

**BRIDGEPORT DOWNTOWN SPECIAL SERVICES DISTRICT
BOARD OF COMMISSIONERS
July 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, as well as via telephone and 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 (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
Nathan Akinola, DSSD/YouthWorks Intern

Guests

Chris DeAngelis, Cabezas-DeAngelis Surveyors & Engineers
Marissa Fusco, Sacred Heart University MBA
Fred Gee, City of Bridgeport
Lauri MacLean, Read's Artspace
Kathy Maher, The Barnum Museum
Matt Meyer, Crestwood Management

I. CALL TO ORDER

Chairman Pires called the meeting to order at 4:05 p.m.

II. RECOGNITION OF GUESTS

Mr. Pires opened the meeting by welcoming Chris DeAngelis from Cabezas-DeAngelis Surveyors & Engineers, Sacred Heart University MBA student Marissa Fusco, Fred Gee from the City of Bridgeport, Read's Artspace resident Lauri MacLean, Kathy Maher from The Barnum Museum, and Matt Meyer from Crestwood Management.

III. APPROVAL OF MINUTES

Commissioner Iassogna made a motion to approve the Minutes of the June 09, 2021, DSSD Board Meeting, as presented. Commissioner Morque seconded the motion. Mr. Pires abstained, and the minutes were approved.

IV. TREASURER REPORT

In Treasurer Gross' absence, Mr. Pires provided an explanation of the May 2021 financial report as provided by the bookkeeper. The Bridgeport DSSD ended the month of May 2021 with \$58,976, of which \$174,807 was cash spread across two bank accounts. Liabilities totaled \$23,454, encompassed by a mix of Accounts Payable and Deferred Revenue. Net Assets at the end of the month totaled \$35,522. The accrued revenue was \$496,775 – primarily City of Bridgeport tax payments. Expenses for the same period totaled \$543,339 – primarily related to streetscape maintenance and administration of the organization (\$424,623). Accrued revenue for the period fell short of expenses by \$46,564. Commissioner Kuchma made a motion to approve the May 2021 financial report. Commissioner McClay seconded the motion, and it was unanimously approved.

V. REPORT FROM THE CITY

Mr. Roach introduced Mr. Gee from the City of Bridgeport's Small and Minority Business Enterprise Office to speak about the planned uses for the American Rescue Plan funds. Mr. Gee shared three areas of investment related to small business support: storefront/façade improvement grants of up to \$15,000, working capital grants of up to \$10,000, and street clean team services for targeted commercial corridors. He noted that there would be one common application for all small business related opportunities released within the next month.

Mr. Roach then provided updates on the timeline for tree trimming in the Downtown, and asked for input on after hours operations at Downtown establishments.

VI. PRESIDENT'S REPORT

DSSD President Lauren Coakley Vincent introduced Ms. Fusco from the Sacred Heart University MBA program, which assisted the DSSD with aspects of a commercial district needs assessment. Ms. Fusco outlined the scope of work the student team took on, as well as the key insights and takeaways from the research report, [accessible here](#).

Ms. Coakley Vincent referenced the DSSD's activities over the past month reported in the written President's Report, including Colorful Bridgeport campaign content, new business openings in the district, events the DSSD hosted or supported like the launch of the Downtown Farmers Market season, and the selection of six artists who live and/or work in Downtown Bridgeport to hand paint planters installed on Peacock Alley as part of the "Colorful Bridgeport" public space beautification project. Details of the multi-site project, which resulted in Downtown Bridgeport becoming a stop on the state's Pollinator Pathway, were shared in the Physical Conditions Committee report.

Ms. Coakley Vincent went on to note that the Downtown Ambassadors' June Performance Report was the final month of the DSSD's engagement with Block by Block. The report reflected a decrease (2%) in sanitation instances, mostly due to having one fewer Ambassador team member in place. The team maintained the same amount of time devoted to landscaping work as the previous month. There was a significant drop in Public Safety work (57%), mostly due to fewer hours on the bicycle patrol and a decrease in passive panhandling. Finally, there was a decrease in public engagement (42%) across the three metrics in this category. Additional detail was included in the written President's Report.

VII. REPORTS OF STANDING & SPECIAL COMMITTEES

A. Executive

Mr. Pires reported on the Executive Committee meeting that was held on July 7, 2021. The Committee discussed the status of the Downtown Ambassador vendor transition, the various beautification sites installed with funding from the Community Development Block Grant, the plans for the upcoming Downtown Farmers Market season, and how to address Creative Placemaking budget requests from outside organizations. Finally, the Committee set the agenda for this month's board meeting.

B. Physical Conditions

Mr. DeAngelis reported on the Physical Conditions Committee meeting that was held on June 25, 2021. The Committee discussed the status of the Downtown Ambassador vendor transition regarding Ambassador retention, equipment and supplies ramp up, changes to scheduling, and performance expectations. The Committee also reviewed the progress toward completing the "Colorful Bridgeport" public space beautification and Pollinator Pathway project at McLevy Green, Bank Street, Peacock Alley, and the Broad Street Steps.

C. Public Safety

Commissioner Iassogna reported on the Public Safety and Security Committee meeting that was held on June 25, 2021. The Committee discussed Downtown safety issues shared by the Police Department and Downtown Ambassadors, as well as the successes of the ongoing collaboration with Recovery Network of Programs. The Committee also finalized details for the next Coffee with a Cop event, to be held at Grill II on Tuesday, July 27th from 2:00 – 4:00 p.m.

D. Special Events and Marketing

Mr. Morque reported on the Special Events and Marketing Committee meeting that was held on July 6, 2021. The Committee discussed the Colorful Bridgeport strategic initiatives for the upcoming month, and reviewed content performance over the past month. The Committee

heard updates on the installation date for the decorative light pole banners, expanded services for Downtown businesses, and upcoming events, such as the Downtown Farmers Market and PARK(ing) Day. Lastly, a presentation was made to add a music series to the DSSD's set of planned Creative Placemaking activities.

E. Zone Bridgeport

Ms. Coakley Vincent reported that the Zone Bridgeport Committee met on June 21, 2021, to review and draft feedback on the proposed new Zoning Code and Map. That feedback was delivered in writing and presented at the City's Zone Bridgeport Steering Committee held on Tuesday, June 29, 2021. The complete draft regulations and map are accessible for public review on [ZoneBridgeport.com](https://www.zonebridgeport.com). The Steering Committee presentation and meeting recording are listed on the 'Participate' page of [ZoneBridgeport.com](https://www.zonebridgeport.com). There will be a virtual public review meeting held on July 22nd at 6:00 p.m. (Zoom link: <https://zoom.us/j/95366029617>; Meeting ID: 953 6602 9617; US Toll-free: 888 475 4499 or 877 853 5257)

VIII. OLD BUSINESS

Mr. Kuchma shared insights from the regional Comprehensive Economic Development Survey compiled by MetroCOG, in particular those related to crime rates and public safety. He urged the group to access the report and identify content to use when promoting the Downtown and the city.

IX. ADJOURNMENT

Chairman Pires called for the meeting to be adjourned at 4:42 p.m.