

SHELTON ECONOMIC DEVELOPMENT CORPORATION

SEPTEMBER 20, 2011
8:00 AM

AGENDA

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

Type of Meeting: Monthly Meeting

Meeting Facilitator: Chairman Kenneth Schaible

Invitees: SEDC Executive Committee Members

- I. Call to order
- II. Roll Call
- III. Approval of Minutes: August 9, 2011 Monthly Meeting
- IV. Finance Report
 - a. August financials
 - b. Authorization for Audit Chairman to Execute Audit Engagement Documents
 - c. Draft 2012 Budget (For distribution only)
 - d. Status CEO employment agreement draft
- V. Phase 3 Update
 - a. Army Corp permit (update)
 - b. Right of ways (update)
 - c. CT DOT Earmark (update)
 - d. Nagy Contract (update)
- VI. Brownfields Program Update
 - a. Community Meeting (Update)
 - b. Farmers Market ELUR (Update)
 - c. Rolife update (Contract pending)
 - d. Samarius update (Soils reuse planning update)
 - e. Axton Cross and Cellastik Update (Permit and Injection Update)
- VII. River Walk Extension
 - a. Meeting with State (VHB) and Engineer
 - b. Updated schedule
- VIII. NVC EDD and CEDS
 - a. Current activities report
 - b. EDD status
- IX. Other Business
 - a. Consideration and possible approval of contract with Milone and MacBroom for planning services
 - b. Annual Meeting
 - c. Nominating Committee Report
- X. Adjournment

SHELTON ECONOMIC
DEVELOPMENT CORPORATION

EXECUTIVE BOARD

MEETING MINUTES

Tuesday, September 20, 2011

8:00 AM

SEDC offices

475 Howe Avenue, Suite 202

Shelton, CT 06484

The following members of the Executive Board were present:

Pat Carey
Michelle Kawalautzki
Martin Coughlin, Vice Chairman
David Grant
Norman Santa, Second Vice Chairman
Fred Ruggio
Jim Cosgrove
Bill Partington
Ruth Parkins

James E. Ryan, SEDC President was also in attendance. Richard Widomski, resident, was also in attendance.

- I. The first order of business was consideration of meeting minutes. Approval of Minutes: August 9, 2011 Monthly Meeting (Meeting canceled no minute approval). (This meeting canceled. Minutes from July 26, 2011 Special Meeting handed out. These minutes were tabled. (WP/FR)
- II. The second order of business was consideration of the SEDC finance report as prepared by James Connery, CPA. August financials. The August report was previously transmitted to the Executive Committee. Mr. Ryan reported that the budget income and expenses are forecast to be tracking to forecasts. Mr. Ryan reported that the Audit Committee Chairman would be sent the Audit Engagement documents for his review and possible execution as per past practice. Mr. Ryan also distributed the Draft 2012 SEDC budget and explained the approval process expected prior to the SEDC Annual Meeting in December. (Financial Report was approved. (PC/MK)
- III. The third order of business was a report on Phase 3. Mr. Ryan reported the following:

- a. Army Corp permit: Mayor Lauretti to contact Army Corp staff regarding approach. Design amendment pending.
- b. Right of ways: Appraiser met with Surveyor last week. Appraisals expected in thirty days. Second appraisal will be required if offer refused. Faster procurement will be allowed:
- c. CT DOT Earmark: City and CT DOT confirm use of funds for sidewalks, curbs, and related. CT DOT working on agreement.
- d. Nagy Contract: Temporary paving in several weeks.

IV. The fourth order of business was a report on the UI undergrounding efforts. Mr. Ryan showed a picture reflecting the nature of their work and indicated that the work is approaching completion and temporary pavement will be scheduled in the near future.

V. The fifth order of business was a Brownfields Program report. Mr. Ryan reported the following:

- Community Meeting: Complete
- Rolfite: VCOG grant approved and contract signed. Work over next 90 days.
- Samarius: Back burned by CT DEEP due to storms. Staff will update with them before next meeting. (Soils reuse planning update)
- Axton Cross and Cellastik Update: Additional injection process complete.

VI. The sixth order of business was a report on the next phase of the Riverwalk extension program. Mr. Ryan reported the following:

- Meeting with State (VHB) and Engineer
- Categorical Exclusion approved by FHWA
- Rotondo negotiations will proceed within the month.
- Shooting for notice to proceed with final design in December/January timeframe
- Construction in 2012 is still the target

VII. The seventh order of business was a report on the NVC EDD and staff activities: Mr. Ryan reported the following:

- Work with CT DECD on post Hurricane
- Work on Brownfields
- Assistance for Sterling
- Planning for Transportation
- Meeting with CT Department of Labor
- EDD designation still pending with EDA

VIII. Other business:

Mr. Ryan then gave a report on a Citizens Advisory Committee tour that had been conducted and a tour of Phase 3 with Garrett Sheehan of UI.

The Executive Committee then discussed a planning contract with Milone and MacBroom. After due discussion and consideration the Executive Committee approved an agreement with the firm for planning services related to the Phase 2 area with funding from the SEDC budget or SEDC reserves. (Agreement with Milone and MacBroom for planning services related to programmatic recommendations for Downtown Revitalization was approved in the amount of \$15,000.00 funding from SEDC 2011 budget or reserves. President authorized to sign agreement. (MC/MK)

Mr. Ryan then reported that the SEDC Annual Meeting is scheduled for December 13, 2011 at the Brownson Country Club as per the past two years. He also reported on the work of the SEDC nominating committee led by David Grant. Mr. Ryan reported that Fred Ruggio was selected as this year's recipient of the Raymond P. Laviertes award for leadership and vision.

Mr. Ryan was authorized to serve on the Board of Directors of the Community Foundation of Greater New Haven and the Board of Directors of the Valley Community Foundation. (NS/WP)

The meeting adjourned at 9:14 AM. (NS/MK)