

**BRIDGEPORT DOWNTOWN SPECIAL SERVICES DISTRICT
BOARD OF COMMISSIONERS
February 10, 2021
Meeting Minutes**

The DSSD Board of Commissioners Meeting took place at the offices of the Bridgeport DSSD, 938 Broad Street, Bridgeport, CT 06604, and via Zoom video conference.

In attendance:

Commissioners

Phil Pires, C & W Associates II, Chair
Kim Morque, Main State Ventures, Vice Chair
Bob Schneider, Jimmy's A & N, Secretary
Fred Frassinelli, AMS Real Estate
David Iassogna, People's United Bank
Philip Kuchma, Kuchma Corporation
Ryan McClay, Forstone Capital
Matt Meyer, Bordentown DB, LLC

Staff

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

Guests

Paul Antinozzi, Antinozzi Associates
Yvette Cannon
Chris DeAngelis, Cabezas-DeAngelis Surveyors & Engineers
Elaine Guedes
Daniel Roach, City of Bridgeport
Ian Sacarny, Crestwood Management

I. CALL TO ORDER

Chairman Pires called the meeting to order at 4:03 p.m.

II. RECOGNITION OF GUESTS

Mr. Pires opened the meeting by welcoming guests Paul Antinozzi of Antinozzi Associates, Yvette Cannon, Chris DeAngelis of Cabezas-DeAngelis Surveyors & Engineers, Elaine Guedes, Daniel Roach from City of Bridgeport, Ian Sacarny of Crestwood Management.

III. APPROVAL OF MINUTES

Commissioner Iassogna made a motion to approve the Minutes of the January 13, 2021, DSSD Board Meeting, as presented. Commissioner Morque seconded the motion, and it was unanimously approved.

IV. TREASURER REPORT

In Treasurer Gross' absence, Mr. Pires provided an explanation of the February 2021 financial report as provided by the bookkeeper. The Bridgeport DSSD ended the month of December 2020 with \$70,179, of which \$118,556 was cash spread across two bank accounts. Liabilities totaled \$23,920, encompassed by a mix of Accounts Payable and Deferred Revenue. Net Assets at the end of the month totaled \$31,760. The accrued revenue was \$284,249 – primarily City of Bridgeport tax payments. Expenses for the same period totaled \$320,076 – primarily related to streetscape maintenance and administration of the organization (\$229,689). Accrued revenue for the period fell short of expenses by \$35,827. Mr. Morque made a motion to approve the February 2021 financial report. Mr. Iassogna seconded the motion, and it was unanimously approved.

V. REPORT FROM THE CITY

Mr. Roach provided updates on the status of Downtown North mixed use residential projects, and other development projects in the pipeline. He noted upcoming business openings in the district.

VI. PRESIDENT'S REPORT

DSSD President Lauren Coakley Vincent reported on the timeline to select vendors for the scopes of work pertaining to the four open requests for proposals: the Downtown Ambassador program, Colorful Bridgeport marketing initiative, accounting and bookkeeping for the organization, and the annual audit. Ms. Coakley Vincent noted that a detailed timeline, including dates for drafting the fiscal year 2022 budget, were outlined in the written President's Report. She went on to note that the Downtown Ambassadors' January Performance Report reflected a 10% drop in sanitation instances, mostly due to the continued decreasing amount of work needed to remove graffiti and

empty open containers. The team spent significant hours performing detailed cleaning along Water Street/Housatonic Avenue, upper Main Street and Congress Street, as well as Elm Street. There was an increase in documented passive panhandling, but this was paired with a similar drop in aggressive panhandling, as compared to the previous month. Finally, there was a significant increase in public engagement, due to a jump in hospitality assists. See the detailed performance report on page three.

Ms. Coakley Vincent then opened the meeting for a freeform discussion of the impact of the higher education institutions in the area in relation to the DSSD's goals. Mr. Antinozzi shared his insights as a University of Bridgeport board member, noting that the schools need to get settled before the DSSD can reignite programming conversations. He outlined several past efforts to engage Sacred Heart University and Housatonic Community College into the Downtown area. The group then brainstormed ideas for tri-school programming around incentives to shop at Downtown locations. The discussion then turned to general engagement of anchor institutions, including the Harbor Yard Amphitheater, and the need for adequate wayfinding signage.

VII. REPORTS OF STANDING & SPECIAL COMMITTEES

A. Chairman/Executive

Mr. Pires reported on the Executive Committee meeting that was held on February 3, 2021. The Committee finalized the timelines to select vendors for the Downtown Ambassador, Marketing, Accounting, and Audit scopes of contracted work; and to draft the fiscal year 2022 budget. The Committee then reviewed and provided input on the list of active Downtown Economic Development and Infrastructure projects. The Committee also set the agenda for the board meeting in February.

B. Physical Conditions

Mr. DeAngelis reported on the Physical Conditions Committee meeting that was held on February 5, 2021. The Committee reviewed the responses received from the Downtown Ambassador RFP, briefly touched on upcoming streetscape projects for 2021, and noted Downtown construction and utilities projects planned for the winter and spring.

C. Public Safety

Commissioner Iassogna reported on the Public Safety and Security Committee meeting that was held on February 5, 2021. The Committee met with representatives of the Bridgeport Police Department to discuss the ongoing partnership with the DSSD. The Committee discussed the Harbor Yard Amphitheater traffic patterns, as well as parking and wayfinding signage. Capt. Porter spoke about approaching the work with Downtown businesses from a Community Services perspective, seeking to build a collaborative relationship with the business owners to identify and address local issues. The Committee committed to planning a "Coffee with a Cop" sometime in April at the Holiday Inn to talk about issues and services available.

D. Special Events and Marketing

Mr. Morque reported on the Special Events and Marketing Committee meeting that was held on February 2, 2021. The Committee discussed the Colorful Bridgeport strategic initiatives for the upcoming year, as well as the immediate content plans for the coming month, and a breakdown of the proportion of content that would be devoted to creating, promoting, partnerships, and promoting. The Committee outlined four components that would lead to the campaign's long-term success: marketing, events, public art, fundraising. The meeting ended with a discussion about the pros and cons of forming a cultural district in Bridgeport.

E. Zone Bridgeport

The Committee did not meet in the past month.

VIII. ADJOURNMENT

Chairman Pires called for the meeting to be adjourned at 4:55 p.m.