

**WATERBURY LAND BANK AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES**

RE: Board Meeting Minutes

Meeting Date: September 12, 2022

Location: Zoom

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

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

Executive Director – Nancy MacMillan.

Not In Attendance –Mark Malaspina (Secretary),.

1) Approval of Meeting Minutes:

Minutes of the last meeting.

Chair Luedke offered a motion to have the Board accept the proposed minutes of the August 29, 2022, meeting as presented to the Board prior to the 9/12/22 meeting. Director Becker seconded the motion. There was no further discussion. The motion passed unanimously. Adopted Minutes of the August 29, 2022 -See Attachment 1.

2) Financials:

Discussion regarding accounting.

Treasurer, Bob Polito provided a financial update. A meeting was held with our CPA and the Executive Director. Discussion was held regarding Cash Basis and Accrual Basis for accounting. Request was made to have accounting done on a Cash Basis. Accountant, Joe Marena has updated our files in Dropbox. He uploaded new progress notes, check register, and financial reports for our Board Treasurer’s review/use.

3) Executive Director’s Report:

Chair 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. The Chair indicated that he would like Nancy to provide a brief discussion on any concerns.

WLB Logo: The Board discussed the WORX logo options. It was finally decided to use the single-color brass logo.

MOU Agreement: MOU funding request in the amount of \$134,987 was requested for our first drawdown. Meeting with Mike LeBlanc was very proactive and constructive. City of Waterbury Dept of Finance to approve the request. A W9 was filled out and sent to the Finance Dept. Check to be cut to the WLB week of 9/12/22.

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Reclaiming Vacant Properties Conference: Nancy attended the conference in Chicago on 9/7 to 9/9. Workshops were attended each day. Overall, the conference was well attended. Information brought back to the Land Bank. Notes from conference will be drafted.

ARPA: It was discussed with Brian White, that he would prepare first draft and work with Nancy to prepare narrative that was discussed with Mike LeBlanc. We will work on it in Sept. and provide a draft to Mike LeBlanc to review for comment before submitting final. Nancy would like to review with Brian and address number of transactions with Attorney Kevin Daley before submitting our request. We should prepare a good argument to support our request. Discussion concerning activities for ARPA took place.

WDC Invoices: Discussion concerning grant to WDC to pay for eProperty/Innovations services. Mixed communication as to whether funds were spent down, and if WLB is now responsible for invoices. Nancy will clarify, and to request back-up from Jim Nealon.

Adjournment:

Chair Luedke introduced a motion to adjourn. Director Polito seconded the motion. The motion was approved unanimously. There being no further business, the meeting adjourned at 9:45 AM.

The next meeting of the Waterbury Land Bank will be September 19, 2022, at 9 AM via Zoom. Link previously sent on agenda.

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

 _____ Mark J. Malaspina	 _____ 9/19/22
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Secretary, Waterbury Land Bank Authority

Date

Attachments:

1. Meeting Minutes
2. Executive Director's Report