

# **APPROVED**

**Downtown Providence District Management Authority**

**Board of Directors Meeting Minutes**

**December 20, 2012**

## **1. Roll Call**

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

**Directors present: Bert Crenca, Joseph DiBattista, Robert Gagliardi, Susan LaPidus, Richard Lappin and John Macliver & Christopher Placco**

**Ex Officio Members present: Alan Chille, Diana Burdette, Lisa Paratore and Leo Perrotta**

**Others present: Dan Baudouin, Executive Director of The Providence Foundation; Joelle Kanter, The Providence Foundation Program Manager; Frank LaTorre, Alison Izzi, DID Accounting Manager and Frank Zammarelli, Block by Block Operations Manager.**

## **2. City of Providence Update**

**Leo Perrotta reported that the lane striping on Greene Street is finally completed and as a result of the traffic circulator program traffic patterns will change. The downtown holiday parking program is going**

well but it must be determined who exactly benefits from it. It is his opinion that people are largely unaware of the program. He is considering whether to extend the program to Johnson & Wales next year but is not sure if it is worth it. Dan Baudouin and Lisa Paratore suggested that the holiday parking program start at 8:00 a.m.

### **3. Approval of the minutes from the November 15, 2012 meeting**

**Director Robert Gagliardi motioned to approve the minutes from the November 15, 2012 Board meeting.**

**Director John Macliver seconded the motion, and a roll call vote was held as follows:**

**Director DiBattista**

**Director Crenca Yes**

**Yes**

**Director Gagliardi Yes**

**Director LaPidus Yes**

**Director Lappin Yes**

**Director Macliver**

**Director Placco Yes**

**Yes**

**Therefore the motion passed.**

#### **4. Financial Report**

**Alison Izzi presented the financial reports for November 2012. Equity includes \$361,001 allocated/reserved and \$137,286 unallocated. All expenses are currently on or below budget. 92% of assessments have been collected and collection procedures are ongoing.**

**Director John Macliver motioned to accept the November 2012 financials as presented, Director Christopher Placco seconded the motion, and a roll call vote was held as follows:**

**Director DiBattista Yes**

**Director Crenca Yes**

**Director Gagliardi Yes**

**Director LaPidus Yes**

**Director Lappin Yes**

**Director Macliver**

**Director Placco Yes**

**Yes**

**Therefore the motion passed.**

#### **5. Report from the Director of Public Space**

**Frank LaTorre reported that he continues to work on the ADA sidewalk project in the Financial District. This includes paving streets, redoing sidewalks and new decorative street lights. Work also continues on the Gateway Enhancement Project. Frank reported that there is a meeting scheduled December 21, 2012, with Don Leighton, of Gates Leighton and Associates to determine the cost to implement and maintain the program and to discuss the need to coordinate with possible funding sources. Frank presented a handout relating to the Hospitality Resource Partnership. There was a meeting on December 5, 2012 with the ordinance committee voting unanimously in favor of the HRP proposals. He reported on the Capital Center presentation and the importance of the role of Providence Place within the Capital Center and finding out if DID work in Waterplace Park and the Riverwalk can be included.**

#### **8. Marketing Report**

**Joelle Kanter reported that the signage design is in its final stages. She also reports on the holiday parking program. She continues working**

on the DID's annual report which should be completed by the end of January and continues to work on fundraising for the wayfinding project.

## **9. Report from Block by Block**

Frank Zammarelli reported on the sidewalk brick work that needs to be done in the District and that we are currently in a holding pattern with the repairs. He suggested working with property owners to get their permission to have the work done. He reported that the holiday planting program was a great success and he plans on expanding the program next year. He made a presentation on the new Smart System that is now used in the field by the Ambassadors. The Smart phone based application, developed by Jeremy Curran from Block by Block, allows the ambassadors to report work orders directly from the field in a more timely and efficient manner. The system is running smoothly and the ambassadors are doing a great job adjusting to the new procedures. The system saves time by providing more detailed information, ease of operation in the street and an improved tracking system. Frank reported that Block by Block recently purchased its main competitor SGI, the deal was finalized on 12/31/12.

## **10. Economic Development**

Dan reported on the Providence Foundation retreat and approval of the action plan. The goal is to pull together all 3 organizations, the

**The Providence Foundation, the DID and the Downtown Providence Parks Conservancy in an effort to make downtown a better place to live and work. There were approximately 60 people in attendance. A lot of positive energy and passion went into formulating the action plan. The list of topics high on the DID agenda are 1) tax structure 2) the office sector 3) improving the quality of public space and 4) A safe and vibrant night time economy. The plan should roll out sometime in February 2013. Dan reported on the new state fire code which improves the process time on reviews. Dan stressed the importance of keeping the commercial tax rate the same or lower, and that legislation needs to be drafted and we must lobby for this. He reported on 2 new businesses that opened at the Biltmore Garage, Figidini and Ellie's Bakery. There are also the 2 new restaurants that opened, The Eddy and Bodega Malasana. Dan also reported that the Superman building hired Cornish & Associates to do a feasibility study.**

**Everyone is excited about Hasbro's impact on the economy. Dan reported on a new tenant in the District, the law firm of Partridge Snow & Hahn, who will be leasing 2 ½ floors in the Textron building.**

**11. Adjournment**

**The meeting was adjourned at 9:48 a.m.**

**Respectfully submitted,**

**Alison Izzi**

**Accounting Manager**

**Downtown Improvement District**