committee.

Director Lappin asked to reschedule the February 2012 DID board meeting to February 9, the second Thursday of the month; fellow board members agreed.

10. Adjournment

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

Respectfully submitted,

Robin J. Remy

Accounting Manager, Downtown Improvement District