**SHELTON ECONOMIC DEVELOPMENT CORPORATION**

**EXECUTIVE BOARD**

**REGULAR MEETING MINUTES**

**Tuesday, December 14, 2021**

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

The following members of the Executive Board were present:

Patrick Carey Martin Coughlin Virginia Harger

Michele Kawalautzki Al Martins Ruth Parkins

William Partington Fred Ruggio Alberto Martins

Also Present: Paul Grimmer, SEDC President

The meeting was called at 8:05 AM with a quorum.

**ACTION ITEMS**

**APPROVAL OF MINUTES**

A review of the minutes was conducted.

***A motion was made to approve the November 9, 2021 monthly meeting minutes. No further discussion. Approved as submitted. (MC/FR)***

**FINANCIAL REPORT**

The Financial Report for the period ending November 30 , 2021 was reviewed. Financial activities and updates were provided including;

1. An accounting of the SEDC’s various financial accounts:
   1. Cash Assets $103,271.53
   2. Receivables $283,556.53
2. Total Assets of $386,828.06 as of November 30, 2021.
3. Income for the month of April was $43,075.94 vs. expenses of $44,903.87.

**3 YEAR Audit Engagement –** Paul Grimmer reviewed the 3-Year Audit Engagement Letter from Wojtowicz, LLC. Paul Grimmer reported that the fee moving forward would be $8,100 per year. It was recognized that the fee increased $600 per year from $7,500.

Paul presented memorandum prepared by Aleta Miner detailing the audit costs dating back to 2014. The fee requested by Mr. David Wojtowicz is significantly lower than presented in the memo. Brief discussion was held.

Motion to accept the 3-year Audit Proposal as presented; No Discussion. Approved as submitted (MC/PC)

**2022 FY BUDGET** – Paul Grimmer presented a copy of the 2022 Budget. The Income and Expense Totals are $545,848, a significant increase over the previous year. There will be additional work placed on staff over the coming year and the budget is a reflection of that fact. Paul Grimmer noted that we do not expect any need for monies to come out of reserve, as was the case in 2021.

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

**ACTIVE PROJECT / PROGRAM UPDATE**

**Star Pin (267 Canal Street)** – Paul reported that Tighe & Bond submitted the Opinion of Probable Cost for the remediation work at the Star Pin Site. A copy of the OPC was distributed. The cost estimate is conservative (est. toward the high side) and suggests that the total cost including engineering, laboratory fees and remediation would be $950,000. Estimated for the various expenses are: Engineering - $225,000, Lab Fees - $45,000, and Remediation $680,000. These expenses are within the budgets supported by the CT DECD & US EPA.

Tighe & Bond has presented the City with a proposal to undertake the Remedial Planning and Design Services for the Star Pin Property, 267 Canal Street. The total value of the amendment is $50,000 and is estimated to be completed within 8 to 12 weeks from the proposal’s approval.

The Scope of Services includes;

1. Remedial Design (Final analysis of soils, concrete and water)

2. Permitting Evaluation

3. Bid Specification and Bidding Assistance

4. Update of Opinion of Probable Cost

5. Brownfields Liability Relief Program Application

Paul Grimmer stated that he would present the proposal to Mayor Lauretti for Signature. The proposal suggests that we could be out to bid in 8 to 12 weeks.

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

**EURs** - Paul stated that he and Neil Thurber met with Attorney Teodosio to begin the legalities of the EUR process, namely the title searches, documenting easements and preparation of the subordination agreements.

**Ascom Hasler** – All of the testing and sampling has been completed for the Ascom Hasler Property. We should have the final environmental reports back in the next 4-6 weeks

**North Canal Master Planning** – Paul reported that the SEDC’s Canal Lock Park met with Mayor Lauretti and the two engineering firms under consideration to complete the engineering for the Canal Lock Park Project. Mayor Lauretti requested additional information and the groups will be meeting again for one last interview in early January. Members of the Canal Master Plan committee include; William Partington, Martin Coughlin, Ed McCreery, and Jim Geissler.

**Nominating Committee** – Paul Grimmer reviewed the Nominating Committee recommendations with the Executive Committee.

**Motion 1: Recommendation: The Nominating Committee recommends the following individuals be elected to serve a three-year term beginning January 1, 2022 and ending December 31, 2024:**

* TBD Newtown Savings
* Janice Sheehy Webster Bank
* Kathleen Marks Marks of Design
* Alberto Martins PKF O’Connor Davies
* Martin Coughlin Resident
* Alvaro DaSilva DSA Corporation
* Fred Ruggio Resident
* Antonietta Cotton United Illuminating Company
* David Grant David M. Grant Caterers

**Motion 2: Recommendation: The Nominating Committee recommends the election of the following members to the Executive Committee for the 2022 Calendar Year.**

* William C. Partington Chairman
* Patrick Carey 1st Vice Chairman
* Michelle Kawalautzki 2nd Vice Chairman
* Alberto Martins Treasurer
* Fred Ruggio Secretary
* Mark A. Lauretti Ex-Officio – Mayor
* Virginia Harger Ex-Officio – Planning & Zoning Chairman
* Martin Coughlin At-large
* Robert Caponi At-large
* Ruth Parkins At-large
* Janice Sheehy At-large

NOTE: There is one ex-officio opening that will be filled once a new Economic Development Commission Chairman has been named.

**Raymond P. Lavietes Award** – It was determined that the Raymond P. Lavietes Award would be presented to Janice Sheehy for her many years of public service.

**Annual Meeting** – Paul Grimmer stated that the Annual Meeting will be held on Tuesday, January 11, 2022 at the Russian Lodge on Howe Avenue in Downtown Shelton. Given the time and location of the event, it was recommended that perhaps we could get a police officer stationed in front of the Russian Club in order to help clam traffic so people could cross Howe Avenue safely.

**ADJOURNMENT** - The meeting adjourned at 8:45 am. (MC/RP)