

**BRIDGEPORT DOWNTOWN SPECIAL SERVICES DISTRICT
BOARD OF COMMISSIONERS
December 8, 2021
Meeting Minutes**

The DSSD Board of Commissioners Meeting took place at the offices of the Bridgeport Regional Business Council, 10 Middle Street, 14th Floor, Bridgeport, CT 06604.

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
Matt Meyer, Bordentown DB, LLC

Staff

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

Guests

Paul Antinozzi, Antinozzi & Associates
Chris DeAngelis, Cabezas-DeAngelis Surveyors & Engineers
Tricia Hyacinth, Five Frogs
Kathy Maher, The Barnum Museum
Tim O'Conner, Retail Performance Solutions

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

III. APPROVAL OF MINUTES

Commissioner Frassinelli made a motion to approve the Minutes of the November 10, 2021, DSSD Board Meeting, as presented. Commissioner Iassogna seconded the motion, and it was unanimously approved.

IV. TREASURER REPORT

In Treasurer Gross' absence, Mr. Pires provided an explanation of the October 2021 financial report as provided by the bookkeeper. The Bridgeport DSSD ended the month of October 2021 with \$119,478 in assets, of which \$223,692 was cash spread across two bank accounts. Liabilities totaled \$46,753, most of which were Accounts Payable and Accrued Expenses. Net Assets at the end of the month totaled \$72,725. The accrued revenue was \$213,273 – primarily City of Bridgeport tax payments. Expenses for the same period totaled \$246,356 – mostly related to streetscape maintenance and administration of the organization (\$182,340). Accrued revenues for the period fell short of expenses by \$33,084. Commissioner Morque made a motion to approve the October 2021 financial report. Mr. Frassinelli 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. In his absence, Ms. Coakley Vincent gave brief updates shared by Office of Planning & Economic Development Deputy Director Bill Coleman on Downtown mixed-use development and infrastructure projects.

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 shared that she had participated on the City of Bridgeport's American Rescue Plan Act Small Business Grants Review Committee, which reviewed 400 applications for business expansion and storefront improvement funding. A detailed list of the Downtown businesses that were approved and declined were included in the written President's report. Ms. Coakley Vincent listed the past month's Colorful Bridgeport campaign content and events the DSSD hosted or supported like the ARTcade event held at the Arcade Mall, Bridgeport Art Trail weekend, and the Holiday Tree Lighting + Vendor Shopping Market at McLevy Green. In particular, she

highlighted the new Middle Street Music Mural unveiling held on November 11th, commemorating the Bridgeport's well-documented contributions to American music history.

Ms. Coakley Vincent shared that the Clean Team partnered with Groundwork Bridgeport's youth program to hold a clean-up of the Broad Street Steps. She went on to note that the Downtown Ambassadors performance report for November reflected a small increase (7%) in sanitation instances. The team saw a modest decrease (7%) in the amount of time devoted to landscaping work over the previous month, mostly due to less time being spent on weeding the sidewalk and watering ground planters. The Public Safety category also decreased by 54 percent, mostly caused by a drop in hours patrolling on bicycle and the instances of panhandling. Finally, there was a significant increase (30%) 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 December 1, 2021. The Committee engaged in a discussion of office space options as the DSSD's office lease is expiring in 2022. The Committee provided input on the DSSD Commissioner participation survey, and reviewed the contracted Downtown Placemaking scope of work the DSSD had been engaged by the Office of Planning and Economic Development to undertake. The Committee also set the agenda for this month's board meeting.

Mr. Pires also noted that the Committee deliberated on the three candidates who applied for the [Merchant Engagement Consultant scope of work](#), issued by the DSSD in October. The Committee selected Razul Branch to be the recommended vendor to present to the full DSSD board for a vote at the December meeting. Mr. Morque made a motion to accept the recommended vendor as presented to execute the merchant engagement consultant scope of work. Mr. Iassogna seconded the motion, and it was unanimously approved.

B. Physical Conditions

Mr. DeAngelis reported on the Physical Conditions Committee meeting that was held on December 3, 2021. The Committee discussed follow ups to the issue areas identified during the Committee's previous district walk, as well as upcoming construction planned by the various area utility companies. The Committee then brainstormed the name, purpose, and activities of the Colorful Crew, a beautification club and initiative for the Downtown, particularly as it relates to the upcoming Downtown Placemaking contracted scope of work.

C. Public Safety

Mr. Iassogna reported on the Public Safety and Security Committee meeting that was held on December 3, 2021. The Committee discussed the few instances of quality of life instances that had been occurring in the district. The Committee also walked through the DSSD's public safety role and purpose with new Operations Manager Charles Suarez-Penn, emphasizing the importance of relationship building with local police contacts, as well as property managers.

D. Special Events and Marketing

Mr. Morque reported on the Special Events and Marketing Committee meeting that was held on December 7, 2021. The Committee engaged in a discussion reflecting on the initiatives, activities, content series, events and partnerships undertaken through Colorful Bridgeport in 2021. The group's feedback focused on insights into what worked well (things to keep), what else Colorful Bridgeport could be doing to advance its goals (things to add), and what did not work as intended or that were missed (things to change). Following the meeting, the Jane's Walk planning committee met to finalize the date, local hero to feature, and partners for the upcoming event.

VIII. ADJOURNMENT

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