

**SHELTON ECONOMIC DEVELOPMENT CORPORATION  
EXECUTIVE BOARD**

**REGULAR MEETING MINUTES  
Tuesday, May 9, 2023**

**SEDC Office, 25 Brook Street, Shelton, Connecticut**

The following members of the Executive Board were present:

Martin Coughlin  
William Partington  
Janice Sheehy

Michele Kawalautzki  
Virginia Reinhard

Al Martins  
Fred Ruggio

Also Present: Paul Grimmer, SEDC President and Aleta Miner. The meeting was called at 8:01 AM with a quorum.

**ACTION ITEMS**

**APPROVAL OF MINUTES**

A review of the minutes was conducted.

***A motion was made to approve the March 21, 2023 monthly meeting minutes. No further discussion. Approved as submitted. (MC/RC)***

**FINANCIAL REPORT**

The Financial Report for the period ending April 30, 2023 was reviewed. Financial activities and updates were provided including;

1. An accounting of the SEDC's various financial accounts:
  - a. Cash Assets \$ 81,100.51
  - b. Receivables \$ 41,347.05
2. Total Assets of \$193,682.85 as of May 9, 2023.
3. Monthly (Revenues) \$39,0888.20 vs (Expenditures) \$33,580.090 – Excess Monthly Revenue (Expenses) \$5,507.30
4. YTD (Revenues) \$118,641.10 vs (Expenditures) \$127,497.83 – Excess Monthly Revenue (Expenses) (\$8,856.73)

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

**ACTIVE PROJECT / PROGRAM UPDATE**

**Star Pin (267 Canal Street)** – Paul reported that the SEDC recommended the City accept the low bid of \$1,156,160 from EnviroConsultants & Recyclers. Both the CT DECD and US EPA have had an opportunity to review the bids and both agencies have concurred with the recommendation. The Contract award

was accepted by the Board of Alderman at their April 13, 2023 meeting. We are currently waiting on the parties to sign the agreement. We would expect to begin the remediation of the site by Mid July.

**US EPA Community Wide Assessment** – Paul Grimmer reported that work continues on the US EPA Community Wide Assessment Program. **EURs** - Paul indicated that Neil was beginning work on the EURs for both the Veterans Memorial Park and the Farmer’s Market. Paul Grimmer stated that he stressed the importance of completing this activity in advance of the US EPA’s contract deadline on September 30<sup>th</sup>.

**Canal Lock Park** – Mayor Lauretti has not signed the BL Companies contract and there is no further update to this activity.

**Constitution Boulevard** – Paul Grimmer stated that office is managing the grant on the City’s behalf. Davis Bacon Payrolls are up to date and two financial drawdowns were submitted on the City’s behalf.

**Residential Rehabilitation** – Paul reported that the SEDC’s first project at Woodland Park is completed. The SEDC, along with the consultant will seek to close-out the project later this month.

The two others project being conducted on Tuckahoe Drive and Isinglass Glass Road are currently out to bid. Paul stated that he does not expect any issues and said that his goal is to have the projects accepted and approved by the Alderman at their June meeting.

**Sinsabaugh Heights** – Paul Grimmer reported that the Sinsabaugh Heights Project is moving along fine. AEPMI is conducting the appropriate inspections on the property and are roughly 50% completed with the A&E plans for the property. We expect to be ready for bid this fall. Paul Grimmer also reported that the office is working on answering a set of Award Conditions requested by the CT DOH. The City will not receive a fully executed contract until these are fully submitted and approved by CT DOH. We are working on this as we speak.

**Housatonic Riverwalk** – The SEDC is working on the bidding of the Housatonic Riverwalk. Jim Tate has prepared the bid drawing and this office has prepared the bid specifications. We expect the bid to take place on June 1<sup>st</sup>. Funding for this project is coming from the City of Shelton and through the STEAP Grant program. Finally, we expect to

**Grant Writing** – Paul Grimmer reported that the SEDC has undertaken grant writing opportunities on behalf of the City of Shelton. Specifically, the **Community Challenge Grant Application**, which will support the reconstruction of Canal Street, Wooster Street and the Wooster Street Rail Crossing was submitted last week. We expect to receive news of this grant sometime in July. The City received a grant award of \$113,000 from **CT Rec Trails Program**. This program will support the engineering and design of the Housatonic Riverwalk along 235, 255 and 267 Canal Street. Finally, an **Energy Efficiency & Conservation Grant** was submitted on April 28, 2023. The grant request of \$76,000 will support the City’s efforts to plan energy conservation projects to municipal buildings.

**ADJOURNMENT** – The meeting adjourned at 9:12 am. (MC/RC)