

APPROVED

Downtown Providence District Management Authority

Board of Directors Meeting Minutes

Thursday, December 15, 2011

1. Roll Call

Chairman Lappin called the meeting to order at 8:36 a.m.

Directors present: Umberto Crenca, Joseph DiBattista, Wendy Doyle-Spatcher, Evan Granoff, Susan LaPidus, Richard Lappin, John Macliver

Ex Officio Members present: 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

2. City of Providence Update

Pleshette Mitchell announced that the city of Providence will be launching I-phone and Droid apps for its ProvConnex system within a few days. Art, Culture & Tourism has moved to 444 Westminster Street offices. Occupy Providence wants to install a sculpture or

artwork in Burnside Park to commemorate their protest. The city has been receiving complaints from residents who are uncomfortable using Burnside Park with protesters on grounds. Lisa Paratore, owner of Homestyle, reported a recent protest by Occupy Providence in front of the Providence Performing Arts Center hurt retailers in the area.

Frank LaTorre is staying on top of the Department of Public Works to get all utility cuts repaired, crosswalks at Turks Head Plaza repaired, and snow shoveling on I-95 overpasses into the city.

Director Lappin questioned when two-way traffic will begin on Empire, Weybosset, and other streets in the traffic circulator. Ms. Mitchell stated the city is reprogramming switches for traffic lights; when that work is complete, traffic will become two-way.

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

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

Director Crenca Yes

Director DiBattista Yes

Director Doyle-Spatcher 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 November 2011. The Statement of Financial Position shows ample reserves for operations and capital expenditures. The Statement of Operations is in line with the year-to-date budget. The Collections Report show, on average, more than 96% assessments paid through 12/14/2011.

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

Director Crenca Yes
Director DiBattista Yes
Director Doyle-Spatcher Yes
Director Granoff Yes
Director LaPidus Yes
Director Lappin Yes
Director Macliver Yes

Therefore the motion passed.

Dan Baudouin and Robin Remy discussed the proposed Delinquent Assessment Collection Policy. The proposal included requesting a tax lien and tax sale against: a) any property with prior year(s) delinquent assessments totaling more than \$500 plus any delinquent amount in current year, or b) any property with current year delinquent assessments totaling more than \$1,000 AND with NO PAYMENTS against current year's assessment. Directors Granoff and DiBattista suggested filing a property lien against any property not meeting the criteria in items a) or b) above with more than two years of delinquent assessments. Director Macliver stated we should apply payments received to the oldest outstanding amount. The board did not want to hire a collection agency.

Dan Baudouin requested board approval to issue holiday gift checks to Block By Block ambassadors. He confirmed that the FY 2012 budget included holiday payments; therefore, directors stated payments could be made. Dan Baudouin requested that the board approve holiday bonuses for DID staff. Director Macliver motioned to approve the bonuses, 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 Granoff Yes

Director LaPibus	Yes
Director Lappin	Yes
Director Macliver	Yes

Therefore the motion passed.

5. Discussion of FY 2012 Program of Work

Dan Baudouin presented the 2012 Program of Work for the DID. Board members and DID staff discussed the DID's partnership with various city agencies and organizations, including primary and support roles in economic development. Richard Lappin discussed hiring a landscape architect to work on a vision for the downtown. Lisa Paratore suggested contacting Rhode Island School of Design since they have a landscape architecture program at the school. Dan stated the DID would play a major role in supporting the Greater Kennedy Plaza programming.

6. Economic Development Joint Initiative

Dan Baudouin reported that the City of Providence and RIPTA heard "loud and clear" from property owners that they are opposed to an assessment to fund the proposed Core Connector Streetcar. The DID board committee will meet on Tuesday, December 20, at 2:00 pm to draft a position paper on the proposed streetcar system. Directors discussed additional sources of revenue for the DID, such as seeking grant funds or selling DID services to district property owners. Organization resources including additional staff will be required if

the Jewelry District and/or the Capital Center are added to the DID. A board committee will meet to review DID assessment methodology. Directors discussed long-term possibilities similar to Philadelphia, where the DID issues bonds for funding or takes over the parking authority. Director Granoff questioned whether the DID charter would allow debt and what would happen if the DID defaulted on the loan. Director Lappin asked that any thoughts regarding the DID Program of Work be directed to himself or Dan Baudouin.

Dan Baudouin stated he planned to request that the DID board approve a \$25,000 contribution to the Chamber of Commerce/RIEDC private/public partnership for economic development once it is under way. The Chamber of Commerce will take the lead on this effort. Directors discussed reaching out to entrepreneurs and meeting with existing companies located in Providence to discover their issues. Dan will show the Chamber of Commerce's new video marketing Providence at the January 2012 DID board meeting.

Richard Lappin and Dan Baudouin issued a joint Providence Foundation/DID letter to Mayor Angel Taveras outlining the concerns of the Hospitality Resource Partnership, requesting that the city enforce existing laws governing nightclub operation, and asking the city to use due care when filling vacant seats on the License Board.

7. Report from the Director of Public Space

Frank LaTorre reported that the sidewalk and street work surrounding

the Providence Performing Arts Center will be completed within the next few weeks. Mr. LaTorre conducted a thorough walkthrough of the next major sidewalk project on Westminster, Weybosset, and Dorrance Streets with city of Providence and contractor representatives. Nate Urso with Providence Department of Public Works will coordinate the next meeting in January 2012. Frank met with Providence Police Sgt. Paul Zienowicz to address on-street parking enforcement issues.

Commissioner Pare is well engaged with HRP issues. City Solicitor Jeff Padua has been asked to help make rules more transparent. Frank spoke with Sergio Spaziano, Associate City Solicitor for Providence, to work on getting more cases before the license board. The HRP is proposing that any new nightclubs be required to obtain a zoning permit as well as a nightclub license.

Frank LaTorre, Richard Lappin, and Dan Baudouin are scheduled to attend a meeting of condominium owners at 150 Chestnut Street regarding the Jewelry District becoming part of the Downtown Improvement District. Director DiBattista questioned Jewelry District property owners' options. Dan Baudouin stated options are forming their own district with their own board, becoming a third zone in the DID under the existing DID board, or becoming a sub-district of DID with an advisory board, budget, and assessment rate.

Dan has had informal talks with Colin Kane regarding maintenance

services for I-195 land and adding the land to the Downtown Improvement District. Undeveloped I-195 land added to the DID would be billed for cost of services.

8. Marketing Report

Joelle Kanter reported on the downtown and parking websites, stating she is accumulating substantial amounts of information about site visitors. The designer for wayfinding signage has conducted site visits and is currently designing concepts. Design should be completed by Spring 2012; funds will need to be raised to proceed with sign manufacture. City of Providence Art, Culture and Tourism, Convention and Visitors Bureau, and Planning are partners in the wayfinding project. The first eNewsletter will be issued in January 2012.

9. Report from Block-By-Block

Frank Zammarelli reported that summer work equipment has been winterized and stored, and winter work equipment is up and running. The Hotel Providence once again donated a holiday party, held December 13, 2011, to the Clean and Safe ambassadors. Frank suggested notifying retail stores to stay alert for shoplifters during the holiday shopping season. Director Crenca suggested retailers notify each other when an incident occurs. Joelle Kanter will send email to retailers with these suggestions.

10. Other business

The Providence Foundation will hold its annual meeting on Wednesday, January 11, 2012, 5:30 p.m. at Brown University's ICERM located at 121 So. Main Street – 11th Floor.

11. Adjournment

The meeting was adjourned at 9:56 a.m.

Respectfully submitted,

Robin J. Remy

Accounting Manager, Downtown Improvement District