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**Citizen Trade Policy Commission**  
**Friday April 17, 2009**  
**Labor Committee Room, Augusta**

**Meeting Summary**

**Members Present:** Sen. Troy Jackson, Chair; Rep. Margaret Rotundo, Chair; Rep. Sharon Treat; Rep. Jeffrey Gifford; John Patrick; Paul Volckhausen; Linda Pistner; Michael Herz, Cynthia Phinney, Michael Hiltz; Sarah Bigney; Carla Dickstein; Leslie Manning

**Guests Present:** Peter Riggs, Forum on Democracy & Trade, via conference call; Harold Ian Emery, Calais LNG

**Staff Present:** Linda Nickerson, Dept. Labor

The meeting was called to order by Sen. Troy Jackson at 9:08 a.m., welcoming remarks and introductions were made.

**I. Update – LD 1257 “An Act to Require Legislative Consultation and Approval Prior to Committing the State to Binding International Trade Agreements.”**

Rep. Sharon Treat gave a summary of the above legislation that she submitted. The Commission created a subcommittee that met and reviewed the proposed bill, discussed it with Peter Riggs and incorporated some of his suggested language into the revision. An amendment was suggested to tweak the language so that people would understand what the terms mean such as procurement, services, investments, and non-tariff barriers to trade. Rep. Treat’s strategy is to have the support of the Commission and be able to attend the hearing with full support.

Sarah Bigney thanked Rep. Treat for sharing the information and commented on what would happen if the legislature was not in session and recalled a previous situation where the Governor was given six months to get back to them.

Sen. Jackson asked for further comments.

**Motion:**

Motion made by Cynthia Phinney to support the legislation. Seconded by John Patrick. Vote, unanimous.

Rep. Rotundo suggested that if there were members that wanted to be present when Rep. Treat gives testimony, to let her know and welcomes testimony from anyone. She also asked Rep. Treat to advise them of hearing and work session dates and times. She advised the either she or Sen. Jackson would be present at the hearing.

50 Rep. Treat advised that she incorporated several suggestions into the bill and has held  
51 conversations with the Governor's office on the bill. One of the issues is with the point people  
52 on trade issues. May be able to get Jim Nimon to attend one of our meetings as [he] expressed  
53 interest. Possibly reach out to other members on the Governor's staff.

54  
55 Rep. Rotundo advised that they recently held orientations and talked with Lance Boucher but  
56 since then, he has moved into another slot in the Governor's office which happens frequently.

57  
58 John Patrick mentioned that was a good point. The Commission has in the past had people that  
59 were familiar with international trade agreements and currently we have a governor and a  
60 congressman who are familiar with trade but who knows what can happen in the future.

61  
62 Sen. Jackson advised that the Governor has one year left which was not conveyed at their  
63 meeting.

64  
65 Sen. Jackson asked if there were any other comments.

66  
67 **II. Review/approved Minutes March 20, 2009.**

68  
69 **Motion:**

70  
71 Motion made by Rep. Treat to accept the minutes. Seconded by Michael Herz. Vote,  
72 unanimous.

73  
74 **NEXT MEETING REQUEST:**

75  
76 Rep. Rotundo advised that she received a request to change the next meeting start time, May 22<sup>nd</sup>  
77 to 8:00 a.m. and the June 26<sup>th</sup> meeting to start at 10:00 a.m.

78  
79 Members were in agreement to begin the May 22<sup>nd</sup> meeting at 8:00 a.m. and to start the June 26<sup>th</sup>  
80 meeting at 10:00 a.m. Future scheduled meetings will begin at 9:00 a.m.

81  
82 **III. Update on Sweat Free Communities and Maine's Procurement Policy – Bjorn Clausen**

83  
84 Bjorn Clausen gave an update on current activities. He wanted to bring to light the important  
85 work the State and Commission is doing right now. History: Maine is one of the first states in  
86 the nation to adopt an anti-sweatshop purchasing law back in 2001. Since then the Legislature  
87 has twice improved that law. In surveys conducted, numerous labor rights violations were found  
88 in well known plants and factories. However, we are moving towards better sweat free shops.  
89 We actually know where and what factories make specific items. The connection with this and  
90 the Commission was a trade letter written to Gov. Baldacci for information on trade deals that  
91 were being negotiated. Deals had not been finished and not available for review. Maine was  
92 asked to conduct procurement according to a set of rules which they could not read and were  
93 private. They learned that the USTR had written to Gov. McKernan to authorize the US  
94 procurement markets to the WTO partners and to commit Maine to follow procurement rules.  
95 Maine was already signed onto these rules which set off alarm bells. They found out the rules  
96 limiting Maine to take into consideration non-economic procurement and barriers to trade. Gov.  
97 Baldacci rescinded his earlier authorization to USTR to offer rules, CAFTA, trade rules, etc. In  
98 2005 they again requested authorization and Maine to sign on and threatened Maine, which lead  
99 to an uproar. USTR was facilitation an uneven playing field. As a result, only eight states  
100 signed onto the procurement rules under reciprocity. Last year, situation with USTR turned

101 around. Mr. Clausen met with the procurement representative and acknowledged the reciprocity  
102 failure and said that they would no longer push states to sign on to procurement deals. There is  
103 new language in the new trade agreements that address these issues. Mr. Clausen read an article  
104 from a Korea agreement. What this means is that anti-sweatshop purchasing is trade compliant  
105 and a big victory.

106  
107 Rep. Rotundo thanked Mr. Clausen for his update.

108  
109 Leslie Manning asked to go back to enforcement and review section.... The new USTR  
110 Ambassador Kirk stated he is very satisfied with the language in the Peru agreement and there's  
111 a lot of concern among applicants of fair trade the Peru does not set high enough standards.  
112 Question is how do we activity enforce and monitor these conditions and what were some of the  
113 egregious violations found.

114  
115 Mr. Clausen clarified that Maine is allowed to enforce its own labor standards. In answering the  
116 second question, he did not find indentured servitude and yes, did find child labor violations in  
117 the number of hours worked. He sees no improvement in wages and long working hours but has  
118 seen areas of improvement in health and safety. Workers are scared, intimidated, and it's  
119 dangerous for workers to speak up. They are pushing for companies to take responsibility on  
120 their purchasing practices.

121  
122 Michael Herz asked about centralized trade organizations, enforcement and self enforcement.

123  
124 Carla Dickstein referred back to the cooperation of states and what the standards were for  
125 companies and code of conduct and purchasing requirements.

126  
127 Mr. Clausen responded monitoring is up to this point has been done on behalf on universities  
128 setting up codes of conduction (Nike, Haiti, etc.). Universities formed a monitoring consortium  
129 and worked with different organizations making suggestions on improvements, etc. Whenever  
130 there are improvements in factories, that factory becomes less competitive because  
131 improvements made are not sustainable.

132  
133 Carla Dickstein asked if they were shifting monitoring contracts to get better prices?

134  
135 Mr. Clausen responded that will be part of the new work, but at the same time, if violations come  
136 to light, monitor needs to be sure that part of the remediation is to address how they are going to  
137 change your purchasing practices.

138  
139 Sarah Bigney asked about the sweat free consortium that Maine is a part of and how the  
140 commission could help.

141  
142 Mr. Clausen stated that Maine is part of the consortium along with Pennsylvania. The goal is to  
143 persuade other states to join.

144  
145 Mike Hiltz asked if this commission should start this type of dialog with commissions in other  
146 states.

147  
148 Rep. Rotundo stated that it was a great idea and asked for some guidance in this area.

149  
150 Leslie Manning suggested that Mr. Clausen be available to consult with at the regional meeting.  
151 As the new trade ambassador is looking for suggestions, make sure this goes to the top of the list

152 for discussion with the ambassador and his office. He's made the commitment and what we  
153 need is effective enforcement mechanisms and business incentives. If you have any  
154 recommendations on how this can be done through the USTR or future trade agreements, please  
155 advise the commission.

156  
157 Rep. Rotundo stated at the next regional meeting with New England they need to make sure it's  
158 on the agenda and Bjorn, please let us know how we can be helpful.

159  
160 Rep. Rotundo thanked Bjorn Clausen for his informative update.

161  
162 At the last meeting, they discussed the need for ongoing education for members in regards to  
163 trade. Members were asked for suggestions for people to address the commission about different  
164 areas of concerns. Rep. Gifford invited Ian Emery to talk with us today.

#### 165 166 **IV. Presentation – Liquefied Natural Gas (LNG) – Hon. Ian Emery**

167  
168 Ian Emery introduced himself and thanked members for having him today. Mr. Emery gave a  
169 power point presentation on the LNG Project in Calais. There are actually three proposals  
170 actually going on in Washington County.

171  
172 Mr. Emery gave an overview of the Calais LNG terminal site location. The proposed project  
173 will include construction of a 1,000 ft. pier with berthing for one LNG vessel; LNG receiving  
174 and associated piping facilities; send out plant and ancillary facilities; two 160,000 cubic meter,  
175 full containment LNG storage tanks, with potential expansion for a third; and a 20 mile pipeline  
176 connecting to the Maritimes and Northeast pipeline.

177  
178 The site attributes are limited abutting development – 7 miles from downtown; proximity to the  
179 Maritimes and Northeast pipeline – 20 miles; excellent turning basin with ample depth for LNG  
180 vessels; no dredging currently anticipated; relatively short 1,000+ foot pier length; topography  
181 will limit visual impacts from the land; limited lobster and commercial fishing in immediate  
182 proximity; and directly across the river from the existing Canadian industrial site.

183  
184 Mr. Emery showed the proposed shipping route and the pipeline route alternatives. Explanation  
185 of why LNG matters to Maine and New Brunswick was defined. LNG helps to ensure year-  
186 round natural gas availability, avoiding more expensive reliance on oil; LNG facility will  
187 enhance Maine's energy diversity by creating a more local and more secure supply of natural  
188 gas; LNG provides reliable energy to support manufacturing infrastructure; and natural gas is the  
189 cleanest of all fossil fuels and minimizes health issues and climate change in Maine and the  
190 Maritimes.

191  
192 Mr. Emery explained energy's impact on our economy - 80% of homes in Maine are heated with  
193 oil; oil prices almost doubled in one year; 40% of state's electricity is generated using natural  
194 gas; New England has delivery infrastructure could be insufficient by the year 2010; and  
195 potential gas shortages and rising fuel prices pose a serious threat to Maine's already struggling  
196 economy.

197  
198 They looked at Washington County and how regional unemployment rate is nearly double the  
199 statewide average: Maine 8.9%; Washington County – 13.1%. The population is trending  
200 downward despite the slight increase in overall state population.

201

202 The Calais LNG project will help Washington County by creating new jobs. Nearly 1,000 jobs  
203 created during peak construction; between 120-150 new permanent jobs once it's completed;  
204 estimated 35 tugboat related jobs; trucking; transportation jobs; spin-off jobs and benefits to area  
205 businesses, including hospitality, restaurants and retail; an opportunity for ancillary development  
206 including cold storage and local gas distribution.

207  
208 LNG will help Maine's economy by providing a much less costly source of fuel, roughly one-  
209 half the cost of oil; can be transported over existing roads and highways without the need for a  
210 costly pipeline; excess heat from large boilers can be used to convert LNG and vaporize it back  
211 to natural gas; and an LNG storage tank can be construction and shipped to a facility such as a  
212 pulp/paper mill.

213  
214 LNG has received unanimous support. Several organizations and individuals have endorsed the  
215 Calais LNG project.

216  
217 The estimated economic impact is Calais LNG project represents an \$800 million investment for  
218 Maine and Washington County. Total employment will peak at nearly 1,000 jobs during a 48-  
219 month construction period. Total earnings related to the project will rise from approximately  
220 \$5.9 million to a peak of nearly \$25 million during construction and will provide ongoing impact  
221 of approximately \$12.6 million annually.

222  
223 Once constructed, the facility will employ between 120-150 employees, including 30-40 new  
224 jobs for tug boat operators and crews. Approximately \$30 million of construction materials and  
225 supplies will be purchased from local vendors. The Calais LNG project will provide \$12 million  
226 in direct and indirect impacts throughout the Calais region. Local tax revenues from Calais LNG  
227 facility could enable the city of Calais to lower its property tax rate by 85 percent or an estimated  
228 \$2.75 million in new local tax revenue.

229  
230 The Calais LNG estimated project timeline is expected to take four years to complete and will  
231 require the review of several federal, state and local agencies before construction and operations  
232 begin.

233  
234 Mr. Emery was asked what the frequency would be of the ships going in and out. Mr. Emery  
235 responded one to one and half ships per week depending upon demand and market. (That would  
236 be two passages per ship, one up and back down.)

237  
238 Rep. Gifford asked if the tankers were similar to oxygen tankers. Mr. Emery responded that they  
239 are like a big thermos bottle and right now are already being shipped to Lewiston.

240  
241 Sarah Bigney asked if the investors were a multi-national corporation and where they are from.  
242 Mr. Emery responded that Goldman, Sachs, & Co. is a leading global investment banking  
243 corporation has businesses all over but principally in New York City. Sarah asked where the gas  
244 actually is coming from and how long is it expected to last? Mr. Emery responded that the  
245 project is dovetailed to coincide with new liquefied projects that are bringing more natural gas  
246 into the industry/market. Some gas comes from the Atlantic Basin; others could come from  
247 Trinidad, Tobago, Algeria, Norway, and Russia.

248  
249 Rep. Rotundo thanked Mr. Emery for his informative presentation and thanked Rep. Gifford for  
250 inviting him. She asked Mr. Emery if he would get back to them with answers to some of the  
251 questions posed today.

252

253 **V. Update – April 6<sup>th</sup> Conference Call**  
254

255 Sarah Bigney reminded members that about one month commissions in New England were  
256 invited to participate in a conference call to discuss issues affecting different states, how we  
257 could support each others work, or weigh in on different issues together. A regional conference  
258 call was held on April 6, 2009 where Maine was heavily represented. One area that came up  
259 during the call is the new staff person in the USTR office, Lisa Garcia, to be the Assistant Trade  
260 Representative for Intergovernmental Affairs and Public Liaison. She is the person that we will  
261 have a lot of communication with. We discussed sending a letter to her addressing a lack of  
262 transparency and state consultation issues and introduce ourselves to you.

263  
264 Sarah compiled a draft letter to Lisa Garcia which is in member’s packet and asked members to  
265 review the letter, comment, and vote on it.  
266

267 Leslie Manning suggested sending a copy to Kay Wilkie, IGPAC (Intergovernmental Policy  
268 Advisory Committee) Definition of IGPAC -Under the trade agreement apparatus there are  
269 various advisory committees through which groups like ours would have an opportunity to  
270 consult with trade representatives. In the past, it has been extremely difficult to get on to the  
271 committee and they have not had a lot of access to.  
272

273 **Motion:**  
274

275 Motion made by John Patrick to accept the draft letter to Lisa Garcia and to cc Kay Wilkie of  
276 IGPAC. Seconded by Paul Volckhausen. Vote, unanimous.  
277

278 **VI. Update - Conference Call with Peter Riggs**  
279

280 Peter Riggs, Forum on Democracy & Trade, gave an update via conference call. Peter advised  
281 that he emailed a chart late last night; therefore, it was not available. The chart describes what is  
282 controversial in the current trade negotiations.  
283

284 Questions of concern. First, asking what can we as a state affect what is within our existing  
285 scope of review or are we already preempted by federal action. This is important with respect to  
286 LNG because the federal energy regulatory commission has preempted some decisions that states  
287 may have wanted to retain themselves but; in the 2005 energy policy act, the kinds of decisions  
288 that have to do with energy supply like the LNG terminal site, states can be preempted from  
289 making those decisions. However, states can retain the power to make certain kinds of decisions  
290 with respect to LNG under the coastal management act i.e., ability to regulate access to ports,  
291 beaches, public water ways, and the like.  
292

293 Second question is do any of the trade rules impact how we administer the authority. The answer  
294 is yes which is laid out on the chart he emailed. One of the rules that could be challenged is in  
295 respect to quotas of entry. Public citizens raised this type of question. Therefore, the question is  
296 how can a state limit access into a market.  
297

298 Pre-establishment rights state at the time that we applied for a permit, the rules looked like this.  
299 You can’t change these rules between the time we applied for a permit and the time the permit  
300 was issued. There is a Maine court case *Kittery Retail vs. Town of Kittery* in which the Maine  
301 Supreme Court ruled that towns and cities can change their permit granting criteria even after a  
302 development permit has been requested so long as his hasn’t been granted.  
303

304 The third trade is regulatory necessity. Would environmental measures be seen as relevant to the  
305 services being provided. Another part of the question of necessity is whether the standards  
306 arrived at are objective. How can we tell what an objective regulation is?  
307

308 Licensing procedures and qualification requirements are other areas where state or federal  
309 governments can impose types of licensing procedures which would be potentially more  
310 burdensome.  
311

312 There is confusion where if you open up a sector to foreign investment using WTO rules, does  
313 that mean that prior to that trade commitment being made that the economic sector was closed?  
314 The answer is no; the sector was most likely opened unless there was a national security issue.  
315 Most foreign firms coming in to work on this type of business development projects have the  
316 expectation of national treatment. The reason why the trade rules are controversial is in addition  
317 to expectation that they will be treated just like a US firm, are these additional set of rights in the  
318 areas of GATS and investments.  
319

320 The LNG issue was brought to the floor by public citizens because of the proposal to open up  
321 two economic sectors as a way of solving another trade problem i.e., the US Antigua internet  
322 gambling decision. USTR moved in the direction and would like to settle the case by opening up  
323 these new sectors.  
324

325 Question is, Congress is the branch of government that has the power to regulate, at a minimum,  
326 and therefore, shouldn't USTR have to go back to Congress. We find this is rather dangerous  
327 precedence because USTR would be in a position; the executive office of the president would be  
328 in a position, of making new trade rules and trade commitments and not giving Congress a  
329 change to review those changes.  
330

331 Peter just received overnight an article regarding Geneva. The negotiations on domestic  
332 regulations in the service agreement with WTO are still ongoing and found that the Swiss  
333 delegation is holding firm and want a hard necessity test. They would very much like to see the  
334 State of Maine's ability to regulate environment for scenic which are not necessary for the  
335 supply of LNG.  
336

337 Leslie Manning asked Peter that access to LNG terminals may be a result of a settlement in the  
338 gambling case? Peter responded that LNG is implicated in this case.  
339

340 Leslie asked if it was because so many of the vessels are registered in this area or because it is a  
341 source of fuel. Peter stated it had nothing to do with Antigua. The settlement was negotiated not  
342 just with Antigua but also with nine other countries that also have interest in internet gambling  
343 (Australia, Canada and European Union). It has to do with what those countries wanted in terms  
344 of new market access.  
345

346 Sen. Jackson asked if that is what it came down to, they pick and choose. Peter responded that  
347 the US said makes us an offer and depended upon other countries response. USTR said they  
348 were going to offer these sectors anyway. Their argument is what was the big deal anyway,  
349 since they were going to make the commitments anyway. We don't know much about the  
350 internal horse trading that goes on.  
351

352 Every year a document is published called American Trade Barriers and lists everything that is  
353 unfair, etc.  
354

355 Leslie mentioned that one of their concerns is transparency. When they negotiate an agreement,  
356 is there the same concern about settlement agreements. In these settlement agreements, when  
357 they are reaching agreements on issues that are totally unrelated to the sector that's been  
358 affected, how much transparency could we demand that's under discussion for settlement?  
359

360 Peter responded that whatever happens now will be precedence. This is the first time this has  
361 happened. US withdrew from the commitment process which happened under President Bush  
362 and not much presumption of transparency at USTR. Eventually the settlement documents were  
363 obtained through Freedom of Information Act request.  
364

365 We have talked with the USTR about this commitment and they said that our fears are  
366 overblown reason being that they haven't made any maritime commitment.  
367

368 Michael Hiltz asked what Congress's action on this has been in the past, have they every voted to  
369 defer it to USTR?  
370

371 Peter recalled NCSL and other states that have anti-gambling laws were thrilled that USTR  
372 withdrew their commitment. Currently, there is nothing that requires USTR to tell Congress  
373 anything they are doing.  
374

375 Rep. Rotundo asked what the Commission could do to help.  
376

377 Peter responded they could get a statement or an update from USTR on negotiations with  
378 Antigua and the other partners regarding this settlement. There was some discussion that the  
379 Obama administration was going to start over because Antigua was rejecting the offers. A  
380 statement asking would you please come talk to us or one of our representatives about this  
381 settlement before its ratified would be a good start.  
382

383 The other issue area where the Commission has already done a lot of work on is continuing  
384 domestic regulation negotiations.  
385

386 Our job is to keep you updated on what's going on and for the Commission to continue to  
387 indicate that it's watching the domestic regulation negotiations and concerned about its impact.  
388

389 Sen. Jackson stated he was wondering what they have offered to other countries and does that  
390 close the door? Peter stated that it depends on how far they have to start over. Of the eight or  
391 nine countries which US was negotiating on the settlement, all accepted the settlement except  
392 Antigua. EU and Canada said they will take what US has put on the table.  
393

394 Michael Hiltz asked about the use of certificates of need and Peter advised that EU have objected  
395 to the use of certificates of need.  
396

397 Peter asked members to email him if they had any questions or feedback in regards to his email.  
398

399 Sen. Jackson asked Peter if he'd had the opportunity..... Jackson wrote a letter to Secretary  
400 Solice about the change in foreign labor certification from H2b classification going to H2a  
401 classification; he understands she's put a stop to it. Wanted to know if he might be able to find  
402 out if it's going to be affirmed... It's going to make a tremendous difference for those in the  
403 logging field.  
404

405

406 Peter asked Sen. Jackson if he had any sources, to kindly send them to him and he would see  
407 what he could find out.

408  
409 Leslie had a follow up question from the regional conference call in regards to opportunities for  
410 people to weigh in on the advisory groups. Would you have an update on that?

411  
412 Peter advised that the Obama administration is being extremely active, a lot going on and so far,  
413 they are not disclosing a lot of information. They want to review it first.

414  
415 During the transition Obama called for a review of the transparency policies. It also looked like  
416 they were going to look at the advisory committee structure. In the last two weeks, they've  
417 backed off from that. They want to distinguish between the two, what the functions will be, no  
418 one knows yet. The State of Vermont recently sent a letter to Lisa Garcia requesting her to  
419 participate in a meeting with them next month. The dates they gave her were between May 19<sup>th</sup>  
420 and May 21<sup>st</sup> which will give an opportunity to report out at your next meeting, May 22<sup>nd</sup>.

421  
422 Sen. Jackson thanked Peter for his updates.

423  
424 Sen. Jackson asked if there was a recommendation to ask USTR for an update.

425  
426 Rep. Rotunda stated that as a result of their conversation with from Peter Riggs, the Commission  
427 should write the USTR and ask for an update on the negotiations between Antigua and the other  
428 partners.

429  
430 **Motion:**

431  
432 Motion made by Sen. Jackson to write a letter to the USTR asking for an update in regards to the  
433 negotiations between Antigua and the other partners. Seconded by Rep. Gifford. Vote,  
434 unanimous.

435  
436

## 437 VII. Update – Water Extraction Bills – Sarah Bigney

438  
439 Sarah advised that there are a number of bills dealing with water extraction and named some: LD  
440 238, sponsored by Rep. Legg, is regarding consumer owner water utilities and contracts for  
441 water extraction and for the sale of water; LD 1320, sponsored by Rep. Webster, to establish a  
442 Blue Ribbon Commission to examine the legal and policy implications of groundwater  
443 extraction; LD 663, sponsored by Rep. Shatz to clarify a municipality's authority to pass  
444 ordinances that govern the extraction of groundwater; and LD 645, sponsored by Rep. Sarty, to  
445 provide municipal oversight and authority over ground water extraction.

446  
447 Sarah then referenced the draft letter to the Joint Standing Committee on Natural Resources that  
448 members have in their packets today (*copy attached*).

449  
450 Rep. Rotundo advised that there is a hearing this week, Sen. Jackson has in the past given  
451 general information on potential trade implications, and asked if we should have someone attend  
452 these hearings to raise issues of implications.

453  
454 Sen. Jackson advised that he will attend and deliver the Commission's signed letter to the Joint  
455 Standing Committee on Natural Resources.

456

457**VIII. 2008 Trade Act**

458

459 Due to the lateness of the meeting, Rep. Rotundo advised that they would take this up at another  
460 meeting.

461

462 **IX. Discussion – Work Plan**

463

464 Rep. Rotundo gave a list of suggested items for review and discussion.

465 a) Include educational pieces to meeting;

466 b) Tasked by statute to hold public hearings;

467 c) Need to track state and federal trade related issues;

468 d) Participate with other trade commission from the New England region;

469 e) Need to take serious our role as a resource to the legislature, congressional delegation,  
470 etc.; and

471 f) Mandated to complete an assessment on the impact.

472

473 As an agenda item for the next meeting, Rep. Rotundo suggested they discuss how they are  
474 going to do the upcoming assessment.

475

476 **X. Adjournment**

477

478 There being no further business, the meeting adjourned at 12:07 p.m.

479

480

481 Respectfully submitted,

482

483

484 Linda B. Nickerson