

**Unofficial**

**Downtown Providence District Management Authority**

**Board of Directors Meeting Minutes**

**December 19, 2013**

## **1. Roll Call**

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

**Directors present: Joseph DiBattista, Richard Lappin, John Macliver and John Rupp (no quorum only 4 directors present, Evan Granoff and Susan LaPidus were unable to attend unexpectedly).**

**Ex Officio Members present: Lisa Paratore and Leo Perrotta**

**Others present: 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**

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

**Leo Perrotta reported that new parking meters will be installed on Exchange, Chestnut, Washington and Dorrance Streets next Monday. The new meters will accept credit card payments. There will be new**

**multi space meters on Orange, Clifford and Dyer Street. The meters are 6 feet high and are easy to maintain.**

### **3. Introduction of new Board Member**

**Chairman Richard Lappin introduced the newest board member John, Rupp. John is Sr. General Counsel for Textron and we are very pleased to have him as member of the DID board of directors.**

### **4. Approval of the minutes from the November 21, 2013 Board Meeting**

**No quorum was present therefore a vote on the November minutes will take place at the January board meeting.**

### **5. Financial Report**

**Alison Izzi presented the financial statements for November 2013. Collections for the 1st and 2nd quarters of FY 2014 were 95% & 91%. Equity currently includes \$361,001 allocated/reserved and \$161, 673. No quorum was present therefore a vote on the financial statement will take place at the January board meeting.**

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

**Frank LaTorre reported that the DID applied for and received a Champlain Grant in the amount of \$37,000 The equipment will be used to purchase watering equipment that will be used in the possible expansion of the Capital Center district as well as the Gateway project and other purposes. He reported that the ADA**

continues to move forward on time and on budget. Frank reported that the Phase I of the Gateway project is also moving forward. The flowers and materials have been selected and will be ordered next month and the land will be prepared including tree pruning, the fence repairs on Dave Gavitt Way. The Block by Block contract is up for bid in 2014 and Frank presented at timetable for the completion of the bid package.

## **7. Marketing Report**

Joelle Kanter reported working on the wayfinding signage project concentrating over the past few weeks on the area around the train station and the intersection of Francis Street and Memorial Blvd. Joelle reported on a meeting with the Rhode Island Convention Center's marketing committee where we requested a \$40,000 contribution over 2 years. Joelle plans to release the DID Annual report at the January 8, 2014 Annual Providence Foundation Meeting. Joelle reported that the [bringyourcompanytolife.com](http://bringyourcompanytolife.com) campaign continued through December 15, 2013. A press release was sent to national and regional media earlier this month, and local outreach will begin in January.

## **8. Adjournment**

**The meeting was adjourned at 9:35 a.m.**

**Respectfully submitted,**

**Alison Izzi**

**Accounting Manager**

**Downtown Improvement District**