

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

Meeting Date: **July 19, 2022**

Location: **Torreco, 100 North Elm Street, Waterbury, CT**

Call to Order: **2:10 PM, Chairman, Fred Luedke**

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

1) Approval of Previous Meeting Minutes:

Minutes of the past meeting. Director Gatling offered a motion to have the Board accept the minutes of the June 16, 2022 meeting as presented. Director Lauer seconded the motion. There was no discussion. The motion passed unanimously. Minutes of the June 16, 2022. (See Attachment 1).

2) Reaffirm Election of Officers:

Election of officers. Director Becker offered a motion concerning the election of the officers of the Corporation.

RESOLVED

That the following named persons nominated to serve as officers of the Corporation to serve for a term of one year and until their successors, duly chosen and qualified:

Frederick Luedke - Chairman
Dr. James Gatling - Vice-chairman
Robert Polito - Treasurer
Mark Malaspina – Secretary

Director Lauer seconded the motion. There was no discussion. The motion passed unanimously.

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

3) Mission Statement Review:

Mission and vision exercise. Consultant White facilitated a discussion of the mission and vision. Following discussion, the Waterbury Land Bank Authority adopted for its mission the following:

The mission of the Waterbury Land Bank Authority is to strengthen neighborhoods by returning distressed property to productive use, promoting economic development, increasing real property values, and improving the quality of life for Waterbury residents.

- a. During discussion, Joel Becker pointed out the Memorandum of Understanding with the City of Waterbury states the WLB “purpose.”
- b. During discussion, Fred Luedke emphasized that the ordinance document is specific to “productive use.”
- c. During discussion, Dr. Gatling questioned about vacant properties.

4) Executive Director's Report:

Executive Director, Nancy MacMillan formerly introduced herself to the Board of Directors and expressed appreciation for her hire. Start date was July 5, 2002. Executive Director's report was brief, due to time constraints. Hand out of the Executive Directors Report distributed to the Directors for their review. It included an outlined summary of her recent activities, including a comparable analysis of office space in the Waterbury CBD to identity a suitable office space for WLB. Executive Director MacMillan recommended the Corporation accept a lease offer for space at 182 Grand Street. The lease provided by the owner, Lorraine Emanual, reviewed and revised by Nancy, Brian, and Fred, as well as a third-party attorney. WLB is awaiting the comments of the owner to accept our lease agreement. Please see attached Executive Directors Report, and Office Comparable outline. (See Attachments 2 and 3)

5) Approval of 182 Grand Street Lease:

Lease for 182 Grand Street office. Director Polito offered a motion concerning the proposed lease of corporate offices.

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

RESOLVED:

That Executive Director, Nancy MacMillan may enter into a lease agreement to rent space at 182 Grand Street under the terms and conditions described in the proposed lease agreement (see Attachment 4).

Director Lauer seconded the motion. Following discussion, the motion passed unanimously.

Discussion included accepting a resolution for Nancy MacMillan to conduct business (grants, contracts, negotiations) on behalf of the WLB, as approved by the Board of Directors.

6) Board of Directors Meeting Schedule:

Meeting Schedule for FY 2022. Chair Luedke introduced a motion concerning the meeting schedule of the WLB for the current fiscal year.

RESOLVED:

That the Corporation shall meet not less than once per calendar quarter and in the months of July, October, January, and April, unless the board shall choose to meet during a different month, provided that not more than 90 days shall pass between consecutive meetings of the Corporation.

Director Gatling seconded the motion. There was no discussion and the motion passed unanimously.

- a. Next Board of Directors scheduled for August 3, 2022, at 2 pm to follow up on and complete the discussion outlined in agenda dated for July 19, 2022. Location of meeting to be determined; Torrco, 100 North Elm St, Waterbury, CT; and via Zoom; or Teams

7) Adjournment:

Chair Luedke introduced a motion to adjourn. Director Lauer seconded. The motion approved unanimously. There being no further business, the meeting adjourned at 4:25 pm.

The next meeting of the Waterbury Land Bank will be August 3 at 2 pm at Torrco, 100 North Elm Street, Waterbury, CT or remotely by zoom.

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

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

Mark J. Malaspina
Mark J. Malaspina
Secretary, Waterbury Land Bank Authority

7/26/22
Date

Attachments:

1. Meeting Minutes
2. Executive Directors Report
3. Comparable Offices
4. 182 Grand St Lease