

**SHELTON ECONOMIC DEVELOPMENT CORPORATION  
EXECUTIVE BOARD**

**REGULAR MEETING MINUTES  
Tuesday, March 21, 2023**

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

The following members of the Executive Board were present:

Robert Caponi  
Ruth Parkins

Martin Coughlin  
William Partington

Michele Kawalautzki  
Fred Ruggio

Also Present: Paul Grimmer, SEDC President and Aleta Miner. The meeting was called at 8:03 AM with a quorum.

**ACTION ITEMS**

**APPROVAL OF MINUTES**

A review of the minutes was conducted.

***A motion was made to approve the February 14, 2023 monthly meeting minutes. No further discussion. Approved as submitted. (MC/RC)***

**FINANCIAL REPORT**

The Financial Report for the period ending February 28, 2023 was reviewed. Financial activities and updates were provided including;

1. An accounting of the SEDC's various financial accounts:
  - a. Cash Assets                      \$ 65,163.84
  - b. Receivables                      \$ 40,847.05
2. Total Assets of \$180,543.78 as of February 28, 2023.

**Discussion:** Finances are generally in line with the budget. The primary difference is the United Illuminating Co. yearly contribution of \$15,000 which has not yet been received. There is no indication that we will not receive it, rather it is under review with the development office.

***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 City received 5 bids for Star Pin Remediation Project. The range in prices was vast, as the low bid came in at \$1,156,160 and the high bid \$4,092,725. Our engineers, Tighe & Bond have reviewed the bids and are likely to recommend the low bidder to receive

the job. Paul stated that a meeting between Tighe & Bond and the low bidder EnviroConsultants & Recyclers to discuss their bid, would take place after the Executive Committee Meeting. Anyone who wished to stay for the discussion was more than welcome.

**US EPA Community Wide Assessment** – Paul Grimmer reported that work continues on the US EPA Community Wide Assessment Program. **EURs** - Paul provided a \$10,000 proposal from AECOM to complete the ELUR process. There has been no action on the EURs. Neil Thurber has been preoccupied with the Axton Cross Property and is trying to get the City and Primrose Development on the same page. There are significant questions as to what needs to be done to satisfy the remediation efforts, between the developer, City and the Bank financing the project.

**Canal Lock Park** – Paul reported that the Board of Aldermen approved the BL Companies \$124,500 contract with the City in February. The Mayor has not yet signed the contract. In fact, the Mayor mentioned that the City may have an interest in purchasing the property and was holding off on signing the contract till he has a discussion with the property owner. The delay is not actually holding up the project, as we are waiting for the CT DEEP to provide a contract to the City for approval. We have been cautioned not to begin any work till the State contract is completed.

**Residential Rehabilitation** – Paul reported that the SEDC is currently working on three residential rehabilitation projects. The first one, located on Woodland Park is underway and should be completed in late April. Two others on Tuckahoe Drive and Isinglass Glass Road are in progress. Paul stated that he asked Aleta Miner to take the lead on these projects and that he would be there for support. The office has received estimates for the two projects and are preparing to go out to bid in late April. Lead assessments were required for both projects due to the age of the homes.

### **Sinsabaugh Heights**

The Sinsabaugh Heights Project is moving along. The SEDC has received the Phase I and the Hazardous Material Reports from Eagle Environmental. There were two Areas of Concern on the Phase 1. The first being staining on UI Transformer Pad and the second is that the property used to be used for agricultural purposes. Neither of these seem to be significant issues, however Paul Grimmer stated that he would speak to Mayor Lauretti about whether any further action needed to be taken. Last item that will need to be addressed came as a result of the Hazardous Material Report. The lead report for unit 27 came in over limit and a retest of the water will be required.

**City Grant Writing** – The SEDC continues to provide grant writing support to the City. The CT Rec Trails Grant was successfully Submitted as well as grant appropriations to Senator Chris Murphy. The office is also working on a Energy Efficiency & Conservation Block Grant (Due April 28), and two CT Community Challenge Grants (Due May 3<sup>rd</sup>).

**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.

**Annual Staff Review** - William Partington asked Paul Grimmer to leave the meeting so that the Executive Committee may conduct an annual review of the staff.

Prior to Mr. Grimmer's exit the executive committee asked for a brief overview of Aleta Miner's performance. Paul stated that Aleta's efforts extend beyond administrative tasks and that he has

requested that she take on more managerial roles, such as the Residential Rehabilitation work which she has successfully executed.

William Partington informed Paul Grimmer that executive committee was satisfied with the progress of the office and recommended a 4% salary increase for the Paul Grimmer & Aleta Miner - retroactive to the 1st of the year.

**ADJOURNMENT** – Chairman Partington asked for adjournment Annual Staff Review till the March meeting and asked for a motion to adjourn. The meeting adjourned at 9:12 am. (MC/RC)