

APPROVED

Downtown Providence District Management Authority

Board of Directors Meeting Minutes

November 19, 2015

1. Roll Call

Chairman Richard Lappin called the meeting to order at 8:32 AM.

Directors present: Bert Crenca, Joe DiBattista, Steve Durkee, Evan Granoff, Susan Lapidus, Richard Lappin John Rupp and Robert Taylor

Ex Officio Members present: Diana Burdett, Josh Heidenreich, Lt. George Smith

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

2. Approval of the minutes from October 15, 2015 meeting

Director Granoff motioned to approve the minutes from the October 15, 2015 board meeting. Director DiBattista seconded the motion and a roll call vote was held as follows:

Director Crenca

Director DiBattista

Director Durkee

Director Granoff Yes

Yes

Yes

Yes

Director Lappin

Director Lapidus

Director Rupp

Director Taylor Yes

Yes

Yes

Yes

Therefore the motion passed.

3. City of Providence Update

Leo Perrotta reported on the pedestrian crossing signals in the district. He reported that Tony Robbio has done an inventory of the signals and the City is currently working on the signals on Broadway and Green and Emmet Square. All other signals are working properly.

Lt. Smith reported an uptick in robberies in the district, including one in Burnside Park this past week. The rangers were not in the park at the time; the suspect was apprehended.

4. Report from Block by Block

Frank Zammarelli reported that the ambassadors have been working on fall clean up this month. He reported that there has been an increase in the amount of graffiti in the district, more than usual for this time of year. There will be an update to the SMART system sometime in January. A new clean team ambassador will start in the month December. The ambassadors are testing the snow removal machines to ensure they are ready for winter weather.

5. Presentation and VOTE on the 2015 Audit Report

James Cooke, Audit Manager from LGC+D, presented the 2015 audit report and reported that the financial statements present fairly in all material respects the financial position of the Downtown Providence District Management Agency for the fiscal year ending June 30, 2015, in accordance with generally accepted accounting principles.

Director Crenca motioned to approve the Audit Report for fiscal year ending June 30, 2015 and Director Rupp seconded the motion and a roll call vote was held as follows:

Director Crenca

Director DiBattista

Director Durkee

Director Granoff Yes

Yes

Yes

Yes

Director Lappin

Director Lapidus

Director Rupp

Director Taylor Yes

Yes

Yes

Yes

Therefore the motion passed

5. Financial Report

Alison Izzi presented the financial statements for October 2015. Collections for first and second quarters of FY 2016 are 94% and 73%. Ms. Izzi reported on a expenditure in the amount of \$5,629 paid to Block by Block for additional labor hours related to clean & safety issues on Fulton. Ms. Izzi also reported working on 10 year trend analysis looking at assessment amounts paid in 2005 versus 2015.

Director DiBattista motioned to approve the October financial statements. Director Rupp seconded the motion and a roll call vote was held as follows:

Director Crenca

Director DiBattista

Director Durkee

Director Granoff Yes

Yes

Yes

Yes

Director Lappin

Director Lapidus

Director Rupp

Director Taylor Yes

Yes

Yes

Yes

Therefore the motion passed

6. Report from Senior Director

Frank LaTorre reported that the ADA sidewalk project is on track and construction should start this spring. Frank also reported that there is now a locked gate on Arcade Street on the Futon Street side and the Westminster street side. This will help to keep the alley clean and safe and prevent unwanted foot traffic in the alley. Frank reported on an HRP (Hospitality Resource Partnership) meeting he held on for October 22nd. He reported that Karma/Level II has been sold to Johnson & Wales. Frank presented a template for transformation of Middle Street alley as part of the Visioning Project. He will present more details on the Visioning Project at the January meeting.

7. Marketing Report

Joelle Kanter reported that the Downtown Living tour which took place on Saturday, October 17th was successful; more than \$1,700 was raised for the Providence Art Windows program. In addition to AS220, which hosted registration, 11 properties participated including the 903, Avalon at Center Place, the Conrad Building, the Promenade, Providence G, and Regency Plaza, More than 325 people attended and the tour was featured in the Providence Journal the next day.

Joelle reported on a parking meeting they we hosted on November 10th to discuss parklets, the installation of new parking meters, changes to enforcement, and opportunities for parking operators. There was a presentation from Ronak Massand of Park Loco, a software company that plans to integrate real time data about parking pricing and availability into our website, parkdowntown.com. Suzanne Griffin of Voltrek also presented on opportunities to install EV charging stations downtown.

Fundraising efforts are continuing on the wayfinding signage project. \$200,000 has already been raised. The total estimated budget for manufacturing and installation is \$245,000. A grant application for the additional funding will be submitted to Commerce RI's Main Street Program.

8 Motion to VOTE to Cancel December Board Meeting

Director Granoff motioned to cancel the December board meeting. Director Crenca seconded the motion and a roll call vote was held as follows:

Director Crenca

Director DiBattista

Director Durkee

Director Granoff Yes

Yes

Yes

Yes

Director Lappin

Director Lapidus

Director Rupp

Director Taylor Yes

Yes

Yes

Yes

Therefore the motion passed.

9. Adjournment

The meeting was adjourned at 9:43a.m.

Respectfully submitted,

Alison Izzi

Accounting Manager

Downtown Improvement District