SHELTON ECONOMIC DEVELOPMENT CORPORATION
EXECUTIVE BOARD

REGULAR MEETING MINUTES

Tuesday, February 11, 2020

SEDC Office
475 Howe Avenue, Suite 202
Shelton, CT 06484

The following members of the Executive Board were present:

Robert Caponi	Patrick Carey	Martin Coughlin
Virgina Harger	Michelle Kawalautzki	Alberto Martins
Ruth Parkins	William Partington	Fred Ruggio

Also Present: Paul Grimmer, SEDC President Kevin Kosty, Resident

The meeting was called at 8:04 AM with a quorum.

ACTION ITEMS

APPROVAL OF MINUTES

A review of the minutes was conducted.

Motion to approve January 14, 2020 monthly meeting minutes was presented; No Discussion. Approved as submitted. (MC/MK)

FINANCIAL REPORT

Alberto Martins conducted the Financial Report for the period ending January 31, 2020. Financial activities were discussed, including;

1. An Accounting of the SEDC's various financial accounts were provided and discussed.
    a. Cash Assets $123,076.95
    b. Receivables $ 80,357.34
2. Total Assets of $203,434.29 is currently available as of January 31, 2020.

Income for the month of January was $17,377.83 vs. Expenses of $41,256.46. The variance of $23,875.63 is rather high and is primarily due to 3 payrolls occurring in the month and of recording one time expenses for the EPA Conference, payments of Directors Liability Insurance

and Annual Meeting expenses. Paul Grimmer stated that the CEDS Grant was received in December 2019 and we expect our first $35,000 drawdown this month.

Paul Grimmer informed the executive committee that the SEDC staff prepared and submitted a $140,0000 request from the City as part of their FY21 Budget as discussed in January.

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

ACTIVE PROJECT / PROGRAM UPDATE

253-273 Canal Street – Star Pin Factory

- **Site Assessment** - Paul Grimmer stated that the City and US Ecology are still wrangling over the details of the contracts. The sticking point seems to be payment terms. I have corresponded with Corp Counsel and informed him that all funds are in place and that payment terms in this case should not be an issue. Paul Grimmer will maintain contact with counsel in this matter.
- **Purchase Proposal Review** – Paul Grimmer stated the review committee met with both developers on January 15, 2020. Based upon all information gleaned from the individual proposals and interview notes, the committee had recommended the award go to Primrose Companies. Paul Grimmer provided copies of the meeting notes from each of the meeting held with the committee which included Patrick Carey, Ed DeMarseilles, and Thomas D'Addario. William Partington and Paul Grimmer also attended these meetings.
- **Review of HMBS Engineering Proposals** – Paul Grimmer stated that City of Shelton has placed the AECOM contract totaling $46,200 on the Aldermanic Agenda for the February 13, 2020 meeting.

Canal / Wooster Street Reconstruction – Paul Grimmer stated that there is no new information regarding this project. Paul Grimmer stated that during the Purchase Proposal Interviews he learned that the Connecticut STC required the reopening of Wooster Street partly due to Primrose Companies need to place parking spaces on the opposite side of the tracks to accommodate parking needs for the Star Pin redevelopment. The most recent plans show that this parking will be provided on the former Better Packages Site. This may eliminate the immediate need to reopen the Wooster Street Crossing. If correct the City may choose to focus on the engineering of Canal Street solely and not complete Wooster Street now, freeing up dollars to complete the topographic survey.

Paul grimmer said he would speak to Mayor Lauretti about this option.

Canal Closure – Paul Grimmer stated that he was working with the Mayor's Assistant and the Army Corp of Engineers to initiate discussions between the parties to close the Southern Canal Section. Thus far, it is very slow going.

Paul Grimmer stated that he was also hoping to begin a planning study of the Northern Canal area. There is a great deal of potential to incorporate environmental restoration of the Northern Canal Section, and historic reconstruction / preservation of the Canal Lock. Paul stated that he was meeting with Ed McCreery who was representing the Conservation Commission and a representative of the Canal Company on February 18, 2020 to talk about this idea. Martin Coughlin interjected that if we

were going to conduct historic preservation activities, he would like to see the Shelton Historical Society involved. The committee thought that this was a good idea.

Mr. Coughlin also recommended that the City / SEDC consider revisiting the rail trail plans that would create a walking path from downtown to Indian Wells State Park following the rail line. The committee confirmed the recommendation and suggested this be part of the planning study.

Paul Grimmer invited the members of the executive committee to participate in the meeting on the 18th of February. William Partington and Martin Coughlin stated that they would attend.

Executive Session

The Executive Committee voted to move into Executive Session to discuss the Annual Staff Review.

Employee Performance & Salary Reviews

William Partington informed Paul Grimmer that executive committee was satisfied with the progress of the office and wished to increase salaries & hourly rates of pay for each employee by 3% - retroactive to the 1st of the year.

ADJOURNMENT - The meeting was adjourned at 9:23 am. (MC/PC)