

**BRIDGEPORT DOWNTOWN SPECIAL SERVICES DISTRICT
BOARD OF COMMISSIONERS
May 13, 2020
Annual Meeting Minutes**

The DSSD Board of Commissioners Meeting took place at the offices of the Bridgeport DSSD, 938 Broad Street, Bridgeport, CT 06604, and by video conference. A video recording of the meeting is accessible here: [https://us02web.zoom.us/rec/play/vpMudOH5qjw3GNfBuASDBKR4W47oKv2shHUc_vlFmkzmAHYFOwHyNLsTMyxN0fB8IRnJlotKLqEXOKs.](https://us02web.zoom.us/j/9171111111)

In attendance:

Commissioners

Phil Pires, C & W Associates II, Chair
Kim Morque, Main State Ventures, Vice Chair
Eric Gross, John Broadcannon, Treasurer
Robert Schneider, Secretary
Karolyn Egbert, Trefz Corporation
Justin Goldberg, Goldenvaal Investments
David Iassogna, People's United Bank
Philip Kuchma, Kuchma Corporation
Max Pastor, Bordentown DB, LLC

Staff

Lauren Coakley Vincent, DSSD President
Ender Alban, DSSD/Block By Block
Marcella Kovac, DSSD/The Bananaland

Guests

Bob Abbate, Bob Abbate Marketing
Gerry Amodio, New Britain Downtown District
Kelvin Ayala, Led By Us and Moe's Burger Joint
Jorge Cruz, Bridgeport City Council
Chris DeAngelis, 78 Elm Street, LLC
Fred Frassinelli, AMS Real Estate
Courtney George, Marino, Zabel, & Schellenberg
Tom Gill, City of Bridgeport
Rep. Joseph Gresko, City of Bridgeport
Raul Irizarry, Trust for Public Land
Eileen Lopez-Cordone, United Illuminating
Kathy Maher, The Barnum Museum
Patrick McMahon, Connecticut Main Street Center
Jeffrey Moore
Dan Onofrio, Bridgeport Regional Business Council
Mark Reed, BLOCK 912 JV, LLC
Daniel Roach, City of Bridgeport
Ian Sacarny, Crestwood Management
Cristina Sandolo, 881 Lafayette Blvd. Condos
Lesley Vincent

I. PRESENTATION OF THE ROLL

Chairman Pires called the meeting to order at 5:04 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.

I. PROOF OF SERVICE TO OWNERS

Chairman 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.

II. ESTABLISHMENT OF A QUORUM

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

II. APPROVAL OF MINUTES

Commissioner Kuchma made a motion to approve the Minutes of the April 8, 2020, DSSD Board Meeting. Commissioner Iassogna seconded the motion, and it was unanimously approved.

III. ELECTION OF COMMISSIONERS

Chairman Pires explained that the process to elect Commissioners would be conducted by roll call from the certified list. There were 138 properties, so 71 owners needed to be present in person or by proxy to have a quorum.

Mr. Pires repeated that the mailed ballot listed the Commissioners who were up for election, including Commissioner Justin Goldberg, Commissioner Philip Kuchma, and Commissioner Ryan McClay. The ballot(s) 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 no nominations by proxy or ballot. Upon a motion by Commissioner Kuchma and second by Commissioner Morque, 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 Kuchma, McClay, and Mr. Frassinelli for their election to the Board. As stated by Mr. Pires, their term would be for three years beginning at the July 2020 board of Commissioners meeting from 2020 to 2023.

IV. COMMUNITY PRESENTATIONS

While the votes for the election of Commissioners were being counted, two community presentations were given. First, Patrick McMahon, President of the CT Main Street Center, honored the DSSD with an Award of Excellence for the Colorful Bridgeport campaign.

Second, Thomas Gill from the City of Bridgeport, State Rep. Joseph Gresko, and Daniel Roach from the City of Bridgeport shared information about COVID-19 pandemic recovery efforts aimed at the business community. Mr. Roach announced plans for an outdoor comedy show to honor frontline workers to be hosted by the Stress Factory Comedy Club on June 6th in McLevy Green. He also provided an update on the PSEG community environmental benefit fund grant program and encouraged community organizations to submit applications.

Finally, Bridgeport Police Chief Perez and Captain Masek sent their regrets for not being able to attend. A brief Downtown safety report was read on their behalf by DSSD President and CEO Lauren Coakley Vincent.

III. ADOPTION OF AN ANNUAL SCHEDULE OF REGULAR MEETINGS FOR THE YEAR

Chairman Pires asked the Board of Commissioners to review the schedule of Board Meetings for July 2020 – June 2021 for adoption.

July 8, 2020	November 11, 2020	March 10, 2021
August 12, 2020	December 9, 2020	April 14, 2021
September 9, 2020	January 13, 2021	May 12, 2021
October 14, 2020	February 10, 2021	June 9, 2021

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 Commissioner Gross and second by Commissioner Egbert, the motion was approved unanimously.

V. TREASURER REPORT

Treasurer Eric Gross presented the fiscal year 2019 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, 2019.

Treasurer Eric Gross provided an explanation of the May 2020 financial report as provided by the bookkeeper. The Bridgeport DSSD ended the month of March 2020 with \$103,480, of which \$212,264 was cash spread across two bank accounts. Liabilities totaled \$48,617, encompassed by a mix of Accounts Payable and Deferred Revenue. Net Assets at the end of the month totaled \$54,863. The accrued revenue was \$448,457 – primarily City of Bridgeport tax payments. Expenses for the same

period totaled \$460,643 – primarily related to streetscape maintenance and administration of the organization (\$379,561). Accrued revenue for the period fell short of expenses by \$12,187. Commissioner Pastor made a motion to approve the May 2020 financial report. Commissioner Egbert seconded the motion, and it was unanimously approved.

IV. PRESENTATION OF THE FY 2019 – 2020 PROPOSED ANNUAL BUDGET

Ms. Coakley Vincent explained that the process for creating the fiscal year 2021 budget, spanning the period of July 1, 2020, through June 30, 2021, began in March 2020. She 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. Upon Commissioner Morque motion and a second by Commissioner Gross, the proposed budget was approved unanimously.

V. ELECTION OF OFFICERS

Chairman Pires asked for nominations of officers for the Board of Commissioners to take effect in the new fiscal year beginning on July 1, 2020. The slate of officers nominated were:

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

VI. REPORT FROM THE CITY

This portion of the agenda was addressed during the Community Presentation.

VII. REPORTS OF STANDING & SPECIAL COMMITTEES

A. Chairman/Executive

Mr. Pires reported on the Executive Committee meeting that was held on May 6, 2020. The Committee reviewed and approved the revised fiscal year 2021 budget. The Committee also discussed the DSSD's response and services delivered related to the COVID-19 pandemic. Finally, the Committee prepared the agenda for this meeting.

B. Physical Conditions

Commissioner Goldberg reported on the Physical Conditions Committee meeting that was held on April 24, 2020. The Committee reviewed the list of cleaning project sites addressed by the Ambassador Clean Team, as well as the enhanced cleaning and sanitation protocols in place in response to COVID-19. Finally, the Committee discussed the work plans for each zone of the district, including daily cleaning tasks and weekly detailed cleaning locations.

C. Public Safety

Commissioner Iassogna reported on the Public Safety Committee meeting that was held on April 24, 2020. The Committee reviewed the few recent quality of life incidents in the Downtown. In addition, the Committee discussed the work plan the Public Safety Ambassador for each zone of the district, including daily and weekly visits to business locations.

D. Special Events and Marketing

Commissioner Morque reported on the Special Events and Marketing Committee meeting that was held on May 5, 2020. The Committee reviewed the monthly social media outcomes report for Colorful Bridgeport, the DSSD's response and services delivered related to the COVID-19 pandemic, and plans for the Jane and Laurayne's Walk event in October. Finally, a sub-committee was formed to map out the process to create the Color It In mural in the late summer or fall.

VIII. ADJOURNMENT

Chairman Pires called for the meeting to be adjourned at 6:31 p.m.