WATERBURY LAND BANK AUTHORITY
BOARD OF DIRECTORS MEETING

MEETING MINUTES

Meeting Date:	September 14, 2026
Location:	Via Zoom
Call to Order:	9:02 AM, Frederick Luedke, Chair
Attendees Directors:	Fred Luedke (Chair), Bob Polito (Treasurer), Gawdys Grullon (Secretary), Lana Ogrodnik, Dan Lauer, Joel Becker
Absent:	NA
Staff Present:	Nancy MacMillan (Executive Director), Tiffany DuPree (Project Manager)

1) Approval of Meeting Minutes:
Minutes of the last meeting.

After introductory discussion, the meeting was called to order and the August 10 minutes were reviewed. The minutes were amended to correct Gawdys Grullon's attendance.

Fred Luedke invited a motion to have the Board accept and approve the Board Meeting Minutes as amended of the Aug 10, 2026, meeting as presented. Dan Lauer made the motion; Gawdys Grullon seconded the motion. There was no further discussion. The motion passed unanimously. Board Meeting Minutes from Aug 10, 2026. (See Attachment 1.)

2) Financial Report:
Discussion regarding accounting.
Treasurer, Bob Polito, provided the monthly financial reports (Balance Sheets, and Profit/Loss Statements prepared by our Book keeper via QuickBooks) to the Board. The collapsed version of the financial report was presented for Board review.

The board reviewed the July financial report, which showed healthy liquidity with sufficient cash on hand.

Fred Luedke, Chair, invited a motion to have the Board accept and approve the August 2026 monthly financials, as presented or as amended. Dan Lauer made the motion; Gawdys Grullon seconded the motion. The motion passed unanimously.

3) Executive Director's Report:

Executive Director Monthly Update.

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

Nancy presented her report. Highlights of the report are as follows:

Waterbury Bond Hearing and Funding Outlook:

Fred Luedke and Nancy MacMillan discussed the September 8 Board of Aldermen hearing on the proposed $5 million bond offering. The hearing took place without a vote, and the board is waiting for the city to schedule the vote and clarify how the city contribution will interact with state capitalization.

Urban Action Grant Funding Application and Supporting Materials:

Nancy described extensive work on the application, financial model, presentations, business plan, and project narrative. The materials were updated and sent to Michael Blanc for review, while some details remain confidential until the application is presented to the Board of Aldermen.

Property Sales Pipeline and Disposition Process:

The organization had no completed sales during the month but advanced several pending transactions. Nancy explained the staged process from property intake and side-lot outreach through marketing, buyer review, legal work, due diligence, planning and zoning review, and closing, with timelines ranging from roughly four and a half months to more than a year.

Property Costs and Minimum Bids:

Nancy reviewed the costs of accepting and disposing of properties, which can vary from approximately $500 to $3,300. She explained that the $5,000 minimum bid generally covers expenses but may not reflect the higher market value of many lots, leading the board to consider whether the minimum should change.

The board clarified that many properties are technically buildable lots but are commonly used for parking, yards, or other accessory purposes. Members discussed concerns about affordability, political pressure, and disputes involving buyers who expected to acquire properties for nominal amounts.

Side Lots Versus Viable Building Lots:

Fred proposed distinguishing non-buildable side lots from lots that meet current building standards. The board generally agreed that side lots should be transferred efficiently to adjoining owners, while viable building lots should be marketed and priced at reasonable market value.

Pricing, Restrictions, and Due Diligence:

Nancy explained that deed restrictions may affect property value, while Fred supported limited discounts for owner-occupied properties. The board agreed that each property should be analyzed for buildability, restrictions, assessed value, and market value before pricing.

Implementation for Upcoming Properties:

Nancy outlined the proposed process for analyzing properties before acceptance, consulting planning and zoning, and incorporating the results into individual sales materials. The process will begin with the next 19 properties and may lengthen the initial intake period.

MLS Experience and Property Disposition Strategy:

The board revisited a prior MLS listing for 60 Laurel Street, where a $20,000 offer failed because the buyer lacked financing and did not satisfy the land bank's requirements. Members considered MLS a possible future channel while emphasizing current building-code standards and the goal of returning blighted lots to productive use.

GIS Consultant Transition and Property Vote:

Nancy reported the resignation of the GIS consultant and described the search for a replacement, with Dave Vought reviewing the prior backend work.

Modular Housing Partnerships and RFP Strategy:

The team discussed ongoing conversations with Hartford and New Haven Land Bank and Yale regarding prefabricated modular housing, though no concrete model had been selected. Because the initial modular-housing quote was too high, the revised plan is to solicit general contractors who can purchase the modular homes and handle site preparation, with urban-construction experience required.

RFP Release and Contractor Outreach:

Nancy described the anticipated approval and release schedule for the revised RFP. She also outlined plans to contact qualified contractors, conduct a mandatory site visit, and provide a shortened HUD requirements package rather than the full grant guide.

After discussion about the foregoing items, there were no further questions.

Adjournment: Chairman Luedke introduced a motion to adjourn. Joel Becker made a motion. The motion was seconded by Dan Lauer. The motion passed unanimously. There being no further business, the meeting was adjourned at 10:02 AM.

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

Gawdys Grullon — 10/15/2026

Gawdys Grullon, Secretary — Date