

**BRIDGEPORT DOWNTOWN SPECIAL SERVICES DISTRICT  
BOARD OF COMMISSIONERS  
July 10, 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 Street Ventures, Vice Chair  
Eric Gross, John Broadcannon, Treasurer  
Karolyn Egbert, Trefz Corporation  
David Iassogna, People's United Bank  
Philip Kuchma, Kuchma Corporation  
Ryan McClay, Forstone Capital  
Matthew Meyer, on behalf of Bordentown DB, LLC

**Staff**

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

**Guests**

Paul Antinozzi, Antinozzi Associates  
Daniel Roach, City of Bridgeport  
Ian Sacarny, Crestwood Management  
Steve Tyliczszak, Bridgeport Landing Development

**I. CALL TO ORDER**

Chairman Pires called the meeting to order at 4:02 p.m.

**II. RECOGNITION OF GUESTS**

Mr. Pires opened the meeting by welcoming guests Paul Antinozzi from Antinozzi Associates, Daniel Roach from the City of Bridgeport, Ian Sacarny from Crestwood Management, and Steve Tyliczszak from Bridgeport Landing Development.

**III. APPROVAL OF MINUTES**

Commissioner Kuchma made a motion to approve the Minutes of the June 12, 2019, DSSD Board Meeting, as presented. Commissioner Gross seconded the motion, and it was unanimously approved.

**IV. TREASURER REPORT**

DSSD President Lauren Coakley Vincent provided an explanation of the May 2019 reports as provided by the bookkeeper. The Bridgeport DSSD ended the month with \$104,254 in assets, of which \$129,059 was cash spread across two bank accounts. Liabilities totaled \$32,154, entirely encompassed by Accounts Payable and Accrued Expenses. Net Assets at the end of the month totaled \$93,421. As of May 31, 2019, the Bridgeport DSSD had received \$554,215 in revenue during the fiscal year, of this \$520,864 was received from City of Bridgeport tax payments. Expenses for the same period totaled \$571,370 – primarily related to streetscape maintenance (\$317,795) and administration of the organization (\$157,999). Accrued expenses for the period exceeded revenue by \$17,155. Commissioner Gross made a motion to approve the May 2019 financial report. Commissioner Iassogna seconded the motion, and it was unanimously approved.

**V. REPORT FROM THE CITY**

Mr. Roach shared updates on the status of the project to install camera safety sticks at crosswalks and by fire hydrants. He noted that the sticks should be fully functional within three weeks of installation. Mr. Roach said he would have an update on the Majestic Theater project at the next board meeting. He also spoke in detail about recent conversations he had with the Parks Department and other City entities involved in issuing event permits for public spaces. He shared that there would be no late evening events in McLevy Green on Fridays and Saturdays unless otherwise supported or endorsed by the surrounding businesses.

**VI. PRESIDENT'S REPORT**

Ms. Coakley Vincent announced that the Downtown Farmers Market season opening day would take place the next day and shared the full fiscal year 2020 calendar of events. She noted that a reveal party was planned for the new DSSD website on August 22<sup>nd</sup> and previewed the [new](#)

[Colorful Bridgeport video](#), which would be released on social media by the end of the week. Ms. Coakley Vincent then led the group through the DSSD's strategic plan year two actions, expected outcomes, and identified metrics.

DSSD Operations Manager Harold Hasell shared the monthly cleaning highlights from the team of Ambassadors. Mr. Hasell noted that the Ambassador team had started painting waste receptacles around the district, as well as focusing on weeding in tree beds and main corridors. He reported that there was an increase in large graffiti over the past month that that he was providing pictures, locations, and estimated time of occurrences to the local precinct.

Ms. Coakley Vincent introduced Steve Tyliszczak from Bridgeport Landing Development, who gave updates on the status of the Steelpointe Dockmaster building, marina opening date, planned residential construction, and future uses for the site identified for entertainment use.

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

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

Mr. Pires reported on the Executive Committee meeting that was held on July 2, 2019. The Committee welcomed new member, Eric Gross. The Committee reviewed the process to discuss possible changes to the composition of the board, as well as the process for pursuing an increase in the assessment paid to the DSSD. The Committee discussed a request for support from a local event producer, progress towards completion of the new website, and identified agenda items for the monthly board meeting.

### **B. Physical Conditions**

In Committee Chair Goldberg's absence, Ms. Coakley Vincent reported on the Physical Conditions Committee meeting that was held on June 28, 2019. The Committee reviewed and prioritized projects in the streetscape projects progress tracker, which identifies the priority site or task, who is responsible, recent actions or communications, and related due dates or time to completion.

### **C. Public Safety**

Mr. Iassogna reported on the Public Safety and Security Committee meeting that was held on June 28, 2019. The Committee discussed recent safety issues that had come up in the district, including an uptick in graffiti. The Committee brainstormed a list of discussion topics for the upcoming quarterly meeting with Chief Perez. Lt. Johnson was in attendance and shared information on how to report non-emergency issues. Calls should be made to the complaint line (203-576-7671), or issues reported on the [311 page of the City's website](#).

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

Mr. Morque reported on the Special Events and Marketing Committee meeting that was held on July 2, 2019. The DSSD's marketing consultant unveiled the Colorful Bridgeport promotional video and walked through an analysis of the campaign's social media results. The Committee discussed plans for a website reveal launch party in late August, as well as how the DSSD might participate in PARK(ing) Day, a day dedicated to transforming simple parking spaces into unique places for everyone. A planning committee was formed for PARK(ing) Day.

## **VIII. ADJOURNMENT**

Chairman Pires called for the meeting to be adjourned at 5:01 p.m.