



WATERBURY LAND BANK AUTHORITY BOARD OF DIRECTORS MEETING MINUTES

RE: Board of Directors Meeting Minutes

Date: January 8, 2024

Location: Zoom Meeting

Call to Order: 9:02 AM, Chairman, Frederick Luedke

Attendees: Directors - Fred Luedke (Chairman),
Maggie Smith (Secretary), Gawdys Grullon, Joel Becker,
Dan Lauer

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

Absentees: Dr. James Gatling (Vice Chair),
Bob Polito (Treasurer) – medical absence

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 December 11, 2023, meeting, as presented. Joel Becker made the motion; Gawdys Grullon seconded the motion. There was no further discussion. The motion passed unanimously. Board Meeting Minutes from December 11, 2023. (*See Attachment 1.*)

2) **Financial Report:**

Discussion regarding accounting.

Treasurer, Bob Polito, was absent from this meeting due to a previously scheduled medical appointment. The monthly financial report was emailed to the Board on January 6, 2024. Financial reports prepared by the WLB bookkeeper are prepared via QuickBooks, which are reviewed prior to the Board Meeting. In Treasurer Polito's absence, Chairman Luedke made remarks about the monthly financial report. The Executive Director briefly recapitulated grants and reimbursements, which were received in December of 2023. Tracking of grant funds and expenses for projects will be done on a monthly basis.

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 started her report by asking the Board if they had questions. There were no specific questions, so a recapitulation of the written report was given with expansion upon same and conversation amongst the Directors on various topics related to policies and procedures, land bank priorities, ranking of bids, transparency, the appeals process and staff discretion in making recommendations to the Board.

As the Land Bank enters 2024, funding opportunities for operating expenses and capital funding remain top priorities in order to accomplish goals and strategic plans to fulfill our mission.

Below is a brief recap of grants/reimbursements which have been approved and/or awards received in 2023:

Source	Amount	Use	Status
2023 MOU*	\$250,000	Operating Expenses	100% Drawn down
2023/24 HWSF	\$100,000	Operating Expenses	50% Drawn down
Liberty Bank Foundation	\$19,500	Condition Assessment	Expended
City of Waterbury	\$12,251	Property Expenses	Received – in progress
CT Community Foundation	\$6,460	Planning/GIS Ed	Received
LISC	\$25,000	Software/hardware	Not yet received
The CT Project	\$2,000	Marketing	Received

The request for City ARPA funding was emailed to the City Dept. of Finance on Friday 12/22/23 with 3 hard copies hand delivered on 12/26/23. The ARPA funds requested from the City total \$860,000 to be distributed over a 3-year period. Further details regarding this proposal are provided in this Meeting packet.

In summary, the Request for Funds Update which included the WLB ARPA Proposal was addressed to Mayor Paul Pernerewski and City Finance Dept. CFO, Mike LeBlanc. The proposal was updated to reflect the WLB's completion the 2023 Conditions Assessment program, in addition to its monetary request to the City of Waterbury which had changed.

The WLB has created a two-pronged approach to dispose of properties recently acquired from the City of Waterbury. The first two initiatives for property disposition are underway and include: the 1) Side Lot Program; and 2) WLB Website-based On-Line Applications to Bid.

The overview of the bid applications and ranking was discussed with summary tables and detailed bid forms presented. It was concluded that the staff should continue working on the ranking of bids.

After general discussion about the Executive Director's Report, Staff Planner & RE Analyst, John Ewing presented his report, which included the narrative and discussion on ranking all bid applications made to the WLB prior to the January 8, 2024, meeting. All bids received after January 5th were not considered since the deadline date for responses was January 5, 2024.

It was suggested that the WLB investigate City planning regarding density to support its priority to lessen density and provide off-street parking in neighborhoods that are overdeveloped and unsafe due to highly trafficked roadways.

The Board agreed to go into a brief Executive Session to discuss priorities, recommendations, property bids, and to simplify the process. There may be a Special Meeting to place a final vote on and approve of bid selections.

It was agreed that John would prepare a summary report of recommendations for each parcel under consideration for disposition with supporting data on the selection of each bidder and any conflicts which may have been presented. This updated report will be prepared the week of January 8, 2024, with an email sent to the Board for approval. A special meeting may be held to conduct this² approval. Meeting TBD.

Adjournment: Chairman Luedke introduced a motion to adjourn. The motion was seconded and approved unanimously. There being no further business, the meeting was adjourned at 10:12 AM.

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

/s/ Maggie Smith
Secretary, Maggie Smith

January 16, 2024
Date