

**SHELTON ECONOMIC DEVELOPMENT CORPORATION  
EXECUTIVE BOARD**

**REGULAR MEETING MINUTES  
Tuesday, March 8, 2022**

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

The following members of the Executive Board were present:

Robert Caponi  
Martin Coughlin  
Al Martins  
Fred Ruggio

Bing Carbone  
Virginia Harger (Zoom)  
Ruth Parkins (Zoom)  
Janice Sheehy

Patrick Carey  
Michele Kawalautzki (Zoom)  
William Partington

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 February 8, 2022 monthly meeting minutes. No further discussion. Approved as submitted. (MC/FR)***

**FINANCIAL REPORT**

The Financial Report for the period ending February 28, 2022 was reviewed. Financial activities and updates were provided including;

1. An accounting of the SEDC's various financial accounts:
  - a. Cash Assets                   \$139,301.97
  - b. Receivables                   \$209,736.15
2. Total Assets of \$356,612.66 as of February 28, 2022.
3. Income for the month of March was \$49,626.12 vs. Expenses of \$32,315.02.
4. Excess Revenue (Expenses) - YTD - \$10,874.51

***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 Tighe & Bond Proposal has been received by Mayor Lauretti and was in his office for his signature. As soon as we receive the signed proposal, we will move forward with Tighe & Bond. On March 4<sup>th</sup>, Paul Grimmer requested that the City authorize Administrative Funding (\$28,000) to the SEDC. The funding request needs to be approved by the City's Board of Alderman. Mayor Lauretti has not given the go ahead for this request as of yet.

**US EPA Community Wide Assessment** – Paul Grimmer reported that work continues on the US EPA Community Wide Assessment Program.

**EURs** - Paul Grimmer stated that there has been no action on the completion of the EUR's. Paul indicated that Attorney Fran Teodosi is working through this process. Paul stated that the lack of progress has been frustrating, but he trusts the process will be completed on time.

**Ascom Hasler** – Paul Grimmer stated that the Site Investigation for the Ascom Hasler Property has been completed and submitted by AECOM. For reference: A Phase I was completed, the Sampling Plan was authorized by the US EPA, A Hazardous Building Material Investigation was conducted, Groundwater Monitoring was completed and a Phase II ESI was completed.

Paul Grimmer stated that these documents have been shared with the US EPA and the property owner.

A preliminary opinion of Cost has also been completed. The estimate is: \$700,000

**North Canal Master Planning** – Paul reported that proposals from Tighe & Bond, and from BL Companies have been received. Paul Grimmer stated that the Canal Lock Park Committee would be meeting after the Executive Committee to review both proposals. Once reviewed we will provide the information gathered to Mayor Lauretti.

**Small Cities Grant** – Paul Grimmer stated he contacted the CT DOH to inquire about the city's Assistance Agreement. Mr. Carew, of the CT DECD said it is forthcoming, but did not give a timeframe for the receipt of the AA. Further Mr. Carew stated that the City could begin the Request for Qualification for A&E Services for the Sinsabaugh Heights, however, we were instructed not to sign contracts until the Assistance Agreement has been authorized by the City of Shelton and the CT DOH.

**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 questioned whether Aleta Miner was hourly or salaried (exempt) position. Paul Grimmer stated hourly, however, Aleta's efforts extend beyond secretarial tasks and that here skill set over the past year has been delving into managerial / executive efforts.

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 & a 4% increase to the hourly rate of pay for Aleta Miner - retroactive to the 1st of the year.

**ADJOURNMENT** - The meeting adjourned at 9:05 am. (MC/RP)