



## WATERBURY LAND BANK AUTHORITY BOARD OF DIRECTORS MEETING MINUTES

### RE: Board of Directors Meeting Minutes

**Date:** October 10, 2022

**Location:** Zoom

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

**Attendees:** Directors - Fred Luedke (Chairperson), Mark Malaspina (Secretary), Bob Polito (Treasurer), Gawdys Grullon, Joel Becker

**Executive Director** – Nancy MacMillan.

**Not In Attendance** – Dan Lauer, Dr. James Gatling

#### 1) Approval of Meeting Minutes:

##### **Minutes of the last meeting.**

Director Luedke offered a motion to have the Board accept the Board Meeting minutes of the September 26, 2022, meeting as presented. Joel Becker seconded the motion. There was no further discussion. The motion passed unanimously. Board Meeting Minutes from September 26, 2022. (See Attachment 1.)

#### 2) Financials:

##### **Discussion regarding accounting.**

Treasurer, Bob Polito was asked if there was a financial report for the meeting, and to provide a financial update. No treasurer updates today; awaiting report and statements from accountant.

Nancy is meeting with the City to obtain information regarding financial protocol for reporting to the City. WDC had provided their format of reporting to the City and we would like to confirm a proper formatting in our reports. Additionally, Nancy is submitting a RFQ to several local accounting firms to obtain a fee quote for auditing our financials.

#### 3) Executive Director's Report:

Chairman Luedke asked the Board of Directors if everyone had read the Executive Director's report and the Draft ARPA Proposal prepared by Nancy MacMillan and Brian White, and if anyone on the Board had any questions. There were no immediate questions from the Board Directors, however, Gawdys mentioned that she thought the proposal was solid. Her experience in working on Community Gardens within the City of Torrington supported our proposed budget estimate.

Chairman Luedke had noted about the clarification for staffing and contractors within this proposal and had asked Executive Director MacMillan to describe the strategy. A brief recapitulation of the staffing was as follows:

The intention of the WLB, to initiate and implement this proposal, is to have 1 part time employee ("PTE") and 3 full time employees ("FTE"), as well as paid consultants/contractors/agencies, interns, and neighborhood volunteers.



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We will have 1 new PTE hire, who will function as an administrator, before the end of 2022, and 1 new FTE, person on staff in January 2023. This first FTE job description would be in the line of Data & Planning Analyst. We propose shortly thereafter to hire 1 more FTE person, Project Manager, in the first quarter of the year. That is a total of 3 fulltime Land Bank staff, including the Executive Director. Shortly after the new year 2023, our networking capabilities will expand exponentially. We will engage with UConn, Naugatuck Community College, and Post University, to enlist interns to assist where deemed feasible. Additionally, in our networking with Neighborhood Associations, we look to volunteers for assistance with community gardens. There are national community gardens models we can follow. Not to reinvent the wheel on any of this if not necessary. We would like to ask the City of Waterbury for their input where necessary if City Departments could provide support.

Looking at the activities in the proposed budgets, we will have funds for a combination of newly hired staff, and professional contractors/consultants. Many of the program functions will be with paid professionals who specialize in the field of study we suggest. For example, the development professionals will include architects, manufacturers of housing, construction contractors; the tree canopy restoration will include arborists, and landscapers; the housing rehabilitation will include code specialistsinspectors, licensed contractors, and other housing professionals. Please note that there will be some overlap of responsibilities for staff and contractors, as needed. Not all activities will be performed at the same time. Lastly, the proposal budgets allow for the WLB staff to submit timesheets for administration costs associated with the programs.

Chairman Luedke had also pointed out that our request is approximately 15% of the total ARPA funds allocated to the City, and it is in alignment with the amount which was earmarked for housing endeavors.

There was discussion regarding our proposal cross referencing the activities noted in our letter to the IRS application for our 501c3 status.

Nancy had mentioned that there is also an opportunity to assist the Housing Authority with its Section 8 vouchers if we establish rental units in our programs. Nancy will call the Housing Authority to discuss the Land Bank and get acquainted with the Housing Authority Executive Director. Footnotes will be added to the WLB proposal to touch on the opportunity to assist with Section 8 vouchers. Similar footnotes to be added regarding the WLB assisting the City with distribution of Home funds.

The Board agreed that ARPA Proposal and Request for Funds from the City of Waterbury was a well prepared and solid request on the behalf of the Land Bank, and thanked Nancy MacMillan and Brian White for their efforts in drafting the document.

Chair Luedke introduced a motion to approve the Waterbury Land Bank Authority Request to the City of Waterbury, Funding under the American Rescue Plan Act, and allow Nancy MacMillan to present the draft proposal to Mike LeBlanc, Dept of Finance. Director Polito seconded the motion. There was no further discussion, and the following resolution was passed unanimously:



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**“RESOLVED:**

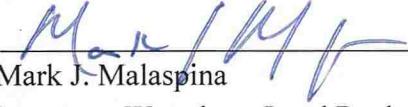
That the Board approve the ARPA proposal as discussed and modified be presented to the City of Waterbury.”

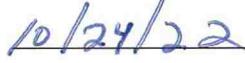
**Adjournment:**

Chair Luedke introduced a motion to adjourn. Director Malaspina seconded the motion. The motion was approved unanimously. There being no further business, the meeting adjourned at 9:53 AM.

The next meeting of the Waterbury Land Bank will be October 17, 2022, 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

  
10/24/22

Date

**Attachments:**

1. Sept 26, 2022, Meeting Minutes
2. Executive Director's Report