

**BRIDGEPORT DOWNTOWN SPECIAL SERVICES DISTRICT
BOARD OF COMMISSIONERS
May 11, 2022
Annual Meeting Minutes**

The DSSD Board of Commissioners Meeting took place at Housatonic Community College's Werth Center for Innovation and Entrepreneurship, 900 Lafayette Blvd, Bridgeport, CT 06604, and by video conference. A video recording is accessible here: <https://youtu.be/uvDm8dyB6L8>. In attendance were:

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
Max Pastor, Bordentown DB, LLC
Mayor Joseph P. Ganim (Ex Officio)

Staff

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

Guests

Matthew Abbott, City of Bridgeport
Ibraheem Adebanjo, Housatonic Community College
Marcus Brown-Harrigan, Bridgeport City Council
Cris Dam, 245 Fairfield Avenue LLC
Chris DeAngelis, 78 Elm Street LLC
Thomas Gaudett, City of Bridgeport
Tiadora Josef, City of Bridgeport
Kathy Maher, The Barnum Museum
Sgt. David Neary, Bridgeport Police Department
Daniel Roach, City of Bridgeport
Mike Roer, Werth Center/Entrepreneurship Society
Dr. Dwayne Smith, Housatonic Community College
Anna Lisa Stockwell, LAFAYETTE BV 2K
Joe Tola, 211 State Street LLC
Constance Vickers, LAFAYETTE BV 1B
Lesley Vincent

I. CALL TO ORDER, PRESENTATION OF THE ROLL, AND RECOGNITION OF GUESTS

Chairman Pires called the meeting to order at 5:16 p.m. Mr. Pires read off the list of properties by property location as sorted in the voting record. Mr. Pires asked those present to hand in ballots and proxies with ballots.

II. PROOF OF SERVICE TO OWNERS

Mr. Pires said in accordance with their bylaws, Bridgeport DSSD staff sent out by first class mail an election packet to Holders of Record of Taxable Property in the district or their representative, which meets their requirement for sending the package no later than ten days before the election. Mr. Pires said instead of sending a package to each individual property, packages were sent to groups of property owners that own more than one property.

III. ESTABLISHMENT OF A QUORUM

Mr. Pires announced that a quorum had been achieved based on the responses to the presentation of the roll.

IV. ELECTION OF COMMISSIONERS

Mr. Pires explained that the process to elect Commissioners would be conducted by roll call from the certified list. There were 138 voting properties, so 71 owners needed to be present in person or by proxy to have a quorum.

Mr. Pires repeated that the mailed ballot listed the Commissioners whose terms had expired and were up for election, including Commissioner and Board Chair Philip Pires, Commissioner and Board Vice Chair Kim Morque, and Commissioner Max Pastor. He further noted that Commissioner and Board Vice Chair Kim Morque has decided not to run for re-election. In his place, the Bridgeport DSSD Board of Commissioners approved adding Javier Ceja, owner and representative of 38-40 Fairfield Avenue and 56 Fairfield Avenue, to the ballot at the April 13, 2022, monthly board meeting. The ballots needed to have the nominees checked, the property address, and whether it was a proxy. All ballots submitted by proxy needed to have the signed proxy form attached.

Mr. Pires announced that he would entertain any other nominations from the floor at that time. Mr. Pires noted that there were no nominations from the floor, and there was one nomination by proxy or ballot for Chris DeAngelis. Upon a motion by Commissioner Morque and second by Commissioner Gross, the nominations were closed.

An official count of the ballots was conducted by Commissioner Schneider and DSSD President + CEO Lauren Coakley Vincent. Mr. Schneider indicated all the ballots had been counted and a quorum having been present and established, that he wished to congratulate Commissioners Pires and Pastor on their re-election to the Board, and he welcomed Javier Ceja to the Board of Commissioners. As stated by Mr. Pires, their term would be for three years beginning at the July 2022 board of Commissioners meeting from 2022 to 2025.

V. COMMUNITY PRESENTATIONS

While the votes for the election of Commissioners were being counted, three community presentations were given. First, Sgt. David Neary from the Bridgeport Police Department delivered a presentation on safety issues within the Downtown. Mike Roer from the Werth Center and Entrepreneurship Foundation followed with an overview of the center and presented the DSSD with the CT Entrepreneur Award for Economic Development. DSSD President + CEO Lauren Coakley Vincent concluded the presentations with a walk through of the [DSSD's 2021-2022 annual report](#) and a preview of the new [organizational strategic plan](#).

VI. REPORT FROM THE CITY

Mr. Roach gave an update on various Downtown development projects in progress and open for requests for proposals. He also spoke to a number of public improvements in the Downtown, including when the sidewalk enhancements at the train station would be complete.

VII. PRESENTATION OF THE FISCAL YEAR 2023 PROPOSED BUDGET

Mr. Gross explained that the process for creating the fiscal year 2023 budget, spanning the period of July 1, 2022, through June 30, 2023, began in March 2022. He circulated the draft budget and provided insight into what projected revenue and expenses were included in the plan for the delivery of organization's programming in that fiscal year. Mr. Morque made a motion to approve the proposed fiscal year 2023 budget. Commissioner Iassogna seconded the motion, and it was approved unanimously.

VIII. REPORTS OF STANDING & SPECIAL COMMITTEES

A. Executive

Mr. Pires reported on the Executive Committee meeting that was held on May 4, 2022. The Committee discussed final preparations for the annual meeting, among other topics to be taken up in the upcoming fiscal year.

B. Physical Conditions

Mr. DeAngelis reported on the Physical Conditions Committee meeting that was held on April 29, 2022. The Committee walked the district with Ms. Coakley Vincent and Downtown Ambassador Operations Manager Charles Suarez-Penn, identifying areas where additional detailed cleaning was needed, as well as sites for special or seasonal projects.

C. Public Safety

Commissioner Iassogna reported on the Public Safety Committee meeting that was held on April 29, 2022. The Committee organized Coffee with a Cop in coordination with the Bridgeport Police Department. Police officers were available to meet at Leisha's Bakeria with Downtown residents and business owners to discuss neighborhood safety issues and concerns.

D. Special Events and Marketing

Commissioner Morque reported on the Special Events and Marketing Committee meeting that was held on May 3, 2022. The Committee reviewed the Colorful Bridgeport content over the past month and various open calls for public art in and around the Downtown. The Committee also discussed upcoming events planned for the spring and summer to take place in the Downtown.

IX. APPROVAL OF MINUTES

Mr. Morque made a motion to approve the Minutes of the April 13, 2022, DSSD Board Meeting. Mr. Gross seconded the motion, and it was unanimously approved.

X. ADOPTION OF 2021-2022 REGULAR MEETINGS SCHEDULE

Mr. Pires asked the Board of Commissioners to review the schedule of Board Meetings for July 2022 – June 2023 for adoption.

July 13, 2022	November 9, 2022	March 8, 2023
August 10, 2022	December 14, 2022	April 12, 2023
September 14, 2022	January 11, 2023	May 10, 2023
October 12, 2022	February 8, 2023	June 14, 2023

Mr. Pires indicated that the Board meeting schedule would remain as it had in the past, which was the second Wednesday of each month, to be held at from 4:00 p.m. at the offices of the Bridgeport DSSD (938 Broad Street, Bridgeport, CT 06604). Upon a motion by Mr. Morque and second by Mr. Gross, the motion was approved unanimously.

XI. TREASURER’S REPORT

Treasurer Eric Gross presented the fiscal year 2021 audited financial statements for the organization. Mr. Gross detailed the assets and liabilities, including principal changes in the assets and liabilities, as well as the revenue and expenses of the District all as of the last day of the fiscal year ending June 30, 2021.

Treasurer Eric Gross provided an explanation of the March 2022 financial report as provided by the bookkeeper. The Bridgeport DSSD ended the month of March 2022 with assets totaling \$144,110, of which \$284,715 was cash spread across two bank accounts. Liabilities totaled \$38,561, encompassed by a mix of Accounts Payable and Deferred Revenue. Net Assets at the end of the month totaled \$105,549. The accrued revenue was \$515,616 – primarily City of Bridgeport tax payments. Expenses for the same period totaled \$515,876 – primarily related to streetscape maintenance and administration of the organization (\$406,527). Accrued revenue for the period fell short of expenses by \$260. Mr. Morque made a motion to approve the Treasurer’s report. Mr. lassogna seconded the motion, and it was approved unanimously.

XII. ELECTION OF OFFICERS

Mr. Pires asked for nominations of officers for the Board of Commissioners to take effect in the new fiscal year beginning on July 1, 2022. The slate of officers nominated were:

- Commissioner Pires for the role of Chair. The motion was made by Mr. Morque, seconded by Mr. Gross, and unanimously approved.
- Commissioner lassogna for the role of Vice Chair. The motion was made by Commissioner Pires, seconded by Mr. Gross, and unanimously approved.
- Commissioner Schneider for the role of Secretary. The motion was made by Commissioner Pires, seconded by Mr. Morque, and unanimously approved.
- Commissioner Gross for the role of Treasurer. The motion was made by Commissioner Pires, seconded by Mr. Morque, and unanimously approved.

XIII. NEW BUSINESS

Mr. Pires asked for any items of new business to be shared. Constance Vickers, owner of LAFAYETTE BV UNIT 1B, spoke to the group about the lack of diverse representation on the Board of Commissioners, expressing her concerns that the board did not mirror the diversity of the community. Mr. Pires invited Ms. Vickers to continue the conversation with the board and provide advice on how to address the issue.

XIV. ADJOURNMENT

Mr. Pires called for the meeting to be adjourned at 6:20 p.m.