

REVISED

SHELTON ECONOMIC DEVELOPMENT CORPORATION

SPECIAL MEETING

JULY 26, 2011

8:00 AM

A G E N D A

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

Type of Meeting: Special Meeting

Meeting Facilitator: Chairman Kenneth E. Schaible

Invitees: SEDC Executive Committee Members

- I. Call to order
- II. Roll Call
- III. Discussion and Consideration for Approval: SEDC Revised Personnel Plan
- IV. Annual Review of SEDC Employees
- V. Amendment to Agreement with AECOM for additional work at Rolfite Site under VCOG grant program (US EPA)
- VI. Amendment to Agreement with DeCarlo and Doll for professional services in support of NVC CEDS program (July 1, 2011-June 30, 2012)
- VII. Adjournment

SHELTON ECONOMIC
DEVELOPMENT CORPORATION

EXECUTIVE BOARD

SPECIAL MEETING
MINUTES

Tuesday, July 26, 2011

8:00 AM

SEDC offices

475 Howe Avenue, Suite 202

Shelton, CT 06484

The following members of the Executive Board were present:

Ken Schaible, Chairman

Pat Carey

Michelle Kawalautzki

Martin Coughlin

David Grant

Norman Santa

Fred Ruggio

Jim Cosgrove

James E. Ryan, SEDC President was also in attendance.

The meeting was called at 8:01 AM.

I. Discussion and Consideration for Approval: SEDC Revised Personnel Plan
and Manual

After due discussion and consideration the Executive Committee unanimously approved the new Shelton Economic Development Corporation Personnel Policy Manual with several minor edits suggested during the meeting, effective July 26,

2011. Mr. Ryan will make edits, provide training to SEDC employees, and check any questions he has with legal counsel. Employees will be signing an acknowledgement sheet that they have received the subject Manual. Unanimously approved (DG/PC)

II. Annual Review of SEDC Employees

After due discussion and consideration the SEDC Executive Committee voted to authorize a 5% increase to all SEDC employees retroactive to January 1, 2011. (Ryan, Miner, Sheehan) Unanimous vote. (FR/DG)
Mr. Schaible reported that the SEDC is pleased with employee performance.

III. Amendment to Agreement with AECOM for additional work at Rolfite Site under VCOG grant program (US EPA)

After due discussion and consideration the SEDC Executive Committee approved Task Order 1 (Amendment 2) to Agreement No. 083110 between the SEDC and AECOM related to the Rolfite Site with funding from the US EPA through the VCOG and authorized the President/CEO to execute said agreement. Unanimous vote. (MC/MK)o

IV. Amendment to Agreement with DeCarlo and Doll for professional services in support of NVC CEDS program (July 1, 2011-June 30, 2012)

After due discussion and consideration the SEDC Executive Committee voted to authorize an amendment to the agreement with DeCarlo and Doll dated July 20, 2011 for services related to the administration of the NVC CEDS program and EDD efforts. This is in the amount of \$7,500.00 and is to be charged against the SEDC Technical Assistance line item or CEDS line item as may be appropriate with funding from various sources. This was unanimously approved. (FR/PC)

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