



**MINUTES OF THE January 20, 2015 BOARD OF DIRECTORS MEETING
LOYOLA DEVELOPMENT CORPORATION
Loyola Office, 83 Bank Street, 2nd floor, Waterbury, CT**

Board Present: Leonard Mecca, President/Chairperson, John Vaz, Treasurer, Gary O'Connor, Treasurer, Kevin McCarthy, Geraldo Reyes, William Campion, Susan Torres, and Orlando Perez

Staff Present: Nancy MacMillan, Executive Director

1. *Call to Order:*

Meeting called to order at approximately 6:08 PM by President, Len Mecca.

2. *Approval of Minutes from the November 25, 2014 Board of Director's Meeting*

MOTION: To approve the November 25, 2014 meeting minutes; duly noted revisions to the meeting meetings; (Steck, Reyes). So voted unanimously.

3. *Approval of Minutes from the December 22, 2014 Board of Director's Meeting*

MOTION: To approve the December 22, 2014 meeting minutes; (O'Connor, Reyes). So voted unanimously.

3. *Approval of Resolution for Loyola Development Corporation to accept Wells Fargo donation; (Steck; Torres). So voted unanimously.*

4. *Treasurer's Financial Report:*

The Loyola Development Corp. Cash Flow is prepared by our accountant; John Vaz, Treasurer, present to speak about report but asked if Executive Director, Nancy MacMillan would present the accounting report of actual expenditures and deposits; future income; and other projections.

Several handouts were distributed for discussion purposes. The cash flow worksheets prepared by our accountant illustrate actual expenses for December as well as CDBG grant funds as income. Ending cash balance in December was \$32,002. Several deposits made in January as reimbursable expenses for Liberty Commons furniture deposit, contractor's concrete work and contractors asphalt paving work. The furniture deposit reimbursable was from the Liberty Commons partnership. The funds for the concrete work and asphalt paving were from WDC from our EDI account. Projections made from January through June 2015 include both actual and projected expenses that do not include the Wells Fargo cash donation of \$10,000 nor any expense or profit via 70 Richard Terrace.

We have decided to start accounting for cash flow income from Liberty Common rental income starting in March since we are not anticipating receiving much income in February due to uncertain occupancy. Based upon the partnership receiving \$111,286 in NOI, the monthly income is \$9,272.83. Loyola has 51% partnership interest, but we used 50% calculation for discussion purposes. The rental income would therefore be \$4,636 to Loyola at full occupancy. We assumed



no income in January, approx. 25% occupancy or \$1,159 in both February and March. Then with absorption of units, we assumed 50% occupancy or \$2,318 in April, and then 100% occupancy in May for \$4,637. It is very important that we receive our cash flow distribution on a monthly basis not quarterly or annually as Carabetta has suggested in past conversations. Our Board of Directors officers is planning a meeting with Sammy Carabetta to discuss the project cash flow, the loan agreements, and other issues. We have not reconciled the expense reimbursements for predevelopment expenses that Loyola laid out to the project. How this is handles at the end of the project is still on the table. Additionally, our developer equity contribution to the project as promised in our tax credit application will exceed the amount we had pledged for the required developer equity. This also has to be reconciled so that Loyola receives some benefit for diligently working to keep the EDI funds active and to the project. The LDC ED has saved the project money on several occasions and we should be compensated.

Additionally in March we have a \$45,000 expense for payback of advances from Carabetta made to Loyola. There will also be an additional Liberty Commons furniture balance payment and reimbursable. Lastly, in February or March we should see a partnership developer fee distribution but this was not included due to uncertainty in timing and amount to Loyola. After receiving our developer's fee, we also will have an amount payable of \$5,000 to Len Mecca for his loan to Loyola to help us meet expenses in 2014. If we realize several thousand dollars cash flow from rental income from Liberty Commons and receive profit from the Wells Fargo property, we will be able to start due diligence on our next project on Bond Street and commence feasibility on the property on S Main Street.

W-9 forms were collected from all of our contractors/vendors for 2014 and Keith Sullivan's office will be working on distributing the 1099's.

MOTION: To approve the Treasurer's Report (Reyes, McCarthy). So voted unanimously.

5. Executive Director's Report:

LDC Executive Director, Nancy MacMillan, presented her month report. Handouts, as per the agenda packet, were distributed at the meeting.

- A. Project Update
 - 1. Liberty Commons
 - *Accounting
 - *Reporting, future monthly cash flow
 - *EDI Report & Requisitions
 - *Progress of work
 - *Walk through and punch list items to Carabetta
 - *Board of Directors Walk through to be scheduled
 - 2. 45 Bond Street
 - *Tocci reviewing project data and will submit feedback; will attend Board Meeting in early 2015.
 - *Crosskey architects to revisit property
 - 3. New Opportunities



*70 Richard Street - Application to Wells Fargo approved. They are working on title. Meeting with Yamin to discuss project partnership. Property inspection for Feb. 4. Next steps, appraisal.

* City owned vacant land being analyzed by City Corp Counsel. Working on gaining clean title then they will publish RFQ for the land. Loyola told to wait for City to contact them about next steps. Title to Loyola after RFP; could be summer 2015.

4. Potential Partnership(s)

*University of Connecticut - Urban Studies Program; creating program for UCONN; getting intern summer 2015; meeting Jan 12; next meeting Feb 4 with City and Community stakeholders.

*Tocci

5. Housing Rehab Program

*Conference call with potential new construction manager. Tri Con pursuing getting on City EBid System. Housing Rehab Program info sent to Tri Con for their feedback.

* WDC to provide Loyola with another construction manager so that we can start the program again.

6. Other: Energize CT to do energy survey on Liberty Commons; \$250 for allowing them to inspect the property.

7. Other: Possible predevelopment loan opportunity or grant in the works.

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

Next meeting to be scheduled for February 24, 2015, at 6 pm.

6. ***Adjournment:***

MOTION: To adjourn at 7:30 PM (Vaz, Campion) So voted unanimously.

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