

SHELTON ECONOMIC DEVELOPMENT CORPORATION  
EXECUTIVE BOARD

REGULAR MONTHLY MEETING  
MAY 10, 2011  
8:00 am

AGENDA

Location: 475 Howe Avenue, Suite 202, Shelton, Connecticut

Type of Meeting: Monthly

Meeting Facilitator: Kenneth E. Schaible, Chairman

Invitees: SEDC Executive Board Members/Public Welcome

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes of April 29, 2011 Meeting Special Meeting and April 6 Special Meeting
- IV. Finance Report
  - a. Monthly Financial Report from SEDC CPA Connery
  - b. 2011 SEDC Fundraising Status
  - c. Audit Status
  - d. 2012 Budget report
- V. Personnel Plan
  - a. Update
  - b. Pending Items
  - c. Long term disability
  - d. Approval or table of draft plan
  - e. Legal counsel selection
- VI. Brownfield's Program Update and Approvals
  - a. Rolfite site
  - b. Samarius Site
  - c. Axton Cross and Cellastik site
  - d. CT DEP meeting/ELURs
- VII. NVC/CEDS
  - a. Status of state review

- b. Current program emphasis

VIII. Riverwalk Extension

- a. Report on Community Meeting
- b. Final design negotiations

IX. Phase 3 (Canal/Wooster Infrastructure)

- a. Nagy Contract and Schedule
- b. HRRC
- c. Army Corp of Engineers Permit
- d. Public inquiries discussion

X. Other Business

- a. Flag Day
- b. Costar proposal for possible action
- c. Derby Shelton Rotary Pavilion Update and Report

XI. Adjournment

## **EXECUTIVE BOARD**

Monthly Meeting

**Tuesday, May 10, 2011**

**8:00 AM**

The Executive Board of the Shelton Economic Development Corporation held its monthly meeting on Tuesday May 10, 2011, at 8:00 AM at the offices of the Shelton Economic Development Corporation. The meeting was called to order by Chairman Schaible at 8:03 AM.

A quorum was reached with the following Executive Committee members in attendance:

Fred Ruggio  
David Grant  
Kenneth Schaible  
Ruth Parkins  
Norman Santa  
Bill Partington  
Jim Cosgrove  
Patrick Carey  
Michelle Kawaultzski  
Martin Coughlin

**Also attending:**

James E. Ryan, SEDC President  
Richard Widomski, Resident

The first order of business was to consider and act on the minutes from two Special meetings:

April 6, 2011

April 29, 2011

Both sets of minutes were approved unanimously. (MK/NS)

The second order of business was the presentation of the monthly financial report. Mr. Ryan noted the following:

1. SEDC 2011 fundraising campaign is performing as expected. Approximately 65 % of goal has been reached.
2. SEDC continues fourth year of administration of Phase 3 activities for Downtown Revitalization as per budget. SEDC has administered this program since January 1 , 2008. Budget extension and additional resources will be required for 2012 and 2013.
3. March Financial Statements reflects that expense and revenue goals were met or exceeded.
4. Audit Committee has met with SEDC Auditor.
5. 2012 Budget planning report

Mr. Cosgrove, Chairman of the Audit Committee then reported that the Committee, including Messrs. Ruggio and Carey had met with the SEDC Auditor and that the 2010 Audit of Financial Services was complete and there were no outstanding matters noted. Mr. Cosgrove further noted that it was the recommendation of the SEDC Audit Committee that the incumbent firm be invited to submit a proposal for another three year term based on their past performance. This recommendation was approved by the Executive Committee by unanimous vote. (FR/MK)

The next order of business was to review the status of the update of the SEDC Personnel Plan. Mr. Ryan reviewed all past work and assumed changes which changes are documented in a recap which will be provided to legal counsel Patrick Lopera. The following actions were noted or approved unanimously by vote:

1. The President is authorized to submit the proposed changes to legal counsel to prepare final draft.
2. Effective this date no SEDC employee can carryover more than 30 working days per annum of sick leave. Current levels of accrued time will be frozen as of this date and reduced over time for incumbent employees until the 30 day limit is reached after which they can use new sick leave available to them as provided by the Personnel Plan.
3. The Executive Committee voted unanimously to maintain the retirement age reference in the SEDC Personnel Plan at 62 years of age. Furthermore, there will be no reference to a mandatory retirement age.
4. The Executive Committee voted to offer a voluntary long term disability plan to the (2) full time employees of the SEDC. This plan will include increasing the subject employee's compensation by the direct cost of the plan and making the payment from the SEDC to the insurance company from SEDC proceeds. Any tax responsibilities will be strictly the employees. The SEDC employee will be responsible for any taxes related to the increase in compensation. The President will get two additional quotes for this coverage in addition to the Ned Miller Agency quotation.

5. The President will obtain estimates for preparation of a new employment agreement for his position from the following firms, to update accordingly.
  - Peg Sheahan, Mitchell & Sheahan, 203-873-0240
  - Martin McCann, Zeldes, Needle, Cooper, 203-333-9441
  - Seth Cooper, Brody Wilkinson, 203-319-7100
  - Thomas Welch, 203-924-2521

Mr. Ryan reviewed several of the matters which are in need of updating.

6. Subject to Mr. Ryan's verification of years of service Mrs. Miner was granted a fourth week vacation, providing she had reached a total of 10 years of service, calculated as follows:

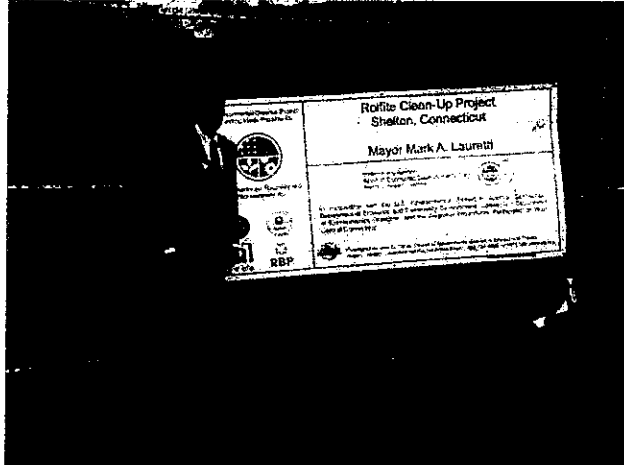
.5 years of service for each year of part time employment

1.0 years of service for each year of full time employment

Upon verification by Mr. Ryan this increase in vacation time will be applicable beginning January 1, 2011.

Mr. Ryan reviewed the following items.

## City is informed..on all activities



## Rolfite Progress

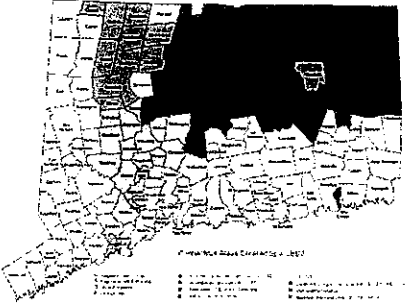
- Asbestos abatement for boiler room, annex building, and overhead pipes completed
- Boiler and annex buildings demolished
- ASTs removed from boiler and annex buildings
- Minimally observed petroleum staining below ASTs (concrete slabs in good shape)
- Observed residual fluids in drain/vault (estimated 3,000 gallons of what appears to be rainwater and sediment) –plan to drain and remove sediment and backfill vault/seal pipes
- UST discovered below former AST in former annex building area
- Seeking additional funding for UST and asbestos panels





# Northville Village Center Comprehensive Economic Development Study Map

- 1. Plan submitted to CT DECD and CT OPM for consideration for State approval.
- 2. Infrastructure projects being updated.
- 3. Staff working on June 30, 2011 Annual Report submission to US EDA
- 4. Meeting to be held in mid June.
- 5. Reappointment of members and addition of one new member.
- 6. Funding being sought and expectations.



# Shelton Riverwalk Extension

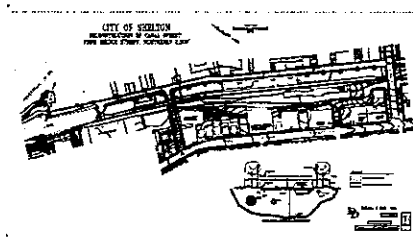
## PROPERTY OWNERS

## CHAMBER SUPPORT

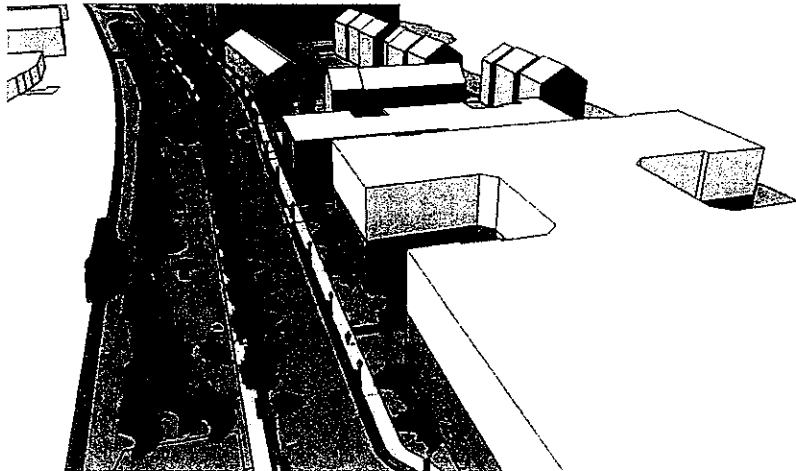




Final Design at 90 %  
complete.  
City to rebid for  
appraisals  
Army Corp approval for  
5 year period expected  
on May 31, 2011  
Meeting held with ATT  
Meeting requested to  
HRRC



# A different thought



## Nagy Contract

Awarded by City of Shelton in the approximate amount of \$231,000.00.

- Contract signing expected this week. Possible project start this week.
- 6-8 week construction timetable

## Other Business

Flag Day proceeding. June 10<sup>th</sup>.

CoStar Proposal

Derby Shelton Rotary Pavilion update



PHOTO SIMULATION

DESIGN SET, 100 EQUINA FALLS CT,  
SHARON, CONNECTICUT 06489

PLAN VIEW

CONCEPT STUDY

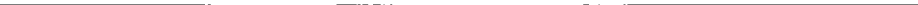
DESIGN NOTES

# Final Design Complete and Bidding Phase Commences

General Notes

SHARON PAULSON  
SHARON, CT

GRADING PLAN





# Derby Shelton Rotary

Advertised on May 6, 2011.  
Site visit with contractors.  
May 24<sup>th</sup>  
Bid opening. June 10<sup>th</sup>.  
Bid review. One week.  
Meeting with Mayo,  
appropriations process,  
construction schedule to be  
determined.

Derby Shelton Rotary Belden Pavilion  
City of Shelton, Connecticut



SPONSOR:  
Derby Shelton Rotary Club  
P.O. Box 227  
Shelton, Connecticut 06484

LANDSCAPE ARCHITECT:

PROJECT ENGINEER:

April 1, 2011

Mr. Ryan noted that the Environmental Work associated with this effort has been contributed by SEDC and is being charged to the SEDC Technical Assistance. Estimated value of these services is approximately \$3,500.00 for work with CT DEP, pre bid walk through, pre construction conference, final letter to CT DEP. There is approximately one day on site inspection which is expected but not included in this estimate.

**Adjournment:**

The meeting adjourned at (MK/NS)