

**BRIDGEPORT DOWNTOWN SPECIAL SERVICES DISTRICT  
BOARD OF COMMISSIONERS  
May 12, 2021  
Annual Meeting Minutes**

The DSSD Annual Meeting of the Membership took place at the Bijou Theatre, 275 Fairfield Avenue, Bridgeport, CT 06604, and by video conference. A video recording of the meeting is accessible here:

[https://us02web.zoom.us/rec/share/gNozIA\\_FPk5beZZsw4xks7YQDRejYSMDCeKHjm5bsiM-kGmo-i\\_rFkYbMEvM2Ibe.8i\\_8MPo-Wi18NfNv](https://us02web.zoom.us/rec/share/gNozIA_FPk5beZZsw4xks7YQDRejYSMDCeKHjm5bsiM-kGmo-i_rFkYbMEvM2Ibe.8i_8MPo-Wi18NfNv) Passcode: T.n279.S

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 (Ex Officio)  
Karolyn Egbert, Trefz Corporation  
Fred Frassinelli, AMS Real Estate  
David Iassogna, People's United Bank  
Philip Kuchma, Kuchma Corporation  
Max Pastor, Bordentown DB, LLC  
Daniel Roach, City of Bridgeport (Ex Officio)

**Staff**

Lauren Coakley Vincent, DSSD President  
Harold Hasell, DSSD/Block By Block  
Marcella Kovac, DSSD/The Bananaland

**Guests**

Kelvin Ayala, Led By Us  
Maria Carvajal, Victor's Tailor Shop  
Javier Ceja, Play RMG  
Chris DeAngelis, 78 Elm Street, LLC  
Thomas Gill, City of Bridgeport  
Noah Gotbaum, Building Neighborhoods Together  
Chris Lengyel  
Jacqueline Matoral, Tiny Cellar  
Gary Peterson, The Bijou Theatre  
Yolanda Petrocelli, Read's Artspace  
Tito Planas  
Capt. Roderick Porter, Bridgeport Police Department  
Ian Sacarny, Crestwood Management  
Brian Soto, Time Equities, Inc.  
Denise Taylor-Moye, Bridgeport City Council  
Carolyn Vermont, City of Bridgeport  
Alex Villa, Victor's Tailor Shop  
\*Additional guests attended by Zoom

**I. CALL TO ORDER, PRESENTATION OF THE ROLL, AND RECOGNITION OF GUESTS**

Chairman Pires called the meeting to order at 5:10 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.

**II. PROOF OF SERVICE TO OWNERS**

Mr. 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.

**III. ESTABLISHMENT OF A QUORUM**

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

**IV. APPROVAL OF MINUTES**

Commissioner Morque made a motion to approve the Minutes of the April 14, 2021, DSSD Board Meeting. Commissioner Gross seconded the motion, and it was unanimously approved.

**V. ELECTION OF COMMISSIONERS**

Mr. Pires explained that the process to elect Commissioners would be conducted by roll call from the certified list. There were 137 voting properties, so 70 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 Karolyn Egbert, Commissioner Eric Gross, and Commissioner David Iassogna. The ballots 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 Morque and second by Commissioner Gross, 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 Egbert, Gross, and Iassogna for their re-election to the Board. As stated by Mr. Pires, their term would be for three years beginning at the July 2021 board of Commissioners meeting from 2021 to 2024.

**VI. COMMUNITY PRESENTATIONS**

While the votes for the election of Commissioners were being counted, three community presentations were given. First, the City of Bridgeport's Office of Planning and Economic Development Director Thomas Gill provided an overview of Downtown development projects and their respective status toward completion. Captain Roderick Porter from the Bridgeport Police Department followed with a presentation on safety issues within the Downtown. DSSD President + CEO Lauren Coakley Vincent concluded the presentations with a walk through of the DSSD's 2020-2021 annual report and preview of upcoming programming.

**VII. ADOPTION OF 2021-2022 REGULAR MEETINGS SCHEDULE**

Mr. Pires asked the Board of Commissioners to review the schedule of Board Meetings for July 2021 – June 2022 for adoption.

July 14, 2021	November 10, 2021	March 9, 2022
August 11, 2021	December 8, 2021	April 13, 2022
September 8, 2021	January 12, 2022	May 11, 2022
October 13, 2021	February 9, 2022	June 8, 2022

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 Morque, the motion was approved unanimously.

**VIII. TREASURER'S REPORT AND PRESENTATION OF THE FISCAL YEAR 2022 PROPOSED BUDGET**

Treasurer Eric Gross presented the fiscal year 2020 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, 2020.

Treasurer Eric Gross provided an explanation of the March 2021 financial report as provided by the bookkeeper. The Bridgeport DSSD ended the month of March 2021 with assets totaling \$61,317, of which \$245,885 was cash spread across two bank accounts. Liabilities totaled \$31,353, encompassed by a mix of Accounts Payable and Deferred Revenue. Net Assets at the end of the month totaled \$29,964. The accrued revenue was \$397,936 – primarily City of Bridgeport tax payments. Expenses for the same period totaled \$450,057 – primarily related to streetscape maintenance and administration of the organization (\$344,536). Accrued revenue for the period fell short of expenses by \$52,122.

Mr. Gross explained that the process for creating the fiscal year 2022 budget, spanning the period of July 1, 2021, through June 30, 2022, began in March 2021. He 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. Commissioner Morque made a motion to approve the Treasurer's report and the proposed fiscal year 2022 budget. Commissioner Iassogna seconded the motion, and it was approved unanimously.

#### **IX. ELECTION OF OFFICERS**

Mr. Pires asked for nominations of officers for the Board of Commissioners to take effect in the new fiscal year beginning on July 1, 2021. 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 Gross, and unanimously approved.
- Commissioner Gross for the role of Treasurer. The motion was made by Commissioner Pires, seconded by Commissioner Iassogna, and unanimously approved.

#### **X. REPORT FROM THE CITY**

Mr. Roach gave an update on the State's plans to roll back COVID-19 business restrictions, and the City's companion plans to ensure continued safety practices and public health. He also made remarks about the status of the Sikorsky Airport redevelopment project.

#### **XI. PRESIDENT'S REPORT**

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

#### **XII. REPORTS OF STANDING & SPECIAL COMMITTEES**

##### **A. Executive**

Mr. Pires reported on the Executive Committee meeting that was held on May 5, 2021. The Committee discussed final preparations for the annual meeting, among other topics to be taken up in the upcoming fiscal year.

##### **B. Physical Conditions**

Mr. DeAngelis reported on the Physical Conditions Committee meeting that was held on April 30, 2021. The Committee discussed the upcoming Downtown Ambassador vendor transition, as well as the planting plan for the Downtown ground planters, Broad Street Steps, Bank Street, and other locations.

##### **C. Public Safety**

Commissioner Iassogna reported on the Public Safety Committee meeting that was held on April 28, 2021. The Committee organized Coffee with a Cop in coordination with the Bridgeport Police Department. Downtown residents and business owners were able to meet with and discuss neighborhood safety issues and concerns with members of the Bridgeport Police Department, including Chief Garcia, Deputy Chief Armeno, and leadership of the Patrol Division.

##### **D. Special Events and Marketing**

Commissioner Morque reported on the Special Events and Marketing Committee meeting that was held on May 4, 2021. The Committee reviewed the Colorful Bridgeport content over the past month and brainstormed new content ideas for the coming months. The Committee also discussed upcoming events planned for the spring and summer to take place in the Downtown.

##### **E. Zone Bridgeport**

The Committee did not meet in the past month.

#### **XIII. ADJOURNMENT**

Chairman Pires called for the meeting to be adjourned at 6:13 p.m.