



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

RE: Board of Directors Meeting Minutes

Date: Nov 7, 2022

Location: Zoom

Call to Order: 9:01 AM, Chairman, Fred Luedke

Attendees: Directors - Fred Luedke (Chairperson), Mark Malaspina (Secretary), Bob Polito (Treasurer), Joel Becker, Dan Lauer

Executive Director – Nancy MacMillan

Absentees: Gawdys Grullon, Dr. James Gatling (Vice Chairperson)

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 24, 2022, meeting as presented. Joel Becker seconded the motion. There was no further discussion. The motion passed unanimously. Board Meeting Minutes from October 24, 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. Bob had distributed an October financial report via email on Nov 6, 2022 for the Board to review. The report was prepared by our internal account. The report was presented on a Cash basis and is also available on an Accrual basis.

We discussed financial reporting requirements for the City of Waterbury and confirmed that for our first fiscal year the WLB will have a Financial Review performed by an outside auditing firm and in year two, the WLB will have an audit.

Chair Luedke introduced a motion to approve having an outside auditing firm (which was selected via a RFQ) prepare a financial review of the WLB financials for our first fiscal year with Zackin Zimyeski Sullivan preparing the Review as well as our form 990's. Director Polito approved, Joel Becker seconded the motion. There was no further discussion, and the following resolution was passed unanimously:

“RESOLVED:

That the Board approved the Review of WLB Finances by Zackin Zimyeski Sullivan as discussed.”



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3. Executive Director's Report:

Discussion of the Executive Director's written 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 specific questions by the Board at this time and the chairman asked Nancy if she would like to expand upon any of the items within her written report.

Nancy had briefly highlighted several items from her report:

Meeting with Mike LeBlanc: In my meeting with Mike LeBlanc on Nov 3, 2022, I mainly wanted to discuss our ARPA proposal, feedback from the Mayor's office, and pending meeting with the Mayor, Corporation Counsel, and other City Depts. Unfortunately, as it turned out, a meeting with the Mayor's office has not yet been scheduled to discuss our ARPA proposal. Mike said he would talk with the Mayor's assistant to schedule a date. The meeting will likely be held after Thanksgiving. See attachment for my meeting agenda.

Legal Opinion regarding 501(c)(3): After many discussions regarding the importance of obtaining our 501(c)(3) determination letter, it was suggested that the WLB get a legal opinion attesting to our not for profit status and the specifics regarding our application date and eligibility criteria which make us a 501(c)(3). I reached out to Janie McDermott from Carmody to ask about such a letter.

USPS list of abandoned/vacant properties: As per our plans to do a Conditions Assessment program, we will be pursuing obtaining a list from the USPS which indicates what properties they deem as vacant or abandoned due to mail service not being provided to such properties. We will use this list to cross reference against the City-owned properties. It will reduce the number of properties we will survey to start our assessment.

Funders Forum: We had discussed the WLB holding a Funders Forum as per the suggestion of Jim Smith. I am working on this with Carol O'Donnell on a list of funders. TBD. This information will be shared with the Board at an upcoming Board meeting.

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 9:31 AM.

The next meeting of the Waterbury Land Bank will be November 21, 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:



Mark S. Malaspina
Secretary, Waterbury Land Bank Authority

11/7/2022
Date

-Attachments: October 24, 2022, Meeting Minutes