

**BRIDGEPORT DOWNTOWN SPECIAL SERVICES DISTRICT
BOARD OF COMMISSIONERS
October 14, 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
Karolyn Egbert, Trefz Corporation
Fred Frassinelli, AMS Real Estate
David Iassogna, People's United Bank
Philip Kuchma, Kuchma Corporation
Ryan McClay, Forstone Capital

Staff

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

Guests

Chris DeAngelis, Cabezas-DeAngelis Surveyors & Engineers
Jen Galletti, Engage Staffing
Kathy Maher, The Barnum Museum
Mike Morgan, Engage Staffing
Lynn Mosher, Rapha Massage
Daniel Roach, City of Bridgeport
Denese Taylor-Moye, Bridgeport City Council

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 Chris DeAngelis of Cabezas-DeAngelis Surveyors & Engineers, Jen Galletti and Mike Morgan from Engage Staffing, Kathy Maher from The Barnum Museum, Lynn Mosher of Rapha Massage, Daniel Roach from the City of Bridgeport, and Bridgeport City Council Member Denese Taylor-Moye.

III. APPROVAL OF MINUTES

Commissioner Morque made a motion to approve the Minutes of the September 9, 2020, DSSD Board Meeting and September 22 DSSD Special Board Meeting as presented. Commissioner Gross seconded the motion, and it was unanimously approved.

IV. TREASURER REPORT

Treasurer Gross provided an explanation of the October 2020 financial report as provided by the bookkeeper. The Bridgeport DSSD ended the month of August 2020 with \$113,200 in assets, of which \$40,672 was cash spread across two bank accounts. Liabilities totaled \$54,779, all of which were Accounts Payable and Accrued Expenses. Net Assets at the end of the month totaled \$118,701. The accrued revenue was \$110,728 – primarily City of Bridgeport tax payments. Expenses for the same period totaled \$114,153. Accrued expenses for the period exceeded revenues by \$3,424. Commissioner Morque made a motion to approve the October 2020 financial report. Commissioner Iassogna seconded the motion, and it was unanimously approved.

V. REPORT FROM THE CITY

Mr. Roach provided updates on a number of issues impacting the Downtown area, including whether street parking meters will be installed on Middle Street (in planning), how the residential vacancy rate in the Downtown compares with the rest of the city (on par), when additional bike racks will be installed around the City (Spring 2021), and whether a vendor had been selected for the RFP to marketing the City (none yet). Mr. Roach also shared a Downtown safety update on behalf of the Police Department. He reported that Deputy Chief Armeno was working with captains Lougal and Blackwell on an action plan to disburse the individuals contributing to quality of life concerns in and around McLevy Green, as well as assist the long-term homeless with identifying available housing options. A discussion followed regarding safety issues raised by residential and commercial tenants.

VI. PRESIDENT'S REPORT

DSSD President Lauren Coakley Vincent introduced Jennifer Galletti and Mike Morgan from Engage Staffing, a program of The Workplace. Ms. Galletti and Mr. Morgan provided an overview about the talent recruitment program's offerings. Ms. Galletti took questions from meeting attendees, directed participants to the Engage Staffing website for more information (<https://wpvengagestaffing.com/>) and shared her email address for follow up: jgalletti@workplace.org.

Ms. Coakley Vincent reported on continuing program activities, including the [COVID-19 related business alert](#) and themed newsletters, such as [Hispanic Heritage Month](#). She announced the [Jane & Laurayne's Walk event](#) would kick off on Friday, October 30th with the short film premiere and continue on Saturday, October 31st with the walking tour and bicycle ride. Ms. Coakley Vincent noted that several new businesses had recently opened or relocated to the Downtown. She concluded her updates with a review of the Downtown Farmers Market 2020 season as compared to key performance metrics of the event series in recent years, most notably that despite lower attendance sales were higher than in previous years.

DSSD Operations Manager Harold Hasell shared the monthly cleaning highlights from the team of Ambassadors. Mr. Hasell spoke to the notable increases in cleaning projects and public engagement efforts. He also provided detail on the deployment plan for the current team members and new equipment available for seasonal project work.

VII. REPORTS OF STANDING & SPECIAL COMMITTEES

A. Chairman/Executive

Mr. Pires reported on the Executive Committee meeting that was held on October 7, 2020. The Committee discussed changes to the Block by Block contract, revisions to the awarded Community Development Block Grant funds, and how to respond to community sponsorship requests that may come in over the remainder of the fiscal year. The Committee also set the agenda for the board meeting in October.

Mr. Pires also reported on the Finance Committee meeting held on September 22, 2020. The Committee reviewed and committed to keeping the fiscal year 2021 budget as planned. The Committee may meet again in the late winter when more is known about the full amount to be received from property tax assessment revenue.

B. Physical Conditions

Mr. DeAngelis reported on the Physical Conditions Committee meeting that was held on September 25, 2020. The Committee discussed changes to the Block by Block contract; upcoming roadwork planned by United Illuminating, Southern CT Gas, and WPCA; and installing benches at Baldwin Plaza.

C. Public Safety

Commissioner Iassogna reported on the Public Safety and Security Committee meeting that was held on September 25, 2020. The Committee discussed the increases in graffiti, panhandling, and resident complaints about noise that had been reported over the past month. The Committee focused on McLevy Green as an area in need of additional public safety attention.

D. Special Events and Marketing

Mr. Morque reported on the Special Events and Marketing Committee meeting that was held on October 6, 2020. The Committee reviewed the progress of the Colorful Bridgeport campaign and the upcoming content series, discussed current and upcoming events, and brainstormed plans for Small Business Saturday and ways to support Downtown businesses during the upcoming holiday shopping season.

VIII. ADJOURNMENT

Chairman Pires called for the meeting to be adjourned at 4:53 p.m.