

**BRIDGEPORT DOWNTOWN SPECIAL SERVICES DISTRICT  
BOARD OF COMMISSIONERS  
November 14, 2018  
Meeting Minutes**

The DSSD Board of Commissioners Meeting took place at the offices of the Bridgeport DSSD, 938 Broad Street, Bridgeport, CT 06604.

In attendance:

**Commissioners**

Phil Pires, Cohen & Wolf, Chair  
Kim Morque, Main Street Ventures, Vice Chair  
Eric Gross, John Broadcannon, Treasurer  
Karolyn Egbert, Trefz Corporation  
David Iassogna, People's United Bank  
Philip Kuchma, Kuchma Corporation  
Ryan McClay, Forstone Capital

**Staff**

Lauren Coakley Vincent, DSSD President  
Dennis Usky, DSSD/Block-By-Block

**Guests**

Paul Antinozzi, Antinozzi Associates

**I. CALL TO ORDER**

Chairman Pires called the meeting to order at 4:02 p.m.

**II. RECOGNITION OF GUESTS**

Mr. Pires opened the meeting by welcoming guest Paul Antinozzi of Antinozzi Associates.

**III. APPROVAL OF MINUTES**

Commissioner Morque made a motion to approve the Minutes of the September 12, 2018, DSSD Board Meeting, as presented. Commissioner Gross seconded the motion, and it was unanimously approved.

Commissioner Morque made a motion to approve the Minutes of the October 10, 2018, DSSD Board Meeting, as presented. Commissioner Kuchma seconded the motion, and it was unanimously approved.

**IV. TREASURER REPORT**

Treasurer Gross provided an explanation of the September 2018 reports as provided by the bookkeeper. The Bridgeport DSSD ended the month of September 2018 with \$104,649 in assets, of which \$214,883 was cash spread across two bank accounts. Liabilities totaled \$27,988, most of which were Accounts Payable and Accrued Expenses. Net Assets at the end of the month totaled \$76,660. The accrued revenue was \$143,321 – primarily City of Bridgeport tax payments. Expenses for the same period totaled \$156,490 – primarily related to streetscape maintenance (\$76,291). Accrued expenses for the period exceeded revenue by \$13,169. Commissioner Morque made a motion to approve the September 2018 financial report. Commissioner Iassogna seconded the motion, and it was unanimously approved.

**V. REPORT FROM THE CITY**

Mr. Roach was not in attendance to present a report from the City. This agenda item was tabled to the next monthly meeting of the Board of Commissioners.

**VI. PRESIDENT'S REPORT**

DSSD President Lauren Coakley Vincent reported back on the meeting held with the City's Public Facilities Department and Downtown merchants about parking meters. Chairman Phil Pires and Commissioner Phil Kuchma attended the meeting with Ms. Coakley Vincent and DSSD Operations Director Dennis Usky. The primary outcomes of the discussion were that the City should maintain the meter expiration ticket price of \$20, free parking on Saturdays, and refresh the markings and signage at existing loading zones. The City shared that photo enforcing safety sticks were being installed to issue tickets to cars parked in crosswalks and in front of fire hydrants.

Ms. Coakley Vincent informed the Committee that the three finalists for the role of Bridgeport Police Chief were convened on November 1st to share their vision and take questions from community organizations. Ultimately, acting Chief AJ Perez was selected and sworn in to the role on Tuesday, November 13th.

Finally, Ms. Coakley Vincent updated on recent and upcoming events through the end of November, including the office warming party on November 9th, Downtown Art Trail events, Small Business Saturday on November 24th, and the City's holiday lighting in McLevy Green on November 30th. In addition, she shared that she was in the process of drafting the 2019 work plan and asked for initial input on priority projects.

DSSD Operations Director Dennis Usky reviewed the monthly cleaning highlights from the team of Ambassadors. Mr. Usky noted that there was an increase in open containers, as well as bills and stickers to remove. The team was in the process of wrapping up beautification work for the season with the removal of flowers from McLevy Green. The district had also seen an encouraging drop in both passive panhandling and requests for safety escorts. He noted that public engagement increased in connection with the Ambassador team collecting surveys on behalf of the Banaland's marketing research effort.

## **VII. REPORTS OF STANDING & SPECIAL COMMITTEES**

### **A. Chairman/Executive**

Mr. Pires reported on the Executive Committee meeting that was held on October 31, 2018. The Committee discussed how to wrap up the accounting and audit contracts, the outcomes of the parking meter meeting with the City, the Police Chief finalists' presentations, and upcoming events. Mr. Pires presented the recommended conflict of interest policy for the board's adoption. Commissioner Kuchma made a motion to approve the policy as presented. Commissioner Gross seconded the motion, and it was unanimously approved.

### **B. Physical Conditions**

Ms. Coakley Vincent reported on the Physical Conditions Committee meeting that was held on November 2, 2018. The Committee reviewed recent streetscape projects and discussed plans for the City's upcoming holiday lighting event. The Committee also reviewed the revised Ambassador Winter staffing schedule and monthly statistics report.

### **C. Public Safety**

Commissioner Iassogna reported on the Public Safety Committee meeting that was held on November 2, 2018. The Committee reviewed the outcomes of the last meeting with Bridgeport Police Chief Perez and decided to hold the next meeting as a walk around of the district to review conditions and point out areas to focus public safety efforts.

### **D. Special Events and Marketing**

Mr. Morque reported on the Special Events and Marketing Committee meeting that was held on November 5, 2018 at the Klein Memorial Auditorium. The Committee discussed the need to fundraise \$25,000 from private sources to cover programmatic expenses. Mr. Morque walked through the marketing research report presented by the Banaland. Bridgeport Art Trail organizer Suzanne Kachmar reported on the weekend's planned activities and agreed to join Committee.

## **VIII. NEW BUSINESS**

Commissioner McClay announced that the Stress Factory Comedy Club was looking for opportunities to bring in new patrons. Mr. McClay offered to connect the organizers of local events with the management team to coordinate ticket giveaways to upcoming Stress Factory shows as a way to promote the venue.

## **IX. ADJOURNMENT**

Chairman Pires called for the meeting to be adjourned at 4:44 p.m.