



## WATERBURY LAND BANK AUTHORITY BOARD OF DIRECTORS MEETING MINUTES

**RE:** Board of Directors Meeting Minutes

**Date:** October 16, 2023

**Location:** Zoom

**Call to Order:** 9:05 AM, Chairman, Frederick Luedke

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

**Absentee:** Dan Lauer, Dr. James Gatling (Vice Chairman),

**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 September 11, 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 September 11, 2023. (*See Attachment 1.*)

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

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

Treasurer, Bob Polito provided a financial report to the Board, discussing the Financial Review draft prepared by ZZS. From a draft perspective, it looks fine. There are questions this week and a final version will be completed next week.

Our new bookkeeper will start working soon, updating our QuickBooks, and working on the August and September financial reports.

The Policy of Internal Controls was approved by the Board, but ZZS will not commit to preparing a Management Letter. Bob will plan a meeting with ZZS before the next meeting.

### 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 Chairman Luedke asked Nancy to discuss the primary points of her report.

Nancy's report started with a follow-up to Bob's Treasurer's Report to discuss that she will ask WDC about their accounting and audit practices and that she will collaborate with the new bookkeeper to get acclimated. The focus in the upcoming months is the marketing and disposition of properties but also finances.



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Report overview included brief discussion on:

- Attending networking functions and fundraising events;
- Attending meetings with the City of Waterbury;
- Preparing due diligence on properties being considered for donation;
- Submitting a final funding application for LISC Sec 4 Funds - Capacity Building;
- Preparing a grant application to CT Community Foundation - Strengthening Nonprofits;
- Collaborating with NEST and attending the first time home buyers' program;
- Translating WLB information (flyers and website data) from English to Spanish;
- Drafting Letter to Representative Ron Napoli for Meeting & Request for funds; and
- Requesting the second set of properties the week of October 16, 2023.

Meeting with the City of Waterbury: Tina Lubas with the City of Waterbury Community Development Office. Nancy discussed the home buyer program, and the homeowner program. Each scenario can include either the WLB selling the house “as is” or rehabbed. It was recommended that we sell the houses “as is.”

LISC Sec 4 Grant: We have submitted our final request for funds from the Local Initiatives Support Corporation from the Sec 4 funds. The requested grant will enable The Waterbury Land Bank Authority (“WLB”) to acquire essential software tools, upgrade hardware infrastructure, and support staff salaries.

Meeting with Patrick McKenna to discuss the CCF grant opportunity due on October 16, 2023. The grant available to the WLB is identified as Supporting Nonprofits. Eligibility activities include educational support for staff to improve strategic planning and implementation of activities.

Meeting with Kevin Taylor on September 12, 2023. A continued interest in 2 properties on Bishop Street was discussed. These 2 parcels are included in the second set of properties acquired from the City of Waterbury. There is interest in collaborating on a future First Time Home Buyers Program to introduce the WLB to buyers. Nancy attended the Home Buyer Class via Zoom on Saturday, October 7, 2023. Plans are for WLB to attend future meetings to talk with home buyers.

Meeting with Mike LeBlanc and Kevin Daly on September 28, 2023 to discuss: Revised ARPA Proposal; feedback requested; other funding opportunities; meeting with the City Community Development Office; the Worx contract; meeting with City IT; and the City Auction.

As per Nancy's last meeting with Mike LeBlanc, it has been requested that the WLB provide the City with its next list of properties to be considered for acquisition. There are both City-owned properties and privately-owned parcels with liens greater than the values which are being considered. The majority of the parcels included in this list are parcels that have been requested by the public. Many lots are of interest to folks who want to buy the lots for their own use i.e., parking or to merge with their existing lot. A preliminary draft of this list was submitted to the City for their review, prior to making the WLB's official request.

