



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



Bryan P. Hurlburt
Chairman

Linda Piotrowicz
Executive Director

**MINUTES OF SPECIAL MEETING HELD APRIL 11, 2019
Connecticut Marketing Authority Offices, 101 Reserve Road, Hartford, CT 06114**

MEMBERS PRESENT: Commissioner Designee Bryan P. Hurlburt, chairman, Bruce Benedict, Randall Fiveash, Michael Freimuth, Paul Hinsch, David Morse, Jennifer Parmelee, Joseph Ruffini.
By phone: Alexis Gazy.

MEMBERS ABSENT: Frank Musto.

ALSO PRESENT: Staff from the Connecticut Department of Agriculture (DoAg)/Connecticut Marketing Authority (CMA) and guests.

CALL TO ORDER: Chairman Hurlburt called the meeting to order at 10:12 a.m.

APPROVAL OF MINUTES: David Morse moved to accept the January 17, 2019, minutes. Randall Fiveash seconded. The motion carried unanimously without discussion. Chairman Hurlburt abstained.

DoAG UPDATES: Chairman Hurlburt introduced himself as commissioner designee and provided a brief overview of his background. Members introduced themselves. Linda Piotrowicz reported there was \$99.29 in the Short-Term Investment Account, and Chairman Hurlburt explained he had asked the Department of Administrative Services (DAS) Business Office for a five-year account history. Building Superintendent Mark Brodeur provided an update on recent work (see attached). Chairman Hurlburt reported DoAg and CRDA had met and were finalizing an MOU through which DoAg would manage and operate the farmers' market. DoAg and CRDA continue to work together to develop a plan for continued operation of the Regional Market.

CRDA UPDATES: Michael Freimuth provided an update on recent and planned CRDA work at the market, including new signage, a bus shelter, and minor repairs to the security system, adding that replacement of the fire main was prioritized in the capital improvements plan. He reported that CRDA planned to meet with tenants in June and July to discuss 3- to 5-year agreements and that subleasing arrangements had begun, with two underway. A few prospective new tenants had looked at vacant space. CRDA is seeking a commercial broker to recruit new ag-related tenants. Discussion followed.

RAILROAD: CRDA reported the railroad was part of the land transfer issue being worked out by DAS and CRDA. Once resolved, CRDA will issue a license for use and maintenance/repair of the tracks.

FARMERS' MARKET: Linda Piotrowicz reported that 61 farmers' market stalls were rented, with more requests expected. Traffic control and safety equipment has been updated to help ensure smooth traffic flow. A discussion ensued.

PUBLIC COMMENT: None. Several members said progress was being made. Discussion followed.

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

ADJOURNMENT: Randall Fiveash moved to adjourn. Bruce Benedict seconded. With all in favor, the meeting adjourned at 10:56 a.m.

Respectfully submitted: Linda Piotrowicz
April 11, 2019



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CMA Maintenance/Facilities Update April 11, 2019

- Performed routine work (meter reading, pest control, trash pick-up, cleaning contractor supervision, etc.) in offices, vacant stalls, and grounds
- Replaced boiler's oil burner in office/shop space
- Responded to one boiler issue
- Cleared snow through nine events
- Treated pavement with approximately 80 tons of salt on 12 occasions
- Collaborated with CRDA on repair of two fire hydrant main breaks
- Continued maintenance of railroad switches (snow/ice removal, lubrication)
- Troubleshoot brake issue on one plow truck and sent out for repair
- Accompanied state building inspector and fire marshal on building, stall, and project inspections
- Began spring set-up and cleaning (snow spoil, traffic control devices, light towers)
- Inspected and cleaned roof drains
- Updated air compressor, plasma cutter and hand tools
- Made two minor hydraulic repairs on loader plow, minor electrical repairs on red plow, and minor electrical repairs on spreader necessary as a result of salt corrosion
- Rewired light pole on the corner of the farmers' market
- Updated safety equipment for farmers' market parking/traffic control operations