

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

**RE:** Board Meeting Minutes

**Meeting Date:** September 19, 2022

**Location:** Zoom

**Call to Order:** 9:03 AM, Chairman, Fred Luedke

**Attendees:** Directors - Fred Luedke (Chairperson), Joel Becker, Dan Lauer, Dr. James Gatling (Vice Chairperson), Mark Malaspina (Secretary)

Executive Director – Nancy MacMillan.

Not In Attendance – Gawdys Grullon,  
Bob Polito (Treasurer)

**1) Approval of Meeting Minutes:  
Minutes of the last meeting.**

Director Luedke offered a motion to have the Board accept the Board Meeting minutes of the September 12, 2022, meeting as presented. Joel Becker seconded the motion. There was no further discussion. The motion passed unanimously. Board Meeting Minutes from September 12, 2022. (See Attachment 1.)

**2) Financials:  
Discussion regarding accounting.**

Treasurer, Bob Polito was not able to attend the Sept 19th meeting to provide a financial update, however, Chairperson Luedke discussed that our Treasurer and our CPA were working on the format of the financial reporting. It was noted that the WLB received our first drawdown from the MOU Funds, and we currently have approximately \$150,000 in our Webster checking account.

**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 questions from the Board Directors. The Chairman indicated that he would like Nancy to provide a brief discussion on any topic of concern i.e., meeting with Attorney Kevin Daly.

Sept 12, 2022, Meeting with Attorney Kevin Daly: The meeting was a good start to proceeding with acquisition process. There are a lot of questions, and the process and timing are to be determined and will be based upon a case-by-case basis. We hope to get a flow chart or schematic plan in place to illustrate better director. Notes from meeting are as follows:

a. KD to research status of these lots and determine which process to initiate.

Thought to proceed with City-owned property. Foreclosure could take up to 6 months.

b. KD to check title status and taxes on initial lots.

c. NM to review side lot programs to adopt a program for the WLB.

d. KD to investigate the City of New Haven side lot program.

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e. Several things for follow up: 1) Good title – 3 years search; 2) Board of Aldermen to approve list; 3) Contract forms or samples need to be drafted – ones we can use a boiler plate for each transaction; 4) Will the WLB be responsible to pay for real estate taxes while holding property? Or will taxes be suspended while the WLB holds property? How long, 5 years? Property reassessed after transaction to new owner. 5) Will lot we sell, using the side lot program, be merged to buyer's existing property?

WLB to start with 3 vacant lots:

- 1) Corner of Fairview and Johnson St
- 2) Corner of Iron and Oak St
- 3) 159 Cook St

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 and address transactions with Attorney Kevin Daley.

Accounting and Reporting: WLB will touch base with WDC Jim N. and City Dept. of Finance to see what the reporting and auditing requirements are for the land bank.

Policies and Procedures: Brian had requested that the Board of Directors review the Policies and Procedures of the land bank as we move forward to acquisitions.

Question about eProperty/Innovations contract extension came up and it was discussed that we will consider extending contract so that we can get support from Brian when needed on a project-by-project basis or when defining the property data collection, tech support, and property criteria. Need to be mindful of hourly time spent and need to determine if the City will provide funding for this extension.

**Adjournment:**


Chair Luedke introduced a motion to adjourn. Director Malaspina 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 26, 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

Secretary, Waterbury Land Bank Authority

  
\_\_\_\_\_  
Date

Attachments:

- 1. Sept 12, 2022, Meeting Minutes
- 2. Executive Director's Report