



WATERBURY LAND BANK AUTHORITY BOARD OF DIRECTORS MEETING

Board of Directors Meeting Minutes

Meeting Date: April 13, 2026

Location: Via Zoom

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

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

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

Staff Present: Nancy MacMillan (Executive Director)

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 March 9, 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 March 9, 2025. (See Attachment 1.)

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 Treasurer noted that the March financials are in a healthy position. The condensed Balance Sheet was discussed as it summarizes properties the WLB is holding. Profit and Loss Statement was discussed noting that the WLB has stable expenses.

The Board discussed the Contributions in Kind and approved the March financial report as amended if identifying an error in the Profit and Loss Statement, In-Kind Contributions income figures. The Executive Director was asked to follow up with our book keeper and accounting firm to request a review of the monthly report. It was discovered that there was no error in reporting income via In-Kind Contributions. The financial report is approved as is.

The Executive Director added that she has contacted the City Dept of Finance and the Tax Collectors Office and provided a list of properties which should be considered, as the WLB is an "Authority" and has right to 50% of the taxes generated by properties the WLB has sold. An outline list with a value and pay schedule was drafted for the City to consider.



WATERBURY LAND BANK AUTHORITY BOARD OF DIRECTORS MEETING

Fred Luedke, Chair, invited a motion to have the Board accept and approve the March 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:

*The board meeting focused on reviewing the organization's progress and upcoming initiatives. Nancy provided updates on the recent resident meeting requested by the City, which was well-attended by city officials including the mayor and went smoothly despite low community turnout.

*The board approved the hiring of a full-time project manager and authorized the purchase of a new computer for GIS mapping and AI capabilities, both funded by grant money allocated for these purposes.

*The board also approved the engagement of an interpreter on an as-needed basis to assist with Spanish-speaking residents at meetings and resident presentations.

Summary

GIS Computer Equipment Purchase Discussion:

Computer purchase for GIS and imaging work discussed. Nancy explained that City IT and City Planning had specified the necessary equipment requirements, and the current machine's price increase was attributed to AI technology demands.

Resident Meeting Request Discussion:

Recent resident meeting was requested by the City and Board of Aldermen, but only 1 BOA attended. It was agreed that the request from the WLB was fulfilled. It was noted that the meeting demonstrated the WLB professionalism to key stakeholders including the mayor and Corporation Council.

March Financial Report Approval:

The board approved the March financial report as amended after identifying an assumed error in the line contributions income figures. Robert presented the financial report showing healthy cash balances and total assets approaching \$1 million, with net income of \$248,000. Nancy's efforts were reported as outstanding.

Property Acquisitions:

Nancy reported on property acquisitions, noting that 47 parcels have been purchased to date, with 15 acquired on March 18th. Two upcoming sales were mentioned: 85 Hill Street closing on Friday and 150 Waterville, with Nancy confirming they would honor the agreed price and waived holding fees as promised.



WATERBURY LAND BANK AUTHORITY BOARD OF DIRECTORS MEETING

Property Title Issues Report Update:

Nancy presented a report on properties with title issues, including landlocked properties marked in green on a map. She explained the plan to transfer these properties to the Housing Authority, particularly focusing on a larger piece on North Main Street.

Contractor RFP Process Overview:

Nancy explained the RFP process for selecting a contractor, noting that the 189-page RFP has been posted and responses are being collected through the City of Waterbury ProcureWare. The selection committee, consisting of Dan, Fred, Nancy, and City Purchasing Dept, will review proposals once submitted, though if only one contractor responds, a formal selection meeting may not be necessary. Nancy confirmed that funding is secure, with \$300,000 from the city available to begin the contractor selection process and draw down HUD funds once the contractor is chosen and initial deposits are made.

Hiring Decision Discussion:

The board discussed hiring for a Project Manager position. Nancy described the candidate as highly engaged and qualified, with relevant experience in Lean Six Sigma and organizational systems. The board agreed to proceed with sending the offer letter while also arranging a casual meeting between.

*Next steps

- Nancy: Send out amended financial report after correcting the contributions income section, and distribute to board for review prior to next meeting. No corrections were necessary.
- Nancy: Work on HUD progress reports and continue RFP process, including holding the informative meeting for bidders and coordinating proposal review with the selection committee.
- Nancy: After contractor selection for HUD project, begin marketing units to potential buyers as soon as renderings/floor plans are available, focusing initially on local outreach (website, community organizing, neighborhood associations, and churches).
- Fred: Reach out to Jim Gatling to assist with outreach to churches for potential buyers when marketing of units begins.
- Nancy: Set up a "get acquainted" Zoom meeting between Fred and Tiffany Dupree after offer letter is sent, prior to her start date.
- Nancy: Add information to website about interpreter services available for residents.
- Nancy: Direct landscaper to clean up 55 Birch Place and surrounding lots, and contact Mike Gilmore and his crew regarding ongoing trash issues at that property.
- Nancy: Put 55 Birch Place on the website for sale after cleanup.
- Nancy: Analyze and select buyers for other properties, using new rating and ranking spreadsheet format.
- Nancy: Continue tracking and following up with buyers and attorneys to clear bottlenecks on property closings, prioritizing sales over new title searches.
- Nancy: Ensure that real estate tax revenue, when received, is reported on a separate line item on the profit and loss statement.
- Nancy: Meet with Housing Authority (Chris) to discuss transfer and assembly of properties for their project once schedules allow.



WATERBURY LAND BANK AUTHORITY BOARD OF DIRECTORS MEETING

- Fred: When ready, reach out to Jim Gatling for assistance with church outreach for unit marketing.

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

Adjournment: Chairman Luedke introduced a motion to adjourn. Bob Polito made a motion. The motion was seconded by Dan Lauer. 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

5/5/2026
Date