



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



Steven K. Reviczky  
Chairman

Linda Piotrowicz  
Executive Director

**MINUTES OF SPECIAL MEETING HELD APRIL 21, 2017  
CMA Office (Building A), 101 Reserve Road, Hartford, CT 06114**

**MEMBERS PRESENT:** Chairman Steven Reviczky, Alexis Gazy, Frank Musto (by phone), Jennifer Parmelee, Joseph Ruffini.

**MEMBERS ABSENT:** Bruce Benedict, Randall Fiveash, David Morse.

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

**CALL TO ORDER:** Chairman Steven Reviczky called the meeting to order at 10:15 a.m. and recessed it until 10:16 a.m., when the meeting reconvened with a quorum.

**APPROVAL OF MINUTES:** Joseph Ruffini moved to approve the minutes from October 26 and December 21, 2016. Jennifer Parmelee seconded. With all in favor, the motion carried.

**CHAIRMAN'S REPORT:** Commissioner Reviczky provided updates on the state budget and proposals to close the projected \$1.7 billion shortfall, relevant proposed legislation in the current session of the Connecticut General Assembly, and DoAg's relocation to 450 Columbus Boulevard in Hartford.

**EXECUTIVE DIRECTOR'S REPORT:** Executive Director Linda Piotrowicz introduced CMA Maintainer Justin Jaquith, who joined DoAg in January, and reported on the Short Term Investment Fund and CMA's income and expenses. She also provided updates on energy-efficiency site lighting upgrades and a sewer pipe repair, both funded through the Department of Administrative Services, and upgrades to CMA network infrastructure, all of which were performed in partnership with the Department of Administrative Services.

**LEASES AND REQUEST FOR PROPOSALS:** Chairman Reviczky reported that he and Linda Piotrowicz have met multiple times with attorneys from the Office of the Attorney General to work on development of a new lease template to be used for both existing tenants and in a request for proposals for vacant space. He explained that review, discussion, and updates are a lengthy, detailed, and time-consuming exercise necessary to ensure the needs of tenants are balanced with sufficient protection of the taxpayers' resources. A discussion ensued.

**NEXT MEETING(S):** Regular meetings are scheduled for July 12, and October 11, 2017. Staff from the Office of the Attorney General will be invited to a special meeting (date and time yet to be determined) to explain the lease template once it has been completed.

**ADJOURNMENT:** There being no further business, Commissioner Reviczky adjourned the meeting at 11:28 a.m.

Respectfully submitted: Linda Piotrowicz  
April 25, 2017