

**SHELTON ECONOMIC DEVELOPMENT CORPORATION  
EXECUTIVE BOARD**

**REGULAR MEETING MINUTES  
Tuesday, August 15, 2023**

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

The following members of the Executive Board were present:

Patrick Carey  
Al Martins

Martin Coughlin  
William Partington

Michele Kawalautzki  
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 August 15, 2023 monthly meeting minutes. No further discussion. Approved as submitted. (MC/RC)***

**FINANCIAL REPORT**

The Financial Report for the period ending July 31, 2023 was reviewed. Financial activities and updates were provided including;

1. An accounting of the SEDC's various financial accounts:
  - a. Cash Assets \$ 65,120.22
  - b. Receivables \$ 34,895.67
2. Total Assets of \$166,304.78 as of July 31, 2023.
3. Monthly (Revenues) \$36,346.95 vs (Expenditures) \$35,173.27 – Excess Monthly Revenue (Expenses) \$1,173.68
4. YTD (Revenues) \$247,845.43 vs (Expenditures) \$249,907.75 – Excess Monthly Revenue (Expenses) (\$2,062.32)

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

**ACTIVE PROJECT / PROGRAM UPDATE**

**Star Pin (267 Canal Street)** – Paul reported that the Enviro Consultants & Recyclers have begun work at the Star Pin site. Early work will include cleaning and collecting debris from across the site and characterizing the waste for disposal. There are several slabs of concrete, located along the back of the

property that will be broken up and removed as well. Will provide further updates as the work progresses.

**US EPA Community Wide Assessment** – Paul Grimmer reported that work continues on the US EPA Community Wide Assessment Program. **EURs** - Paul indicated that Neil has nearly completed his work in regards to the EUR submission(s). Paul Grimmer will be working with the City administration to complete the Title Search and Subordination documentation 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. CT DEEP has forwarded the STEAP Contract to the City for the Mayor’s signature. No action as of yet.

**Constitution Boulevard** – Paul Grimmer stated that office is managing the grant on the City’s behalf, which includes financial accounting, financial drawdowns and davis bacon payrolls. All activities are currently up to date.

**Residential Rehabilitation** – Paul reported that the SEDC’s is managing two residential rehabilitation programs on behalf of the City of Shelton. Both projects have been successfully bid, contractors are actively working on the homes. We expect to be completed with both activities by early September.

**Sinsabaugh Heights** – Paul Grimmer reported that the Sinsabaugh Heights Project is moving along fine. AEPMI has completed the engineering and design for the project. We have reviewed the plans and drawing for the work to be conducted and AEPMI is addressing a few small changes requested by members of the Shelton Housing Authority.

Paul Grimmer also reported that the office has submitted the Small Cities Award Conditions as requested by the CT DOH. These conditions are currently being reviewed by CT DOH Staff. The City will not receive a fully executed contract until these are fully submitted and approved by CT DOH.

**Housatonic Riverwalk** – The City has selected Priority Landscaping to complete the work SEDC is working on the bidding of the Housatonic Riverwalk. We have met the contractor on site and anticipate initiating the project work in mid to late September. Contractor is now sourcing bricks to match the existing bricks used for the balance of the Housatonic Riverwalk.

There are a few issues which need to be addressed, including increasing the height of a retaining wall. Jim Tate indicated that the bricks needed to extend the height of the retaining wall are located at the City yard. Also, along the far side of the building, the space available for the riverwalk gets extremely narrow. In order for the city to continue the riverwalk, the city may need to establish a retaining wall along the river to accommodate the change in topography.

## **OFFICE / PERSONNEL**

**Health Care Options** - Paul Grimmer stated that he has been speaking with Aleta Miner regarding healthcare options. Specifically, the opportunity for Aleta and her spouse to come off of the City Healthcare Plan and receive their insurance through Medicare. Currently, the SEDC pays \$33,577.56 in healthcare expenses and Aleta Miner pays \$5,876.07.

The office is currently reviewing options to cover fully Aleta Miner's Healthcare expenses, including Medicare Parts A, B, D, and G, as well as dental and vision. These costs are expected to cost roughly \$10,394 per year, which would result in a net savings of approximately \$23,000 to the organization.

Discussion was held. Paul Grimmer stated that Aleta is hoping to have everything in place by November. Paul said that he would provide the committee updated budget expenses in September or October. The committee also recommended a policy be set and included in the SEDC By-laws to accommodate this action.

**Computer Upgrade** – Paul Grimmer requested the board approve an upgrade to the SEDC Computer System. The existing server is over 10 years old and is full of data and acting distressed. An estimate of \$1,545 from Integrated Computer Solutions was presented for approval. Discussion was held.

***Motion to accept the proposal in the amount of \$1,545.50 was presented; No Discussion. Approved as submitted. (MK/PC)***

**40<sup>th</sup> Year Celebration** – Paul Grimmer updated the committee on the 40<sup>th</sup> Anniversary Event to be held at Brownson Country Club on Thursday, October 12, 2023 at 5:30 pm. Paul brought two food options to the committee for consideration, one being a buffet dinner and the other being a served dinner to include a Prime Rib, Chicken and a Vegetarian option). The committee chose a sit-down meal, cash bar at a cost of approximately \$43 / per person.

**ADJOURNMENT** – The meeting adjourned at 9:30 am. (MC/MK)