

**41st ANNUAL MEETING OF THE
BOARD OF DIRECTORS
January 9, 2024**

The Shelton Economic Development Corporation
25 Brook Street, Suite 203
Shelton, Connecticut

The 2023 Annual Meeting of the Shelton Economic Development Corporation was held on Tuesday, January 9, 2024, at 8:30 AM at the offices of the Shelton Economic Development Corporation, 25 Brook Street, Suite 203, Shelton, Connecticut. The following directors were present:

William Partington	Alberto Martins	Ruth Parkins – Zoom
Martin Coughlin	Michelle Kawalautzki	Kate Marks - Zoom
Bing Carbone	Don Stanziale	Ed DeMarseilles - Zoom
Dave Grant	Janice Sheehy - Zoom	Michael Duncan - Zoom
Hank Baum	Alan Tyma - Zoom	Fred Ruggio - Zoom
Thomas Harbinson	Tom Burden - Zoom	Gary Lane – Zoom
Mayor Mark Lauretti	Phil White - Zoom	Ginny Harger - Zoom

Also Attending:

Paul Grimmer	Anthony Simonetti - Zoom	Aleta Miner - Zoom
John Anglace	Cris Balamaci – Zoom	Mike Marcinek - Zoom
John Guedes	Brian Sirowich	Mary Jascha
Kellie Vazzano	Laura Marasco	Sharon Closius
Fran Freer	Peter Burns – Zoom	Bryan Tamburrino
Nick Granata	Sharon Closius – Zoom	Nick Giardina
Matt Wiley	Peter Burns - Zoom	Ed Conklin - Zoom
Bryan Tamburrino – Zoom		

GREETING – William Partington, Chairman

At 8:34 AM with a quorum being met, Chairman Partington welcomed everyone to the 41st Annual Meeting and called the meeting to order.

APPROVAL OF MINUTES (Quarterly Meeting – 10/10/2023) –

Mr. Partington asked for a motion to approve the minutes of the Quarterly Meeting dated October 10, 2023.

A motion was made by Bing Carbone and seconded by Michelle Kawalautzi to approve the minutes of the Quarterly Meeting dated October 10, 2023. All in favor. Motion carried.

Mr. Partington asked Al Martins, SEDC’s Treasurer, to present this morning’s Financial Report.

FINANCIAL REPORT – Alberto Martins, Treasurer

On behalf of the SEDC Mr. Martins provided a breakdown of the financials for the year-end. The budget was reviewed for 2024. The budget proposed was recently approved by the Executive Committee and staff believes it is realistic for the coming year.

2043 ANNUAL BUDGET – DRAFT

Revenues	
Private Donations/Pledges	\$ 20,000.00
Public Allocations/Grants	\$ 274,666.00
Foundations	\$ 58,500.00
Program	\$ 22,583.58
Other	
Total Revenues	\$ 388,749.58
Expenses	
Personnel	\$ 217,280.00
Taxes, Benefit and Fringe	\$ 55,374.88
General Business	\$ 11,045.00
Professional Services	\$ 17,250.00
Property and Office	\$ 26,878.10
Program	\$ 60,500.00
Other	\$ 421.60
Total Expenses	\$ 388,749.58
Excess Revenues (Expenses)	

Mr. Martins asked for a motion to approve the budget for fiscal year 2024.

A motion was made by Martin Coughlin and seconded by Tom Burden to approve this morning's Financial Report and 2024 Budget as presented for the Shelton Economic Development Corporation. All in favor. Motion carried.

NOMINATING REPORT – Paul Grimmer, President

Pat Carey wasn't able to attend today's meeting so Mr. Grimmer presented the Nominating Report. The following motions were entertained:

Motion to recommend the re-election of the following directors to a three-year term (2024-2026):

- Hank Baum, Mutual Security Credit Union Pat Carey, Carey and Guarrera Real Estate
- Tom D'Addario, D'Addario GMC Ed DeMarseilles, Curtiss-Ryan Honda
- George Logan, Aquarion Phil White, Better Packages
- Charles Wilson, Wilson Agency, Inc.

Motion to recommend the election of the following individual to a three-year term beginning January 1, 2024 and ending December 31, 2026.

- Joseph Bienkowski, Chairman, Citizens Advisory Board
- Mary Jascha, Newtown Savings Bank
- Laura Marasco, West-Conn Tool & Die
- Matthew Wiley, Esq., Wiley Law LLC
- Royal Wells, Welkin, Inc.

Jan Sheehy will be stepping down off the Executive Board. Mr. Grimmer thanked her for serving.

Motion to recommend the election of the following members to the Executive Committee:

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|---|--------------------------------------|
| ➤ William C. Partington, Chairman | Virginia Harger, Ex-Officio, P and Z |
| ➤ Patrick Carey, 1 st Vice Chairman | Martin Coughlin, At-Large |
| ➤ Michelle Kawalautzki, 2 nd Vice Chairman | Robert Caponi, At-Large |
| ➤ Alberto Martins, Treasurer | Ruth Parkins, At-Large |
| ➤ Fred Ruggio, Secretary | Gary Lane, At-Large |
| ➤ Mark A. Lauretti, Ex-Officio – Mayor | Bing Carbone, Ex-Officio - EDC |

A motion was made by Martin Coughlin and seconded by Michelle Kawalautzki to approve and accept this morning's Nominating Report as presented. All in favor. Motion carried.

Mr. Partington thanked Mr. Grimmer for this morning's report. At this time Mr. Partington asked Paul Grimmer to present this morning's program report.

PROGRAM REPORT – Paul Grimmer, President

Mr. Grimmer welcomed everyone and discussed the current activities taken place. Discussed were :

Star Pin Factory – 267 Canal Street, Environmental Clean-Up
CT DECD – Remediation \$950,000/US EPA – Remediation \$500,000

Tighe & Bond - EnviroConsultants and Recyclers

Project Cost \$1,156,160

Paid to Date - \$369,719 (32%)

Projected Savings - \$104,000 (overage)

Site Activities:

- Remediation contractor mobilization
- Site wide vegetation clearing
- Installation of site wide erosion and sedimentation controls including turbidity curtain installation in the river
- Building debris consolidation, removal, and off-site disposal
Included removal of debris from the northern raceway
- Consolidation and removal of solid wastes
Bid Item #4 Estimated 1,000 Tons of Debris v. Actual 350 tons of Debris Est. Savings (\$150k)
- Contaminated concrete processing and waste characterization sampling to prepare for off-site disposal.
Bid item #5 Est. 350 tons x \$133/ton =\$46,600 – Remove/Dispose complete – Add 350 Tons Overage (46K)
- Test pitting to evaluate location of southern raceway
- Updated site survey by Pereira Engineering to identify coastal jurisdiction and mean high water lines

Expected completion – March 30, 2024

Community-Wide Planning – Environmental Land Use Restrictions

Veterans Memorial Park and Shelton Farm and Public Market

Engineering – Generally Complete

Next Steps:

1. Preliminary Filing / Communications with CT DEEP – November 2023
2. Update Survey – Completed by DeCarlo & Doll / Luchs Engineering
3. AECOM to complete the EUR filing with CT DEEP – January 30, 2024

Additional Grant Writing/Administrative Activities - \$2,597,640

STEAP GRANT APPROVALS

- Shelton Canal Lock Park - \$120,000 State of CT/\$30,000 City Match
- Housatonic Riverwalk Extension - \$120,000 State of CT/\$25,000 City Match
- Multi-Use Turf Field - \$500,000 State of CT/\$523,100 City Match

SMALL CITIES GRANT

- Sinsabaugh Heights Renovations - \$1,500,000 State of CT Dept. of Housing

COMMUNITY DEVELOPMENT BLOCK GRANT – US HUD

- Supports economic development, housing and community service activities. Annual allocation of approx. \$168,000/No City Match

CT REC TRAILS GRANT

- Housatonic Riverwalk - \$113,000/\$28,250 City Match

US DEPARTMENT OF ENERGY

- Energy Efficiency & Conservation Block Grant \$76,740/No Required City Match

CANAL LOCK PARK – RESTORATION/REDEVELOPMENT

Address Condition/Potential Improvements

Environmental Restoration/Awareness – Pocket Park, Walking Trails, Improvement of Water Quality

Historic Preservation of the Shelton Canal Locks

- Engineering Firm – BL Companies
Approved Contract - \$124,500 Aldermanic Approval Received
Funding Source – CT STEAP Grant - \$120,000/City Match - \$30,000

Housatonic Riverwalk – 223 Canal Street

Contractor – Priority Landscaping

Contract - \$85,000

Aldermanic Approval Received

Project Start – October 2, 2023

Funding Source: CT STEAP Grant - \$120,000/City Match - \$25,000

Challenge – Back corner tight/slopes to the river

Utilize CT REC Trail Grant to design the transition between 223 and 235 Canal Street

Housatonic Riverwalk Extension (235-267 Canal Street)

CT REC Trails Grant - \$113,000/City of Shelton \$28,250

- Next Steps: Contract Signing (Completed)
 - RFP Engineering Services
 - Planning
 - Design / Engineering
 - Survey
 - ROW Acquisitions
 - RFP Process: January – March 2024
 - Grant Terms: 3 Years

Sinsabaugh Heights – Small Cities Grant - \$1,500,000/City Match - \$10,000

Next Steps:

- Sinsabaugh Heights (80 Units)
- Architectural Firm – AEPMI
- Housing Rehabilitation: Windows / Doors, PTAC HVAC Systems, New Fire / Emergency Alarm System, New Floors, Emergency Generators, among other activities
- Bidding Estimated – February 2024
- Construction Start – April 2024
- Completion – 4 Months (120 Days)

Housing Rehabilitation Program

Income Restrictions – Family Size

Program Income - \$18,202 Grant Limits - \$25,000/unit

Housing rehabilitation deferred loan program provides funding to repair, improve, or modernize dwellings, and remove health or safety hazards from those dwellings

- Electrical (GFIs) / Plumbing (Toilets); Smoke / Carbon Monoxide Units; Window / Door Replacements; Siding / Roofing; Flooring / Painting
- Income Example
 - Family Size 2 – \$71,500
 - Family Size 4 - \$80,500
- 3 Projects Completed to Date
- 3 Projects – Wait List

Brownfield Remediation – 113 – 123 Canal Street

- Total Square Feet - 184,440 SF
- Garage – 74,000 SF
- Commercial SF – 13,500 SF
 - Total # of Units – TBD
 - Restaurant, Catering, Medical, Retail
- Residential SF – 96,940 SF
 - Total # of Units - 92
 - # of Studio - 28
 - # of 1 Bed – 16
 - # of 2 Bed – 44
 - # of 3 Bed - 04
- Ancillary Services
 - 60 Self Storage Units
 - Exercise Room
 - Roof Top Observation Deck

Brownfield Remediation – 113 Canal Street West

- Total Square Feet – 40,200 SF
- Commercial SF – 10,050 SF
 - Total # of Units – TBD
 - Retail, Deli, Medical, Office
- Residential SF – 30,150 SF
 - Total # of Units - 30
 - # of 1 Bed – 15
 - # of 2 Bed – 15

Brownfield Remediation – 281 Canal Street
Total Square Feet – 128,000 sf

Commercial Square Feet – 1700 sf
Total Number of Units – 1 – 2
Uses TBD

- Residential SF – 126,300 SF
 - Total # of Units - 129
 - # of 1 Bed – 40
 - # of 1 Bed - 77
 - # of 2 Bed – 12
- Ancillary Services
 - Fitness Center,
 - Mail & Package,
 - Business Center,
 - Community Room & Roof Top Deck(s)

RAYMOND P. LAVIETES AWARD – Deferred until the April Board of Directors Meeting.

CLOSING – Mayor Mark Lauretti

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ADJOURNMENT – William C. Partington

Motion: A motion was made by Alan Tyma and seconded by Marty Coughlin to adjourn at 9:45 AM. All in favor.

Respectfully submitted,

Aleta Miner for Fred Ruggio, Secretary