

**BRIDGEPORT DOWNTOWN SPECIAL SERVICES DISTRICT
BOARD OF COMMISSIONERS
March 9, 2022
Meeting Minutes**

The DSSD Board of Commissioners Meeting took place at the offices of the Bridgeport DSSD, 938 Broad Street, Bridgeport, CT 06604.

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
Fred Frassinelli, AMS Real Estate
David Iassogna, People's United Bank
Philip Kuchma, Kuchma Corporation
Ryan McClay, Forstone Capital
Matt Meyer, Bordentown DB, LLC
Daniel Roach, City of Bridgeport (Ex Officio)

Staff

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

Guests

Matthew Abbott, City of Bridgeport
Devon Brown
Chris DeAngelis, Cabezas-DeAngelis Surveyors & Engineers
Jonathan Delgado, City of Bridgeport
Kathy Maher, The Barnum Museum
Lynn Mosher-Howell, Rapha Massage
Carmen Nieves, South End resident
Tim O'Conner, Retail Performance Solutions
Julio Pardo
Janaya Patterson
Natalie Pryce, Pryceless Consulting
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 Matthew Abbott and Jonathan Delgado from the City of Bridgeport, Devon Brown, Chris DeAngelis from Cabezas-DeAngelis Surveyors & Engineers, Kathy Maher of The Barnum Museum, Lynn Mosher-Howell of Rapha Massage, South End resident Carmen Nieves, Tim O'Conner from Retail Performance Solutions, Julio Pardo, Janaya Patterson, Natalie Pryce of Pryceless Consulting, and Ian Sacarny from Crestwood Management

III. APPROVAL OF MINUTES

Commissioner Morque made a motion to approve the Minutes of the February 9, 2022, 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 March 2022 financial report as provided by the bookkeeper. The Bridgeport DSSD ended the month of January 2022 with \$109,489 in assets, of which \$121,134 was cash spread across two bank accounts. Liabilities totaled \$38,552, most of which were Accounts Payable and Accrued Expenses. Net Assets at the end of the month totaled \$70,937. The accrued revenue was \$370,387 – primarily City of Bridgeport tax payments. Expenses for the same period totaled \$405,259 – primarily related to streetscape maintenance and administration of the organization (\$319,401). Accrued revenue for the period fell short of expenses by \$34,872. Commissioner Kuchma made a motion to approve the March 2022 financial report. Commissioner Frassinelli seconded the motion, and it was unanimously approved.

V. REPORT FROM THE CITY

Mr. Roach provided updates on the status of the Lafayette Circle redesign and the [open request for proposals](#) (RFP) from developers to build residential and mixed-use developments at Golden Hill Court and 1200 Main/Middle/Gold Street city-owned parcels. He noted that the conversion of the former Holiday Inn into a residential building was underway, and that he expected an RFP to be released soon

for new uses of McLevy Hall – which might include a conversion to a hotel. He announced that the City had hired Chadwick Schroeder as its Sustainability Coordinator. Mr. Roach concluded his report following up on a request from the DSSD's Public Safety Committee to meet and discuss police coverage in the Downtown.

VI. PRESIDENT'S REPORT

DSSD President Lauren Coakley Vincent reported out on the latest strategic plan refresh sessions, which focused on defining key stakeholder types that will assist the DSSD to achieve its vision, including resident, business owner, property owner, and office worker. In the sessions, participants created detailed descriptions of the stakeholder personas so that in the final planning session the group will be able to develop solutions and services based upon the needs and goals of those users. Ms. Coakley Vincent shared the Ambassador performance report for the month of February, noting any significant changes to sanitation, beautification, public safety, and public engagement metrics. She unveiled and asked for feedback on the proposed 2022 decorative light pole banner concept approved by the Special Events and Marketing Committee. She concluded her report with an overview of the Colorful Bridgeport campaign content in February, which focused on Black History Month through features of local historical figures, Black-owned and led businesses and organizations in the Downtown, and key events that took place over the month.

Ms. Coakley Vincent then introduced Downtown Placemaking Contract Manager finalist candidates: Carmen Nieves, Julio Pardo, Natalie Pryce. Each candidate gave a brief presentation and took questions from the Commissioners present.

VII. REPORTS OF STANDING & SPECIAL COMMITTEES

A. Executive

Mr. Pires reported on the Executive Committee meeting that was held on March 2, 2022. The Committee reviewed the applications submitted to the Downtown Placemaking Contract Manager consultant role and created a short list of finalist candidates. The Committee reviewed the proposed process and timeline to draft the fiscal year 2023 budget, and discussed preparations for the upcoming annual meeting. The Committee also set the agenda for this month's board meeting.

B. Elections

Mr. Schneider reported on the Elections Committee meeting that was held on March 3, 2022. The Committee discussed the date, timing, and location for the upcoming annual meeting. In addition to setting the notification and ballot mailing process, the Committee discussed which Commissioners terms would expire and what the slate might include.

C. Physical Conditions

Mr. DeAngelis reported on the Physical Conditions Committee meeting that was held on February 25, 2022. The Committee reviewed the plans for beautification planting sites and types of planting materials. The Committee also discussed a project to map the tree beds in the Downtown, as well as budget priorities and recommendations for the Committee's programming responsibilities in advance of the upcoming budget process.

D. Public Safety

Mr. Lassogna reported on the Public Safety Committee meeting that was held on February 25, 2022. The Committee reviewed the Downtown Ambassador's safety report, noting the observed decrease in loitering at public drinking hot spots and the revised approach to monitoring the safety shift. The Committee heard from the Police Department about plans to increase officer presence in the late evening and weekend hours. The meeting concluded with a discussion of budget priorities and recommendations for the Committee's programming responsibilities in advance of the upcoming budget process.

E. Special Events and Marketing

Mr. Morque reported on the Special Events and Marketing Committee meeting that was held on March 1, 2022. The Committee engaged in a discussion of the Colorful Bridgeport platform content released over the past month including commissioned artworks celebrating local Black historical

figures, interviews with the Bridgeport Library's Head Librarian Elaine Braithwaite, and the conclusion of the Colorful Melting Pot restaurant video series. The group discussed content plans for Women's History Month (March), provided feedback on the proposed decorative light pole banner designs, and the final set of product concepts created by the Paier Industrial Design students. The meeting concluded with a discussion of budget priorities and recommendations for the Committee's programming responsibilities in advance of the upcoming budget process.

VIII. NEW BUSINESS

After deliberations of each candidate and their presentations, the board held a vote of the Downtown Placemaking Contract Manager consultant. Mr. Gross made a motion to select Julio Pardo for the consultant role, and Mr. Kuchma seconded the motion. Commissioners Egbert, Gross, Iassogna, Kuchma, and Pires voted in support of the motion. Commissioner Frassinelli voted against; and Commissioners Morque and Meyer abstained. The motion passed with a majority vote by Commissioners present.

IX. ADJOURNMENT

Mr. Pires called for the meeting to be adjourned at 5:17 p.m.