

**BRIDGEPORT DOWNTOWN SPECIAL SERVICES DISTRICT
BOARD OF COMMISSIONERS
January 12, 2022
Meeting Minutes**

The DSSD Board of Commissioners Meeting took place 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)
Fred Frassinelli, AMS Real Estate
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
Charles Suarez-Penn, DSSD/SMG

Guests

Chris DeAngelis, Cabezas-DeAngelis Surveyors & Engineers
Tyler Mack, Bridgeport City Council
Kathy Maher, The Barnum Museum
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 guests Chris DeAngelis of Cabezas-DeAngelis Surveyors & Engineers, Bridgeport City Council Member Tyler Mack, Kathy Maher from The Barnum Museum, and Ian Sacarny from Crestwood Management.

III. APPROVAL OF MINUTES

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

IV. TREASURER REPORT

Treasurer Gross provided an explanation of the November 2021 financial report as provided by the bookkeeper. The Bridgeport DSSD ended the month of November 2021 with \$106,350, of which \$161,134 was cash spread across two bank accounts. Liabilities totaled \$37,245, encompassed by a mix of Accounts Payable and Accrued Expenses. Net Assets at the end of the month totaled \$69,105. The accrued revenue was \$261,813 – primarily City of Bridgeport tax payments. Expenses for the same period totaled \$298,517 – primarily related to streetscape maintenance and administration of the organization (\$226,966). Accrued revenue for the period fell short of expenses by \$36,704. Commissioner Frassinelli made a motion to approve the November 2021 financial report. Commissioner Pastor seconded the motion, and it was unanimously approved.

V. REPORT FROM THE CITY

Mr. Roach provided updates on the pending sale of Sikorsky Airport, development plans for McLevy Hall, status of the sidewalk paver replacement project, timeline to install parking kiosks around the area of Middle and Golden Hill Streets, and recent late-night safety incidents.

VI. PRESIDENT'S REPORT

DSSD President Lauren Coakley Vincent reported on the DSSD's activities over the past month outlined in the written President's Report. Ms. Coakley Vincent shared that she led a tour of the Downtown with the Bridgeport Regional Business Council's Leadership Greater Bridgeport class, participated on the Cultural Alliance of Fairfield County's "Spotlight on Arts and Culture" radio show on WPKN 89.5 speaking about how arts and culture are changing the face and spirit of Downtown Bridgeport, contributed to Greater Bridgeport Transit's Regional Communications Plan Roundtable, and continued to participate on the City of Bridgeport's American Rescue Plan Act

Small Business Grants Review Committee. Ms. Coakley Vincent showcased the past month's Colorful Bridgeport holiday shopping campaign content under the Shop Locally, Give Colorfully theme, including illustrations and [video content](#).

Ms. Coakley Vincent invited Downtown Ambassador Operations Manager Charles Suarez-Penn to unveil changes to the Clean Team's zone assignments map. Ms. Coakley Vincent then shared the Ambassador performance report for December. Over the past month, the Clean Team spent 19 percent more time on sanitation services, much of the increase had to do with removal of open containers and related items. The team saw a decrease (32%) in the amount of time devoted to beautification work over the previous month, which is normal for this time of year as the majority of leaves have been removed and there is little to no weeding to be done. The Public Safety category increased by 47 percent, mostly caused by a jump in documented instances of panhandling. Finally, there was a small increase (4%) 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 January 5, 2022. The Committee reviewed the revised fiscal year 2022 budget and referred it to the Finance Committee with notes. In the course of that review, the Committee discussed sub-contractor scopes related to the Downtown Placemaking contract with the City of Bridgeport. The Committee considered proposed options for the DSSD lease renewal. Finally, the strategic planning process and merchant engagement implementation plan were presented to the Committee. The Committee also 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 January 7, 2022. The Committee discussed updates on the Clean Team staffing, training, and changes to the zone assignments for the district. A feature of the new zones map is that it now indicates all trash cans and which Ambassador is responsible for each receptacle. The Committee then reviewed upcoming grant applications to apply for beautification materials expenses. Lastly, the Committee discussed its role in overseeing implementation of the Downtown Placemaking contract scope of work.

C. Public Safety

Commissioner Iassogna reported on the Public Safety and Security Committee meeting that was held on January 7, 2022. The Committee discussed the safety instances reported in surveys conducted with Downtown businesses that had been occurring in the district and the need for an increase in police presence overnight on weekends. In addition, the Committee discussed creating safety trainings for Downtown business owners with the Bridgeport Police Department to compliment the shop safety audits offered by the Police Department.

D. Special Events and Marketing

Mr. Morque reported on the Special Events and Marketing Committee meeting that was held on January 4, 2022. The Committee kicked off the new year with a review of its purpose, scope of activities, and each member's motivation for participation. The Committee then engaged in thorough discussion around ground rules for communicating and working together in a group that reflect the values of the DSSD and Colorful Bridgeport's efforts. Following the meeting, the Jane's Walk planning committee met to finalize the event schedule and local partners.

VIII. ADJOURNMENT

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