

**BRIDGEPORT DOWNTOWN SPECIAL SERVICES DISTRICT
BOARD OF COMMISSIONERS
October 13, 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
Eric Gross, John Broadcannon, Treasurer
Bob Schneider, Jimmy's A & N, Secretary (Ex Officio)
Karolyn Egbert, Trefz Corporation
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

Guests

Chris DeAngelis, Cabezas-DeAngelis Surveyors & Engineers
Tyler Mack, Downtown resident
Kathy Maher, The Barnum Museum
Tim O'Conner, Special Events + Marketing Committee member
Ian Sacarny, Crestwood Management

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 and City Council candidate for the 131st district Tyler Mack, Kathy Maher from The Barnum Museum, DSSD Special Events + Marketing Committee member Tim O'Conner, and Ian Sacarny from Crestwood Management.

III. APPROVAL OF MINUTES

Commissioner Morque made a motion to approve the Minutes of the September 8, 2021, DSSD Board Meeting, as presented. Commissioner Gross seconded the motion, and it was unanimously approved.

IV. TREASURER REPORT

Treasurer Gross provided an explanation of the August 2021 financial report as provided by the bookkeeper. The Bridgeport DSSD ended the month of August 2021 with \$117,197, of which \$133,691 was cash spread across two bank accounts. Liabilities totaled \$19,522, all of which were Accounts Payable and Accrued Expenses. Net Assets at the end of the month totaled \$97,675. The accrued revenue was \$109,116 – primarily City of Bridgeport tax payments. Accrued expenses for the same period totaled \$117,250 – primarily related to streetscape maintenance and administration of the organization (\$90,262). Accrued revenues for the period fell short of expenses by \$8,134. Commissioner Kuchma made a motion to approve the August 2021 financial report. Mr. Morque seconded the motion, and it was unanimously approved.

V. REPORT FROM THE CITY

Mr. Roach provided updates on the status of the American Rescue Plan Funds grant applications both in the small business and nonprofit categories. He noted that there was strong representation from Downtown applicants in both categories. In addition, he led a discussion about the responsibilities of police officers assigned to roadway construction projects.

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 and events the DSSD hosted or supported like the Downtown Farmers Market, ARTcade, and the BRBC's Business Expo Business After Hours. In addition, Ms. Coakley Vincent shared that

Downtown Bridgeport artist Alicia Cobb completed and installed a brand-new mural with support from the Color It In public art program at 115 Middle Street. The mural celebrates Bridgeport's musical history, with some of its most famous pop songs recorded in the very building where the mural is now located.

Ms. Coakley Vincent went on to note that the Downtown Ambassadors performance report for September reflected a small increase (8%) in sanitation instances. The team saw a large increase (67%) in the amount of time devoted to landscaping work over the previous month – much of this was time spent weeding, watering planters, and removing leaves from the sidewalk. The Public Safety category dropped by 56 percent, mostly to do with refining the way that the work was being reported. Of note in this category was that 51 incidents of panhandling were reported, which is an increase over previous months. Finally, there was a decrease (35%) in the amount of public engagement over the past month, mostly due to turnover on the Ambassador team.

VII. REPORTS OF STANDING & SPECIAL COMMITTEES

A. Chairman

Mr. Pires reported on the Executive Committee meeting that was held on October 6, 2021. The Committee discussed draft language for the DSSD's non-discrimination policy, that the DSSD was approved by the City Council to undertake the Downtown Placemaking capital contract, and the recent visit co-organized by the DSSD with Rep. Jim Himes. The Committee finalized the merchant engagement contractor scope of work to be released later this month, and set the agenda for this month's board meeting.

Mr. Pires presented the draft non-discrimination policy approved by the Executive Committee for the board's review and approval:

The Bridgeport DSSD does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

The Bridgeport DSSD is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

Mr. Gross made a motion to approve the non-discrimination policy as presented. Mr. Kuchma seconded the request, and it was unanimously approved.

B. Physical Conditions

Mr. DeAngelis reported on the Physical Conditions Committee meeting that was held on September 24, 2021. The Committee discussed the order of mums that was placed and the planned installation date of early October. Multiple colors were purchased to be installed in the rectangular planters around McLevy and at the train station. The Committee then discussed the Ambassador performance report, noting an uptick in graffiti, open containers, and illegal dumping - both of which had been reported through SeeClickFix and to the Police Department.

C. Public Safety

Commissioner Iassogna reported on the Public Safety Committee meeting that was held on September 24, 2021. The Committee discussed recent quality of life issues experienced in the district, noting illegal parking in the evenings and weekends, open container and drug paraphernalia litter, and illegal dumping as rising issues. The Police Department shared insights on the overall decrease in crimes across the district and the positive impacts of events at the Hartford Healthcare Amphitheater on the Downtown. Finally, the Committee discussed

the upcoming Wakeman's Over the Edge event on October 16th, and the Ambassador team's success in distributing American Rescue Plan grant application and other materials during the safety shift hours.

D. Special Events and Marketing

Mr. Morque reported on the Special Events and Marketing Committee meeting that was held on October 5, 2021. The Committee discussed the Colorful Bridgeport strategic initiatives for the upcoming month, including a progress toward completing two video series featuring new Downtown and popular food businesses. The Committee provided input on various plans for holiday season activities, as well as the upcoming mural unveiling at 115 Middle Street. The Committee reviewed the DSSD's efforts towards hosting or supporting community events and other activities over the past month. Lastly, the Committee formed a planning group for the upcoming Jane's Walk event in the late spring.

VIII. ADJOURNMENT

Mr. Pires called for the meeting to be adjourned at 4:37 p.m.