

**BRIDGEPORT DOWNTOWN SPECIAL SERVICES DISTRICT
BOARD OF COMMISSIONERS
September 8, 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 video and telephone 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

Guests

Chris DeAngelis, Cabezas-DeAngelis Surveyors & Engineers
Tricia Hyacinth, Downtown resident
Kathy Maher, The Barnum Museum
Tim O'Connor, Retail Performance Solutions

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 Chris DeAngelis of Cabezas-DeAngelis Surveyors & Engineers, Downtown resident Tricia Hyacinth, Kathy Maher from The Barnum Museum, and Tim O'Connor from Retail Performance Solutions.

III. APPROVAL OF MINUTES

Commissioner Kuchma made a motion to approve the Minutes of the following DSSD Board Meetings, as presented:

- July 14, 2021
- August 11, 2021
- August 17, 2021

Commissioner Morque seconded the motion, and they were unanimously approved.

IV. TREASURER REPORT

Treasurer Gross provided an explanation of the June and July 2021 financial reports as provided by the bookkeeper. The Bridgeport DSSD ended the month of June 2021 with \$119,953 in assets, of which \$106,223 was cash spread across two bank accounts. Liabilities totaled \$9,759, most of which were Accounts Payable and Accrued Expenses. Net Assets at the end of the month totaled \$110,194. The accrued revenue was \$655,998 – primarily City of Bridgeport tax payments. Expenses for the same period totaled \$627,890 – primarily related to streetscape maintenance and administration of the organization (\$495,562). Accrued revenues for the period exceeded expenses by \$28,108.

The Bridgeport DSSD ended the month of July 2021 with \$125,063 in assets, of which \$62,374 was cash spread across two bank accounts. Liabilities totaled \$11,704, most of which were Accounts Payable and Accrued Expenses. Net Assets at the end of the month totaled \$125,063. The accrued revenue was \$60,576 – primarily City of Bridgeport tax payments. Expenses for the same period totaled \$57,411 – primarily related to streetscape maintenance and administration of the organization (\$45,604). Accrued revenues for the period exceeded expenses by \$3,165.

Commissioner Iassogna made a motion to approve the June and July 2021 financial reports. Commissioner Frassinelli seconded the motion, and they were unanimously approved.

V. REPORT FROM THE CITY

Mr. Roach then provided updates on the redevelopment of Sikorsky Airport, that a developer had been identified and was in conversation with the Economic Development Department to convert McLevy Hall into a boutique hotel, the timeline to begin construction on the Intermodal Transportation Center, and the volume of American Rescue Plan grant applications received (600) and funds available (\$25,000,000). Further he spoke about the early success of the Hartford Healthcare Amphitheater events and their impact on the Downtown businesses. He wrapped up noting that the Police Department was actively addressing the motorcycle noise and disruption in the late evenings and weekends.

VI. PRESIDENT'S REPORT

DSSD President Lauren Coakley Vincent referenced the DSSD's activities over the past month reported in the written President's Report, including Colorful Bridgeport campaign content, events the DSSD hosted or supported like the PechaKucha storytelling night at the Downtown Cabaret Theatre, and its partnership with the Entrepreneurship Foundation on the upcoming Bridgeport Business Challenge \$50,000 startup and expansion grants competition.

Ms. Coakley Vincent went on to note that the Downtown Ambassadors' August Performance Report reflected an increase (43%) in sanitation instances. The team saw an increase (30%) in the amount of time devoted to landscaping work over the previous month – much of this was time spent weeding and removing leaves from the sidewalk. The Public Safety patrols hours totaled 96 for the month, with shifts conducted on Thursday, Friday, and Saturday nights. Finally, there was an increase in public engagement (17%) 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 September 1, 2021. The Committee discussed refreshing the DSSD's strategic plan, finalizing the Downtown Placemaking contract with OPED, and refining the outreach strategy to explore expanding the board's composition. 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 August 27, 2021. The Committee discussed the successes and areas for improvement of the summer plantings, as well as the options for a colorful planting in the fall, and concluded with a review of the Ambassador team's performance.

C. Public Safety

Mr. Iassogna reported on the Public Safety and Security Committee meeting that was held on August 27, 2021. The Committee discussed recent quality of life issues experienced in the district, noting illegal parking in the evenings and weekends as a rising issue.

D. Special Events and Marketing

Mr. Morque reported on the Special Events and Marketing Committee meeting that was held on September 7, 2021. The Committee discussed the Colorful Bridgeport strategic initiatives for the upcoming month, including a video series featuring new Downtown businesses and new wayfinding signage to be installed at the Intermodal Transportation Center. The Committee discussed a possible collaboration with the Bridgeport Islanders and Webster Bank Arena, as well as reviewed the upcoming events and other activities for the coming month.

VIII. ADJOURNMENT

Chairman Pires called for the meeting to be adjourned at 4:32 p.m.