

**BRIDGEPORT DOWNTOWN SPECIAL SERVICES DISTRICT  
BOARD OF COMMISSIONERS  
December 9, 2020  
Meeting Minutes**

The DSSD Board of Commissioners Meeting took place at the offices of the Bridgeport DSSD, 938 Broad Street, Bridgeport, CT 06604. A recording of the meeting is available on: <https://us02web.zoom.us/rec/share/FMCmalTug7Gp36MvO5r118iKm3sJEsGCWZZi3Y-f9U2NXBAkgQ22OJRZP2lgCWv5.wRtD1kGeM4q8lSdM> Passcode: 0iiN\$wVP

In attendance:

**Commissioners**

Phil Pires, C & W Associates II, Chair  
Kim Morque, Main State Ventures, Vice Chair  
Bob Schneider, Jimmy's A & N, Secretary  
Karolyn Egbert, Trefz Corporation  
Fred Frassinelli, AMS Real Estate  
David Iassogna, People's United Bank  
Phil Kuchma, Kuchma Corporation  
Ian Sacarny, on behalf of Bordentown DB, LLC

**Staff**

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

**Guests**

Sandra Callan, CironeFriedberg  
Chris DeAngelis, Cabezas-DeAngelis Surveyors & Engineers  
Lorraine Gibbons, Cardinal Shehan Center  
Daniel Roach, City of Bridgeport  
Denese Taylor-Moye, Bridgeport City Council  
Bill Van Alstyne, CironeFriedberg

**I. CALL TO ORDER**

Chairman Pires called the meeting to order at 4:04 p.m.

**II. RECOGNITION OF GUESTS**

Mr. Pires opened the meeting by welcoming Sandra Callan and Bill Van Alstyne from CironeFriedberg, Chris DeAngelis of Cabezas-DeAngelis Surveyors & Engineers, Lorraine Gibbons from the Cardinal Shehan Center, Daniel Roach from the City of Bridgeport, and Bridgeport City Council Member Denese Taylor-Moye.

**III. APPROVAL OF MINUTES**

Commissioner Kuchma made a motion to approve the Minutes of the November 11, 2020, DSSD Board Meeting, as presented. Commissioner Frassinelli seconded the motion, and it was unanimously approved.

**IV. TREASURER REPORT**

Treasurer Gross provided an explanation of the October 2020 financial report as provided by the bookkeeper. The Bridgeport DSSD ended the month of October 2020 with \$84,472 in assets, of which \$174,169 was cash spread across two bank accounts. Liabilities totaled \$31,104, most of which were Accounts Payable and Accrued Expenses. Net Assets at the end of the month totaled \$38,869. The accrued revenue was \$201,926 – primarily City of Bridgeport tax payments and sponsorships. Expenses for the same period totaled \$230,645 – spread across streetscape maintenance, small business pandemic relaunch grants, and administration of the organization. Accrued expenses for the period exceeded revenues by \$28,718. Mr. Frassinelli made a motion to approve the October 2020 financial report. Commissioner Iassogna seconded the motion, and it was unanimously approved.

Bill Van Alstyne, of CironeFriedberg, presented the findings of the Fiscal Year 2020 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, 2020, and 2019, 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. Iassogna made a motion to approve the audit. Commissioner Egbert seconded the motion, and it was unanimously approved.

**V. REPORT FROM THE CITY**

Mr. Roach provided updates on the completed revaluation of properties in the city, that the Lafayette Circle Redesign project was moving towards completion pending an authorization letter from the WPCA, that the City had gone out to bid on construction work for the Intermodal Transportation Center, and a general overview of the Health and Police Departments' approach to enforcement of COVID regulations.

DSSD President Lauren Coakley Vincent thanked Mr. Roach for also sharing information about the suspension of parking meter fines and enforcement through January 6, 2021. She further noted that the City had announced that applications were open for the \$1 million CARES Act small business grant program, and that she would distribute application information as a follow up to the meeting.

**VI. PRESIDENT'S REPORT**

Ms. Lauren Coakley Vincent introduced Lorraine Gibbons, Executive Director of the Cardinal Shehan Center and McGivney Community Center. Ms. Gibbons provided an overview of the Cardinal Shehan Center's program offerings, opportunities for collaboration with the DSSD, and noted the upcoming [Power Lunch with Shaun O'Hara virtual fundraiser event](#).

Ms. Coakley Vincent distributed the first written president's report, which was intended to summarize programmatic activities undertaken over the past month and planned for the weeks following the board meeting, with the goal of creating space in the meeting agenda for discussion. The written report included highlights from the Downtown Ambassador monthly performance report, an update on the Downtown Ambassador Program RFP process, an overview of the recently launched Shop Locally, Give Colorfully holiday shopping campaign, the continued rollout and physical installation of the People of Colorful Bridgeport content series, progress with the two Color It In public artworks in development, and the DSSD's efforts towards providing timely and helpful COVID-19 pandemic-related information to Downtown businesses.

Ms. Coakley Vincent asked for input on discussion items to feature at upcoming board meetings. Topic areas that were identified included public safety, crime in the Downtown, the City administration's vision and goals for economic development, as well as specific development projects.

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

**A. Chairman/Executive**

Mr. Pires reported on the Executive Committee meeting that was held on December 2, 2020. The Committee discussed the active committees of the DSSD and their respective projects and/or goals, as well as the need to get more input from all of the Commissioners on economic development and land use projects in the Downtown. The Committee also set the agenda for the board meeting in December.

**B. Physical Conditions**

Mr. DeAngelis reported on the Physical Conditions Committee meeting that was held on December 4, 2020. The Committee was joined by Raul Irizarry, the Trust for Public Land's CT Program Manager overseeing the Bridgeport Waterfront Master Plan and Waterfront Advisory Board, who provided an overview of the plan and advisory board's activities in relation to the Sliver by the River section of the Downtown. The Committee also reviewed upcoming roadwork and construction planned by utility companies.

**C. Public Safety**

Mr. Iassogna reported on the Public Safety and Security Committee meeting that was held on December 4, 2020. The Committee discussed the few quality of life incidents that had occurred over the past month, noting that the District had been generally quiet from a public safety perspective. The Committee reviewed the Ambassador performance report on graffiti, bills/stickers, and panhandling, observing that each category had been trending downward for the past few months. Committee Chair Iassogna reminded the group that quarterly meetings needed to be re-established with the Chief of Police.

**D. Special Events and Marketing**

Mr. Morque reported on the Special Events and Marketing Committee meeting that was held on December 1, 2020. The Committee members shared updates on their respective organizations' activities and events, and then reviewed the progress of the Colorful Bridgeport campaign. The Committee discussed the impact and reception of the People of Colorful Bridgeport content series, as well as the launch of the Shop Locally, Give Colorfully holiday shopping campaign, and plans for two Color It In mural projects on upper Main Street.

**E. Zone Bridgeport**

Ms. Coakley Vincent reported on the Zone Bridgeport Committee meeting that was held on Tuesday, November 24, 2020. The Committee reviewed the proposed zoning map, as well as the DX1 Downtown Core and DX2 Downtown Support zoning snapshots, and compiled feedback for the Planning Department. The Committee further discussed ways that the revised zoning code could be used to improve and simplify development projects in the Downtown.

**VIII. ADJOURNMENT**

Chairman Pires called for the meeting to be adjourned at 5:16 p.m.