



WATERBURY LAND BANK AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES

RE: Board of Directors Meeting Minutes

Date: October 24, 2022

Location: Zoom

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

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

Executive Director – Nancy MacMillan

1) Approval of Meeting Minutes:

Minutes of the last meeting.

Director Luedke offered a motion to have the Board accept the Board Meeting minutes of the October 10, 2022, meeting as presented. Bob Polito seconded the motion. There was no further discussion. The motion passed unanimously. Board Meeting Minutes from October 10, 2022. (*See Attachment 1.*)

2) Financials:

Discussion regarding accounting.

Treasurer, Bob Polito was asked if there was a financial report for the meeting, and to provide a financial update. No treasurer updates today. He will have one end of month.

Bob had discussed financial reporting requirements for the City of Waterbury and had asked Nancy if there was anything specific, they were requiring. It was discussed that a brief narrative of programs or projects was required with year-end financials. We had sent out an RFQ for an auditor and heard that one organization was planning on responding. We should hear back this week with a proposal. The financial audit would be for June 2023. It was suggested that the auditor should review the WLB policies and procedures before adopting financial management reporting.

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.

Nancy had reported that the City is reviewing our proposal which was more aggressive than they expected, but that they were looking into alternate ways to provide funding to supplement ARPA funds.

Dr. Gatling had expressed concern about the amount of funds in our proposal. Fred noted that the ARPA proposal is setting forth our strategic plan on activities.



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

Before the executive director report, we discussed The EPI contract agreement and Chairperson Luedke had made a motion to approve the agreement.

Chair Luedke introduced a motion to approve the new consultant agreement between Waterbury Land Bank Authority contract with E Property Innovations LLC. Director Polito seconded the motion. There was no further discussion, and the following resolution was passed unanimously:

“RESOLVED:

That the Board approved the contract agreement with E Property Innovations LLC as discussed.”

The Executive Director then proceeded to discuss several items as outlined in her written E.D. report:

Open House: Nancy had talked about an open house for stakeholders and asked the Board to suggest dates for the event. It was determined that early January 2023 would be good timing for such an open house.

Desegregate CT: The walking tour downtown was good concept, examining Transit Oriented Development. There was only 1 site on Freight St which was discussed as available for development, but it was an industrial site with remediation issues. No developers are currently interested in this site. There is a follow up Zoom meeting on this tour which the Board is invited to attend.

Public Interest: There are individuals who are interested in selling property to the Land Bank or buying property in the City. The theory of how to handle such inquiries was discussed. We will be looking at each inquiry on a case-by-case basis, and each case will be brought to the Board. If the property is adjacent to an abandoned site or a site owned by the City, we can consider how to acquire it for Land Bank purposes. Nancy will keep a list of inquiries.

No other topics were presented to the Board.

Adjournment:

Chair Luedke introduced a motion to adjourn. Director Malaspina seconded the motion. The motion was approved unanimously. There being no further business, the meeting adjourned at 9:58 AM.

The next meeting of the Waterbury Land Bank will be November 7, 2022, at 9 AM via Zoom. Link previously sent on agenda.

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

 _____ 10/24/22

Secretary, Waterbury Land Bank Authority

Date

Attachments: October 10, 2022, Meeting Minutes