



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



Melody Currey
Chairman

Linda Piotrowicz
Executive Director

**MINUTES OF SPECIAL MEETING HELD JANUARY 17, 2019
Connecticut Department of Agriculture, 450 Columbus Boulevard, Hartford, CT 06103**

MEMBERS PRESENT: Acting Commissioner Melody Currey, chairman, Bruce Benedict, Randall Fiveash (arrived at 10:08 a.m.), Michael Freimuth, Alexis Gazy (arrived at 10:13 a.m.), Paul Hinsch, David Morse, Frank Musto (arrived at 10:34 a.m.), Joseph Ruffini. By phone: Jennifer Parmelee.

MEMBERS ABSENT: None

ALSO PRESENT: Staff from the Connecticut Department of Agriculture (DoAg)/Connecticut Marketing Authority (CMA), staff from the Connecticut Department of Administrative Services (DAS), staff and consultants from the Capital Region Development Authority (CRDA), and guests.

CALL TO ORDER: Chairman Currey called the meeting to order at 10:04 a.m. Attendees introduced themselves.

APPROVAL OF MINUTES: Michael Freimuth moved to accept the October 10, 2018, minutes as drafted. David Morse seconded. There was no discussion and the motion carried unanimously.

DoAG UPDATES: Shane Mallory from DAS reported on the pending conveyance of the Regional Market to CRDA, explaining the package was at the State Property Review Board (SPRB) for review and action. It will then go to the Office of the Attorney General for final approval before closing, which is currently anticipated in approximately 30-45 days.

Linda Piotrowicz reported that there was \$98.38 in the Short-Term Investment Account and that cash receipts as of December 31, 2018 were \$445,912, with expenses as of the same date of \$453,274. A discussion regarding reporting ensued. She then provided an update on CMA staffing, explaining the maintainer hired July 20, 2018 was completing six months of employment, and that approval of a request to hire a part-time patrol officer was pending. She provided an update on occupancy in Buildings A, B, and C, noting the land lease associated with part of Building C was terminated as of December 31, 2018, with the space formerly occupied by Sweet Life Cash and Carry now vacant. A discussion regarding potential leasing/licensing of Building C occurred. Building Superintendent Mark Brodeur provided an update on recent facilities, grounds, and maintenance work (see attached).

CRDA UPDATES: Michael Freimuth provided an update on recent and planned CRDA work at the market (see attached) and clarified that general bonds issued by the State of Connecticut were funding the work. He confirmed that CRDA was looking to enter into a use-agreement for vacant space Building C in the short-term and was considering longer-term strategies for the building. CRDA is also looking to develop a subleasing policy that provides opportunity for tenants and potential tenants. He reported that CRDA has begun dialog with legislators regarding a legislative agenda for the Regional Market that includes establishment of an enterprise fund, a 3- to 5-year plan for current tenants, and a long-range plan for investment in and strategy for the facility.

RAILROAD: CRDA reported on efforts toward an agreement with Murphy Road Recycling, which is currently the sole user of the railroad tracks at the Regional Market. Murphy Road would like control over track operation and maintenance and CRDA is agreeable to such an arrangement if it provides adequate



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provisions for market access and use if/when needed, but progress on the agreement has been slowed by the complexity of railroad law and the limited available legal staff well versed in such.

FARMERS' MARKET: Linda Piotrowicz reported that the application for the 2019 season was drafted and under review. Upon finalization, it will be sent out and posted. An in-depth discussion of the farmers' market ensued, covering marketing and promotion, potential new opportunities, fee structures, and challenges.⁵

OTHER: Joseph Ruffini commented that the relationship with CRDA is now more comfortable than it was at first and he supports CRDA's priorities of seeking occupancy of vacant space in Building C, developing a sub-leasing policy, and establishing an enterprise account. He said the recent bond-funded work has made a tremendous difference.

NEXT MEETING(S): Regular meetings are scheduled for April 10, July 10, and October 9, 2019. Special meetings can be scheduled if/as needed.

ADJOURNMENT: There being no further business, the meeting adjourned at 11:02 a.m.

Respectfully submitted: Linda Piotrowicz
January 17, 2019

DRAFT

CMA Maintenance/Facilities Update

- Continued to perform routine work (e.g., meter reading, pest control, trash pick-up, supervising cleaning crew, etc.).
- Replaced thermostats replaced adjusted/locked-out to maintain even heating in offices and bathrooms.
- Took over responsibility for Building C (e.g., security, pest control, heat, etc.).
- Cleared back docks at request of CRDA with cooperation from tenants and cleared behind Building A.
- Repaired driveway behind Building A with millings from paving project.
- Continued to maintain RR switches (lubricate), and monitored additional RR traffic.
- Solved electrical issues with red plow, which is now operating at 100%.
- Prepared snow season equipment, purchased 100 tons of salt, set up property for snow removal (e.g., jersey barriers, traffic cones and stanchions).
- Cleared snow from one storm; preparing for more this week.
- Maintainer 1 on staff provides for a safety-man when performing dangerous tasks and allows for attention to details like trash pick-up around the property.
- Worked with DAS to begin asbestos abatement via contractor in water meter pit.
- Responded to after-hours electrical issue.
- Responded to broken fire main on Christmas Day.
- Responded to boiler breakdown after hours.
- Continued to coordinate daily with CRDA.

Update on Capital Improvements at the Regional Market

CRDA 1/8/19

Projects Completed

- a. Paved more than 200,000 sq. ft., rolled about 500 tons of millings, and added about 900 tons of shimming to grade area where we paved. Line striped roadway.
- b. Mended the chain link fence upon entry into the market and extended the southern fence line. Added 2 new working gates.
- c. Painted the farmers' market awning posts.
- d. Added 3 new all-weather water lines/spouts to farmers' market pavilion.
- e. Developed a signage plan. Installed traffic flow signage.
- f. Acquired a guard station for the front entrance with cameras.
- g. Upgraded the electricity to the farmers' market pavilion including additional spot lights.
- h. Added and revising furniture within Bldg A office space including conference room.
- i. Cleaned/cleared out trash behind Bldg A including dock area and old railroad ties/debris.

Projects Underway

- a. Developing a barrier plan. Expected to layout in Spring 2019.
- b. Install welcome and directional signage. Expected January/February 2019.
- c. Install concrete slab for guard station. Expected January/February 2019.
- d. Fit out Bldg A office space with new employee area and office furniture. Expected January/February 2019.
- e. Cleaning/clearing out brush behind Bldg A between railroad tracks and highway.
- f. Install covered bus station between entrance and market café. Expected in Spring 2019.
- g. Repair property watermain leaks. Winter 2018/2019.
- h. Repair Bldg A boiler.
- i. Install picnic table area in front of market pavilion, spring-fall use.

Projects Pending

- a. Install security cameras with monitoring stations
- b. Build a walkway for safety from the front gravel lot to the farmers' market.
- c. Paint a marketing mural on the southern side of Bldg A that can be seen from the highway system.
- d. Landscape around the farmers' market pavilion and entrance.
- e. Clearing brush from the entrance ravine.
- f. Replace property watermain.
- g. Replace Bldg A boiler.