

# Kingston City Land Bank, Inc.

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*Daniel Kanter, Chair*  
*Callie Jayne, Vice Chair*  
*Bartek Starodaj, Secretary*  
*Omari Washington, Treasurer*

*Brenna L. Robinson, Executive Director*

**MEETING MINUTES**  
**June 24, 2019**  
**City Hall, Conference Room #1,**  
**6:30 PM**

Board Members Present: Ilana

Berger, Callie Jayne, Daniel Kanter, Anezka Sebek, Bartek Starodaj, Stephan Knox, Matthew Gillis, Steve Noble

Board Members Absent: Omari Washington

Staff Members Present: Brenna Robinson, Kaitlyn Armstrong

Others Present: Julia Farr, Sarah Brainard, Hugo Jules, Andrew Pazulla, Kingston Land Trust

**Call to Order** – The meeting was called to order by Daniel Kanter at 6:34 PM.

**Reading & Approval of Minutes of Previous(s)** – The minutes of the April meeting were approved unanimously by the board after being Minutes amended to show that Ilana Berger was not present and that Steve Noble was present.

## **New Business**

### **John Davis Introduction**

- John Davis is an expert on land trust/land bank partnerships. In the CLT model, one party owns the land and the other party owns the structural improvements. At a future time, if the owner of the structure chooses to sell, the CLT has the right to purchase the structure (at a fair price) so that it can sell the structure again at below market price. Meaning, the CLT stands behind the building to prevent deferred maintenance, protect affordability, and security of tenure. CLT usually provides incentives to homeowners to maintain their properties.
- Q: What is the land bank's assurance that the land trust behaves according to the land bank's disposition policy? (1) Through an MOU that will set terms between the two organizations. If land trust misbehaves, no more properties. (2) Also, the land trust will typically require additional grants to rehabilitate and maintain properties - guidelines could be attached at this stage. However, the land bank should not "cloud" the property's title requiring certain property uses.
- In all instances of partnership, the land bank determines how many properties to provide to the land bank, what kind of properties to provide, and what price, if any.
- Most land banks have a disposition policy that focuses on the transactional impacts of their properties; the more successful land banks also focus on the long-term impact that the buildings and the land coming out of the land bank have.
- Q: What kind of properties would not work to transfer to the CLT? Any contaminated or problematic properties that need remediation first. Any complex multi-use building that the CLT might not be ready for. Geographically, the partnership could focus on including properties in both affluent and distressed areas.
- Q: Are there any challenges for financial institutions? Yes, have to educate lenders on situation with leased land and the benefits but this has never precluded an actual transaction.

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*Action Steps: John/Julia will provide examples of high performing land trusts and any relevant data.*

## **Land Bank Field Trip to Albany**

Meeting has been confirmed for July 12 for a visit to the Albany Land Bank to hear more on their partnership, tentatively scheduled for 11am-2pm.

*Action Steps: Brenna will confirm timing.*

## **Strategic Plan**

Brenna, Omari, Kaitlyn, and Daniel had an initial meeting to review a draft strategic plan for the land bank.

Ilana asked what the purpose of the strategic planning process would be.

Daniel explained that the purpose would be to have a central place for the land bank's collective goals and how we get there.

Steve explained that there are still some basic housekeeping items that need to be determined before a formal strategic planning process begins. For example, initial grant money still needs to be received & houses acquired from the city.

Anezka agreed that we should give Brenna good record keeping and goals for the organization but that the strategic planning process would be premature.

The committee agreed that no strategic planning process should take plan right now.

*Action Steps: None at this time. However, once a gsuite is set up the board should create a central project management document.*

## **Committee Report-Outs**

### Finance

- No report out

### Communications

- No more survey outreach will take place. Kaitlyn is summarizing community feedback received from surveys and door knocking. She will put paper responses in through the online survey. Brenna will connect with Kaitlyn to provide her access to Facebook so that all Facebook comments can also be incorporated.
- Potential disposition policy meeting with the public late August and early September. Exact date will be determined in the next few weeks; by the next board meeting, the communications committee should have a date tentatively set for the public meeting.
- The committee interviewed several candidates for the Marketing RFP and chose Rebecca Rojer. We will begin with her on an organizational logo pending contract completion.
- Brenna has no update on the G-Suite setup.
- Bartek will a do a "thank you" post on social media to acknowledge responses.

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*Action Items: Thank you social media post (Bartek), finalize date for public forum, compile public feedback from survey, including from Facebook (Kaitlyn), G-Suite set up (Brenna), logo creation*

## Governance

- Anezka has been circulating language around the purpose of the governance committee.
- Brenna will provide a draft of the ethics policy to Anezka for review.

## Acquisition/Disposition

- First draft of the structure has been formed. Between now and the next board meeting, the committee will have a draft for review. A vote on the disposition policy is expected during the September board meeting once the full public meeting has been held.

*Action Items: Committee to create a draft disposition policy for review next month.*

## **Announcements –**

## **Unfinished Business**

**Adjournment** – Motion to adjourn raised by Jayne, seconded by Starodaj. Meeting is adjourned.

Respectfully submitted,

Bartek Starodaj