

**SHELTON ECONOMIC DEVELOPMENT CORPORATION
EXECUTIVE BOARD**

**REGULAR MEETING MINUTES
Tuesday, February 9, 2021**

SEDC Office
475 Howe Avenue, Suite 202
Shelton, CT 06484

The following members of the Executive Board were present:

Robert Caponi	Patrick Carey (Zoom)	Virginia Harger (Zoom)
Michelle Kawalautzki (Zoom)	Eileen Lopez-Cordone (Zoom)	Alberto Martins (Zoom)
Ruth Parkins (Zoom)	William Partington	Fred Ruggio
Janice Sheehy (Zoom)		

Also Present: Paul Grimmer, SEDC President & Aleta Miner, Assistant

The meeting was called at 8:32 AM with a quorum.

ACTION ITEMS

APPROVAL OF MINUTES

A review of the minutes was conducted.

Motion to approve December 8, 2021 monthly meeting minutes was presented; No Discussion. Approved as submitted. (MC/VH)

FINANCIAL REPORT

The Financial Report for the period ending January 31, 2021. Financial activities were discussed, including;

1. An Accounting of the SEDC's various financial accounts were provided and discussed.
 - a. Cash Assets \$137,408.98
 - b. Receivables \$441,500.01
2. Total Assets of \$582,534.76 is currently available as of January 31, 2021.

Income for the month of January was \$29,028.39 vs. Expenses of \$45,478.72. The variance of \$16,450.33 is rather high and is primarily due to 3 payrolls and two rent payments. A copy of the FY21-22 City budget was presented and reviewed.

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

ACTIVE PROJECT / PROGRAM UPDATE

Paul Grimmer – Paul Grimmer presented a program update which included discussions of the Star Pin Environmental Remediation Program, Canal & Wooster Street Reconstruction Engineering, and Northern Canal Master Planning.

Star Pin (267 Canal Street) – Paul Grimmer reported that the US EPA is prepared to haul contaminated materials from the Star Pin Site. Paul Grimmer stated that 8-10 truckloads have been removed already. However, the recent snowfall and the forecasted snow has presented issues with scheduling. It is expected that there will be slight delay removal of the contaminated materials for the next week or two. The contractor did state that they expect to be completed by March 30, 2021.

Tighe & Bond representatives James Olsen and Brian Sirowich met with Paul Grimmer and Chris May of the Environmental Services, Inc (contractor) to review plans to restart the soil sampling (drilling) in and around the property as part of the completion of the Phase II ESA. The contractor is on site Monday through Thursday, which will enable Tighe & Bond to work solely onsite each Friday.

Paul Grimmer reminded the committee that the City / SEDC has two grants which will be applied to this work. The grants include a \$950,000 from the CT DECD and \$500,000 from the US EPA. It is expected that these grants will be used to support the soil remediation efforts on site.

North Canal Master Planning – Paul Grimmer stated that he along with William Partington, Marty Coughlin and Ed McCreery will be meeting with NVCOG to create a storyboard to help illustrate the vision of the master planning of the Canal Restoration. The NVCOG will support this effort free of charge as part of their support to member communities. A similar storyboard was completed for Beacon Falls' Kinney Brook Dam.

Paul Grimmer did say that the existing US EPA - Area Wide Assessment Grant may be used to support this effort as some of the engineering work is eligible through the grant. Paul Grimmer stated he would follow up with the US EPA to get further information.

Shelton Land Bank – Paul Grimmer stated that he is focused on creating a Land Bank to further the SEDC's work. Paul Grimmer reiterated that Dale Kroop is a leading authority on Land Banks in Connecticut and is highly regarded by the CT DECD. We initially expected to meet with Mr. Kroop in February, however we believe that the information would be better delivered and received in person. Thus, it was decided to postpone the meeting till March 2021.

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.

William Partington informed Paul Grimmer that executive committee was satisfied with the progress of the office and recommended a 3% salary increase for the Paul Grimmer & a 3% increase to the hourly rate of pay for Aleta Miner - retroactive to the 1st of the year.

ADJOURNMENT - The meeting adjourned at 9:11 am. (MK/VH)