

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

**RE:** **Board Meeting Minutes Meeting**

**Date:** **August 15, 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), and Gawdys Grullon.  
Executive Director – Nancy MacMillan. Consultant,  
eProperty Innovations – Brian White.

**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 3, 2022, meeting as presented. Director Lauer seconded the motion. There was no discussion. The motion passed unanimously. Minutes of the August 3, 2022. (See Attachment 1).

**2) Financials:**

**Discussion regarding banking and HWSF grant.** Treasurer Polito announced that next Thursday, August 18<sup>th</sup>, the HWSF was having a Board Meeting, and he would request a second drawdown on the grant for another \$25,000. He hopes to get approval so that the WLB can pay its E.D. salary and other office expenses such as the upcoming office rent. We currently have approximately \$10,000+- in the Webster checking account.

**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. The Chairman indicated that he would like Nancy to provide information on the new office space, the follow up meeting with WDC and the City, the WORX logo, and the website. Chairman Luedke also asked that Consultant Brian White speak about the required insurance policies.

**Office Lease:** E.D. MacMillan described the office space at 207-231 Bank Street as a historic, elevator building which is listed by the NPS as a historic designation. The third floor, which is being renovated due to a water leak, will be completed by Sept. and should be available to the WLB by Sept. 1; however, if not physically available Sept. 1, we would occupy it as soon as the space was completed and as per the lease, we would pay only for the time that month we occupied the space. 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 by Webster Bank. Common areas for the office will include a lobby waiting area, conference room, restrooms, and kitchenette.

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.

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Chair Luedke introduced a motion to approve the lease and allow Nancy MacMillan to sign the lease when it's available by the landlord. Director Polito seconded the motion. There was no further discussion and the following resolution was passed unanimously:

**“RESOLVED:**

That the Board approve the lease at 207 Bank Street and that Executive Director MacMillan may sign the lease on behalf of the Waterbury Land Bank Authority.”

**Grant Writer:** Nancy discussed that she would want to hire a part time grant writer and had spoken with Tom Hyde of WDC who is also interested in hiring a grant writer. There may be an opportunity to work together on this if the City approves paying for the grant writer on our behalf. Otherwise, we would seek an independent grant writer. Director Gatling was concerned about sharing a writer and we talked about the possibility of a conflict of interest or a conflict in priorities. We would not do it if there was a conflict.

**Logo/Website:** The Board talked in length about website and logo. There is a meeting being held Monday afternoon Aug 15, 2022, with WORX to go over both. Discussion to be continued at the next Board Meeting.

**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 had requested that each Director complete them as required. Secretary Mark Malaspina had asked Nancy why each Board member should have to fill them out and sign them for submission to the City. Secretary Malaspina explained that, while the WLB needs to sign and submit the forms to the City, each individual Director is not required by the City to do so. As discussed, the E.D. does need relevant information from each Director to complete the forms. It was asked that at least; each Director should provide relevant information in order for the E.D. to complete the forms. It was asked that Secretary Malaspina write a cover memo for the statements for submission to the City by the WLB.

**4) Insurance:**

Brian White discussed the status of the insurance policies. HD Segur had provided 4 or 5 of the policy quotes which were required. We anticipate receiving the last quote today. The premium should be approximately \$1,200 per year. 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.

Chair Luedke introduced a motion to approve the HD Segur Insurance policies on the terms presented to the Board. Director Becker seconded the motion. There was no discussion and the following resolution was passed unanimously:

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**“RESOLVED:**

That the Board of Directors approve the HD Segur Insurance policies as presented to the Board.”

**5) Further Discussion:**

Chair Luedke asked if any Board member had anything further to add. Secretary Malaspina noted prior discussion regarding potentially using another land bank’s logo or something similar. Secretary Malaspina pointed out that the WLB would need consent of the logo’s owner to use its logo or something substantially similar.

**6) 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 9:58 AM.

The next meeting of the Waterbury Land Bank will be August 22 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



Secretary, Waterbury Land Bank Authority

Date

Attachments:

1. Aug 3, 2022, Meeting Minutes
2. Executive Director’s Report