

**BRIDGEPORT DOWNTOWN SPECIAL SERVICES DISTRICT  
BOARD OF COMMISSIONERS  
September 14, 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  
David Iassogna, People's United Bank, Vice Chair  
Eric Gross, John Broadcannon, Treasurer  
Javier Ceja, Downtown Strategic Group  
Karolyn Egbert, Trefz Corporation  
Fred Frassinelli, AMS Real Estate  
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**

Antonio Felipe, State Representative  
Kim Morque, Main State Ventures  
Carolyn Vermont, Habitat for Humanity Fairfield County  
Constance Vickers, 881 Lafayette Blvd.

**I. CALL TO ORDER**

Chairman Pires called the meeting to order at 4:05 p.m.

**II. RECOGNITION OF GUESTS**

Mr. Pires opened the meeting by welcoming guests Antonio Felipe, Kim Morque, Carolyn Vermont, and Constance Vickers

**III. APPROVAL OF MINUTES**

Commissioner Gross made a motion to approve the Minutes of the August 10, 2022, DSSD Board Meeting, as presented. Commissioner Kuchma seconded the motion, and it was unanimously approved.

**IV. TREASURER REPORT**

Treasurer Gross provided an explanation of the July 2022 financial report as provided by the bookkeeper. The Bridgeport DSSD ended the month of July 2022 with \$142,779 in assets, of which \$71,705 was cash spread across two bank accounts. Liabilities totaled \$43,784, most of which were Accounts Payable and Deferred Revenue. Net Assets at the end of the month totaled \$98,995. The accrued revenue was \$56,604 – primarily City of Bridgeport tax payments. Expenses for the same period totaled \$76,431 – primarily related to streetscape maintenance and administration of the organization (\$49,789). Accrued revenue for the period fell short of expenses \$19,827. Mr. Kuchma made a motion to approve the July 2022 financial report. Commissioner Frassinelli seconded the motion, and it was unanimously approved.

**V. REPORT FROM THE CITY**

Mr. Roach provided updates on the various mixed use development opportunities in the Downtown, the status of the Lafayette Circle redesign efforts, Pequonnock River Trail construction, and the construction timeline for wrapping up the Intermodal Transportation Center. In addition, he commented on the single proposal that was received in response to the McLevy Hall development RFP, which suggested to utilize the building as a boutique hotel. Finally, he spoke about the forthcoming expansion of the 1188 Lofts (former Jayson Newfield) mixed use development to include the Dillon Building at 1208 Main Street.

**VI. PRESIDENT'S REPORT**

DSSD President Lauren Coakley Vincent provided an overview of the Ambassador performance report for the month of August, which reflected an increase (16%) in sanitation instances, with the team spending more time removing more trash bags and picking up more empty alcohol containers. The team saw a small decrease (3%) in the amount of time devoted to beautification

work, mostly due to a drop in the time devoted to watering plantings. The Public Safety category increased by 21 percent, reflecting a slight increase in bicycle patrol hours and instances of panhandling. Finally, there was an increase (28%) in the amount of public engagement over the past month in the hospitality assists and business contacts categories.

Ms. Coakley Vincent reported on the Colorful Bridgeport campaign's August content, which focused on the 2022 Downtown Farmers Market season, as well as the new "What's Happening This Week" events summary posts. As part of the Downtown Placemaking contracted work with the City of Bridgeport, the DSSD continued to meet with private property owners to finalize contracts with artists selected for seven mural art project sites. The public space activation request for proposals yielded 45 proposals for a range of sites, installations that were permanent and temporary, and concepts that ranged from physical installations to seasonal events. The DSSD is working with the Selection Committee and City counterparts to wrap up the final list of selected public spaces projects.

Finally, Ms. Coakley Vincent led the group through a review of the [Downtown Business Needs Assessment report](#), noting that the DSSD and the Bridgeport Chamber hosted a second gathering of economic development leaders to discuss the report's insights regarding concerns over public safety and cleanliness quality of life; the lack of citywide, coordinated marketing; and maximizing ground floor use on August 31st. Meeting participants provided the following feedback on the report, and the recommendations that the DSSD could be involved in implementing.

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

### **A. Executive**

Mr. Pires reported on the Executive Committee meeting that was held on September 9, 2022. The Committee discussed how to handle the transition to a new property owner at 855 Main Street, and a possible scope of services to retain a strategy consultant to assist with an action plan for the Administrative/Leadership goals and strategies in the DSSD's strategic plan refresh. 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 September 9, 2022. The Committee walked the district and provided feedback to Ms. Coakley Vincent and Ambassador Operations Manager Charles Suarez-Penn. The Committee further discussed uses for the various beautification grants awarded to the DSSD.

### **C. Public Safety**

Commissioner Iassogna reported on the Public Safety and Security Committee meeting that was held on September 9, 2022. The Committee discussed recent safety issues in the Downtown and identified possible dates for the next Coffee with a Cop event.

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

Mr. Morque reported on the Special Events and Marketing Committee meeting that was held on September 13, 2022. The Committee reviewed the Colorful Bridgeport content for the past month and upcoming events, in addition to the Downtown Farmers Market. The Committee then provided detailed feedback on the key findings and the opportunities identified in the [Downtown Business Needs Assessment report](#).

## **VIII. ADJOURNMENT**

Chairman Pires called for the meeting to be adjourned at 5:04 p.m.