



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

RE: Board of Directors Meeting Minutes

Date: September 8, 2025

Location: ZOOM

Call to Order: 9:03 AM, Chairperson, Frederick Luedke

Attendees: Directors: Fred Luedke (Chairperson), Gaudys Grullon, Joel Becker, Bob Polito (Treasurer)

Absent: Dr. James Gatling (Vice Chair), Dan Lauer

Staff Present: Nancy MacMillan (Executive Director)

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 July 14, 2025, meeting as presented, Gaudys Grullon made the motion; Bob Polito seconded the motion. There was no further discussion. The motion passed unanimously. Board Meeting Minutes from July 14, 2025. (*See Attachment 1.*)

2) Financial Report:

Discussion regarding accounting.

Treasurer, Bob Polito, provided the July and August monthly financial reports (Balance Sheets, and Profit/Loss Statements prepared by our Book keeper via QuickBooks) to the Board. The Board did not meet in August so, therefore, there were two reports to present.

The July monthly financial report commences the new fiscal year. The reports are prepared by our bookkeeper and reviewed by our E.D. and Treasurer prior to the Board Meeting.

The Treasurer noted that the August financials are in a healthy position. Expenses are pretty stable. Professional fees are higher than typical due to the number of transactions that we are working on at this time.

ZZS is currently preparing the audit for this past fiscal year which is anticipated in late October.

Chairperson, Fred Luedke invited a motion to have the Board accept and approve the July and August 2025 monthly financials, as presented. Joel Becker made the motion; Gaudys Grullon seconded the motion. The motion passed unanimously.

3) Executive Director's Report:

Chairman Luedke asked the Board of Directors if anyone had questions regarding the Executive Director's report prepared by our Executive Director, Nancy MacMillan. There were no immediate specific questions or items highlighted from the Board.

Before Nancy presented her monthly report, she asked the Board Chairman if he would like to discuss anything within the report.

Our Board Chairmen, Fred Luedke had noted that the WLB Board is still in need of another Board Member since the Secretary seat is still available. The mayor's office is aware that we have this open director seat and we were told that they would be appointing someone. We were asked if any of the existing Board Members had any recommendations. The Board briefly discussed this and will bring it up again at the next meeting.

Nancy then proceeded with her report.

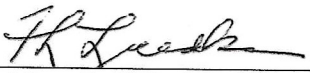
The past month or so has been filled with various activities including but not exclusive to:

1. Pursuing funding opportunities
2. Advancing pending WLB sales
3. Updating in-house data (website, property data, grant tracking)
4. Attending various meetings including the NET meetings, meeting with Jim Smith, meeting with the HWSF Board lunch and learn, meetings with Mike LeBlanc, and other calls and zoom meetings.
5. Corresponding with the general public regarding property donations, and the Waterbury Housing Authority regarding collaborating to assemble parcels to transfer to the WHA.
6. Creating marketing materials and attending the WPD pop-up resource event.
7. Working with The HR Desk consultant on the new hire. A job description was drafted and the HR placed it on Indeed for a trial to see if there were any responses. The HR Desk is managing the account. The Board discussed the description needs to be revised to clarify a few aspects of the position.
8. Working with the landscaping company on a continual basis to monitor and maintain our parcels. I created a spreadsheet schedule outline for the properties.
9. Meeting with Dale Kroop, adjunct professor with UConn Urban Studies. I will be participating in this class and will present Land Banking to the students on Sept 19th.

After much discussion about items and other activities within the report, there were no further questions.

Adjournment: Chairperson Luedke introduced a motion to adjourn. The motion was seconded and approved unanimously. There being no further business, the meeting was adjourned at 10:00 AM.

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



Fred Luedke, Chairperson

9-14-25

Date