

**BRIDGEPORT DOWNTOWN SPECIAL SERVICES DISTRICT  
BOARD OF COMMISSIONERS  
May 10, 2023  
Annual Minutes**

The DSSD Board of Commissioners Meeting took place at In The City Lounge, 196 Fairfield Avenue, Bridgeport, CT 06604. In attendance were:

**Commissioners**

Phil Pires, C & W Associates II, Chair  
David Iassogna, M&T Bank, Vice Chair  
Eric Gross, John Broadcannon, Treasurer  
Bob Schneider, Jimmy's A & N, Secretary (Ex Officio)  
Javier Ceja, Downtown Strategic Group  
Karolyn Egbert, Trefz Corporation  
Fred Frassinelli, AMS Real Estate  
Philip Kuchma, Kuchma Corporation  
Ryan McClay, Forstone Capital  
Jason Cohen, Bordentown DB, LLC  
Joseph Ganim, City of Bridgeport (Ex Officio)

**Staff**

Lauren Coakley Vincent, DSSD President  
Charles Suarez-Penn, DSSD/SMG

**Guests**

Craig Baldwin, Hookah Kingz  
Letif Belcher  
Devon Brown  
Paul Brown, Grill II & In The City Lounge  
Jason Chandersingh, City of Bridgeport  
Alicia Cobb, Art Simplified  
Adam Cleri, Bridgeport Library  
Gemeem Davis, Bridgeport Generation Now  
Chris DeAngelis, Cabezas-DeAngelis Surveyors & Engineers  
Jonathan Delgado, City of Bridgeport  
Julio Diaz, Bridgeport Police Department  
Omari and Shiloh Harebin, Read's Artspace  
Callie Gale Heilmann, Made in Bridgeport, LLC  
Justin Goldberg, Navarino Capital  
John Gomes  
Abraham Gottesman, Sound View Tower, LLC  
Tiadora Josef, City of Bridgeport  
Chris Landino, Career Resources, Inc.  
MIA Lipstick, Read's Artspace  
George Logan, Aquarion Water Company  
Kathy Maher, The Barnum Museum  
Edwin Melendez  
Sara Ocampo  
Tim O'Conner, Park City Compost  
Tanesha Parker  
Janaya Patterson, Groundwork Bridgeport  
Kate Pipa, Bridgeport Regional Business Council  
Daniel Pizarro  
Jennifer Reynolds-Kaye, Housatonic Museum of Art  
Daniel Roach, City of Bridgeport  
Mike Roer, Entrepreneurship Foundation  
Beth Santa  
Ian Sacarny, Crestwood Management  
Chadwick Schroeder, City of Bridgeport  
Christina Smith, Groundwork Bridgeport  
Reggy St. Fortcolon, Aspectuck Land Trust  
Angie Staltaro, City of Bridgeport  
Andy Toledo, City of Bridgeport  
Scott Wilderman, Career Resources, Inc.

**I. CALL TO ORDER, PRESENTATION OF THE ROLL, AND RECOGNITION OF GUESTS**

Chairman Pires called the meeting to order at 4:19 p.m. Mr. Pires read off the list of properties by property location as sorted in the voting record. Mr. Pires asked those present to hand in ballots and proxies with ballots.

**II. PROOF OF SERVICE TO OWNERS**

Mr. Pires said in accordance with their bylaws, Bridgeport DSSD staff sent out by first class mail an election packet to Holders of Record of Taxable Property in the district or their representative, which meets their requirement for sending the package no later than ten days before the election. Mr. Pires said instead of sending a package to each individual property, packages were sent to groups of property owners that own more than one property.

### **III. ESTABLISHMENT OF A QUORUM**

Mr. Pires announced that a quorum had been achieved based on the responses to the presentation of the roll.

### **IV. ELECTION OF COMMISSIONERS**

Mr. Pires explained that the process to elect Commissioners would be conducted by roll call from the certified list. There were 138 voting properties, so 70 owners needed to be present in person or by proxy to have a quorum.

Mr. Pires repeated that the mailed ballot listed the Commissioners whose terms had expired and were up for election, including Commissioner and Commissioner Fred Frassinelli, Commissioner Philip Kuchma, and Commissioner Ryan McClay. He further noted that Commissioner Ryan McClay had decided not to run for re-election. In his place, the Bridgeport DSSD Board of Commissioners approved leaving the third line of the ballot open for interested candidates at the April 12, 2023, monthly board meeting. The ballots needed to have the nominees checked, the property address, and whether it was a proxy. All ballots submitted by proxy needed to have the signed proxy form attached.

Mr. Pires announced that he would entertain any other nominations from the floor at that time. Mr. Pires noted that there were no nominations from the floor, and there were nominations by proxy or ballot received by mail for Kelvin Ayala, Chris DeAngelis, Callie Heilmann, Nicholas Holodnak, and Ryan McClay. Upon a motion by Commissioner Kuchma and second by Commissioner Lassogna, the nominations were closed.

An official count of the ballots was conducted by Commissioner Schneider and DSSD President + CEO Lauren Coakley Vincent. Mr. Schneider indicated all the ballots had been counted and a quorum having been present and established, that he wished to congratulate Commissioners Frassinelli and Kuchma on their re-election to the Board, and he welcomed Callie Gale Heilmann to the Board of Commissioners. As stated by Mr. Pires, their term would be for three years beginning at the July 2023 board of Commissioners meeting from 2023 to 2026.

### **V. COMMUNITY PRESENTATIONS**

While the votes for the election of Commissioners were being counted, three community presentations were given. First, Mayor Joseph Ganim made remarks about recent developments in the Downtown and future plans for economic development initiatives in the neighborhood. Officer Julio Diaz from the Bridgeport Police Department delivered a presentation on safety issues within the Downtown. Chris Landino from Career Resources spoke about the Bridge on Main development project at 1085 Main Street.

President + CEO Lauren Coakley Vincent concluded the presentations with a walk through of the DSSD's 2022-2023 annual report and thank yous to the DSSD's various volunteers and sponsors.

### **VI. REPORT FROM THE CITY**

Mr. Toldeo gave an update on various Downtown development projects in progress and open for requests for proposals. He also spoke to a number of public improvements in the Downtown, including the enhancements at the train station and Congress Street Bridge.

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

#### **A. Executive**

Mr. Pires reported on the Executive Committee meeting that was held on May 3, 2023. The Committee discussed preparations for the annual meeting and the results of the Connecticut

Main Street Center annual district assessment. In addition, the Committee reviewed the progress of the annual sponsorship appeal.

**B. Physical Conditions**

Mr. DeAngelis reported on the Physical Conditions Committee meeting that was held on April 28, 2023. The Committee walked the district with Ms. Coakley Vincent and Downtown Ambassador Operations Manager Charles Suarez-Penn, identifying areas where additional detailed cleaning was needed, as well as sites for special or seasonal beautification projects. In addition, Mr. DeAngelis announced the launch of the Colorful Crew beautification volunteer recruitment portal on the Colorful Bridgeport website.

**C. Public Safety**

Mr. Iassogna reported on the Public Safety Committee meeting that was held on April 28, 2023. The Committee focused the conversation on planning ahead for parking and traffic congestion challenges connected with double booked event nights at the Total Mortgage Arena and Hartford Healthcare Amphitheater this season. Additional quality of life issues impacting residents and business owners were discussed, as well.

**D. Special Events and Marketing**

Ms. Cobb reported on the Special Events and Marketing Committee meeting that was held on May 2, 2023. The Committee discussed upcoming events and activities at member organizations, and welcomed new Committee member Lorie Lewis from the Cultural Alliance of Fairfield County.

**VIII. PRESENTATION OF THE FISCAL YEAR 2024 PROPOSED BUDGET**

Treasurer Gross explained that the process for creating the fiscal year 2024 budget, spanning the period of July 1, 2023, through June 30, 2024, began in March 2023. He circulated the draft budget and provided insight into what projected revenue and expenses were included in the plan for the delivery of organization's programming in that fiscal year. Commissioner Egbert made a motion to approve the proposed fiscal year 2024 budget. Mr. Iassogna seconded the motion, and it was approved unanimously.

**IX. APPROVAL OF MINUTES**

Commissioner Frassinelli made a motion to approve the Minutes of the April 12, 2023, DSSD Board Meeting. Mr. Iassogna seconded the motion, and it was unanimously approved.

**X. ADOPTION OF 2021-2022 REGULAR MEETINGS SCHEDULE**

Mr. Pires asked the Board of Commissioners to review the schedule of Board Meetings for July 2023 – June 2024 for adoption.

July 12, 2023	November 8, 2023	March 13, 2024
August 9, 2023	December 13, 2023	April 10, 2024
September 13, 2023	January 10, 2024	May 8, 2024
October 11, 2023	February 14, 2024	June 12, 2024

Mr. Pires indicated that the Board meeting schedule would remain as it had in the past, which was the second Wednesday of each month, to be held at from 4:00 p.m. at the offices of the Bridgeport DSSD (938 Broad Street, Bridgeport, CT 06604). Upon a motion by Mr. Kuchma and second by Mr. Iassogna, the motion was approved unanimously.

**XI. TREASURER'S REPORT**

Treasurer Eric Gross presented the fiscal year 2022 audited financial statements for the organization. Mr. Gross detailed the assets and liabilities, including principal changes in the assets and liabilities, as well as the revenue and expenses of the District all as of the last day of the fiscal year ending June 30, 2022.

Treasurer Eric Gross provided an explanation of the March 2023 financial report as provided by the bookkeeper. The Bridgeport DSSD ended the month of March 2023 with assets totaling \$162,815, of which \$311,189 was cash spread across two bank accounts. Liabilities totaled \$40,541, entirely encompassed by Accounts Payable. Net Assets at the end of the month totaled \$122,274. The accrued revenue was \$824,745 – primarily City of Bridgeport payments. Expenses for the same period totaled \$824,056 – primarily related to streetscape maintenance and creative placemaking activities (\$627,866). Accrued revenue for the period exceeded expenses by \$689. Mr. lassogna made a motion to approve the Treasurer’s report. Ms. Egbert seconded the motion, and it was approved unanimously.

**XII. ELECTION OF OFFICERS**

Mr. Pires asked for nominations of officers for the Board of Commissioners to take effect in the new fiscal year beginning on July 1, 2023. The slate of officers nominated were:

- Commissioner Pires for the role of Chair. The motion was made by Mr. lassogna, seconded by Mr. Gross, and unanimously approved.
- Commissioner lassogna for the role of Vice Chair. The motion was made by Mr. Pires, seconded by Mr. Frassinelli, and unanimously approved.
- Commissioner Schneider for the role of Secretary. The motion was made by Mr. Pires, seconded by Mr. Gross, and unanimously approved.
- Commissioner Gross for the role of Treasurer. The motion was made by Mr. Pires, seconded by Mr. Kuchma, and unanimously approved.

**XIII. NEW BUSINESS**

Mr. Pires asked for any items of new business to be shared. There being none, the section of the agenda was closed.

**XIV. ADJOURNMENT**

Mr. Pires called for the meeting to be adjourned at 5:30 p.m.