



WATERBURY LAND BANK AUTHORITY BOARD OF DIRECTORS MEETING MINUTES

RE: Board of Directors Meeting Minutes

Date: April 17, 2023

Location: Zoom

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

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

Absentees: Bob Polito (Treasurer)

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

1) **Approval of Meeting Minutes:**

Minutes of the last meeting.

Director Luedke invited a motion to have the Board accept and approve the Board Meeting minutes of the April 3, 2023 meeting as presented. Jim Gatling made the motion; Joel Becker seconded the motion. There was no further discussion. The motion passed unanimously. Board Meeting Minutes from April 3, 2023. (*See Attachment 1.*)

2) **Financials:**

Discussion regarding accounting.

Our accountant typically prepares our monthly financial report the first week of each month. Treasurer Bob Polito had distributed the March financial report prior to this meeting. No questions from the Board regarding the financials.

Nancy had discussed the monthly expenditures and noted that the HWSF donation of \$25,000 was deposited in April, and it would be included in next month's report.

The topic of car expense reimbursement was discussed due to the upcoming property inspections and the additional wear and tear on staff vehicles. Both Nancy and John expressed that travel throughout the City can be hard on the cars since the Waterbury roads are very hilly and many roads are in need of repair. Additionally, there was a concern about potential vandalism. The Board agreed that the typical IRS reimbursement of \$0.65/mile was satisfactory.

Chairman Luedke had welcomed our new Board Member and Secretary, Maggie Smith, to the Waterbury Land Bank Board of Directors before the Executive Director gave her report.



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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, so Fred had asked Nancy to discuss the primary points of her report.

Before Nancy addressed her written report, she recapitulated the current status of the WLB ARPA Proposal to the City of Waterbury to the Board, and discussed her efforts to get feedback from the City regarding the request for funds. She asked that the Board assist her in obtaining information regarding the funding. The WLB had submitted the proposal to the City in Dec. 2022, and the WLB had not received a commitment from the city for capital funds, as outlined in the proposal. There was lengthy discussion about the topic and Fred Luedke had offered to contact the Mayor's Office to inquire about a meeting with the Mayor.

The Board discussed capital funds required to accomplish the Land Bank's proposed activities, and various funds from the City which were being allocated to City projects. It was emphasized that the operating funds from the MOU with the City were to be used solely for the operating budget.

Nancy discussed the first grant from the Liberty Bank Foundation which will enable the Land Bank to commence the Conditions Assessment. Our timeline from April to August projects that we should have enough information gathered so that in September we can apply for the CIF 2030 grant. This grant request would leverage the funding requested from, and hopefully granted by, the City to fulfill the \$5.7m total which was presented in the ARPA Proposal.

As we go through the details of the program, we will be able to judge if the Liberty Bank grant will cover the expenditures and/or if we need to apply to ION Bank for the required balance to cover program expenses.

Nancy discussed the opportunity to work with Yale and DOH on the Yale 2023/24 project. Several parcels which the Land Bank will own this spring will be presented as options for Yale and their selected developer partner to acquire for their design/build project.

After a few general comments about funding, the Board moved on to our next topic. The cost of demolition of dilapidated structures was discussed since the cost of demolition was not included in our capital cost estimates. According to our organizational documents, the City is supposed to demo structures, as needed, prior to transferring the property to the WLB. It was suggested to ask Mike Gilmore about City demolition funds. Dan Lauer had thought that City CDBG funds could be used for demolition.

A question regarding what HUD considers ARPA funds being "deployed" was discussed, and will be brought up at the next meeting with Mike LeBlanc.

Other comments were made about the collaboration with the City, and what the WLB can do to impress upon the City that we are ready to commence physical activities.



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

Our future 2023 Board of Directors Meetings are May 1, 15; June 5, 19; July 10, 24; Aug 7, 21; Sept 11, 25; Oct 16, 30; Nov 13, 27; Dec 11.

Adjournment: Chair Luedke introduced a motion to adjourn. The motion was seconded and approved unanimously. There being no further business, the meeting adjourned at 9:55 AM.

The next meeting of the Waterbury Land Bank will be May 1, 2023, at 9 AM via Zoom. Link:

Join Zoom Meeting

<https://us06web.zoom.us/j/7515673317?pwd=RmN3T0ZycTMvUkprdE1MTkUzb2U4UT09>

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

Margaret E. Amos

April 19, 2023

Secretary, Waterbury Land Bank Authority

Date