

**BRIDGEPORT DOWNTOWN SPECIAL SERVICES DISTRICT  
BOARD OF COMMISSIONERS  
December 13, 2023  
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**

David Iassogna, M&T Bank, Vice Chair  
Bob Schneider, Jimmy's A & N, Secretary (Ex Officio)  
Jason Cohen, Bordentown DB, LLC  
Karolyn Egbert, Trefz Corporation  
Fred Frassinelli, AMS Real Estate  
Callie Gale Heilmann, Made in Bridgeport, LLC

**Staff**

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

**Guests**

Chris DeAngelis, Cabezas-DeAngelis Surveyors & Engineers  
Ira Jacoby, Felner Corporation  
Paula Lathrop, Fiorita, Kornhaas & Company  
Sue Purefoy  
Ian Sacarny, Crestwood Management  
Maisa Tisdale, Mary & Eliza Freeman Center  
Constance Vickers, City of Bridgeport

**I. CALL TO ORDER**

Vice Chair Iassogna called the meeting to order at 4:09 p.m.

**II. RECOGNITION OF GUESTS**

Mr. Iassogna opened the meeting by welcoming guests Chris DeAngelis of Cabezas-DeAngelis Surveyors & Engineers, Ira Jacoby from the Felner Corporation, Paula Lathrop from Fiorita, Kornhaas & Company, Sue Purefoy, Ian Sacarny of Crestwood Management, Maisa Tisdale from the Mary & Eliza Freeman Center for Community and History, and Constance Vickers from the City of Bridgeport.

**III. APPROVAL OF MINUTES**

In the absence of a quorum, the approval of the Minutes of the November 8, 2023, DSSD Board Meeting, was moved to the next meeting.

**IV. TREASURER REPORT**

In Treasurer Gross' absence, DSSD President Lauren Coakley Vincent provided an explanation of the October 2023 financial report as provided by the bookkeeper. The Bridgeport DSSD ended the month of October 2023 with \$245,502 in assets, of which \$200,312 was cash spread across two bank accounts. Liabilities totaled \$176,752, encompassed by a mix of Accounts Payable, Refundable Advances, and lease liability. Net Assets at the end of the month totaled \$92,683. The accrued revenue was \$505,331 – primarily City of Bridgeport tax and contract payments. Expenses for the same period totaled \$577,150 – primarily related to streetscape maintenance and creative placemaking of the organization (\$480,396). Accrued expenses exceeded revenue for the period by \$71,819. In the absence of a quorum, the approval of the October 2023 financial report was moved to the next meeting.

Paula Lathrop of Fiorita, Kornhaas, & Co. presented the findings of the Fiscal Year 2023 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, 2023, and 2022, 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. In the absence of a quorum, the approval of the fiscal year 2023 audit was moved to the next meeting.

**V. REPORT FROM THE CITY**

Mr. Toledo was not in attendance to present a report from the City, but he was able to provide updates on a number of requested items via email regarding the State Street blinking light request to Connecticut DOT, the Microtransit pilot program award to Greater Bridgeport Transit, and the South End NRZ expansion into the Downtown.

Mr. Toledo's email updates also included information about the City of Bridgeport's position on the United Illuminating Fairfield to Congress Railroad Transmission Line 115-kV Rebuild Project. Ms. Tisdale provided additional background information and context on the impact of the planned monopole installations may have on the Downtown and South End neighborhoods. The board requested that a letter from the Bridgeport DSSD be sent to the Executive Director of the Connecticut Siting Council and Governor Lamont expressing the group's concerns about the project's impact and requesting that the transmission lines be buried underground.

**VI. PRESIDENT'S REPORT**

Ms. Lauren Coakley Vincent gave an overview of the Downtown Ambassador team's performance report for the month of November, which reflected a small decrease (7%) in sanitation instances over the past month and an increase over the previous year (33%) due to a fluctuation in the alcohol containers and trash bags collected metrics. The team saw an increase in the amount of time devoted to beautification work from the previous month (103%) but a decrease from the same time period in the previous year (37%), both due to the quantity of leaf bags collected and block faces weeded. The Public Safety category stayed effectively steady from the previous month but dropped by 49 percent from the same month in the previous year due to the previous year's use of bicycle patrols and a drop in panhandling. Finally, there was a small decrease in the number of interactions in the Public Engagement category from the previous month (12%), but a slight increase from the same month in the previous year (5%).

Ms. Coakley Vincent reported back on the DSSD's participation in November events, including Bridgeport Art Trail weekend, the success of the Color It In Artists Reception, and the Holiday Tree Lighting at McLevy Green. In addition, Ms. Coakley Vincent previewed the holiday season Shop Locally, Give Colorfully video series.

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

**A. Executive**

Mr. Iassogna reported on the Executive Committee meeting that was held on December 6, 2023. The Committee reviewed the draft fiscal year 2023 audited financial statements, continued to discuss how to address the various vendor contracts that expire at the end of the fiscal year, and reviewed preliminary results of the board composition survey. Lastly, the Committee finalized the agenda for this month's board meeting.

**B. Physical Conditions and Public Safety Committees**

Mr. DeAngelis reported on the joint Physical Conditions and Public Safety Committees meeting that was held on November 30, 2023. The Committees walked the district with Ms. Coakley Vincent and Downtown Ambassador Operations Manager Charles Suarez-Penn, identifying areas where street lighting could be enhanced and sidewalk repairs were needed.

**C. Special Events and Marketing**

Ms. Cobb reported on the Special Events and Marketing Committee meeting that was held on December 5, 2023. The Committee reviewed the Colorful Bridgeport content for the past month, including the Bridgeport Art Trail and Color It In Artists Reception promotions. The Committee then reviewed the holiday season content plans, including the introduction of a Colorful Bridgeport mascot and video series collaboration with Edwin Escobar highlighting local businesses. Finally, the Committee reflected on the highlights of the past year, brainstormed priorities for 2024, and examined their commitment to participate.

**VIII. ADJOURNMENT**

Chairman Pires called for the meeting to be adjourned at 5:10 p.m.