

Columbia Street/Park Terrace Special Services District 2020 Annual Report

Introduction

The Columbia Street/Park Terrace Special Services District Board of Commissioners has been working over the past year to get district operations up and running, and to lay the groundwork for future repairs of the alleyways behind Columbia St. and Park Terrace. In this report, we have provided a brief summary of the establishment of the district, the work the board of commissioners has undertaken on behalf of the district, an overview of district financials, and a look into the district's year ahead.

Establishment of the Columbia St./Park Terrace Special Services District

On October 9, 2018, the Hartford City Council passed an enabling ordinance allowing for the establishment of the first residential special services district in the City of Hartford - The Columbia St./Park Terrace Special Services District. A referendum to establish the district was held on January 23rd, 2019 and it was approved by the property owners within the district's boundaries.

Year in Review

On February 20th, 2019 an election was held to fill the seats on the newly formed district's board of commissioners. It was moderated by representatives from the City's Office of Corporation Counsel, and winners were announced by Mayor Luke Bronin. The individuals elected as commissioners were: Mary Cockram, Carol Jones, Greg Secord, Greg Shaw, and James Woulfe. Justin Zartman was elected as an alternate member of the commission.

The Columbia St./Park Terrace Special Services District held its first meeting on March 6th, 2019. Officer elections were held at the meeting, and the individuals below were elected to the following positions:

- Chair - James Woulfe
- Vice Chair & Secretary - Greg Secord
- Treasurer - Greg Shaw
- Deputy Secretary/Treasurer - Mary Cockram

Following that meeting, the commission began its work. Highlights of the commission's work include:

- Developing a district budget, and recommending it to the Hartford City Council;
- Drafting and implementing by-laws for the board of commissioners;
- Inspecting the alleys behind Park Terrace and Columbia St. with DPW officials to determine the type of repaving efforts that would be required to fully repair them;
- Engaging in negotiations with a local CDFI, Capital for Change, to provide a 5 year financing agreement to cover the costs of the alley repairs;
- Engaging with the MDC to inspect and repair water infrastructure under the West alley;
- Working with the City Treasurer's office to develop a streamlined process for submitting and paying invoices;

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- Working with the City's Budget Office to secure insurance for the district, as required by ordinance.

Financials

Revenue:

- June Special Tax Assessment:.....\$3,480.00

Expenses:

- Snow Removal (as of 12-08-2019)\$850.80
- Liability Insurance (Annual)\$765.00
- Total Expenses\$1,615.80

Cash on Hand:\$1,864.20

2020 Outlook

In 2020, the commission plans to secure funding and identify a qualified contractor that will allow for repairs of the alleys behind Columbia St. and Park Terrace in the late spring/early summer of 2020. It also plans to continue to streamline and develop its administrative processes.

Specifically, the commission will engage in the following activities:

- Administer the election of three commissioners in accordance with the commission's bylaws, which call for staggered two year terms on the board;
- Identify legal counsel for the board of commissioners;
- Obtain financing to cover the expenses of alley repair;
- Obtain Mayoral approval for a loan to cover the expenses associated with the alley repair, should it be necessary;
- Put alley repaving services out to bid;
- Select a qualified contractor to provide repaving services;
- Schedule repaving; and,
- Perform other duties as issues arise.

As the Commission moves forward with planning and implementing the alley repaving, we welcome any comments and input from district members. We look forward to proceeding in an open and transparent manner, and working with all district members to ensure a smooth process.