



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

RE: Board of Directors Meeting Minutes

Date: May 15, 2023

Location: Zoom

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

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

Absentees: N/A

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

2) Approval of Amended and Restated Bylaws:

Chairman Luedke introduced a motion to approve the Amended and Restated Bylaws of The Waterbury Land Bank Authority, Inc. to address and include the formation of a Compensation Committee. Director Bob Polito approved, and Director Joel Becker seconded the motion. There was no further discussion, and the following resolution was passed unanimously:

“RESOLVED: That the Board approved the Amended and Restated Bylaws of the Waterbury Land Bank Authority, Inc.”

3) Approval of Compensation Committee:

Chairman Luedke introduced a motion to approve the formation of a Compensation Committee. Committee Members appointed to said committee include Dr. James Gatling (Chair), Joel Becker (Vice Chair), and Gawdys Grullon.

Director Dan Lauer approved, and Director Joel Becker seconded the motion. There was no further discussion, and the following resolution was passed unanimously:

“RESOLVED: That the Board approved the formation of the Compensation Committee.”



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4) **Approval of the RFP for the WLB Condition Assessment Program:**

Chairman Luedke introduced a motion to approve the RFP for the Conditions Assessment program and its release, as discussed and included in the Executive Director's report.

Director Bob Polito approved, and Director Joel Becker seconded the motion. There was no further discussion, and the following resolution was passed unanimously:

“RESOLVED: That the Board approved the RFP for the WLB Conditions Assessment program and its release.”

5) **Financials:**

Discussion regarding accounting.

Treasurer Polito presented the monthly financial report, which was prepared by the WLB accountant. Grant income includes the Liberty Bank Foundation grant. Next month the HWSF will be voting on the 2023 donation and, when approved, it will be in the upcoming report.

It was discussed that the WLB financial report is on a cash basis and within the next several months will be created on an accrual basis.

6) **General Comments:**

Chairman Luedke had wanted to talk about an email that he had written to Mayor O'Leary regarding the WLB request for financing. There was a follow up email based upon the mayor's response which included bullet points of all of the WLB activities geared towards obtaining financing.

To simplify, we have not had a response regarding our request for funds from the City.

7) **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, so Fred asked Nancy to discuss the primary points of her report.

Before Nancy addressed her written report, she commented on Fred's recapitulation of his email to the mayor. She discussed that after the Leaders & Lenders Forum in March of 2023, she had followed up with several of the forum attendees. Follow up meetings are pending.

The Conditions Assessment program RFP was completed and will be released on May 18, 2023. An announcement will run in the Republican American newspaper from May 18 to May 24, and the RFP will be posted on our website. An invitation to bid will be emailed to local Waterbury contractors as well.

Nancy noted that we have refined the ePP software and created an inspection report which will be used for the property inspections. We have also purchased an Arc GIS license similar to that used by the Planning Department, and we will be layering information for our properties and neighborhoods as needed. Staff, John Ewing, has been working on the GIS and ePP and will be testing the mobile



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application before we select a qualified property inspection firm for the Conditions Assessment program. John will have a chance to describe the ArcGIS capabilities at the end of this report.

As we go through the details of the program, we will be able to judge if the Liberty Bank Foundation grant will cover all of the expenditures for the program. Next phase of the Conditions Assessment to cover program expenses.

Nancy discussed the opportunity to work with Yale in the Urban Design project this summer and the City staff attorney has stated that he is working on the documents for the transaction of the potential Yale sites.

Consultant Brian White discussed the other GIS capabilities of the ePP software, and the Board concluded that the WLB will be utilizing leveraging of both public and private data.

John discussed the updating and capabilities of Arc GIS and his training sessions with EPI in order to tailor our software to our first program and make the most efficient use of the software.

After general discussion about assorted items in the E.D. report, there were no further items to discuss.

8) Approval of the Contract with Attorney Ann Zucker and Fee Proposal:

Chairman Luedke introduced a motion to approve the fee proposal presented by Attorney Ann Zucker of Carmody Torrance Sandak & Hennessey LLP (“Carmody”), as discussed and included in the Executive Director’s report. Secretary, Maggie Smith, an attorney at Carmody, abstained from comment and recused herself from the motion to approve the fee proposal.

Director Bob Polito approved, and Director Jim Gatling seconded the motion. There was no further discussion, and the following resolution was passed unanimously:

“RESOLVED: That the Board approve the contract and Fee Proposal as presented by Attorney Ann Zucker.”

Our future 2023 Board of Directors Meetings are June 5, 19; July 10, 24; Aug 7, 21; Sept 11, 25; Oct 16, 30; Nov 13, 27; Dec 11.

Adjournment: Chairman Luedke introduced a motion to adjourn. The motion was seconded and approved unanimously. There being no further business, the meeting adjourned at 10:04 AM.

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

Margaret E. [Signature]

Secretary, Waterbury Land Bank Authority

5/22/23

Date