

**BRIDGEPORT DOWNTOWN SPECIAL SERVICES DISTRICT
BOARD OF COMMISSIONERS
October 9, 2019
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 State Ventures, Vice Chair
Karolyn Egbert, Trefz Corporation
David Iassogna, People's United Bank
Philip Kuchma, Kuchma Corporation
Matthew Meyer, Bordentown DB, LLC

Staff

Lauren Coakley Vincent, DSSD President
Harold Hassel, DSSD/Block-By-Block

Guests

Paul Antinozzi, Antinozzi Associates

I. CALL TO ORDER

Chairman Pires called the meeting to order at 4:03 p.m.

II. RECOGNITION OF GUESTS

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

III. APPROVAL OF MINUTES

Even though there was a quorum of Commissioners present, the board decided to hold off on a vote on the minutes from September 18, 2019 in favor of attendance by more Commissioners in attendance at that meeting.

IV. TREASURER REPORT

In Treasurer Gross' absence, Mr. Pires provided an explanation of the August 2019 reports as provided by the bookkeeper. The Bridgeport DSSD ended the month of August 2019 with \$110,894 in assets, of which \$172,012 was cash spread across two bank accounts. Liabilities totaled \$24,918, which split between Accounts Payable and Deferred Revenue. Net Assets at the end of the month totaled \$75,144. The accrued revenue was \$104,206 – primarily City of Bridgeport tax payments. Expenses for the same period totaled \$91,679. Accrued revenue for the period exceeded expenses by \$12,527. Commissioner Morque made a motion to approve the August 2019 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 on the success of the Downtown's first PARK(ing) Day activities offered in partnership with the Barnum Museum, Beardsley Zoo, Discovery Museum, and local artist Gerald Moore. Ms. Coakley Vincent noted that the final Downtown Farmers Market day of the season was coming up that week. She planned to report on season highlights at the November board meeting.

Ms. Coakley Vincent shared that the DSSD had been awarded a grant by the CT Office of the Arts, which required a vote by the board to approve accepting the funds. The project would fund art installations at up to 10 vacant storefronts in Downtown Bridgeport. Mr. Pires made a motion to approve accepting the grant funds. Commissioner Kuchma seconded the motion, and it was unanimously approved. Ms. Coakley Vincent shared details of the A Pop of Color project plan to recruit and select artists for each installation site, promote the installations, and attract attention from prospective tenants to the spaces. Finally, she previewed the next step of the "Color It In"

initiative – leveraging crowdfunding to raise money for murals on identified and committed private building exterior walls. Mr. Meyer spoke about City Trust Collection’s interest in the Color It In mural funding for the façade outside of the Arcade Mall.

DSSD Operations Manager Harold Hasell shared the monthly cleaning highlights from the team of Ambassadors. Mr. Hasell noted that the Ambassador team had completed the waste receptacle painting project, and installed two additional receptacles in the district. He noted that he would be coordinating tree trimming and fire hydrant painting with the City.

VII. REPORTS OF STANDING & SPECIAL COMMITTEES

A. Chairman/Executive

Mr. Pires reported on the Executive Committee meeting that was held on October 2, 2019. The Committee discussed the need to more frequently convene the Finance Committee, ways to engage Downtown stakeholders more in the work of the DSSD, and the agenda for the October board meeting.

B. Physical Conditions

In Commissioner Goldberg’s absence, Ms. Coakley Vincent reported on the Physical Conditions Committee meeting that was held on September 27, 2019. The Committee walked the district, noting locations in need of clean team and landscaping attention, areas for tree trimming by the City, and other areas in need of follow up from City departments.

C. Public Safety

Mr. Iassogna reported on the Public Safety and Security Committee meeting that was held on September 27, 2019. The Committee discussed the recent increase in graffiti, as well as the agenda for the upcoming meeting Police Chief Perez scheduled for later in October.

D. Special Events and Marketing

Commissioner Morque reported on the Special Events and Marketing Committee meeting that was held on October 1, 2019. The Committee discussed the recent deliverables of the Colorful Bridgeport campaign, preparations for the Bridgeport Art Trail, and the opening reception for the A Pop of Color project.

VIII. NEW BUSINESS

Mr. Pires announced that an annual review process had been initiated for Ms. Coakley Vincent’s performance. He asked the other Commissioners to provide input and feedback for the review process.

Commissioner Kuchma initiated a discussion about how to widen the group of stakeholders involved in the DSSD’s activities. Mr. Pires tasked the various DSSD committees with identifying key partners to engage in their respective scopes of work. The board brainstormed several initiatives through which to engage various stakeholder types.

IX. ADJOURNMENT

Chairman Pires called for the meeting to be adjourned at 4:58 p.m.