

**SHELTON ECONOMIC DEVELOPMENT CORPORATION
EXECUTIVE BOARD**

**REGULAR MEETING MINUTES
Tuesday, August 9, 2022**

SEDC Office, 25 Brook Street, Shelton, Connecticut

The following members of the Executive Board were present:

Robert Caponi	Martin Coughlin	Ruth Parkins
William Partington	Fred Ruggio	Janice Sheehy

Also Present: Paul Grimmer, SEDC President. The meeting was called at 8:00 AM with a quorum.

ACTION ITEMS

APPROVAL OF MINUTES

A review of the minutes was conducted.

A motion was made to approve the May 10, 2022 monthly meeting minutes. No further discussion. Approved as submitted. (FR/RC)

FINANCIAL REPORT

The Financial Report for the period ending July 31, 2022 was reviewed. Financial activities and updates were provided including;

1. An accounting of the SEDC's various financial accounts:
 - a. Cash Assets \$113,652.96
 - b. Receivables \$ 23,667.01
2. Total Assets of \$137,319.97 as of July 31, 2022.
3. Income for the month of April was \$115,227.75 vs. Expenses of \$111,253.45.
4. Excess Revenue (Expenses) - YTD - \$14,709.00.

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 Star Pin Project is moving along as planned. We anticipate the project going out to bid in September. Tighe & Bond is currently working on the bid specifications, but in the meantime, we need them to complete two reports to comply with the US EPA Funding. These include the Community Relations Plan and an Analysis of Brownfields Cleanup Alternatives.

Paul presented Tighe & Bonds Proposal for this effort. Total cost is \$5,000. Paul Grimmer stated that he confirmed that the fee is in line with what the US EPA deems typical. Further these expenses will be covered under the US EPA Grant.

Motion to accept the Tighe & Bond Proposal was presented; No Discussion. Approved as submitted. (MC/JS)

Paul Grimmer stated that the Board of Aldermen approved the SEDC's request for \$28,000 to continue the administration of the Star Pin Project. These funds are made available through the City's Project match.

Ascom Hasler (281 Canal Street) – Paul Grimmer stated that there was not much – no news to report. Paul reiterated that the SEDC work has been completed.

A developer is still working toward coming to an agreement with the property owner. As soon as we have more information, it will be provided.

Canal / Wooster Street Engineering – Paul reported Mayor Lauretti hired a gentleman named Mike Kanios, whom he has asked to oversee the Canal Street / Wooster Street project. Mr. Kanios formerly worked with the CT DOT and appears very well versed in the City's efforts to reconstruct Canal & Wooster Street. Mike also indicated that he has already reached out to the Housatonic Railroad to initiate conversations relating to opening rail crossing.

Meetings between the City, DOT and the Railroad are scheduled for late August.

Small Cities Grant – Paul Grimmer stated he was notified the City's Board of Alderman approved the Small Cities Grant and the Assistance Agreement has been sent to Mayor Lauretti for signature. Mayor Lauretti requested that Corporation Counsel review and approve the Agreement prior to signing. Attorney Teodosio indicated he would obtain the mayor's signature at their upcoming legal meeting.

The SEDC has also conducted RFQs for two other aspects of the program. The first was the RFP for the completion of a Phase I Environmental Assessment. The City's acting Purchasing Agent has recommended that Eagle Environmental be awarded the work. The City's Corporation Counsel is working toward getting this contract signed. The second effort is to select an Architect / Engineering firm to support the rehabilitation activities at Sinsabaugh.

The City received qualifications from nine firms. Paul Grimmer informed Mayor Lauretti. The Mayor asked that the information be given over to the Public Building and Infrastructure Committee to review the qualifications and select the appropriate firm.

Paul Grimmer also informed the committee that the office – specifically Aleta Miner is working on a residential rehabilitation project with a local property owner and Tom Foley (Rehabilitation Specialist). Inspections have been completed and the office is waiting for the submission of bid specifications. A cost estimate has been received and the property owner stated they are prepared to move forward. We expect to initiate bidding for the project in September.

Grant Applications – Paul Grimmer stated that he was working on three STEAP Grant Applications: Shelton Skate Park, Housatonic Riverwalk and Canal Lock Park Engineering. These grants will be submitted by the end of the week.

Grant Awards – Paul Grimmer announced that the SEDC received a \$45,000 grant from the Valley Community Foundation in support of the NVC-EDDD CEDS program and an \$11,000 Grant from the Katharine Matthies Foundation for General Support.

Diversity, Equity & Inclusion Policy – Paul Grimmer discussed with the board the need to complete DEI Training. It has become a big topic in the workplace. Foundations such as Katharine Matthies and the Valley Community Foundation are requiring its grantees to complete some DEI Training.

The Committee discussed the need and how / when the programming could take place. The Committee asked Aleta Miner to contact the Valley Foundation for further discussion.

ADJOURNMENT - The meeting adjourned at 8:57am. (MC/RC)