



WATERBURY LAND BANK AUTHORITY BOARD OF DIRECTORS MEETING MINUTES

RE: Draft Board of Directors Meeting Minutes

Date: November 13, 2023

Location: Zoom

Call to Order: 9:00 AM, Chairman, Frederick Luedke

Attendees: Directors - Fred Luedke (Chairman), Bob Polito (Treasurer), Joel Becker, Gawdys Grullon, Dan Lauer, Dr. James Gatling (Vice Chair)

Absentee: Maggie Smith (Secretary)

Staff: Nancy MacMillan (Executive Director), John Ewing (Planning & RE Analyst)

1) Approval of Meeting Minutes:

Minutes of the last meeting.

Chairman Luedke invited a motion to have the Board accept and approve the Board Meeting minutes of the October 16, 2023, meeting as presented. Joel Becker made the motion; Bob Polito seconded the motion. There was no further discussion. The motion passed unanimously. Board Meeting Minutes from October 16, 2023. (*See Attachment 1.*)

2) Financial Report:

Discussion regarding accounting.

Treasurer, Bob Polito provided a financial report to the Board, discussing the Financial Review and IRS Form 990 have been prepared by ZZS, and the Form 990 was filed with the IRS.

Our new bookkeeper is working on our QuickBooks files, preparing monthly reports for July through October. The Profit and Loss Statement and Balance Sheets look good, and we are waiting for the final monthly reconciliations.

Director, Joel Becker made the motion to approve the 2022 Financial Review and Form 990; Dr. James Gatling seconded the motion. There was no further discussion. The motion passed unanimously:

“RESOLVED: That the Board approved the 2022 Financial Review and IRS Form 990 for the Waterbury Land Bank Authority, Inc.”

3) Executive Director's Report:

Chairman Luedke asked the Board of Directors if everyone had read the Executive Director's report prepared by Nancy MacMillan and if anyone on the Board had any questions. There were no immediate specific questions from the Board.

Nancy discussed the properties which WLB acquired from the City of Waterbury on October 27, 2023. There are 10 properties in total, allocated as 8 vacant parcels, and 2 parcels improved with residential structures. The deeds for the sale of these properties have been recorded in the City Clerk's Office, and we have hard copies of the deeds on file. We are currently holding general liability insurance for all the properties. Each property has been inspected. As a safety precaution, measures are being taken to clear and board the residential structures since both houses (66 Burton and 35 Wall Streets) have some windows that are uncovered. Both structures are subject to further weatherization and vagrants. Fee quotes are being obtained to have the open windows boarded and the roof at 66 Burton St covered with a tarp since a portion of this roof open. There was a discussion of the condition of properties and photos of the improved properties were included within her report, as well as, in Johns staff report.

The disposition for the properties was outlined in her report with opportunities to sell the vacant lots which are not being considered for future development by the WLB. We have a two-prong approach for selling these lots: 1) Side Lot Program; and 2) Application to Bid. In the Side Lot Program process, abutting property owners are contacted via a certified letter to announce that the WLB owns a parcel which abuts their property. In the Application to bid process, WLB has instructed interested buyers of our properties to create an account on our website. After creating an account, the potential applicant is able to submit a request to bid on a property.

Included in her report there was a narrative written on the Bid Application Ranking process for the WLB Board of Directors. The Ranking discussion includes examples for the Boards use. Once approved, the Ranking Process will be posted on the WLB website so that applicants will get a clear understanding of the priorities and the ranking scoring.

This discussion emphasized home buyer ownership and primary residence which is a WLB priority. The restrictions in place will be recorded in the deed with reversionary language that the property returns to the WLB if the buyer does not live in the dwelling or if the contractor who rehabs the dwelling doesn't sell it to a homebuyer who will reside there. The ranking of the bid applications is thorough in that it outlines the priorities, the process, and the fact that all applications will be reviewed by the Board of Directors for the final selection of buyers.

Chairperson Luedke stated that in the WLB ranking of bid applications, a non-owner occupant for the improved properties is a non-starter. WLB will make it clear that a contractor or developer can purchase the improved property if the agreement specifies that he/she will sell the property to an owner occupant after the dwelling is rehabilitated.

Dr. Jim Gatling commented on the fact he liked that we are preparing to partner with other not for profit organizations. His concern about buyers of the properties was stated. He also stated that we should contact church organizations within the target communities to present the Land Bank and talk about our properties. Jim will set up a meeting for the WLB at churches in the City.

Follow up with lenders from our March 2023 Lenders Forum will be done after the new year.

Old Business was discussed including our search for a grant writer. EPI will put job posting on their website. WLB has posted this job description on our website as well as on Facebook and LinkedIn. After the holidays, a formal job post will be made on Indeed.

The WLB is awaiting a response from Representative Ron Napoli regarding our meeting with him and the HWSF, and Jim Smith. Follow up to set date is pending the holiday schedule.

New Business was discussed to include the upcoming meeting with the City of Waterbury CFO, Mike LeBlanc, to discuss City funding for capital projects, and to update the city on the WLB progress with disposing of properties.

After general discussion about the Executive Directors Report, Fred emphasized the importance of the WLB priorities in the ranking criteria. Thereafter, there was no further discussion.

Our future Board of Directors Meeting for the year is December 11, 2023, at 5 pm. There will be a brief Board Meeting to wrap up end of year business, with a holiday gathering hosted by the WLB staff to follow.

Adjournment: Chairperson Luedke introduced a motion to adjourn. The motion was seconded and approved unanimously. There being no further business, the meeting adjourned at 10:06 AM.

This being a true and accurate record of the meeting of the Waterbury Land Bank Authority, as attested by:



Chairperson, Frederick Luedke

Nov 20, 2023

Date