**SHELTON ECONOMIC DEVELOPMENT CORPORATION**

**EXECUTIVE BOARD**

**REGULAR MEETING MINUTES**

**Tuesday, February 19, 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 Marty Coughlin Virginia Harger

Michele Kawalautzki Al Martins Ruth Parkins

William Partington Fred Ruggio Janice Sheehy

Paul Grimmer, SEDC President.

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

**APPROVAL OF MINUTES**

A review of the minutes was conducted.

***Motion to approve January 8, 2019 monthly meeting minutes was presented; No Discussion. Approved as submitted. (MC/FR)***

**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. Three firms submitted pricing for consideration; Apicella, Testa & Company - $8,750, Venman & Company - $9,000, and Wojtowicz, LLC - $7,500. Wojtowicz, LLC stated the 990 Form is included in the pricing, while neither Apicella nor Venman indicated whether the preparation and submission of the 990 was included in the pricing. After some discussion it was determined that Ray Oppel produces the 990 on behalf of the organization. It was requested that Paul contact Wojtowicz to see if there was any cost savings if the 990 was removed from audit proposal.

Additional discussion was held regarding hiring a Shelton based firm and there was discussion as to whether the SEDC should hire a larger vs smaller firm and whether it mattered in terms of the ability to produce the work. The Executive Committee requested that Paul contact the references provided by Wojtowicz and inquire about their experience with David Wojtowicz and whether the lack of additional staff delayed the performance of audit services.

Paul Grimmer stated that he would begin those efforts this week and report back to the board in advance of the March executive committee 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 had received and paid all bills associated with the project. Paul stated that based upon a cursory review of the budget it is anticipated that there is a fund balance of approximately $87,000 in grant funds. Paul referenced public statements by the new Governor who stated that bond funds would be severely restricted. Thus, we should do everything we can to reprogram these funds into other existing Shelton projects. Paul stated that he would seek to reallocate these funds and that he may need the Mayor’s influence to make this happen.

**235 Canal Street –** Paul Grimmer stated that AECOM had scheduled drillers to initiate collection of soil / groundwater samples. On both dates, however, mother nature conspired against us and we had to postpone due to the snow and ice. We will seek to reschedule the activities in the next two weeks.

**257 - 273 Canal Street -** Paul Grimmer stated that Tighe & Bond will be meeting with the office staff, members of the Executive Committee, Mayor Lauretti and the Police / Fire personnel at 10am, February 19th to review the schedule and progression of activities slated for the site. A copy of the agenda packet was made available to the executive committee. The program should be completed within a 90-day window from the time that the project is initiated.

Paul Grimmer also stated that the State of CT DECD has sent a draft Financial Assistance Plan to the office for review. Paul stated that he had reviewed the FAP and provided comments and edits to Ned Moore at the State DECD. The City’s program rep at the DECD (Ned) is on vacation and will return on Monday February 25, 2019, so Paul will review the edits with Ned at that time. The timing for aldermanic approval is still expected to be April 2019.

Finally, office Staff has completed and submitted a $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.

**Canal Street Reconstruction – Phase V – Cardinal Engineering** – There is no change in status from last month. Cardinal Engineering has signed the contract and is waiting for the signed contract to be returned after the Mayor’s signature. A tentative schedule to begin the engineering work is March 15th.

**NVC/EDD – CEDS** –An EDA sponsored webinar will be held on Tuesday, February 26th at Valley COG.

**Employee Performance & Salary Reviews**

William Partington invited Aleta Miner into the meeting to discuss the performance of office clerical staff. Aleta stated that she conducted a review of both staff members (Amy Cobaugh and Marianne Sheehan). Aleta also shared her opinion of their performance over the year including their strengths and weaknesses. Aleta also stated that believes the schedules of each employee serves the needs of the organization very well. Both Aleta and Paul were asked to leave the room, so that the committee may conduct their own review.

Paul Grimmer was asked to return to discuss insurance policies. William Partington stated that Paul had asked the committee to consider adding a $350,000 Life Insurance (Jackson Life) to his compensation package in lieu of Paul not taking the Long-Term Disability Package offered by the organization. Paul stated that his decision to give up the package was due to the fact that that the cost of the LTD policy added $2,400 to his compensation and was taxable event that Paul felt he did not want to carry. The committee asked Paul to reconsider giving up this type of protection and that in their eyes was extremely important to him and his family in case of a tragic event. Committee also asked that Paul determine whether the Jackson Life and Cincinnati Life Insurance Policies where term or whole life policies. The committee agreed to take up the insurance issues during the march Executive Committee Meeting.

William Partington stated that executive committee wished to increase salaries and hourly rates of pay for each employee by 3% - retroactive to the 1st of the year.

**ADJOURNMENT**

The meeting was adjourned at 9:26 am. (MC/FR)