

APPROVED

Downtown Providence District Management Authority

Board of Directors Meeting Minutes

February 21, 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.

Ex Officio Members present: Diana Burdett, Lindsay Hahn, Robert Lepre, Lisa Paratore, Leo Perrotta, Joe Wilson Jr.

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, Randy Collins, GLA, Don Leighton, GLA and Jonathan Huyek, Grace Church.

2. City of Providence Update

Leo Perrotta reported on the snow piles and the traffic issues that have been causing problems for the City as a result of the recent blizzard. He also reported on the increased number of pot holes in the City and discussed the plan for getting them repaired.

3. Approval of the minutes from the January 21, 2013 meeting

Director John Macliver motioned to approve the minutes from the January 21, 2013 Board Meeting.

Director Joe DiBattista

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 Yes

Therefore the motion passed.

4. Financial Report

Alison Izzi presented the financial reports for January 21, 2013. On January 1st, third quarter revenue posted in the amount of \$289,050. 3rd quarter payments are due by January 24, 2013. Equity includes \$361,001 allocated/reserved and \$137,286 unallocated. 97% of tax assessments have been collected and collection procedures are ongoing. Noteworthy expenses for the month include a management fee in the amount of \$10,000 paid to the Providence Foundation, a support payment in the amount of \$10,000 paid to the Greater Kennedy Plaza Parks Conservancy, \$4,500 paid to Jacavone Garden Center for the Christmas plantings and holiday wreaths and \$2,000 for marketing expenses relating to the design of the annual report and the wayfinding signage project.

Director Bob Gagliardi motioned to accept the January 21, 2013 financials as presented, Director Evan Granoff 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 Yes

Therefore the motion passed.

5. Presentation by Gates Leighton

Randy Collins of Gates Leighton and Associates presented the costs associated with implementing and maintaining the Gateway Enhancement Project.

A vote was taken to approve a contract with Gates Leighton not to exceed \$8,000, including making presentations, assisting in raising funds and reaching out to coordinate with perspective partners, exploring options for low-cost or no cost materials and further developing plans when needed.

Director Bob Gagliardi motioned to accept Gates Leighton expenditure, 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

Nay

Director LaPidus Yes

Director Lappin Yes

Director Macliver Yes

Therefore the motion passed.

6. 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 also continues to monitor the ADA sidewalk project in the Financial District which includes paving streets, redoing sidewalks and new decorative street lights. Frank reported that the Downtown 100 coalition is being formed out of Commissioner Pare's office to address problems with the homeless, a criminal element and the mentally ill in the district. He reported on an article that appeared in the Providence Business News highlighting the new Smart System used by the Ambassadors in the field. Frank reported that the Hospitality Resource Partnership is now in its 6th year. There was an ordinance committee meeting held on February 19, 2013, at which time 4 ordinance changes and 7 resolutions were proposed many of which were drafted by the HRP.

7. Marketing Report

Joelle Kanter reported that the office marketing committee reviewed 3 of NAIL's proposed concepts on January 24th and provided them with summarized feedback. The committee will meet again on Friday, February 22nd to share more specific direction with them. On February 15th, Joelle reported holding a meeting for residential property managers to discuss plans for a downtown living tour. A

tentative date of June 22, 2013 has been set for the tour. She reported that on Sunday, February 17th, downtown Providence was featured as the Neighborhood of the Week in the Providence Journal.

The DID 2011/2012 Annual Report has been finalized and printed. Copies were distributed at the Providence Foundation's annual meeting on February 12th. Printed copies will be mailed to stakeholders within the next 2 weeks. The report is also available for downloading on our website, www.downtownprovidence.com, and through our blog post.

8. Report from Block by Block

Frank Zammarelli reported that the recent blizzard was the worst storm the ambassadors had ever faced. Although the amount of snow and ice was a significant challenge they did a great job. Lisa Paratore complimented Frank and the ambassadors on the job they did clearing the sidewalks after the storm. Frank reported that during the storm one of the ambassadors slipped and broke his arm and will be out for 4-6 weeks. Frank reported that the flower order is in. He met with Connie and Dino Jacavone and made some changes to the flower selection from last year choosing plants that require less maintenance.

Dan Baudouin reported on a change that was made in the location of the ambassadors' headquarters. The ambassadors moved from the

substation at Kennedy Plaza to the 1st floor of 40 Fountain Street. This change was necessary given the current overall condition and the overcrowding issues that are present at the substation. This move aligns with the overall vision of transforming Kennedy Plaza which will require vacating the area to make way for outdoor seating, retail space and cafés around the monument area. Joe DiBattista has generously donated the 1st floor space and has been very accommodating throughout the move. This move also supports the plan to eventually combine the Providence Foundation and Downtown Improvement District offices into one location. Dan announced that February 26, 2013 will be the ambassadors' 8th anniversary.

9. Economic Development

Dan Baudouin reported that there is an important Tax Committee meeting regarding commercial tax structure. We have been supporting the historic tax credit at the State house and any assistance in the advocacy of this tax credit would be welcome. On April 18, 2013, Kennedy Plaza Parks Conservancy will hold a fundraiser at City Hall where they will roll out their vision for the future of Kennedy Plaza and Burnside Park.

10. Adjournment

The meeting was adjourned at 10:00 a.m.

Respectfully submitted,

Alison Izzi

Accounting Manager

Downtown Improvement District