

**BRIDGEPORT DOWNTOWN SPECIAL SERVICES DISTRICT
BOARD OF COMMISSIONERS
December 11, 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

Kim Morque, Main State Ventures, Vice Chair
Eric Gross, Treasurer
Karolyn Egbert, Trefz Corporation
David Iassogna, People's United Bank
Philip Kuchma, Kuchma Corporation
Ryan McClay, Forstone Capital
Matthew Meyer, Bordentown DB, LLC

Staff

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

Guests

Daniel Roach, City of Bridgeport
David Zieff, CironeFriedberg

I. CALL TO ORDER

In Chairman Pires's absence, Vice Chair Morque called the meeting to order at 4:05 p.m.

II. RECOGNITION OF GUESTS

Mr. Morque opened the meeting by welcoming guests Daniel Roach from the City of Bridgeport and David Zieff from CironeFriedberg.

III. APPROVAL OF MINUTES

Commissioner Kuchma made a motion to approve the Minutes of the November 13, 2019, DSSD Board Meeting, as presented. Commissioner McClay seconded the motion, and it was unanimously approved.

IV. TREASURER REPORT

Treasurer Gross provided an explanation of the October 2019 financial report as provided by the bookkeeper. The Bridgeport DSSD ended the month of October 2019 with \$96,847 in assets, of which \$X was cash spread across two bank accounts. Liabilities totaled \$60,930, most of which were Accounts Payable and Accrued Expenses. Net Assets at the end of the month totaled \$21,419. The accrued revenue was \$185,405 – primarily City of Bridgeport tax payments. Expenses for the same period totaled \$217,237 – primarily related to streetscape maintenance and administration of the organization (\$172,392). Accrued revenue for the period fell short of expenses by \$31,832. Commissioner McClay made a motion to approve the October 2019 financial report. Commissioner Iassogna seconded the motion, and it was unanimously approved.

David Zieff, of CironeFriedberg, presented the findings of the Fiscal Year 2019 audit. He reported that the DSSD has good financial controls and that the general-purpose financial statements present fairly, in all material respects, the financial position of the DSSD as of June 30, 2019, and 2018, and the results of its operations and the changes in its fund balances for the years then ended in accordance with accounting principles generally accepted in the United States. Mr. Kuchma made a motion to approve the audit. Mr. Gross seconded the motion, and it was unanimously approved.

V. REPORT FROM THE CITY

Mr. Roach asked for more information about the recent increase in public safety issues experienced in the Downtown. He committed to following up with the district Captain. He shared that a couple of prospective candidates had been identified for the Director of Public Facilities role, but that a final candidate had not been selected. Mr. Roach engaged the Commissioners in a discussion about snow removal, as well as upcoming changes at the Buildings Department.

VI. PRESIDENT'S REPORT

DSSD President Lauren Coakley Vincent reported out on recent events in which the DSSD was engaged, including Small Business Saturday and the Holiday Tree Lighting in McLevy Green. Ms. Coakley Vincent unveiled the new "Perspectives" round of content rolling out through the Colorful Bridgeport campaign. She also gave a status update on the mural crowdfunding effort, which had raised \$685 towards its \$3,000 goal. Finally, she previewed the [Downtown holiday shopping guide](#), which would be sent out the next day, and issued a holiday shopping challenge that all in attendance purchase at least one gift in the Downtown.

DSSD Operations Manager Harold Hasell shared the monthly cleaning highlights from the team of Ambassadors. Mr. Hasell noted that trash management after the Sunday feeding program at the John Street Route 8 overpass was becoming more difficult and needed to be raised with the organizers. In addition, he announced the transition of Block by Block's Regional Vice President (RVP) overseeing the Bridgeport program. The new RVP would be in Bridgeport on December 17 to meet with Ms. Coakley Vincent and any interested Commissioners.

VII. REPORTS OF STANDING & SPECIAL COMMITTEES

A. Chairman/Executive

In Mr. Pires' absence, Mr. Morque reported on the Executive Committee meeting that was held on Wednesday, December 4, 2019. The Committee discussed the recent public safety incidents, the traffic plans for Harbor Yard Amphitheater's traffic management, set the agenda for the monthly board meeting.

B. Physical Conditions

In Commissioner Goldberg's absence, Mr. Iassogna reported on the Physical Conditions Committee meeting that was held on Friday, December 6, 2019. The Committee heard from the City's Office of Planning and Economic Development on its intention to allow shared motorized scooter vendors in the City, as well as final plans for the Pequonnock River Trail.

C. Public Safety

Mr. Iassogna reported on the Public Safety and Security Committee meeting that was held on Friday, December 6, 2019. The Committee planned to discuss the recent safety issues in the district with representatives of the Bridgeport Police Department, along with a local merchant. However the Bridgeport Police Department did not attend the meeting.

D. Special Events and Marketing

Mr. Morque reported on the Special Events and Marketing Committee meeting that was held on Month Day, 2019. The Committee reviewed the progress and new content of the Colorful Bridgeport campaign, discussed the Color It In mural fundraiser, and reviewed progress towards completing relevant portions of the DSSD's strategic plan.

VIII. ADJOURNMENT

Vice Chair Morque called for the meeting to be adjourned at 4:53 p.m.