

**SHELTON ECONOMIC DEVELOPMENT CORPORATION
EXECUTIVE BOARD**

**REGULAR MEETING MINUTES
Tuesday, August 13, 2024**

SEDC Office, 25 Brook Street, Shelton, Connecticut

The following members of the Executive Board were present:

Bing Carbone	Virginia Harger	Michelle Kawalautzki
Gary Lane	Alberto Martins	Ruth Parkins
William Partington	Fred Ruggio	

Also Present: Paul Grimmer, SEDC President. The meeting was called at 8:04 AM with a quorum.

ACTION ITEMS

APPROVAL OF MINUTES

A review of the executive committee minutes from June 11, 2024, was conducted.

A motion was made to approve the June 11, 2024, monthly meeting minutes. No further discussion. Approved as submitted. (FR/GL); Ruth Parkins abstained.

FINANCIAL REPORT

The Financial Report for the period ending July 31, 2024, was reviewed. Financial activities and updates were provided including;

1. An accounting of the SEDC's various financial accounts:
 - a. Cash Assets \$ 44,735.25
 - b. Receivables \$ 15,875.35
2. Total Current Assets of \$60,160.60
3. Monthly (Revenues) \$23,275.69 vs (Expenditures) \$27,661.76 – Excess Monthly Revenue (Expenses) (\$4,386.07)
4. YTD (Revenues) \$198,617.82 vs (Expenditures) \$235,451.99 – Excess Monthly Revenue (Expenses) (\$36,834.17)

Paul Grimmer handed out the 2024 Budget Cash Flow which shows the budget, the monthly revenue and expenses that have occurred, as well as the projected revenues for the balance of the year. The purpose of the review is to draw everyone's attention to three different revenue line items.

Line Item 1 – STEAP Grant Synthetic Turf - \$12,000
Line Item 2 – CT Trails Grant -\$12,000, and
Line Item 3 – NVC-EDD CEDS - \$30,666.48

These revenue sources will make up for the shortfall that we currently see in the budget today.

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

ACTIVE PROJECT / PROGRAM UPDATE

General Discussion: Paul Grimmer began speaking about the various grants that the SEDC had been writing on behalf of the City of Shelton. Ruth Parkins mentioned that it appears that staff is doing work for the city rather than economic development work directed by the board. If the SEDC is going to become a community development arm of the city, then perhaps this is something that the board needs to discuss. Further, Ruth suggested that perhaps it is time to establish a 3–5-year economic development plan that the SEDC Board approves, and which can be performed by SEDC staff.

There was significant discussion regarding the concept. Paul Grimmer stated that he would pursue the recommendation and would develop some ideas for the Executive Committee next month.

267 Canal Street (Star Pin Remediation) – Paul Grimmer reported that he met with the contractor and the engineer on site to discuss the completion of the work. The primary issue is waiting for a time when the water level is low enough to enter the southern canal raceway. Based on their conversations with CT DEEP and CT DECD, they are looking to begin and complete the work during the last two weeks of August. Paul Grimmer presented a photograph of the project area. The photo shows the contractor digging a six-foot hole and so they can take random soil samples each foot from top of soil to 6 feet. The results are necessary for the developer so that he may show the disposition facility what type of contaminants are in the soils.

Sinsabaugh Heights – Paul reported that the Sinsabaugh Heights Bid project is underway. The contractor was authorized to proceed with the work on Thursday August 8, 2024. Paul Grimmer invited the committee members to attend a groundbreaking ceremony at Sinsabaugh Heights – today – at 10am. Mayor Lauretti, members of the Board of Alderman, State DOH Commissioner and representatives from US HUD will be in attendance.

CDBG Entitlement Program – Paul Grimmer reported that the CDBG Application has been completed, submitted, and verbally approved by the US HUD. We are waiting for a letter from that office confirming the grant award.

CT Recreation Trails Program – Paul Grimmer informed the group that the bid process for the Housatonic Riverwalk has been completed and that LANDTECH was hired. LANDTECH was authorized to begin work last week. We expect the firm to be onsite sometime within the next two weeks to complete the property survey. Paul Grimmer stated that the owners of each of the properties (John Watts & Phil White) have been notified of the work and have given their approvals for their sites to be accessed by the engineers.

Multipurpose Synthetic Field - STEAP Grant – Paul Grimmer said that the city is moving forward with the engineering and design of the Multipurpose Synthetic Field. This effort has gone through several hurdles which make the administration of the program a little complicated. Paul explained that an RFQ process to select an engineering firm was conducted by the City’s Public Building and Infrastructure Committee. The selected firm recommended to the city that it proceed with a design build program using the Capital Region Education Council bid system. This is a departure from the bid solicitation process required by CT DECD and was part of the complication Paul mentioned. The important part of the story is that CT DECD accepted the CREC bid system and the city is proceeding accordingly.

NVC-EDD CEDS

Paul Grimmer stated that the NVC-EDD was beginning the CEDS process without a consultant for the third and final year of the program and that the SEDC was taking on a much larger role in the process. This would enable the SEDC to receive a greater percentage of the funds allocated through the grant. Paul Also indicated that he and the NVC-EDD Advisory Committee has discussed establishing the NVCOG as the fiduciary agent for the program. This would eliminate the SEDC’s role in carrying out the program and eliminate the \$12,000 that the organization receives on an annual basis.

There was some discussion. Paul Grimmer stated that he needs to speak with Mayor Lauretti before moving forward with this transition, however.

ADJOURNMENT – The meeting adjourned at 9:24 (FR/VH)