

**BRIDGEPORT DOWNTOWN SPECIAL SERVICES DISTRICT  
BOARD OF COMMISSIONERS  
November 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  
David Iassogna, M&T Bank, Vice Chair  
Bob Schneider, Jimmy's A & N, Secretary (Ex Officio)  
Javier Ceja, Downtown Strategic Group  
Karolyn Egbert, Trefz Corporation  
Fred Frassinelli, AMS Real Estate  
Philip Kuchma, Kuchma Corporation  
Ian Sacarny, Bordentown DB, LLC  
Daniel Roach, City of Bridgeport (Ex Officio)

**Staff**

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

**Guests**

Alicia Cobb, Art Simplified  
Chris DeAngelis, Cabezas-DeAngelis Surveyors & Engineers  
Paula Lathrop, Fiorita, Kornhaas & Company  
Kathy Maher, The Barnum Museum  
Kim Morque, Spinnaker Real Estate Partners

**I. CALL TO ORDER**

Chairman Pires called the meeting to order at 4:04 p.m.

**II. RECOGNITION OF GUESTS**

Mr. Pires opened the meeting by welcoming guests Alicia Cobb of Art Simplified, Chris DeAngelis of Cabezas-DeAngelis Surveyors & Engineers, Paula Lathrop from Fiorita, Kornhaas & Company, Kathy Maher from The Barnum Museum, Kim Morque of Spinnaker Real Estate Partners.

**III. APPROVAL OF MINUTES**

Commissioner Kuchma made a motion to approve the Minutes of the October 12, 2022, DSSD Board Meeting, as presented. Commissioner Frassinelli seconded the motion, and it was unanimously approved.

**IV. TREASURER REPORT**

In Treasurer Gross' absence, Bridgeport DSSD President + CEO Lauren Coakley Vincent provided an explanation of the August 2022 financial report as provided by the bookkeeper. The Bridgeport DSSD ended the month of August 2022 with \$155,037 in assets, of which \$343,214 was cash spread across two bank accounts. Liabilities totaled \$91,341, encompassed entirely by Accounts Payable and Accrued Expenses. Net Assets at the end of the month totaled \$63,696. The accrued revenue was \$98,602 – primarily City of Bridgeport tax payments. Expenses for the same period totaled \$155,401 – a mix of streetscape maintenance, creative placemaking, and administration of the organization (\$143,153). Accrued expenses for the period exceeded revenue by \$56,799.

In addition, Ms. Coakley Vincent provided an explanation of the September 2022 financial report as provided by the bookkeeper. The Bridgeport DSSD ended the month of September 2022 with \$126,087 in assets, of which \$266,008 was cash spread across two bank accounts. Liabilities totaled \$27,467, all of which were Accounts Payable and Accrued Expenses. Net Assets at the end of the month totaled \$98,620. The accrued revenue was \$274,113 in revenue during the fiscal year, of this \$138,271 was accrued from City of Bridgeport tax payments. Expenses for the same period totaled \$297,087 – over half of which was related to Creative Placemaking projects being administered by the organization (\$163,103). Accrued expenses for the period exceeded revenue by \$22,965. Commissioner Ceja made a motion to approve the August 2022 and September 2022 financial reports. Mr. Kuchma seconded the motion, and it was unanimously approved.

Paula Lathrop of Fiorita, Kornhaas, & Co. presented the findings of the Fiscal Year 2022 audit. She reported that the DSSD has good financial controls and that the general purpose financial statements present fairly, in all material respects, the financial position of the DSSD as of June 30, 2022, and 2021, and the results of its operations and the changes in its fund balances for the years then ended in accordance with accounting principles generally accepted in the United States. Mr. Frassinelli made a motion to approve the audit. Commissioner Iassogna 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, so this agenda item was tabled to the next board meeting.

## **VI. PRESIDENT'S REPORT**

Ms. Coakley Vincent reported on the Downtown Bridgeport Historic District boundaries consolidation held with the State Historic Preservation Office. A recap of that meeting was included in the President's Report, and the pertinent information was [accessible online](#) ahead of the State Historic Preservation Review Board amendment deliberations on December 2<sup>nd</sup>.

Ms. Coakley Vincent also reported on the recently concluded Downtown Farmers Market 2022 season. The 2022 season welcomed 6,990 customers to enjoy three fresh produce farmers, a range of artisan vendors, information providers, cooking demonstrations, and live music each week. She noted that toward the end of the month, WPKN hosted its semi-annual Music Mash vinyl record fair at the Read's Artspace Gallery, with support from DSSD Ambassador team assisting vendors and welcoming event attendees. She wrapped up the events overview with the plans to host an open house at the DSSD office during Bridgeport Art Trail weekend, showcasing the various Downtown Placemaking projects and a walk of the sites in the neighborhood. To that end, the DSSD concluded its Downtown Placemaking contract with the City of Bridgeport's Office of Planning and Economic Development on October 31st. While all of the site selections were complete and projects were underway, the DSSD had a few remaining tasks to complete payments to selected artists, which would wrap up early in the new year.

Ms. Coakley Vincent invited the Board and all interested individuals to attend the culminating presentation of the semester long collaboration with Paier College students, who have been working on event related materials and press pieces. The student group will deliver their final presentation on Thursday, December 15 from 1:30 – 2:30 p.m. in the Schelfhault Gallery within the Arnold Bernhard Center building on Paier College's campus

Finally, Ms. Coakley Vincent provided an overview of the Ambassador performance report for the month of October, which reflected a small increase (2%) in sanitation instances, reflecting a drop in bills/stickers removed, an increase in empty alcohol containers removed, and an increase in trash bags removed. The team saw an increase (46%) in the amount of time devoted to beautification work, reflecting a shift in time to collecting bags of leaves, while still keeping on top of periodic weeding. The Public Safety category increased by four percent, mostly caused by additional instances of panhandling. Finally, there was another small increase (3%) in the amount of public engagement over the past month in the hospitality assists and business contacts categories.

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

### **A. Executive**

Mr. Pires reported on the Executive Committee meeting that was held on November 7, 2022. The Committee reviewed the revised office lease renewal amendment and draft fiscal year 2022 audit in advance of board review. The Committee then provided input on the wrap up of the Downtown Placemaking projects, as well as the next steps for the Downtown Bridgeport Needs Assessment project. The Committee also set the agenda for this month's board meeting.

Mr. Pires presented the office lease renewal amendment for the Board's review and approval. Mr. Kuchma made a motion to accept the renewal amendment as presented. Mr. Frassinelli seconded the motion, and it was unanimously approved.

**B. Physical Conditions**

Mr. DeAngelis reported on the Physical Conditions Committee meeting that was held on October 28, 2022. The Committee members provided feedback on the quality and consistency of the Downtown Ambassadors' efforts.

**C. Public Safety**

Commissioner Iassogna reported on the Public Safety and Security Committee meeting that was held on October 28, 2022. The Committee discussed the content covered at the series of Bridgeport Police Chief Search Community Fora, as well as recent safety issues in the Downtown.

**D. Special Events and Marketing**

Mr. Morque reported on the Special Events and Marketing Committee meeting that was held on November 1, 2022. The Committee reviewed the Colorful Bridgeport content for the past month and upcoming content releases, holiday shopping promotions and the video series highlighting the various Downtown Placemaking projects. The Committee also discussed events, including the recently concluded Downtown Farmers Market season, upcoming Bridgeport Art Trail activities, and plans for an in-person Small Business Saturday or Holiday Tree Lighting event.

**VIII. ADJOURNMENT**

Chairman Pires called for the meeting to be adjourned at 4:48 p.m.