

**BRIDGEPORT DOWNTOWN SPECIAL SERVICES DISTRICT**  
**BOARD OF COMMISSIONERS**  
**November 10, 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  
Matt Meyer, Bordentown DB, LLC

**Staff**

Lauren Coakley Vincent, DSSD President  
Charles Suarez-Penn, DSSD/SMG

**Guests**

Paul Antinozzi, Antinozzi & Associates  
Paula Lathrop, Fiorita, Kornhaas, & Co.  
Kathy Maher, The Barnum Museum  
Tim O'Conner, Retail Performance Solutions  
Ian Sacarny, Crestwood Management

**I. CALL TO ORDER**

Chairman Pires called the meeting to order at 4:02 p.m.

**II. RECOGNITION OF GUESTS**

Mr. Pires opened the meeting by welcoming Paul Antinozzi, Paula Lathrop of Fiorita, Kornhaas, & Co., Kathy Maher from The Barnum Museum, Tim O'Conner of Retail Performance Solutions, and Ian Sacarny from Crestwood Management.

**III. APPROVAL OF MINUTES**

Commissioner Frassinelli made a motion to approve the Minutes of the October 13, 2021, DSSD Board Meeting, as presented. Commissioner Iassogna seconded the motion, and it was unanimously approved.

**IV. TREASURER REPORT**

Treasurer Gross provided an explanation of the September 2021 financial report as provided by the bookkeeper. The Bridgeport DSSD ended the month of September 2021 with \$125,338 in assets, of which \$94,081 was cash spread across two bank accounts. Liabilities totaled \$45,690, most of which were Accounts Payable and Accrued Expenses. Net Assets at the end of the month totaled \$79,648. The accrued revenue was \$159,756 – primarily City of Bridgeport tax payments. Expenses for the same period totaled \$182,917 – primarily related to streetscape maintenance and administration of the organization (\$133,833). Accrued revenues for the period fell short of expenses by \$26,161. Commissioner Morque made a motion to approve the September 2021 financial report. Mr. Frassinelli seconded the motion, and it was unanimously approved.

Paula Lathrop of Fiorita, Kornhaas, & Co. presented the findings of the Fiscal Year 2021 audit. He reported that the DSSD has good financial controls and that the general purpose financial statements present fairly, in all material respects, the financial position of the DSSD as of June 30, 2021, and 2020, and the results of its operations and the changes in its fund balances for the years then ended in accordance with accounting principles generally accepted in the United States. Mr. Iassogna made a motion to approve the audit. Mr. Morque seconded the motion, and it was unanimously approved.

**V. REPORT FROM THE CITY**

Mr. Roach was not in attendance to present a report from the City, so this agenda item was tabled to the next board meeting.

## **VI. PRESIDENT'S REPORT**

DSSD President Lauren Coakley Vincent referenced the DSSD's activities over the past month outlined in the written President's Report. Ms. Coakley Vincent announced that the contract had been signed with the City's Office of Planning and Economic Development regarding the Downtown Placemaking scope of work. Ms. Coakley Vincent listed the past month's Colorful Bridgeport campaign content and events the DSSD hosted or supported like the Downtown Farmers Market, the Bridgeport Business Challenge, and a community service day with students from Bridgeport International Academy. In addition, Ms. Coakley Vincent shared that new wayfinding maps were installed at the Bridgeport Train Station.

Ms. Coakley Vincent introduced the new Downtown Ambassador Operations Manager, Charles Suarez-Penn. She went on to note that the Downtown Ambassadors performance report for October reflected a small increase (8%) in sanitation instances. The team saw a modest increase (13%) 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 category also increased by 29 percent, mostly to do additional hours patrolling on bicycle and more safety escorts provided. Finally, there was an increase (1%) in the amount of public engagement over the past month.

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

### **A. Executive**

Mr. Pires reported on the Executive Committee meeting that was held on November 3, 2021. The Committee provided input on the proposed approach to refreshing the DSSD's strategic plan, discussed applications received for the merchant engagement contractor scope of work, and reviewed the draft financial statements produced from the fiscal year 2021 audit. The Committee also set the agenda for this month's board meeting.

Mr. Pires also noted that the City is in negotiations with Artspace regarding the tax agreement for the Read's residential building. The DSSD has been in touch with the City regarding its participation in these discussion.

### **B. Physical Conditions**

Commissioner Iassogna reported on the combined Physical Conditions and Public Safety Committees meeting that was held on October 29, 2021. The Committee walked the district noting several locations where storefront blight reports were to be made, where frequent public safety and quality of life issues arise, and where tree beds or sidewalks were in need of repair or replacement. The Committee requested a lighting audit and discussed bulk planting purchasing options for the spring/summer.

### **C. Public Safety**

See summary from Physical Conditions above.

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

Mr. Morque reported on the Special Events and Marketing Committee meeting that was held on November 3, 2021. The Committee discussed the Colorful Bridgeport strategic initiatives for the past and upcoming months, 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.

## **VIII. NEW BUSINESS**

Ms. Coakley Vincent invited all meeting attendees to the unveiling of a new mural at 115 Middle Street on Thursday, November 11<sup>th</sup> at 1:00 p.m.

## **IX. ADJOURNMENT**

Chairman Pires called for the meeting to be adjourned at 4:40 p.m.