

**SHELTON ECONOMIC DEVELOPMENT CORPORATION
EXECUTIVE BOARD**

**REGULAR MEETING MINUTES
Tuesday, September 12, 2023**

SEDC Office, 25 Brook Street, Shelton, Connecticut

The following members of the Executive Board were present:

Martin Coughlin
Ruth Parkins

Michele Kawalautzki
William Partington

Al Martins
Janice Sheehy

Also Present: Paul Grimmer, SEDC President and Aleta Miner. The meeting was called at 8:05 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/MK)

FINANCIAL REPORT

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

1. An accounting of the SEDC's various financial accounts:
 - a. Cash Assets \$ 68,5656.77
 - b. Receivables \$ 20,392.00
2. Total Assets of \$153,597.86 as of August 31, 2023.
3. Monthly (Revenues) \$19,388.46 vs (Expenditures) \$30,554.02 – Excess Monthly Revenue (Expenses) (\$11,165.56)
4. YTD (Revenues) \$267,233.89 vs (Expenditures) \$280,461.77 – Excess Monthly Revenue (Expenses) (\$13,227.88)

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

ACTIVE PROJECT / PROGRAM UPDATE

Star Pin (267 Canal Street) – Paul reported that after a Quick start to the efforts at 267 Canal Street, there has not been a lot of action on site over the past two weeks. Enviro Consultants & Recyclers has collected soil and concrete samples from the site. The samples were provided to various testing firms. Once we have received the results from the waste characterization, the firm shall provide additional

details as to their disposal. Preliminarily, there may be some cost savings as a result of the work thus far, but it will be a couple weeks to determine those savings.

US EPA Community Wide Assessment – Paul Grimmer reported that work continues on the US EPA Community Wide Assessment Program. **EURs** - Paul stated that Neil Thurber assures him that the EUR work will be completed on time. While we wait for Neil to complete his efforts, Paul indicated that he is working on completing the Title Search and Subordination documentation for both the Veterans Memorial Park and the Farmer’s Market. Paul Grimmer stated that the US EPA has granted a 90-day extension of this work to the SEDC.

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. The project appears to be moving along; however, the City of Shelton is currently negotiating cost escalations with the contractor. This does not impact the SEDC’s efforts.

Residential Rehabilitation – Paul reported that the SEDC’s has successfully managed the residential rehabilitation programs of two single family homes on behalf of the City of Shelton. There is currently a balance of \$20,000 (or thereabouts) in the Program Income Account. There are currently two applications for the city to consider moving forward on. However, we are waiting for the final expenses to be paid before moving to the next projects.

Sinsabaugh Heights – No new information was provided. - Paul Grimmer also reported that the office is still waiting for the CT DOH to approve the Small Cities Award Conditions and provide a Release of Funds before we can begin. The City has not received a fully executed contract from the CT DOH.

Housatonic Riverwalk – Priority Landscaping has requested to begin work mid-September. Submittals for the light pole bases have been received and approved by Jim Tate. Brick samples have been provided and upon review of numerous city officials, bricks by O&G industries have been selected for use on the project. The contractor will address the issue of increasing the height of a retaining wall. We are currently waiting on pricing for the additional work.

OFFICE / PERSONNEL

Health Care Options - Paul Grimmer stated that the personnel changes to healthcare source has been completed. The SEDC has agreed to change the family medical options from the City’s healthcare program to Medicare. The change will cost the SEDC approximately \$866.00 per month and save the SEDC \$23,182 per year. The office will cover staff Healthcare expenses, including Medicare Parts A, B, D, and G, as well as dental and vision.

Discussion was held. Paul Grimmer stated that Aleta is hoping to have everything in place by November.

40th Year Celebration – Paul Grimmer updated the committee on the 40th Anniversary Event to be held at Brownson Country Club on Thursday, October 12, 2023 at 5:30 pm. Paul stated that 68 individuals were currently registered to attend and we expect to reach 80 people before the event

ADJOURNMENT – The meeting adjourned at 9:10 am. (MK/MC)