

**SHELTON ECONOMIC DEVELOPMENT CORPORATION
EXECUTIVE BOARD**

**REGULAR MEETING MINUTES
Tuesday, February 20, 2024**

SEDC Office, 25 Brook Street, Shelton, Connecticut

The following members of the Executive Board were present:

Bing Carbone
Al Martins
Fred Ruggio

Virginia Harger
Ruth Parkins
Donald Stanziale

Gary Lane
William Partington

Also Present: Paul Grimmer, SEDC President and Robert Caponi, Director. The meeting was called at 8:02 AM with a quorum.

ACTION ITEMS

APPROVAL OF MINUTES

A review of the minutes was conducted.

A motion was made to approve the December 12, 2023 monthly meeting minutes. No further discussion. Approved as submitted. (FR/RP)

FINANCIAL REPORT

The Financial Report for the period ending January 31, 2024 was reviewed. Financial activities and updates were provided including;

1. An accounting of the SEDC's various financial accounts:
 - a. Cash Assets \$ 86,113.79
 - b. Receivables \$ 53,011.19
2. Total Assets of \$139,124.98 as of January 31, 2024.
3. Monthly (Revenues) \$21,811.34 vs (Expenditures) \$31,899.48 – Excess Monthly Revenue (Expenses) (\$10,088.14)
4. YTD (Revenues) \$21,811.34 vs (Expenditures) \$31,899.48 – Excess Monthly Revenue (Expenses) (\$10,088.14)

Motion to accept the Financial Report was presented; No Discussion. Approved as submitted. (FR/BC)

ACTIVE PROJECT / PROGRAM UPDATE

Star Pin (267 Canal Street) – Paul reported that no work was conducted in the previous 30 days. Paul did express that he has been disappointed in the speed of activity. It has been a few months since anything meaningful has occurred on site. Paul stated that he would contact the project engineers and

receive a clear path / timetable for activity moving forward. Paul did mention that some of the downtime could have been winter weather related and the fact that the river has been abnormally high these past several weeks. However, as was discussed in the past, the contractor has been waiting approval to dispose of the onsite material. Regardless, we will act and try to get this moving forward.

US EPA Community Wide Assessment – Paul Grimmer reported DeCarlo and Doll completed the survey mapping that we needed to file the two Environmental Use Restrictions for Veterans Memorial Park and the Farmer’s market. AECOM is working on filing the EURs with the CT DEEP. We anticipate this being completed in March. Paul noted that AECOM has been fully paid and that the contract for work is completed. Should the CT DEEP require any further effort from AECOM we may need to pay for those additional services.

CDBG Entitlement Program – Paul Grimmer reported that the City of Shelton was invited to participate in the US HUD’s CDBG – Entitlement Program. The CDBG program is designed to support low- and moderate-income families and individuals and there are a whole host of supportive opportunities through the program. Based upon conversation with HUD officials the City may be entitled to received approximately \$180,000 per year.

There was some discussion as to how Shelton qualifies because we are not a economically stressed community. Paul informed the committee that the city qualifies not do to its economic but because of population size. Historically the entitlement program was available to communities with populations of 50,000 or more. It appears that HUD has reduced that threshold to a population of 40,000 or more, which now enables City access to this grant program.

Sinsabaugh Heights – Paul reported that the Sinsabaugh Heights program will be going out to bid next week. A bid walk thru is scheduled for March 6th and the Bid opening will be on March 22, 2024. The project cost is approximately \$1.2 million. We anticipate the work to begin in April and conclude by December 31st 2024.

CT Recreation Trails Program – No new news - Paul reminded the committee that a CT Recreation Trails Grant in the amount of \$113,000 has been received and that we are still waiting to receive the executed contract back from the CT DEEP. Paul Grimmer stated that the RFQ/P is already put together and we are just waiting on the contract to get started.

Multipurpose Synthetic Field - STEAP Grant – No new activity. Paul Grimmer stated that the SEDC successfully applied for and received a \$500,000 grant to install a Synthetic Turf Field at the Shelton High School. The City did move conduct an RFP and should be selecting an engineering firm to design the work in the coming weeks. The CT DECD is managing this program and we have requested Mayor Lauretti to sign the Financing Plan & Budget. Once we receive this signed document we will forward it to the CT DECD and they will begin the contract processes.

Annual Staff Review - William Partington asked Paul Grimmer to leave the meeting so that the Executive Committee may conduct an annual review of the staff.

Prior to Mr. Grimmer’s exit the executive committee asked for a brief overview of Aleta Miner’s performance. Paul stated that Aleta’s performs magnificently. Aleta has taken on some new roles and has become more intimately involved in the day-to-day administration of various projects. Paul reminded the committee that Aleta holds some very high-level roles as a Trustee of the Plumb Memorial Library (elected office) as well as Vice Chairman of the Board of the Valley Community Foundation.

William Partington informed Paul Grimmer that executive committee was satisfied with the progress of the office and recommended a 4% salary increase for the Paul Grimmer & Aleta Miner - retroactive to the 1st of the year.

ADJOURNMENT – The meeting adjourned at 9:18. (FR/ VH)