

CONNECTICUT MARKETING AUTHORITY

DRAFT Minutes of Meeting

December 12, 2012, 1:11 pm
101 Reserve Road, Hartford, CT 06114

MEMBERS PRESENT: Chairman Steven K. Reviczky; Joseph Ruffini, David Morse, Alexis Gazy, Frank Musto, Randall Fiveash, designee of Commissioner Catherine Smith (DECD).

ALSO PRESENT: For the Department of Construction Services – P.J. “Bud” Salemi; For the Department of Agriculture – Joseph J. Dippel, Richard J. Macsuga, Mark Zotti, Lance P. Shannon, Ivette Delgado and Mark Brodeur; and Others – William M. Yandow, Robin Chesmer and Steve Slipchinsky

I. Call to Order: Chairman Reviczky called the meeting to order at 1:11 pm.

II. Chairman’s Report:

A. Chairman Reviczky introduced Deputy Commissioner P.J. “Bud” Salemi from the Department of Construction Services (“DCS”). Mr. Salemi and Commissioner Reviczky reported on the following:

1. Market Projects need survey work & an easement from CL&P. Appraisals of easement area need to be commissioned.
2. Roof inspections for building A & B are complete, some emergency repairs made. The importance of swing space for both the roof repairs and construction was also discussed.
3. DCS & DoAg to interview RFP candidates regarding Master Plan design and overview scheduled for January 2, 2013.

III. Minutes: The following amendments were offered

1. To correct stall unit #s - (Paragraph V - (B)(1), Paragraph V(B)(4) & VIII(A) & (B);
2. To correct the numbering reference of stalls A8-11 to A8-12 and
3. To add Reviczky who also visited the Philadelphia Regional Wholesale Market.

Moved by Gazy and seconded by Morse, to approve the minutes of the October 10, 2012 meeting, as amended. The motion passed unanimously.

IV. Director’s Report: Joseph Dippel presented the following;

- A. Income and expense report of the Market. The balance from the Fiscal Year ’13 budget was \$11,891.43 on 11/30/2012
- B. Short Term Investment Fund. The balance of the Short Term Investment Fund account was noted at \$988,343.19 on 11/30/2012.
- C. A request for proposals was issued for Market rail line maintenance, repairs and improvements. A contract is expected to be in place by year’s end.
- D. The Department of Economic and Community Development is scheduled to visit tenants that have expressed interest on December 21st to discuss their business programs.
- E. Wholesale stall lease and temporary use negotiation and ratification updates.
 1. Modification of Capitol Sausage and Heart of the Harvest agreement from 8 stalls to 10 stalls, with Heart of the Harvest in stalls A-9 through A-13 and Capitol Sausage in stalls A-14 through A-18.
 2. Foodshare stalls from 1 additional stall to 2 additional stalls at ½ price, occupying a total of 4 stalls A-29 through A-32.
 3. Farmer’s Cow in stalls A-38 through A-41.

4. Tinarose an additional stall for a total of 3 stalls A-19 through A-21.
 5. A total of 6 stalls are presently vacant, 4 stalls A-5 through A-8 and 2 stalls A-27 & A-28.
- F. Continue under existing month-to-month leases until new leases are executed by all parties and approved by the State Properties Review Board and the Office of the Attorney General. M & M Produce has agreed to receive reimbursement of the payments the CMA received outside the terms of the land lease against its current rents until the \$60,973.00, has been paid. This credit will be applied to the rents and expenses of M & M Produce and M & M Wine Grape.
 - G. Dippel, reported that a RFP for a Master Plan has gone out for bid. Tenants will have the opportunity to provide input during the planning process.
 - H. The access easement, for a second entrance to the Market is being discussed with NE Utilities.
 - I. Budget. Mr. Dippel provided an Income/Expense Report and a list of expenses (through 8/31/2012).
 - J. Discussion of Quality Sales bankruptcy auction ensued.
 - K. The Department of Information Technology is doing a site assessment for the Market to provide adequate information and technology service.
 - L. Additional training for the four (4) Market security guards is being considered.

V. New Business.

- A. Farmer's Market.
 1. Dippel, Macsuga and Zotti are working on a revised Application & Guidelines/Policy package.
 2. A rough draft of a new Farmer's Market booklet is being prepared.
 - a. There will be different fees for farmers/producers and jobbers.
 - b. All produce will need to be labeled.

VI. Other Business.

- A. 2013 proposed CMA Board meeting quarterly dates:

DAY	DATE	TIME	LOCATION
Wednesday	March 20, 2013	1:00pm	CMA Conf Rm
Wednesday	June 19, 2013	1:00pm	CMA Conf Rm
Wednesday	September 18, 2013	1:00pm	CMA Conf Rm
Wednesday	December 18, 2013	1:00pm	CMA Conf Rm

- B. The time of each meeting was amended to 10:00 am.
- C. Next Board meeting scheduled for Wednesday, March 20, 2013, 10:00pm, Conference Room, Building 'A', 101 Reserve Road, Hartford, CT.

VII. Adjourn.

- A. There being no further business. A motion was made to adjourn. (Moved – Musto; Seconded – Gazy; Unanimous).

Respectfully submitted: Lance P. Shannon
 Date: January 28, 2013.