

Columbia Street/Park Terrace Special Services District

Meeting Minutes February 19, 2020

Present: Mary Cockram, Carol Jones, Greg Secord, Greg Shaw, James Woulfe
Absent: Justin Zartman (Excused)

The meeting was called to order at 6:32 PM by Chair James Woulfe with the reading of the roll call.

Minutes: Minutes were approved unanimously as submitted (Cockram/Shaw).

Budget: Commissioner Shaw led a discussion on the proposed District budget for FY 2020-2021. He suggested adding \$2,000 to the proposed budget to add a cushion for unplanned expenses. Commissioner Shaw made a motion to adopt a budget of \$14,456, which represents approximately a 1.9 mill increase over last year's assessment to be shared by all property owners in the District. Commissioner Shaw's motion was seconded by Commissioner Secord and approved unanimously.

It was also necessary to establish a maximum mill rate cap for the District, to be submitted to the City at the same time as the budget. A cap of 6.2 mills was suggested and a motion was made by Commissioner Cockram to adopt the proposed cap. The motion was seconded by Commissioner Shaw and approved unanimously.

Budget Detail:

Estimated Carryover Balance	\$3,195
Paving Debt Service	\$11,881
Snow Removal	\$3,000
Insurance	\$700
Contingency	<u>\$2,000</u>
Total	\$14,456
Proposed Mill Rate	4.9 Mills

Proposed Bridge Loan: Capital for Change, Inc. has issued a commitment letter to the District to provide a \$50,000 bridge loan. The purpose of the loan is to spread the payment obligation of property owners for the repaving of the alleys behind Columbia St. and Park Terrace over five years. The rate of interest for the bridge loan is 7%. Several optional sources for the bridge loan have been explored with no success. Capital for Change is a 501(c)3 non-profit, with a focus on providing capital for housing and energy efficiency projects.

Meeting with Hartford Corporation Counsel: Commissioner Woulfe and Secord gave an update on their meeting with Howard Rifkin, the City of Hartford's Corporation Counsel. Commissioners Woulfe and Secord requested the Corporation Counsel's representation of the District in legal matters. Mr. Rifkin thought that would present a conflict of interest, however, and denied the request.

Commissioners Woulfe and Secord also discussed the District's need to spread payments for the bridge loan over 5 years, which would require Mayoral approval.. Mr. Rifkin was going to explore

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that possibility, but did not think it would be an issue. The Commissioners also asked about the District's ability to take advantage of the City's Procurement Services Department for the bidding of the paving project. He felt that it would not be appropriate as it establishes a precedent that would potentially negatively impact the capacity of the department.

Public Comments: Olive Tronchin thanked the commission members for their hard work and dedication to improving the District

Other Business: Commission Secord gave a report on an innovation event proposed for mid-year 2020. The event, a celebration of Hartford's history of innovation, would be held on Columbia Street and would feature classic automobiles manufactured by Pope Manufacturing Company. Present day innovators would also be invited to participate. Mr. Secord asked for event support of the Special Service District, and was seeking approval to apply on the District's behalf for a \$1,000 "Love Your Block" grant to fund the event. A motion to approve was made by Commissioner Cockram and seconded by Commissioners Jones and approved unanimously.

Adjournment: The meeting was adjourned at 7:04 PM.

Next Meeting: April 22, 2020 at 6:30PM.