

**BRIDGEPORT DOWNTOWN SPECIAL SERVICES DISTRICT
BOARD OF COMMISSIONERS
June 09, 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

Kim Morque, Main State Ventures, Vice Chair
Eric Gross, John Broadcannon, Treasurer
Bob Schneider, Jimmy's A & N, Secretary (Ex Officio)
Karolyn Egbert, Trefz Corporation
Fred Frassinelli, AMS Real Estate
David Iassogna, People's United Bank
Philip Kuchma, Kuchma Corporation
Ryan McClay, Forstone Capital
Max Pastor, Bordentown DB, LLC
Daniel Roach, City of Bridgeport (Ex Officio)

Staff

Lauren Coakley Vincent, DSSD President
Harold Hassel, DSSD/Block by Block

Guests

Paul Antinozzi, Antinozzi Associates
Scott Burns, Bridgeport City Council
Chris DeAngelis, Cabezas-DeAngelis
Keliesha Jones, CTRides
Matt Meyer, Crestwood Management
Tim O'Conner, Retail Performance Solutions

I. CALL TO ORDER

Vice Chair Morque called the meeting to order at 4:03 p.m. in Chairman Pires' absence.

II. RECOGNITION OF GUESTS

Mr. Morque opened the meeting by welcoming guests Paul Antinozzi of Antinozzi Associates, Bridgeport City Council Member Scott Burns, Chris DeAngelis of Cabezas-DeAngelis Engineers & Surveyors, Keliesha Jones from CTRides, Matt Meyer from Crestwood Management, and Tim O'Conner of Retail Performance Solutions.

III. APPROVAL OF MINUTES

Commissioner Iassogna made a motion to approve the Minutes of the May 12, 2021, DSSD Annual Meeting of the Membership, as presented. Egbert seconded the motion. Commissioner Pastor abstained, and the minutes were otherwise unanimously approved.

IV. TREASURER REPORT

Treasurer Gross provided an explanation of the June 2021 financial report as provided by the bookkeeper. The Bridgeport DSSD ended the month of April 2021 with \$70,971, of which \$223,993 was cash spread across two bank accounts. Liabilities totaled \$29,239, encompassed by a mix of Accounts Payable and Accrued Expenses. Net Assets at the end of the month totaled \$41,732. The accrued revenue was \$451,997 – primarily City of Bridgeport tax payments. Expenses for the same period totaled \$492,351 – primarily related to streetscape maintenance and administration of the organization (\$382,955). Accrued revenue for the period fell short of expenses by \$40,354. Commissioner McClay made a motion to approve the June 2021 financial report. Commissioner Kuchma seconded the motion, and it was unanimously approved.

V. REPORT FROM THE CITY

Mr. Roach provided updates on the return of regular street sweeping in the Downtown, as well as the Parks maintenance schedule for McLevy Green and Baldwin Plaza. He then introduced Council Member Scott Burns, who provided an overview of the City's plans to utilize the federal American Rescue Plan funds. Commissioner Morque urged the DSSD Commissioners and other meeting attendees to complete the City's survey on the best use of the American Rescue Plan funds, accessible here: <https://bridgeportct.gov/arp>.

VI. PRESIDENT'S REPORT

DSSD President Lauren Coakley Vincent reported that service agreements had been finalized with the respective vendors selected for scopes of work related to operating the Downtown

Ambassador program, marketing initiatives, accounting, and annual audit. Ms. Coakley Vincent invited Commissioners to attend a presentation on June 1th at 5:00 p.m. by Sacred Heart University MBA students working with the DSSD on a market research project. She shared that the “Color Quest” social media exploration challenge content series wrapped up this month with “Color Walk” – an installation of sidewalk stickers noting all of the locations featured in Color Quest. Further, the DSSD successfully hosted or supported a number of other events, including PechaKucha Night, ARTcade, and the Jane & Laurayne’s Walk. The DSSD also organized an unveiling event for the Mary & Eliza Freeman mural, which was funded through the DSSD’s Color It In crowdfunding campaign, at the corner of Elm and Main Streets on the north facing wall of the HSW building.

Ms. Coakley Vincent went on to note that the Downtown Ambassadors’ May Performance Report reflected a decrease (3%) in sanitation instances, mostly due to having one fewer Ambassador team member in place. The team also experienced an increase in time devoted to landscaping work (4%). There was a significant increase in Public Safety work (475%), mostly due to improved reporting standards around passive panhandling. Finally, there was a decrease in public engagement (17%) across the three metrics in this category. Additional detail was included in the written President’s Report.

Ms. Coakley Vincent introduced Keliesha Jones from CTRides to share information about the benefits of signing up for free commuting and transportation alternatives services they make available.

VII. REPORTS OF STANDING & SPECIAL COMMITTEES

A. Executive and Finance

Mr. Morque reported on the Executive Committee meeting that was held on June 2, 2021. The Committee gave final comments on the service agreements drafted for the DSSD’s various vendors. The Committee reviewed the projected year-end figures for the fiscal year 2021 budget and referred the discussion to the Finance Committee. The Committee reviewed the board’s composition, comparing it against like districts in the state and region. Finally, the Committee set the agenda for this month’s board meeting.

Mr. Gross reported on the Finance Committee meeting that was held on June 8, 2021, to review the DSSD’s operating budget surplus for the current fiscal year. He presented the Committee’s recommendation for how to utilize the funds:

- Bonus payments to the Ambassador team of \$500 each in fiscal year 2021, \$500 each for those who stay with the team until September 2021 (fiscal year 2022), and \$500 each who stay through the end of the fiscal year 2022.
- One-time bonus payment of \$5,000 to the President + CEO.
- Transfer up to \$20,000 in funds to the reserve account, depending on available funds after bonus payments and necessary contingency amounts secured in cash.

Commissioner Morque made a motion to approve the allocation of surplus funds as presented. After an amendment proposed by Mr. McClay, the proposal was unanimously approved.

B. Physical Conditions

Mr. DeAngelis reported on the Physical Conditions Committee meeting that was held on May 17, 2021. The Committee walked the district with representatives from The Trust for Public Land, Groundwork Bridgeport, and other community members, with special focus on the area along the Pequonnock River known as “the Sliver by the River.” The Trust for Public Land noted the plans in place to make the “Sliver” accessible for public use.

C. Public Safety

Commissioner Iassogna reported on the Public Safety and Security Committee meeting that was held on May 28, 2021. The Committee discussed recent safety issues in the district, particularly the follow up to the incident at 1023 Main Street. The Committee also committed to planning another Coffee with a Cop event in July.

D. Special Events and Marketing

Mr. Morque reported on the Special Events and Marketing Committee meeting that was held on June 1, 2021. The Committee engaged in a discussion about the strategy, values, and goals of the Colorful Bridgeport campaign, as well as its role in public space activation and neighborhood building. The Committee noted several upcoming events hosted by the DSSD.

E. Zone Bridgeport

The Committee did not meet in the past month, but is in the process of scheduling a meeting later in the month to review the first full draft of Bridgeport's new proposed Zoning Code.

VIII. NEW BUSINESS

DSSD Secretary Bob Schneider requested that the next board meeting take place in person at the DSSD office. Mr. Morque recommended that a virtual option be made available, in addition to in-person attendance.

IX. ADJOURNMENT

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