

**SHELTON ECONOMIC DEVELOPMENT CORPORATION
EXECUTIVE BOARD**

**REGULAR MEETING MINUTES
Tuesday, February 14, 2023**

SEDC Office, 25 Brook Street, Shelton, Connecticut

The following members of the Executive Board were present:

Robert Caponi
Al Martins (Zoom)
Fred Ruggio

Bing Carbone
Ruth Parkins (Zoom)
Janice Sheehy

Michele Kawalautzki
William Partington

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 minutes was conducted.

A motion was made to approve the December 13, 2022 monthly meeting minutes. No further discussion. Approved as submitted. (RP/RC)

FINANCIAL REPORT

The Financial Report for the period ending January 31, 2023 was reviewed. Financial activities and updates were provided including;

1. An accounting of the SEDC's various financial accounts:
 - a. Cash Assets \$ 76,272.66
 - b. Receivables \$ 56,746.72
2. Total Assets of \$209,201.07 as of January 31, 2023.
3. Income for the month of January was \$25,817.54 vs. expenses of \$32,506.91.

2023-24 City Budget – Paul Grimmer presented a draft of the SEDC's budget request to the City of Shelton. Recently, the city administration requested that the SEDC consider taking on additional grant writing opportunities to support the loss of the Community Development Office's Director. Of course, we jump at the chance to earn a bit more income and The SEDC is well versed as grant writers and administrators. Paul recommended increasing the request to the city from \$128,000 to \$168,000. The Mayor has not seen the request increase, so we may need to prepare for a bit of negotiating. The budget request will be forwarded to the City by the February 15th deadline.

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

ACTIVE PROJECT / PROGRAM UPDATE

Star Pin (267 Canal Street) – Paul reported that the Star Pin Remediation Project is now out to bid. A mandatory bid walk-thru is scheduled for later this morning. Paul invited members of the Executive Committee to join the walk-thru, if they were so inclined.

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. After discussions with Neil, Paul stated that we should have draft ELURs' for both properties by the end of April 2023.

A motion was made to accept the AECOM proposal of \$10,000 and authorize the President to sign on behalf of the SEDC. No further discussion. Approved as submitted. (RP/RC)

Canal Lock Park – Paul reported that the Board of Alderman approved the BL Companies \$124,500 contract with the City on February 9, 2023. We are sitting tight waiting on the contract to be signed and returned to our office. Paul mentioned that Fran Teodosio presents contracts to the Mayor on Tuesday at their legal meeting, so we should have it back this week or next.

Residential Rehabilitation – Paul reported that the SEDC is currently working on three residential rehabilitation projects. The first one, located on Woodland Park is underway. We successfully completed the bid and have a signed contract. The contractor is now mobilizing and should begin within a week or two. Two others on Tuckahoe Drive and Isinglass Glass Road are in progress. Aleta participated in a project walk through with the rehab specialist. We are waiting for the rehabilitation report and the completion of lead assessments due to the age of the properties.

Sinsabaugh Heights

The Sinsabaugh Heights Project is moving along. The SEDC has received the Phase I and the Hazardous Material Reports from Eagle Environmental. The office is now working on completing the Environmental Review Record. Mr. Marcinek, AEPMI has inspected the Sinsabaugh Heights facilities and is currently is working on the specifications and plans for the project. We need to get to 40% drawings, so that we can forward that information to the CT DOH. The 40% drawings should be completed by early March.

City Grant Writing – The SEDC in an effort to support the City is working on several different grants. The most pressing is the CT DEEP Recreational Trails Program. This grant will be used to help pay for the installation of the Housatonic Riverwalk across the back of 235, 255 and 267 Canal Street. Paul is receiving information from Jim Tate and Teresa Gallagher to help put the application together. Team effort.

Constitution Boulevard – Paul Grimmer stated that office is conducting grant management for this project. We are supporting the City's first drawdown request to the CT DECD and are monitoring Davis Bacon payrolls. So far there are no issues with either exercise.

ADJOURNMENT – Chairman Partington asked to table the Annual Staff Review till the March meeting and asked for a motion to adjourn. The meeting adjourned at 8:57 am. (MK/RP)