



## WATERBURY LAND BANK AUTHORITY BOARD OF DIRECTORS MEETING MINUTES

**RE:** Board of Directors Meeting Minutes

**Date:** April 8, 2024

**Location:** Via Zoom

**Call to Order:** 9:01 AM, Chairman, Frederick Luedke

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

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

Absentees: Dr. James Gatling (Vice Chair)

### 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 March 18, 2024, meeting as presented. Bob Polito made the motion; Joel Becker seconded the motion. There was no further discussion. The motion passed unanimously. Board Meeting Minutes from March 18, 2024. *(See Attachment 1.)*

### 2) **Financial Report:**

#### **Discussion regarding accounting.**

Treasurer, Bob Polito, presented the monthly financial report prepared by our bookkeeper. Financial reports are prepared on QuickBooks which are reviewed prior to the Board Meeting.

Bob provided an update to our bookkeeping with a more descriptive use of QuickBooks. The date on the report shall be changed to reflect it is a March report and not an April report.

The formatting of the balance sheet and profit and loss statement include more details of the operating account, capital funds, grant income, and assets. Accounting and bookkeeping are organizing the data accordingly. The Executive Director is tracking grant income and uses of grants, as intended in the respective grant applications.

Chairman Luedke invited a motion to have the Board accept and approve the March 2024 Financial Report. There was no further discussion. The motion passed unanimously. March 2024 Financial Report.

**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 provided an update to the Board on grant sources, data shared with the WLB bookkeeper, and details on classifying expenses on QuickBooks. Additionally, Nancy is tracking grant income and expenses. The grant tracking summary was provided to the Board.

As we enter 2024, funding opportunities for operating expenses and capital funding remain top priorities to accomplish our goals and strategic plans to fulfill our mission.

As outlined in the Executive Director’s Report, there are several sources of grant funds.

Our follow-up to the CT CDS FY24 announcement, which awarded the WLB \$1,045,000 for Phase 1 of the WOW Neighborhood Revitalization, includes submitting two grant applications that will potentially assist in supplementing the congressionally directed spending grant: 1) one is to Webster Bank which requesting \$20,000, which will go towards due diligence in the Phase 1 project; and 2) another one is to the NW Community Bank in the amount of \$20,000, which will go towards community gardens with Urban Fresh Gardens. The FY 25 CDS application is due on April 14, 2024 and we will submit a request for Phase 2 of the WOW Neighborhood Revitalization project.

Our request for City ARPA funding was reviewed by City Finance and the Mayor. Funding will occur after the annual budget is approved, and we would expect to receive funds shortly after the new fiscal year. Amount yet to be determined.

The request to the city to revise our MOU and Financial Assistance Agreement is under consideration. The amount pending is an increase of \$50,000 per annum.

Further communication is planned with Alderman Belinda Weaver to do a presentation to the WOW Neighborhood Association to introduce the WLB and present our concept plans.

There was a brief discussion about the status of the disposition of properties, and Nancy noted that our attorney is working on the packets. We will start meeting with the potential buyers during the third week of April.

There were no further comments.

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 9:53 AM.

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

/s/ Maggie Smith  
Maggie Smith, Secretary

5/7/2024  
Date