

**BRIDGEPORT DOWNTOWN SPECIAL SERVICES DISTRICT  
BOARD OF COMMISSIONERS  
November 13, 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  
Ryan McClay, Forstone Capital  
Max Pastor, Bordentown DB, LLC

**Staff**

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

**Guests**

Suzanne Kachmar, City Lights Gallery  
Ian Sacarny, Crestwood Management

**I. CALL TO ORDER**

Chairman Pires called the meeting to order at 4:04 p.m.

**II. RECOGNITION OF GUESTS**

Mr. Pires opened the meeting by welcoming guests Ian Sacarny of Crestwood Management, and then later in the meeting, Suzanne Kachmar from City Lights Gallery.

**III. APPROVAL OF MINUTES**

Commissioner Kuchma made a motion to approve the Minutes of the September 18, 2019, DSSD Board Meeting, as presented. Commissioner Morque seconded the motion. Mr. Pires abstained from the vote, and it was unanimously approved.

Commissioner Iassogna made a motion to approve the Minutes of the October 9, 2019, DSSD Board Meeting, with corrections discussed by the board. Mr. Morque seconded the motion, and it was unanimously approved.

**IV. TREASURER REPORT**

In Treasurer Gross' absence, Mr. Pires provided an explanation of the September 2019 reports as provided by the bookkeeper. The Bridgeport DSSD ended the month of September 2019 with \$111,826 in assets, of which \$212,271 was cash spread across two bank accounts. Liabilities totaled \$57,335, most of which were Accounts Payable and Accrued Expenses. Net Assets at the end of the month totaled \$43,658. The accrued revenue was \$153,479 – primarily City of Bridgeport tax payments. Expenses for the same period totaled \$172,438 – primarily related to streetscape maintenance and administration of the organization (\$130,841). Accrued revenue for the period fell short of expenses by \$18,959. Mr. Morque made a motion to approve the September 2019 financial report. Mr. Iassogna seconded the motion, and it was unanimously approved.

DSSD President Lauren Coakley Vincent presented the recommended fiscal year 2020 budget amendment, as discussed and approved by the Finance Committee. The revised budget anticipated decreased revenues, and lowered expenses to accommodate. Mr. Morque made a motion to approve the fiscal year 2020 budget amendment. Mr. 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. The board discussed information they had received from various sources on the requested updates. Ms. Coakley Vincent will submit a letter to Mr. Roach requiring his attendance at the next meeting.

## **VI. PRESIDENT'S REPORT**

Ms. Coakley Vincent reported out on the 2019 Downtown Farmers Market season highlights. Ms. Coakley Vincent noted that 15 vendors consistently participated in the 14 market days, with total season attendance of 7,270. The music performances were positively received, as well as the art and cooking demonstrations. She shared highlights from the recent opening reception for the A Pop of Color art installation project, noting that there were nine installations by nine different artists in eight vacant storefronts. Attendance at the opening was around 200, with live music and refreshments adding to the artist talks at each site. The installations will remain in place until January 23, 2020. Finally, Ms. Coakley Vincent shared the upcoming initiatives of the Colorful Bridgeport campaign.

DSSD Operations Manager Harold Hasell shared the monthly cleaning highlights from the team of Ambassadors. Mr. Hasell noted that additional Ambassador team members were being trained to drive the ATLV, which will assist with leaf removal and other curb cleaning work. He had organized a training with Bridgeport Police personnel with the Ambassadors on how to engage with homeless and intoxicated individuals. Finally, he reminded the Commissioners that the Ambassador team had transitioned to the streamlined off-peak season scheduling of 180 hours until April 30, 2020.

Suzanne Kachmar of City Lights Gallery reported out on the success of the recently held Bridgeport Art Trail. Ms. Kachmar thanked the DSSD for its support of the event, which paid for the Read's Artspace kickoff party and programming at the Bijou Theatre throughout the weekend.

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

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

Mr. Pires reported on the Executive Committee meeting that was held on November 6, 2019. The Committee reviewed the budget recommendations from Finance Committee meeting that same day, discussed how to maximize Block by Block services, and set the agenda for the monthly board meeting.

### **B. Physical Conditions**

In Commissioner Goldberg's absence, Mr. Iassogna reported on the Physical Conditions Committee meeting that was held on October 25, 2019. The Committee reviewed progress on the identified list of priority streetscape maintenance projects in the district.

### **C. Public Safety**

Mr. Iassogna reported on the Public Safety and Security Committee meeting that was held on October 25, 2019, as well as the most recent meeting with Bridgeport Police Chief Perez.

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

Mr. Morque reported on the Special Events and Marketing Committee meeting that was held on November 6, 2019. The Committee reviewed results from the Colorful Bridgeport social media campaign, reviewed data from the 2019 Downtown Farmers Market season, discussed plans for the A Pop of Color opening reception, City and State DOT public art policies.

## **VIII. NEW BUSINESS**

Ms. Coakley Vincent noted that the fiscal year 2019 audit would be presented at the next board meeting.

Mr. Morque commented on the timeline for Harbor Yard Amphitheater's opening in 2020. He requested that Howard Saffan be invited to present an update on the project at the next board meeting. The board then discussed how to engage in Downtown stakeholders in a shared marketing campaign for the district, leading up to the opening date for the Amphitheater.

## **IX. ADJOURNMENT**

Chairman Pires called for the meeting to be adjourned at 4:59 p.m.