

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

RE: **Board Meeting Minutes**

Meeting Date: **August 22, 2022**

Location: **Zoom**

Call to Order: **9:03 AM, Chairman, Fred Luedke**

Attendees: Directors - Fred Luedke (Chair), Dr. James Gatling (Vice Chair), Joel Becker, Dan Lauer, Bob Polito (Treasurer), Mark Malaspina (Secretary).
Executive Director – Nancy MacMillan.
Consultant, eProperty Innovations – Brian White.
Not In Attendance – Director, Gawdys Grullon

1) Approval of Meeting Minutes:

Minutes of the last meeting. Director Gatling offered a motion to have the Board accept the minutes of the August 15, 2022, meeting as presented. Treasurer Polito seconded the motion. There was no discussion. The motion passed unanimously. Minutes of the August 15, 2022. (See **Attachment 1**).

2) Financials:

Discussion regarding banking and HWSF grant. Treasurer Polito announced that the second drawdown on the grant for another \$25,000 was approved. The HWSF Board expressed concern as to why the City of Waterbury grant as per the approved MOU is not readily available. Bob had explained to the HWSF Board the position of the City and the MOU and the outstanding documents pending (i.e. insurance and affidavits.) Chairmen Luedke had pointed out that the payout of grant funds will be much slower than first anticipated.

There was a side bar discussion regarding ARPA funding. The City is pushing us towards the Home funds, with the WLB debating the reason why.

Accountant had updated the file in the Dropbox. He uploaded new progress notes, check register, and financial reports. Needs verification that account classifications are ok.

3) 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. None of the Board of Directors had any questions for the Executive Director. The Chairman indicated that he would like Nancy to provide a brief discussion on the new office at 207 Bank Street, the Insurances, and the MOU. Chairman Luedke also asked that Consultant Brian White speak about the required

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insurance policies.

207 Bank Street Office Lease: E.D. MacMillan described the office space at 207 Bank Street. The third floor, which is being renovated and fit out to our specific use will be completed by Sept. The lease is signed and a security deposit of \$950 will be hand delivered during the week. The rental rate will be \$950 a month for years 1 and 2, and \$1,000 per month for year 3. Utilities are included in the rent. Furniture will be donated to the WLB by Webster Bank, and it will be delivered on Sept 14. Common areas for the office will include a lobby waiting area, conference room, restrooms, and kitchenette. Nancy was able to get a conference room table and chairs donated to the landlord, 207 Bank St Assoc LLC, and as such, the WLB was given the month of Sept rent as a concession for the furniture.

The Board agreed that it sounded like a good space for the Land Bank and thanked Nancy for her efforts in finding a good location for us and negotiating a good lease.

MOU/Financial Interest Statements: It was discussed that the City of Waterbury requires signed statements of financial interest and obligations from the Board and the organization. Executive Director MacMillan was waiting for each Board member to respond to the financial statements to let the E.D. know if the statements or obligations applied to them. Nancy will complete one form for the organization after receiving feedback from all the Board members, and keep their feedback in our files. Chairmen Luedke will sign the documents during the week and will get them notarized. The signed affidavits and the Certificates of Insurance will be delivered to the City this week.

4) Insurance:

Brian White discussed the status of the insurance policies with HD Segur and The Hartford.

As such, we should be able to get a Certificate of Insurance by the end of the week, and we can submit that to the City of Waterbury, as required to receive the funds allocated to the WLB in the MOU with the City. Premium payments are to be made after we get additional funding from the HWSF.

5) Further Discussion:

The Board discussed the process of receiving property from the City and Brian noted that Attorney Kevin Daley had gone over what would be a process for acquiring City property. E.D. MacMillan recommended that we hold an entire Board Meeting with Attorney Daley to discuss this process in detail. All agreed that we should spend the time with Attorney Daley.

6) WORX Presentation:

Worx design company (Nadia and Grant) had joined the meeting at 9:30 AM to discuss the logo design for the WLB. They presented 6 images and the Board discussed which ones they preferred.

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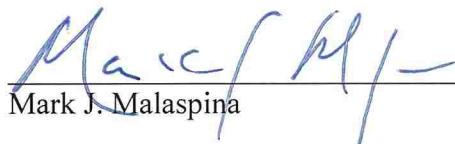
It was narrowed down to one image which will be fine tuned and sent back to us for approval during the next Board Meeting.

Adjournment:

Chair Luedke introduced a motion to adjourn. Director Polito seconded the motion. The motion was approved unanimously. There being no further business, the meeting adjourned at 9:56 AM.

The next meeting of the Waterbury Land Bank will be August 29 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 J. Malaspina

8/29/22

Secretary, Waterbury Land Bank Authority

Date

Attachments:

1. Aug 15, 2022, Meeting Minutes
2. Executive Director's Report