

**BRIDGEPORT DOWNTOWN SPECIAL SERVICES DISTRICT
BOARD OF COMMISSIONERS
September 18, 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

Eric Gross, John Broadcannon, Treasurer
Robert Schneider, Secretary
Karolyn Egbert, Trefz Corporation
Justin Goldberg, Goldenvaal Investments, LLC
Philip Kuchma, Kuchma Corporation
Max Pastor, Bordentown DB, LLC

Staff

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

Guests

Matthew Meyer, Crestwood Management
Ian Sacarny, Crestwood Management

I. CALL TO ORDER

In Chairman Pires and Vice Chair Morque's absence, Treasurer Gross called the meeting to order at 4:08 p.m.

II. RECOGNITION OF GUESTS

Mr. Gross opened the meeting by welcoming guests Matthew Meyer and Ian Sacarny from Crestwood Management.

III. APPROVAL OF MINUTES

Commissioner Kuchma made a motion to approve the Minutes of the August 14, 2019, DSSD Board Meeting, as presented. Commissioner Egbert seconded the motion, and it was unanimously approved.

IV. TREASURER REPORT

Mr. Gross provided an explanation of the July 2019 reports as provided by the bookkeeper. The Bridgeport DSSD ended the month of July 2019 with \$88,537 in assets, of which \$31,504 was cash spread across two bank accounts. Liabilities totaled \$22,185, most of which were Accounts Payable and Accrued Expenses. Net Assets at the end of the month totaled \$55,519. The accrued revenue was \$53,789 – primarily City of Bridgeport tax payments. Expenses for the same period totaled \$54,668. Accrued revenue for the period fell short of expenses by \$879.

The board discussed the changes to revenue projections anticipated by DSSD President Lauren Coakley Vincent. Commissioner Egbert proposed that the Finance Committee be convened to further review the budget and determine if a formal revision was required. Commissioner Pastor made a motion to approve the July 2019 financial report. Mr. Kuchma 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. This agenda item was tabled to the next monthly meeting of the Board of Commissioners.

VI. PRESIDENT'S REPORT

Ms. Coakley Vincent reported that the Colorful Bridgeport website had officially launched at a reveal party held on August 22nd. She shared that the website development vendor had submitted an additional invoice for work on the site beyond the fee outlined in the contract. The board deliberated on whether to approve the payment of the additional invoice.

Ms. Coakley Vincent announced that the DSSD had been awarded an Arts Project grant by the CT Office of the Arts to activate vacant storefronts in the Downtown with visual art installations. The grant, awarded in collaboration with The NEST Arts Factory, would engage local artists in

proposing, installing, and promoting their pieces from November 2019 to January 2020. Finally, she shared that the DSSD had partnered with the City, local cultural institutions, and Downtown restaurants on the first [PARK\(ing\) Day](#) event to be held on September 20th, which would activate three metered parking spaces with activities and colorful seating.

DSSD Operations Manager Harold Hasell shared the monthly cleaning highlights from the team of Ambassadors. Mr. Hasell shared that the team had received positive comments about the new Colorful Bridgeport decals on the truck, as well as the team's support of the Downtown Thursdays concert series. He noted that the Ambassador team had assisted with a cleanup of the Broad Street Steps initiated by volunteers from the City Lights Gallery. He concluded with listing the seasonal project on which the team was focusing, including weeding, painting trash receptacles, and power washing.

VII. REPORTS OF STANDING & SPECIAL COMMITTEES

A. Chairman/Executive

Ms. Coakley Vincent reported on the Executive Committee meeting that was held on August 7, 2019. The Committee discussed upcoming audit process, performance of DSSD programs and goals for the year, and set the agenda for the September board meeting.

B. Physical Conditions

Commissioner Goldberg reported on the Physical Conditions Committee meeting that was held on August 30, 2019. A representative from United Illuminating spoke with the Committee about current and upcoming projects in Downtown roadways.

C. Public Safety

The Committee did not meet this month. Commissioner Schneider reported the presence of a consistent panhandler outside of the John/Main Street Dunkin Donuts.

D. Special Events and Marketing

Ms. Coakley Vincent reported on the Special Events and Marketing Committee meeting that was held on September 3, 2019. The Committee reviewed the recent new website launch, as well as other deliverables of the Colorful Bridgeport campaign. The Committee also discussed recent and upcoming events, such as the Peacock Alley mural painting and PARK(ing) Day.

VIII. ADJOURNMENT

Mr. Gross called for the meeting to be adjourned at 4:58 p.m.