**SHELTON ECONOMIC DEVELOPMENT CORPORATION**

**EXECUTIVE BOARD**

**REGULAR MEETING MINUTES**

**Tuesday, January 8, 2019**

**8:00 AM**

SEDC Office

475 Howe Avenue, Suite 202

Shelton, CT 06484

The following members of the Executive Board were present:

Robert Caponi Patrick Carey Michele Kawalautzki

Ruth Parkins Fred Ruggio Janice Sheehy

Paul Grimmer, SEDC President.

The meeting was called at 8:07 AM with a quorum.

**APPROVAL OF MINUTES**

A review of the minutes was conducted. Discussion was held.

***Motion to approve December 11, 2018 monthly meeting minutes was presented; No Discussion. Approved as submitted. (FR/BC)***

**FINANCIAL REPORT**

Paul Grimmer stated that Ray Oppel had not been in the office this month, so the monthly financial statements were unavailable. Paul said that once the statements became available, they would be emailed to the board for their review.

Paul Grimmer stated that the office staff had prepared a Request for Proposal for Audit Services. The RFP, which was review by the President and the Treasurer, has been published and proposals are expected by January 24, 2019. The review of the proposals will be made by the Executive Committee at the Shelton Economic Development Corporation’s February meeting.

**ACTIVE PROJECTS / PROGRAM UPDATE**

**Chromium Process – Building / Land –** Paul Grimmer reported that the project has been completed and final reports were delivered to the US EPA for review and acceptance.

**223 Canal Street –** Paul Grimmer reported that the project has been completed and that the staff was preparing the final bills (administrative included) for reimbursement from the DECD. Based upon a cursory review of the budget. we are expecting a net balance of $83,497 in State Funds. Paul stated that at the previous meeting we discussed reprogramming those funds into other projects. Based upon Paul’s last conversation with the DECD’s project representative he did not think that would be possible. However, we will keep all doors open, just in case.

**235 Canal Street –** Paul Grimmer stated that AECOM was working on a Quality Assurance Project Plan (QAPP) for the EPA’s review. Paul stated that it is possible that we can have a soil / groundwater sampling plan approved later in January.

**257 - 273 Canal Street -** Paul Grimmer stated that Tighe & Bond has not received a final contract from Attorney Teodosio. It seems that there was an issue regarding the liability clause within the contract and the attorneys from Tighe & Bond were working with Corporation Counsel to iron out the details. Given the progress, Paul stated he did not anticipate any work to occur until at least mid-February.

Paul Grimmer also stated that the State of CT DECD had sent an award letter to Mayor Lauretti confirming receipt of the $750,000 DECD Remediation Grant. We will need to wait on the Financial Assistance Proposal and for the Assistance Agreement. Paul stated that he would expect the Assistance Agreement to be approved by the Alderman in March or April.

Finally, office Staff is working on the submission of the $400,000 EPA Grant for the remediation of soil and groundwater issues at the Star Pin building. This grant will require a 20% match by the City and is due to the EPA on January 31, 2019.

**Canal Street Reconstruction – Phase V – Cardinal Engineering** – There is no change in status from last month. Cardinal Engineering is waiting on the contract to be received by the City’s Corporation Counsel.

**NVC/EDD – CEDS** -No news to report.

**ADJOURNMENT**

The meeting was adjourned at 9:02 am. (MC/FR)