



## WATERBURY LAND BANK AUTHORITY BOARD OF DIRECTORS MEETING MINUTES

**RE:** Board of Directors Meeting Minutes

**Date:** June 5, 2023

**Location:** Zoom

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

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

**Absentees:** Joel Becker, Gawdys Grullon

**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 May 15, 2023, meeting as presented. Dan Lauer made the motion; Bob Polito seconded the motion. There was no further discussion. The motion passed unanimously. Board Meeting Minutes from May 15, 2023. (*See Attachment 1.*)

### 2) **Approval of WLB 2023/24 Projected Budget:**

Chairman Luedke introduced a motion to approve the Waterbury Land Bank Authority (“WLBA”) projected budget for 2023-2024.

Treasurer Bob Polito discussed the line items for actual and projected income and expenses and concluded that the expenses are fairly stable, with most upcoming projected operating budget changes/increases being due to an increase in staff/staff capacity and related staff benefits. Capital expenses are also projected, based upon anticipated projects.

Dr. James Gatling made the motion to approve the 2023-2024 Budget; Dan Lauer seconded the motion. There was no further discussion. The motion passed unanimously:

“RESOLVED: That the Board approved the projected 2023-2024 Budget of the Waterbury Land Bank Authority, Inc.”

### 3) **Financials:**

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

Treasurer Bob Polito briefly discussed the May 2023 monthly financial report that was presented at the last Board Meeting and the projected final 2022-2023 Operating Budget. Bob discussed the proposed 2023/24 Budget and how the expenses were derived and what income was



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based upon actual and proposed grant income and project income. The Harold Webster Smith Foundation (“HWSF”) approved the 2023 donation to the WLBA, and the WLBA will be drawing down on the first \$25,000 of funds in July 2023 to hire a grant writer.

#### 4) **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.

Nancy focused her report on a recap of her meeting with City of Waterbury Finance CFO, Mike LeBlanc. Agenda items from that meeting included:

- Revised ARPA Proposal
  - NOTES FROM MEETING: MOU for 2023-2024 is in budget and available starting July 2023. Our request for \$1.2M in ARPA funds is still on the table. Before there is a final decision, we will be meeting with the Mayor prior to the Board of Aldermen approval.
- WORX contract
  - NOTES FROM MEETING: the City did extend and modify their contract with WORX, such that WORX should be assisting all “sister” organizations under the City contract.
- Properties requested by the WLBA
  - BOA Approval
  - Title Reports
  - Documents created by the City for transactions.
  - NOTES FROM MEETING: Time frame is estimated as June 2023 Board of Aldermen approval on the transfer of 9 lots to the WLBA with acquisitions in July 2023. Kevin Daly said he will get Nancy the title reports ASAP to review.
- Accepting donations of private property; still waiting for City Planning to review.
  - NOTES FROM MEETING: I was told to pursue asking the City Zoning Dept to review data on properties to be donated.
- Yale Project for 2023.
  - NOTES FROM MEETING: City did not seem concerned or upset that Yale backed out of the project with the WLBA. The properties are still slated to be transferred to the WLBA.
- New Opportunities/149 Hill Street: Discussion for WLBA and New Opportunities to partner on projects.
  - NOTES FROM MEETING: The City suggested that New Opportunities sell this property to the WLBA so that we could rehabilitate the property and lease the retail store to Urban Fresh Gardens and New Opportunities. The City also addressed several other properties which New Opportunities owns.

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



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WLBA future 2023 Board of Directors Meetings are June 26; July 17, 31; Aug 14, 28; Sept 11, 25; Oct 16, 30; Nov 13, 27; Dec 11.

**Adjournment:** Chairman Luedke introduced a motion to adjourn. The motion was seconded and approved unanimously. There being no further business, the meeting adjourned at 10:01 AM.

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

*/s/ Margaret E. Smith*

*June 20, 2023*

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Secretary, Waterbury Land Bank Authority

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Date