

**BRIDGEPORT DOWNTOWN SPECIAL SERVICES DISTRICT
BOARD OF COMMISSIONERS
March 11, 2020
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, C & W Associates II, Chair
Kim Morque, Main State Ventures, Vice Chair
Eric Gross, John Broadcannon, Treasurer
Bob Schneider, Jimmy's A & N, Secretary, Ex-Officio
Karolyn Egbert, Trefz Corporation (by phone)
Justin Goldberg, Goldenvaal Investments (by phone)
David Iassogna, People's United Bank
Philip Kuchma, Kuchma Corporation
Matt Meyer, Bordentown DB, LLC
Daniel Roach, City of Bridgeport, Ex-Officio

Staff

Lauren Coakley Vincent, DSSD President
Ender Alban, DSSD/Block-By-Block

Guests

Paul Boucher, Bridgeport Zoning Department
Noah Gotbaum, Bridgeport Neighborhood Trust
Kathy Maher, The Barnum Museum
Lynn Mosher, Rapha Massage
Janet Siegenthaler, Ladies Room Productions

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 Boucher from the Bridgeport Zoning Department, Kathy Maher from the Barnum Museum, and Lynn Mosher, owner of Rapha Massage. He also welcomed Noah Gotbaum from Bridgeport Neighborhood Trust and Janet Siegenthaler from Ladies Room Productions, who joined later in the meeting.

III. APPROVAL OF MINUTES

Commissioner Gross made a motion to approve the Minutes of the February 12, 2020, DSSD Board Meeting, with an edit to the attendance section. Commissioner Iassogna seconded the motion, and it was unanimously approved.

IV. TREASURER REPORT

Treasurer Gross provided an explanation of the March 2020 financial report as provided by the bookkeeper. The Bridgeport DSSD ended the month of January 2020 with \$105,632 in assets, of which \$75,488 was cash spread across two bank accounts. Liabilities totaled \$44,352, most of which were Accounts Payable and Accrued Expenses. Net Assets at the end of the month totaled \$91,133. The accrued revenue was \$326,250 – primarily City of Bridgeport tax payments. Expenses for the same period totaled \$368,021 – primarily related to streetscape maintenance and administration of the organization (\$107,899). Accrued revenue for the period fell short of expenses by \$5,771. Commissioner Morque made a motion to approve the March 2020 financial report. Mr. Iassogna seconded the motion, and it was unanimously approved.

V. REPORT FROM THE CITY

Mr. Roach introduced Paul Boucher from the Department of Zoning, who gave an overview of the department's scope and purpose. Mr. Boucher shared copies of signage regulations for the Downtown Village District, spoke about the ongoing zoning code rewrite, and asked the attendees to complete the monthly Zone Bridgeport question of the month: <https://www.zonebridgeport.com/participate>. Commissioner Kuchma and Ms. Mosher raised questions and ideas that the board could consider in relation to the zoning rewrite efforts.

Mr. Roach spoke about the open request for qualifications that is seeking artists to propose public art mural designs for the I-95 and Route 8 underpasses in the Downtown. He noted that Tom Lattin from the Department of Public Facilities will be the point person to prepare the sites.

VI. PRESIDENT'S REPORT

DSSD Operations Manager Ender Alban gave a review of the Ambassador team make up and schedules, as well as shared the monthly cleaning highlights from the team of Ambassadors. Mr. Alban noted the cleaning enhancements that had been made in light of the COVID-19 coronavirus outbreak. He also shared that the CT Department of Transportation recent visited the district to clean up the gated areas along the Route 8 overpass, as well as surrounding Route 8's Exit 2.

DSSD President Lauren Coakley Vincent shared the planned timeline and process to draft the fiscal year 2021 budget, in advance of the May annual meeting where it will be voted on for approval by the membership. Ms. Coakley Vincent noted that other preparations were underway for the annual meeting. The board discussed the proposal to move the meeting start time to 5:00 p.m. and to follow a revised agenda that combined the annual meeting with regular meeting agenda items. Both discussion points were approved.

Ms. Coakley Vincent reported on the successful Music Mash vinyl record event held by WPKN on March 7. She shared updates on the reception of Colorful Bridgeport's Women's History Month guide and companion posts, as well as current plans for the Jane's Walk event in May. She concluded with the key takeaways from her one-on-one meetings with each Commissioner in January:

- Scale up impact on the clean and safe program
- Focus on having nice sidewalks and programmed street level windows
- Target these audiences: residents, daytime workers, ground floor business owners
- Recruit new participants to the board and committees

VII. REPORTS OF STANDING & SPECIAL COMMITTEES

A. Chairman/Executive

Mr. Pires reported on the Executive Committee meeting that was held on March 4, 2020. The Committee discussed the process and timeline to draft the fiscal year 2021 budget, as well as plans for the annual meeting in May.

B. Physical Conditions

Mr. Lassogna reported on the Physical Conditions Committee meeting that was held on February 28, 2020, together with the Public Safety Committee. The combined meeting involved a walk around of the district and identified focus areas and special project sites for the Clean Team, as well as noted public safety issue areas.

C. Public Safety

See above.

D. Special Events and Marketing

Mr. Morque reported on the Special Events and Marketing Committee meeting that was held on March 3, 2020. The Committee reviewed the monthly social media outcomes report for Colorful Bridgeport, discussed the Music Mash event held the previous weekend, and shared plans for the Jane's Walks in May.

VIII. ADJOURNMENT

Chairman Pires called for the meeting to be adjourned at 4:57 p.m.