



**MINUTES OF THE MARCH 21, 2016 BOARD OF DIRECTORS MEETING  
LOYOLA DEVELOPMENT CORPORATION  
Loyola Office, 619B South Main Street, Waterbury, CT**

Board Present: Leonard Mecca, President/Chairperson, John Vaz, Treasurer, William Campion; Kevin McCarthy, and William Summa.

Staff Present: Nancy MacMillan, Executive Director.

Guests Present: Officer Tiffany Healey

**1. *Call to Order:***

Meeting called to order at approximately 6:10 PM by President, Len Mecca.

**2. *Approval of Minutes from the February 22, 2016 Board of Director's Meeting***

***MOTION: To approve the February 22, 2016, meeting minutes; Meeting minutes could not be approved due to the lack of a quorum.***

**3. *LC Security Update with Officer Healey:***

Group talked about security issues in Building A and the Neighborhood Watch Presentation to be scheduled in the beginning of April. Nancy MacMillan, ED, to create flyer and post on community bulletin board and hand delivered to all residents. After that meeting, a follow up community meeting will be held to create a watch group, designate floor or building captains, and see if residents would like to form a tenant's association.

**3. *Treasurer's Financial Report:***

The Loyola Development Corp. Cash Flow is prepared by our accountant. This report was not updated since last accountant meeting. Next accountant meeting schedule for 3/23/16. John Vaz gave brief report to recap the accountants cash flow report. All bills to be paid to date.

***MOTION: To approve the Treasurer's Report; report could not be approved due to the lack of a quorum.***

Other discussion:

- a.) Gregg Burton's drafting MOU for the Hispanic Coalition.
- b.) Attorney for 70 Richard Terrace transaction.
- c.) Board of Directors to be replaced; Gary Steck; Others to be considered need to be discussed.
- d.) Potential Board of Directors to be Solicited.
- e.) CHDO requirements for Board of Directors analyzed.
- f.) Accountant for Board; John Vaz to follow up.



#### **4. Executive Director's Report:**

LDC Executive Director, Nancy MacMillan, presented her monthly report. Handouts, as per the agenda packet, were distributed at the meeting. Nancy's report to the Board is outlined as follows:

##### **A. Project Update**

###### **1. Liberty Commons**

- a. Remaining check list items
- b. Building A - Camera system
- c. Security Meeting and Follow-Up

- 1) Police contact sheet to be posted in the buildings for residents to call if they see illegal drug activity. (This has been verified with Lt. Ponzillo.) Carabetta had taken down signs and will replace with more appropriate signs. Waiting draft copy for sign from Carabetta staff.
- 2) Officer Healey to attend Loyola Board of Directors meeting for security updates.
- 3) Carabetta Management to provide Lt. Ponzillo with contact person information regarding video system. No response from Bill Johnson or Bill Stetson on this item.
- 4) Carabetta Management to complete security camera repairs in Building A so that monitors for that building as well as Building B are accessible to both Carabetta and Loyola if needed. No response from Bill Johnson or Bill Stetson on this item.
- 5) Carabetta Management to research and get estimates for additional exterior cameras and/or lighting for the property. No response from Bill Johnson or Bill Stetson on this item.
- 6) Carabetta Management to provide police with current tenant list which should be updated and sent quarterly if occupancies are frequent or vary. No response from Janay Brown, Bill Johnson or Bill Stetson on this item.
- 7) Carabetta Management to provide Loyola with IP address for cameras as well as a monthly security report which is provided by the on-site (night) security guard. This report will be used in conjunction with Officer Healey's attendance at Board of Director's Meetings. No response from Bill Johnson or Bill Stetson on this item.
- 8) Loyola to provide Officer Healey with key to access the building if needed to use the community room to do paperwork etc. Key to be provided at security meeting.
- 9) Carabetta to look in to maintenance schedule at both buildings since we only have a part time maintenance person. (On a side note, complaints are still being made about odor from trash room in Building B. Please let us know when ventilation project is scheduled.) No response from Bill Johnson or Bill Stetson on this item.

###### **2. 70 Richard Terrace**

- a. Signed agreement with Suzanne Summa to list property.
- b. Offers made to Loyola; offer accepted.
- c. Gregg Burton to be attorney.
- d. Roof tarp/back door/blight control

###### **3. 594 South main Street**

- a. Predevelopment Process Update
- b. Consultant needed
- c. Hispanic Coalition MOU
- d. Urban Action Grant Application - Hispanic Coalition



4. Mill Street property
5. Frank Barbino property

**B. Collaborations**

1. Hispanic Coalition- update

**C. Housing Rehabilitation program**

1. Correspondence with WDC & Emails to the Board

**5. *Old Business/New Business/Next Meeting:***

Next meeting to be determined. John Vaz out of town until April 25, 2016. Maybe postpone meeting until May.

**6. *Adjournment:***

***MOTION: To adjourn at 7:20 PM (Campion, Summa) So voted unanimously.***

Meeting notes: prepared by Nancy MacMillan, Executive Director on behalf of Gary O'Connor, LDC Board Secretary.