



WATERBURY LAND BANK AUTHORITY BOARD OF DIRECTORS MEETING MINUTES

RE: Draft Board of Directors Meeting Minutes

Date: December 11, 2023

Location: 207 Bank Street, 3rd floor, Waterbury, CT

Call to Order: 5:00 PM, Chairman, Frederick Luedke

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

Absentee: Gawdys Grullon

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

Board of Directors Office Tour:

The Executive Director provided a tour of the WLB office space and illustrated the strategic planning that had been taking place in 2023. Maps were displayed and GIS mapping was shown. There was discussion regarding the City owned properties, the completed Conditions Assessment Report, and the WLB's capability to track and analyze properties. After the tour, the Board of Directors began the monthly meeting in the WLB shared conference room.

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 November 13, 2023, 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 November 13, 2023. (*See Attachment 1.*)

2) Financial Report:

Discussion regarding accounting.

Treasurer Bob Polito provided a financial report to the Board, discussing the monthly financial report which is prepared by the WLB bookkeeper. Property expenses will be better itemized as we work on the project-based accounting in QuickBooks. Bob mentioned that future income will show sales proceeds and tax revenues.

After the treasurer's report was presented, the Board went into a brief executive session to consult with the compensation committee. No votes were taken. It was agreed that staff would receive a one-time salary adjustment.

The Board and staff discussed the MOU between the WLB and the City of Waterbury. It was agreed that the Executive Director would amend the financial assistance agreement in the MOU. A vote to amend the MOU was taken.

Chairman Luedke made the motion to approve the revision of the MOU and Financial Assistance Agreement to the City of Waterbury; Jim Gatling Approved the motion; Bob Polito seconded the motion. There was no further discussion. The motion passed unanimously:

“RESOLVED: That the Board approved the revision of the MOU and Financial Assistance Agreement with the City of Waterbury.”

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 noting that the Waterbury Land Bank Authority (WLB) has been actively involved in various initiatives in 2023, preparing its contribution to the improvement of the Waterbury community. A summary of the key highlights was presented. Overall, the WLB is making significant strides, reflecting a proactive and forward-thinking approach to its responsibilities.

As the end of 2023 nears, funding opportunities for operating expenses and capital funding remain top priorities in order to accomplish the WLB's strategic plans and fulfill its mission.

The key items discussed included the revision of the MOU to the City of Waterbury, the request for property expense reimbursement from the City, and the upcoming revisions to the ARPA funding request proposal to the City.

The ranking of bid applications was discussed and summary tables and detailed bid forms were reviewed. It was concluded that the staff should continue working on the ranking of bids and that this topic would be further discussed at next month's meeting.

Jim Gatling raised a question regarding an appeals process should any of the bid applicants question the WLB disposition of a property. The WLB Policies and Procedures was discussed as the policies include narrative regarding the determination for the disposition of properties by the WLB. Chairman Luedke asked that Nancy and John consult with Brian White from EPI for national guidelines on the matter of appeals. It was agreed that Nancy would contact Brian.

Chairman Luedke then discussed the meeting that the WLB team had with Representative Ron Napoli and Senator Joan Hartley. It was noted that a follow-up meeting would be requested in the first quarter of the New Year.

Staff Planner John Ewing raised a question about zoning requirements, and it was determined that WLB would consult with the City Zoning & Planning Office and meet in January.

Old Business was discussed.

New Business was discussed.

After general discussion about the Executive Director's Report, Chairman Luedke emphasized the importance of the WLB priorities in the ranking criteria. Thereafter, there was no further discussion.

The next Board of Directors Meeting is scheduled for January 8, 2024.

Adjournment: Chairman Luedke introduced a motion to adjourn. The motion was seconded and approved unanimously. There being no further business, the meeting adjourned at 6:15 PM. The WLB Board and Staff remained for a brief holiday gathering.

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

12/28/2023
Date