



WATERBURY LAND BANK AUTHORITY BOARD OF DIRECTORS MEETING MINUTES

RE: Board of Directors Meeting Minutes

Date: July 14, 2025

Location: ZOOM

Call to Order: 9:04 AM, Chairperson, Frederick Luedke

Attendees: Directors: Fred Luedke (Chairperson), Gaudys Grullon, Joel Becker, Bob Polito (Treasurer)

Absent: Dr. James Gatling (Vice Chair), Dan Lauer

Staff Present: Nancy MacMillan (Executive Director)

**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 June 9, 2025, 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 June 9, 2025. (*See Attachment 1.*)

**2) Financial Report:
Discussion regarding accounting.**

Treasurer, Bob Polito, provided the June monthly financial report to the Board.

The monthly financial report (Balance Sheet and Profit & Loss Statement) was prepared by our bookkeeper and reviewed by our E.D. and Treasurer prior to the Board Meeting. The Balance Sheet and Profit & Loss Statement were prepared on QuickBooks and reconciled by the bookkeeper prior to the Board Meeting.

The Treasurer noted that ZZS is currently preparing the audit for this past fiscal year. An audit check list was submitted and our Executive Director is supplying them with the required data. The audit should be completed by November 2025.

A monthly comparison between May and June was performed and discussed. The sales proceeds remained stable as there were no recent sales. Other income from grant sources were discussed. There were no specific questions from the Board.

Chairperson, Fred Luedke invited a motion to have the Board accept and approve the June 9, 2025 monthly financials, as presented. Gaudys Grullon made the motion; Joel Becker seconded the motion. The motion passed unanimously.

3) Executive Director's Report:

Chairman Luedke asked the Board of Directors if anyone had questions regarding the Executive Director's report prepared by our Executive Director, Nancy MacMillan. There were no immediate specific questions or items highlighted from the Board.

Before Nancy presented her monthly report, she asked the Board Chairman if he would like to discuss the meeting with Mayor Pernerewski.

Our Board Chairmen, Fred Luedke had noted that the meeting with our mayor went very well. It was agreed that the WLB has a good rapport with the City and we look to the city for support as we appeal to the state for capital funding. Our five-year plan has laid out a phased funding approach to capital funding the WLB which may be more appealing to the state rather than an upfront lumped sum contribution. The WLB provided a narrative of our 5-year funding proposal to the mayor and we expect to get feedback on it shortly. Our objectives to support homeownership occupancy of our properties and to focus on the rehabilitation of structures is still intact.

Nancy then continued with her report. This past month has been filled with various activities including but not exclusive to:

1. Pursuing funding opportunities
2. Advancing sales
3. Updating in-house data (website, property data, grant tracking)
4. Attending various meetings including the meeting with Mayor Pernerewski
5. Collecting data/documents for ZZS for the next FY audit

The WLB has not sold properties since our last meeting but we have signed several purchase and sale agreements and we are nearing sales contracts. We have 9 pending sales. Various negotiations of bids and intended use have taken place with each parcel and sale since the circumstances of each buyer has varied.

We have one parcel, (19 Burton St), that the Board discussed in great detail and which requires the WLB to deny the buyers bid. The process for this parcel is under consideration.

Additionally, we have a request in to the city for the next set of properties which should include 15 parcels, most of which were requests from the public so we have potential buyers.

Other activities since our last meeting included:

- * Meeting with New Haven Land Bank.
- * Meeting with the CCP Housing Affinity Group.
- * Meeting with Tom Cruess of NWNH to discuss how the WLB can facilitate property acquisitions.

Other items in progress include:

- * Working with The HR Desk on the job description for the next WLB hire.
- * Working on the RFP to be published to obtain a final contractor for the WOW Neighborhood Revitalization project.
- * Working with the landscaping company to maintain our parcels, creating a schedule outline for property visits, services rendered, and fees.

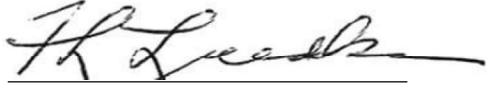
After much discussion about items within the report, there were no further questions.

Our Board Chairman suggested that we skip the month of August and return in September for our next meeting. The full Board agreed.

The Board of Directors then convened to an Executive Session. There was a discussion regarding compensation but no vote was taken during executive session. A vote was taken for the consideration of staffing compensation when the Board returned. Upon their return the meeting was adjourned.

Adjournment: Chairperson Luedke introduced a motion to adjourn. The motion was seconded and approved unanimously. There being no further business, the meeting was adjourned at 10:08 AM.

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



Fred Luedke, Chairperson

7-23-25

Date