

# **APPROVED**

## **Downtown Providence District Management Authority**

### **Board of Directors Meeting Minutes**

**January 17, 2013**

#### **1. Roll Call**

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

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

**Ex Officio Members present: Alan Chille, Lindsay Hahn, Robert Lepre, Lisa Paratore, Leo Perrotta & Tom Verdi**

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

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

**Major Tom Verdi welcomed new ex-officio member, Captain Robert Lepre to the Board as the Providence Police representative. Captain Lepre has been on the police force for 25 years and is one of Major Verdi's executive officers. Captain Lepre has worked every unit in the Police Department including District Commander. Major Verdi highly recommends Captain Lepre since he is extremely committed to downtown Providence.**

**Leo Perrotta reported on several sidewalk repairs, referred to him by Frank LaTorre, that need to be completed. Mr. Perotta has talked with Bill Bombard and he and Mr. Bombard are establishing a plan of attack for completing the brick repair work. The work will not happen until the spring since mortar won't dry in cold weather. He is also moving forward with the sign repair requests that have been sent to him by the DID.**

### **3. Approval of the minutes from the December 20, 2012 meeting**

**Director Joe DiBattista motioned to approve the minutes from the December 20, 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**

**Director Granoff Yes**

**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 December 20, 2012. Equity includes \$361,001 allocated/reserved and \$137,286 unallocated. All expenses are currently on or below budget. 93.28% of assessments have been collected and collection procedures are ongoing.**

**Director Christopher motioned to accept the December 20, financials as presented, Director John Macliver seconded the motion, and a roll call vote was held as follows:**

**Director DiBattista Yes**

**Director Crenca Yes**

**Director Gagliardi**

**Director Granoff Yes**

**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 continues to work on the Gateway Enhancement Project and meets with Don Leighton and Randy Collins, of Gates Leighton and Associates, on a regular basis. They continue to work to determine the cost to implement and maintain the program and also possible funding sources. He continues to monitor the ADA sidewalk project in the Financial District which includes paving streets, redoing sidewalks and new decorative street lights. Frank reported on a new coalition that has been formed addressing the homeless and mentally ill in the district working in conjunction with the police, Crossroads, the City Solicitor's office, corrections officers, Commissioner of Public Space and social service organizations. The Hospitality Resource Partnership submitted to the Ordinance Committee recommendations for changes to several ordinances. These recommendations were be presented by Councilman Yurdin at the full City Council meeting and were unanimously referred back to the Ordinance Committee.**

## **8. Marketing Report**

**Joelle Kanter reported that a follow up meeting with the marketing firm Nail will take place on January 18, 2013. The purpose of the meeting is to review and give feedback on the marketing concepts that Nail has presented for consideration. She reported on a January 11, 2013 meeting she held for residential property managers where**

they shared updates on leasing, sales, renovations and discussed plans to host a collaborative event in May. A follow up meeting has been scheduled for February 15, 2012 to discuss plans for the Downtown Living Tour. On Wednesday January 23, 2013, the DID will participate in Hasbro's Community Fair to welcome their new employees. There will be a table where business guides, DID fact cards along with food samples, menus and coupons from a variety of downtown businesses will be displayed. The DID's annual report should be completed by February 12, 2013 and ready for distribution shortly thereafter. Lastly, she reported that over the next few weeks, the content of the 2013 business directories will be finalized and that we received a grant from the Providence Tourism Council for \$5,000 for the project, allowing us to print a larger quantity than originally planned.

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

Frank Zammarelli reported that December was a slow month since there has not been much snow. He reported that the purchase of Block by Block by SGI was completed on December 31, 2012. He also

reported that in the next few weeks, he will be meeting with Jacavone Garden Center to finalize the flower order for the 2013 planting season and that he has made some changes from last year choosing plants that require less maintenance. Also, in the next few weeks Jacavone will start the plants that we will be using in the ground gardens and hanging baskets so they will be ready for planting the in spring. The ambassadors are up to date on their monthly training requirements.

## **10. Economic Development**

Dan Baudouin reported on the Action Plan for the Economy that has been developed over the last several months in conjunction with The Providence Foundation, the Downtown Improvement District and the Downtown Parks Conservancy. There are 9 initiatives that are moving forward with different groups. He reported that the Mayor has read the action plan and it is getting good reaction from the May and other partners. It is his intention to roll out the plan on February 12, 2013 at The Providence Foundations' Annual Meeting along with vision for the Downtown Improvement District and the Downtown Park Conservancy. Any and all comments on the plan are welcome. Dan reported that there is a Tax Committee meeting on tax classifications scheduled for January 31, 2013. He also reported that work continues on the expansion of the DID into the Capital Center District. He met with Todd Turcotte of Capital Properties and they are currently working on developing different service proposals with the

**possible inclusion of Waterplace Park and will be presenting the proposals to the property owners in the near future.**

## **11. Adjournment**

**The meeting was adjourned at 9:51 a.m.**

**Respectfully submitted,**

**Alison Izzi**

**Accounting Manager**

**Downtown Improvement District**