

APPROVED

Downtown Providence District Management Authority

Board of Directors Meeting Minutes

October 18, 2012

1. Roll Call

Chairman Richard Lappin called the meeting to order at 8:30 a.m.

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

Ex Officio Members present: Diana Burdette, Lindsey Hahn, Lisa Paratore, Leo Perrotta

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 Alison Izzi, DID Accounting Manager.

2. Presentation of the 2012 Audit Report

Jim Cooke, C.P.A. from Lefkowitz, Garfinkle, Champi & DeRienzo, and P.C. presented the 2012 Audit report and indicated no areas of concern regarding the fiscal year 2012 financial statements. Director

Bert Crenca motioned to accept the Audit Report and Evan Granoff 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.

3. City of Providence Update

Frank LaTorre presented (2) new ex-officio Members of the Board, J.R. Pagliarini, Senior Executive Advisor, to the Mayor of Providence and Leo Perrotta, Parking Administrator for the City of Providence. J.R. was not in attendance. Leo Perrotta has agreed to be the liaison between the DID and the City of Providence for any projects that require the assistance of the City's Department of Public Works. Director Gagliardi expressed his pleasure with the appointment and the spirit of collaboration it creates between the DID and the City and welcomes Mr. Perrotta's involvement. Dan Baudouin added that Mr. Pagliarini is also a great addition to the Board being an active lobbyist at the State House

4. Approval of the minutes from the September 20, 2012 meeting

Director Robert Gagliardi motioned to approve the minutes from the September 20, 2012 Board meeting. Director John Macliver 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. Financial Report

Alison Izzi presented the financial reports for September 2012. Equity includes \$361,001 allocated/reserved and \$137,286 unallocated. Clean and Safe labor came in \$11,000 under budget, 91% of assessments have been collected and collection procedures are ongoing.

Director Robert Gagliardi motioned to accept the September 2012

financials as presented, Director Chris 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 Granoff Yes

Director LaPidus Yes

Director Lappin Yes

Director Macliver Yes

Director Placco Yes

Therefore the motion passed.

6. Report from the Director of Public Space

Frank LaTorre discussed the ongoing DID enhancements to the

Gateway Project and reported on the work that continues with Gates Leighton, the landscape architecture firm. Meetings are scheduled for the first week of November to refine the plan and discuss pricing details including the cost of materials and the cost to maintain and implement. He also reported on the ADA Sidewalk Project in the Financial District. He presented a detailed map showing the street and sidewalk work that has been done before and after the DID's inception and all the work that still needs to be done. The Hospitality Resource Partnership had a successful meeting on October 2, 2012. There were approximately 30 people in attendance including a representative from the Mayor's office, Teny Gross, a representative from MADD and Major Tom Verdi. Mr. LaTorre reported on a productive meeting he and Dan Baudouin had with the Convention Center. They expressed their appreciation for the service that the DID provides and they have agreed to pay an annual assessment of \$25,000. Preliminary work is being done on the Capital Center District to determine what services can be provided with an eye on eventually expanding into the waterplace basin and river walk.

7. Marketing Report

Joelle Kanter reported on the RFQ process for selecting a firm to assist the DID in formulating and conducting a marketing strategy to promote downtown to potential companies interested in renting office space. Four RFQ's were distributed; three firms responded. The top

two firms, Nail and The Basic Group were interviewed by Joelle and Dan. The firms presented to the DID Board Committee on office marketing. While both firms have much to offer, it was the unanimous committee decision to recommend Nail.

Chairman Richard Lappin motioned to authorize staff to negotiate a commitment with Nail up to \$50,000. Director Chris 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 Granoff Yes

Director LaPidus Yes

Director Lappin Yes

Director Macliver Yes

Director Placco Yes

Therefore the motion passed.

8. Report from Block-By-Block

Frank Zammarelli reported on the new Smart System. The Smart System is a system for tracking work orders. Developed by Block by Block, the system allows work orders to be entered directly from the field. Block by Block provides iPhones to the team leaders and the Operations Manager. This Application gives the Ambassadors the ability to enter work orders, take photographs on site, comment on and track the progress of jobs from the field. The system was implemented (2) weeks ago and is working well. All flowers and hanging baskets have been removed and only the ground gardens remain. Plans for Christmas plantings are under way. (2) New ambassadors started in October. 25 new trash cans have been added, 15 have been labeled with City of Providence. Richard Lappin suggested developing a comprehensive Christmas Program including a parking program, plantings and wreaths. Director Placco asked if there were any issues with vandalism this season with the hanging baskets or planters. Frank Zammarelli responded that theft and vandalism were low regarding the hanging baskets, with only (2) incidents reported all season.

9. Economic Development

Dan Baudouin reported that staff has been conducting office visits in

the District getting input on their experience in the downtown and ideas on how the DID can improve upon this experience. 18 visits have been conducted so far. Feedback has been very positive and complimentary of the DID and the impact it has on the City. The feedback also reinforces that work still needs to be done. Marketing ideas need to position Downtown Providence as “the place to be.” Any All Board Members are welcome to participate in the office visits and any leads from Board Members are welcome.

The Providence Foundation Retreat will be November 27, 2012. Board Members are welcome to come. Steve Gibson will be running the retreat.

10. Other

The DID staff has received an RFP Draft from the I-195 Commission for maintenance services for the land which primarily includes grass cutting and snow removal services. Their request may not be a good match for DID services. Director Placco voiced a concern with Not for Profit businesses competing with For Profit Businesses for contract services. Director Crenca commented that the environmental report for the I-195 Project was completed and was very favorable with only minor issues.

Director Chris Placco mentioned the new Johnson & Wales parking garage, which broke ground on October 15, 2012. The garage adds approximately 300 parking spaces and should alleviate some on

street parking issues. He also mentioned that the (2) hour time intervals on the parking meters around Johnson & Wales are not sufficient for students since classes last (4) hours. Mr. Perrotta said that he was made aware of the issue and all the meters on Pine, Chestnut, and Claverick Streets and Service Road were increased to (4) hours to accommodate the students' schedules.

11. Adjournment

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

Respectfully submitted,

Alison Izzi

Accounting Manager

Downtown Improvement District