

**BRIDGEPORT DOWNTOWN SPECIAL SERVICES DISTRICT
BOARD OF COMMISSIONERS
April 14, 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
Eric Gross, John Broadcannon, Treasurer
Karolyn Egbert, Trefz Corporation
Fred Frassinelli, AMS Real Estate
David Iassogna, People's United Bank
Philip Kuchma, Kuchma Corporation
Matt Meyer, Bordentown DB, LLC
Daniel Roach, City of Bridgeport (Ex Officio)

Staff

Lauren Coakley Vincent, DSSD President

Guests

Paul Antinozzi, Antinozzi Associates
Pat Carleton, MetroCOG
Chris DeAngelis, Cabezas-DeAngelis Surveyors & Engineers
Kathy Maher, The Barnum Museum
Ian Sacarny, Crestwood Management
Kyle Talente, RKG Associates

I. CALL TO ORDER

Chairman Pires called the meeting to order at 4:01 p.m.

II. RECOGNITION OF GUESTS

Mr. Pires opened the meeting by welcoming guests Paul Antinozzi of Antinozzi Associates, Pat Carleton from MetroCOG, Chris DeAngelis of Cabezas-DeAngelis Surveyors & Engineers, Kathy Maher from The Barnum Museum, Ian Sacarny of Crestwood Management, and Kyle Talente from RKG Associates.

III. APPROVAL OF MINUTES

Commissioner Kuchma made a motion to approve the Minutes of the March 10, 2021, 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 April 2021 financial report as provided by the bookkeeper. The Bridgeport DSSD ended the month of February 2021 with \$60,365 in assets, of which \$242,696 was cash spread across two bank accounts. Liabilities totaled \$24,299, encompassed by a mix of Accounts Payable and Accrued Expenses. Net Assets at the end of the month totaled \$36,067. The accrued revenue was \$360,853 – primarily City of Bridgeport tax payments. Expenses for the same period totaled \$406,873 – primarily related to streetscape maintenance and administration of the organization (\$304,445). Accrued revenue for the period fell short of expenses by \$46,020. Mr. Kuchma made a motion to approve the April 2021 financial report. Commissioner Iassogna seconded the motion, and it was unanimously approved.

V. REPORT FROM THE CITY

Mr. Roach provided updates on the return of expanded outdoor dining to the Downtown, COVID-19 reopening protocols, the expected opening date for the Hartford Healthcare Amphitheater on June 15th, where the City plans to repair sidewalks as referenced in [RFP Bid #MNB058213-R](#), and the various loan and grant programs that are currently available to Bridgeport businesses. He encouraged business owners to apply for the Economic Injury Disaster Loan and Paycheck Protection Program, both available through the Small Business Administration.

Mr. Pires noted that the DSSD did submit letters of support on behalf of the Sikorsky Airport project to Governor Lamont and Congressman Himes. These letters were requested at the last board meeting.

VI. PRESIDENT'S REPORT

DSSD President Lauren Coakley Vincent noted that the progress toward selecting vendors for the scopes of work pertaining to the four requests for proposals: the Downtown Ambassador program, Colorful Bridgeport marketing initiative, accounting and bookkeeping for the organization, and the annual audit; would be reported on in the Reports of Standing & Special Committee section. Ms. Coakley Vincent also noted that the fiscal year 2022 budget, drafted by the Finance Committee, would be discussed in the same section. Both items were detailed in the written President's Report.

She provided updates on the various marketing and events initiatives undertaking in celebration of Women's History Month, as well as previewed the 2021 decorative light pole banner design.

Ms. Coakley Vincent went on to note that the Downtown Ambassadors' March Performance Report reflected a decrease (34%) in sanitation instances, mostly due to continuing drop in empty open containers picked up. The team also experienced a significant increase in time devoted to landscaping work (380% increase in beautification). There was a decrease in requests for Police/Fire/EMS that contributed to an overall drop (37%) in Public Safety work. Finally, there was a moderate increase in public engagement (25%), due to an additional 400 hospitality assists over the previous month.

VII. REPORTS OF STANDING & SPECIAL COMMITTEES

A. Executive and Finance

Mr. Pires reported on the Executive Committee meeting that was held on April 7, 2021. The Committee discussed preparations for the May annual meeting, reviewed the draft fiscal year 2022 budget prepared by the Finance Committee, and the list of vendors recommended to be selected for the scopes of work related to operating our Downtown Ambassador program, Colorful Bridgeport marketing initiative, accounting and bookkeeping for the organization, as well as the annual audit by the DSSD's Vendor Selection Committee. Mr. Pires presented those vendor selection recommendations for the board's approval:

- Accounting: CompuLedger, LLC
- Audit: Fiorita, Kornhaas & Co.
- Downtown Ambassador Program: SMG Corporate Services
- Marketing: The Bananaland

Commissioner Morque made a motion to approve the selection of recommended vendors. Commissioner Gross seconded the motion, and they were unanimously approved.

Mr. Pires reported on the Finance Committee meeting that was held on March 31, 2021, to draft the fiscal year 2022 budget, using revenue assumptions based on the 2020 grand list and expense assumptions based on the quotes provided by the above identified vendors and other sources. He presented the draft budget and companion narrative for board discussion, which will be presented for vote and approval by the membership at the 2021 annual meeting in May.

B. Physical Conditions

Mr. DeAngelis reported on the Physical Conditions Committee meeting that was held on March 26, 2021. The Committee discussed the next steps for to finalize the new Downtown Ambassador program partner. The Committee provided input on the best use of the remaining Community Development Block Grant beautification funds, as well as the best approach to increasing Ambassador hours to complete that work through the end of the fiscal year.

C. Public Safety

Commissioner Iassogna reported on the Public Safety and Security Committee meeting that was held on March 26, 2021. The Committee met with representatives of the Bridgeport Police Department to discuss the ongoing partnership with the DSSD, recent safety incidents in the Downtown, and the opportunity to expand a partnership with the Recovery Network of

Programs. The Committee finalized plans to host a “Coffee with a Cop” on April 28th 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 April 6, 2021. The Committee reviewed content performance over the past month and discussed the Colorful Bridgeport strategic initiatives for the upcoming month, including the launch of Color Quest. The Committee explored new event partnerships, and provided final input on the 2021 decorative light pole banner design.

E. Zone Bridgeport

The Committee did not meet in the past month.

VIII. NEW BUSINESS

Ms. Coakley Vincent introduced Patrick Carleton, Deputy Director of MetroCOG, to convene a discussion about the region's [Comprehensive Economic Development Strategy](#) (CEDs). Kyle Talente from RKG Associates, the consulting firm retained by MetroCOG to develop the CEDs, led the questions and asked for input on what outcomes and impact the DSSD's members would like to see from economic development in the region.

IX. ADJOURNMENT

Chairman Pires called for the meeting to be adjourned at 5:01 p.m.