



**STATE OF CONNECTICUT
DEPARTMENT OF AGRICULTURE
CONNECTICUT MARKETING AUTHORITY**



Steven K. Reviczky
Chairman

Linda Piotrowicz
Executive Director

**MINUTES OF SPECIAL MEETING HELD OCTOBER 10, 2017
CMA Office (Building A), 101 Reserve Road, Hartford, CT 06114**

MEMBERS PRESENT: Chairman Steven Reviczky, Alexis Gazy (by phone), David Morse, Frank Musto, Jennifer Parmelee. **ALSO PRESENT:** Staff from the Connecticut Marketing Authority (CMA)/Connecticut Department of Agriculture (DoAg) and guests.

MEMBERS ABSENT: Bruce Benedict, Randall Fiveash, Joseph Ruffini.

CALL TO ORDER: Chairman Steven Reviczky called the meeting to order at 10:21 a.m. when a quorum was reached.

APPROVAL OF MINUTES: David Morse moved to approve the minutes from July 12, 2017. Jennifer Parmelee seconded. With all in favor, the motion carried.

LEASES AND REQUESTS FOR PROPOSALS: Commissioner Reviczky reported that the new lease template developed in collaboration with the Department of Administrative Services (DAS) and the Office of the Attorney General was substantially complete and required just a few more minor edits. He shared and reviewed a draft with members and a discussion followed. Commissioner Reviczky explained that a request for proposals (RFP) for vacant space needed to be issued and members discussed what it should include and when it should be issued. Members came to consensus that the RFP should be issued by the end of the week with proposals due by close of business on October 30, 2017. Members would then review the proposals in accordance with Regulations of State Agencies Sec. 22-64-27. Leases using the new template would subsequently be prepared for the selected new lessees as well as for existing tenants.

NEXT MEETING(S): Members discussed the following 2018 regular meeting dates: January 10, April 11, July 11, and October 10. Frank Musto moved to approve as the 2018 regular meeting schedule. David Morse seconded. With all in favor, the motion carried.

ADJOURNMENT: Commissioner Reviczky adjourned the meeting at 10:56 a.m.

Respectfully submitted: Linda Piotrowicz
October 11, 2017