



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

### **Board of Directors Meeting Minutes**

Meeting Date: May 11, 2026

Location: Via Zoom

Call to Order: 9:01 AM, Frederick Luedke, Chair

Attendees Directors: Fred Luedke (Chair), Bob Polito (Treasurer),  
Gawdys Grullon (Secretary), Lana Ogrodnik

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

Staff Present: Nancy MacMillan (Executive Director),  
Tiffany DuPree (Project Manager)

#### **Summary**

The meeting began with introductions, where the Chair Fred Luedke introduced Tiffany Dupree as the new project manager joining the Waterbury Land Bank Authority. Board members shared their backgrounds and roles, including the Chair’s experience with city oversight and nonprofits, The Treasurer’s back ground with banking and foundation experience. The Secretary’s work with New Opportunities Inc., and a director’s background as a real estate broker with local community involvement.

The Waterbury Land Bank Authority board meeting focused on financial updates and property management activities. The Treasurer remarked about the April financial report showing healthy liquidity with \$408,000 in cash on hand, covering 9-10 months of operations, while the Executive Director provided an executive director's report detailing the acquisition of 47 properties to date and 18 more expected in June-July. The board discussed challenges with the WOW Neighborhood Revitalization Project RFP. Key operational updates included property sales progress, and maintenance issues. The conversation ended with discussions about potential \$5 million in additional funding from the city and state, and plans to engage a new GIS consultant on a limited basis to enhance the land bank's data collection capabilities.

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

Fred Luedke invited a motion to have the Board accept and approve the Board Meeting minutes of the April 13, 2026, meeting as presented. Gawdys Grullon made the motion; Bob Polito seconded the motion. There was no further discussion. The motion passed unanimously. Board Meeting Minutes from April 13, 2026. (See Attachment 1.)



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### **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 board reviewed the April financial report, which showed healthy liquidity with sufficient cash on hand. The Treasurer explained last month's financial report, particularly the In-Kind Contributions negative number which was due to a revenue recognition issue involving returned parcels from 2025 which the Land Bank had not yet acquired.

The Executive Director described each account in detail for the questions from the Board.

Fred Luedke, Chair, invited a motion to have the Board accept and approve the April 2026 monthly financials, as presented or as amended. Lana Ogrodnik 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.

#### **Highlights**

##### **Property Acquisitions and Sales Update:**

The Executive Director provided an update on property acquisitions, reporting that 47 properties have been acquired to date with approximately 18 more expected in June-July. She announced the successful sales of 14 properties. Upcoming sales including 55 Birch Street, a two-family property, and discussed ongoing maintenance challenges including litter and dumping issues. The meeting also covered the process for selling parcels via the Side Lot Program, with Nancy explaining how the buyer of the two-family property will also purchase an adjacent vacant parcel to develop another two-family home.

##### **Property Management and Funding Discussion:**

The team discussed purchasing trash bins for a neighboring property to address overflow issues, with all agreeing this would be more cost-effective than having their landscaper handle the cleanup. A director inquired about a community garden project across the street, and Nancy clarified that it would be privately owned and remain on tax rolls rather than becoming a community shared garden. The discussion then shifted to exploring funding opportunities and educational programs, with Nancy proposing to meet with Hartford and New Haven Land Banks to learn about their resident developer programs, and Fred suggesting potential partnerships with local educational institutions for construction training programs.

##### **Property Acquisitions and Development Updates:**

Nancy provided an update on property acquisitions, noting that six properties are pending, including donated parcels awaiting title issues that require a survey, which she agreed to split the cost of. She discussed recent property inspections, particularly on Catherine Avenue where three



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lots could be sold, and mentioned responses to inquiries about non-owned parcels and complaints about blight from neighborhood residents. Nancy explained the process for handling complaints to the Board of Aldermen and highlighted issues with dumping on properties with multiple street frontages, including a street where a developer plans to continue development.

### **Land Bank Investment Enhancement Discussion:**

Nancy discussed enhancing an investment vehicle for the land bank, with a focus on making it attractive to potential investors like syndicators, banks, and lenders. The Board discussed the cost differences between manufactured modular housing and stick-built housing in Connecticut. The discussion also covered potential sales prices for duplexes. The group briefly touched on a Department of Housing program that provides funding for first-time homebuyers, which could help reduce the financial burden on buyers while ensuring long-term success of the housing units.

### **WOW Neighborhood Revitalization Project Update:**

Nancy provided an update on the WOW Neighborhood Revitalization Project, explaining that the city's purchasing department rejected the sole RFP response due to unspecified issues. She plans to release a second RFP this week after making necessary tweaks and addressing HUD questions about procurement requirements. The team discussed manufactured housing units, which would take 4-7 months to manufacture and install, with each unit being approximately 900-950 square feet and built on a slab or crawl space.

### **Grant Summary:**

Nancy also updated the group on grant applications, including a new \$20,000 application to Santander and an invitation from Webster Foundation for another \$20,000, while noting that M&T Bank Foundation and Connecticut Community Foundation will cover computer and printer costs.

### **Other:**

The team discussed hiring a GIS consultant to help with data-driven decision making, and Fred mentioned that the mayor will include information about the Land Bank in his upcoming State of the City address.

### **Next Steps:**

- Send out emails to contractors of modular/manufactured housing work, asking them to register in the city's procurement system for the upcoming RFP.
- Make tweaks to the RFP for the WOW Neighborhood Revitalization Project and work with city purchasing to get the revised RFP accepted and released this week.
- Respond to HUD's questions regarding procurement requirements for the WOW project this week.
- Order two additional trash bins for the neighbor on Birch Place and coordinate with the neighbor regarding their use.
- Reach out to the potential GIS consultant to meet after Memorial Day to discuss possible consulting work and determine his hourly rate.
- Coordinate with city planning to ensure GIS integration aligns with the city's ongoing GIS system upgrade.
- Conduct a phone call with a potential buyer and interpreter Carlos Santiago to facilitate Spanish language support for the property purchase.



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- Continue onboarding and acclimating Tiffany to properties, city contacts, and initial compliance project this week.
- Review and update the investment analysis as requested by Jim Smith.
- Meet with Hartford and New Haven Land Banks in coming weeks to discuss resident developer and other fundable program models.
- Introduce Tiffany to NEST and conduct walking tours as part of her onboarding.
- Pay half the cost of the survey for the donated property as agreed with the owner.
- Select and move forward with contracts for the buyers of the Birch Place properties, including preparation of required documents for the two-family and side lot sales.

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

Adjournment: Chairman Luedke introduced a motion to adjourn. Lana Ogrodnik made a motion. The motion was seconded by Gawdys Grullon. The motion passed unanimously. There being no further business, the meeting was adjourned at 10:05 AM.

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

*Gawdys Grullon*  
WLB Secretary, Gawdys Grullon

5/22/2026  
Date