



STATE OF CONNECTICUT
STATE PROPERTIES REVIEW BOARD
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Hartford, Connecticut 06103



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September 29, 2023

Honorable Ned Lamont, Governor
State of Connecticut
210 Capitol Avenue
Hartford, CT 06106

Dear Governor Lamont:

I am pleased to deliver the State Properties Review Board's Annual Report for Fiscal Year 2023, as required by C.G.S. §4b-2(1).

Sincerely,

Edwin S. Greenberg
Chairman

Attachment

cc: Hon. Susan Bysiewicz, Lieutenant Governor
Sen. Martin M. Looney, President Pro Tempore of the Senate
Rep. Matthew Ritter, Speaker of the House
Sen. Bob Duff, Senate Majority Leader
Rep. Jason Rojas, House Majority Leader
Sen. Kevin C. Kelly, Senate Minority Leader
Rep. Vincent Candelora, House Minority Leader
Sen. Catherine A. Osten, Co-Chair, Appropriations Committee
Rep. Toni E. Walker, Co-Chair, Appropriations Committee
Sen. Eric C. Berthel, Ranking Member, Appropriations Committee
Rep. Tammy Nuccio, Ranking Member, Appropriations Committee
Sen. John W. Fonfara, Co-Chair, Finance, Revenue & Bonding Committee
Rep. Maria P. Horn, Co-Chair, Finance, Revenue & Bonding Committee
Sen. Henri Martin, Ranking Member, Finance, Revenue & Bonding Committee
Rep. Holly H. Cheeseman, Ranking Member, Finance, Revenue & Bonding Committee
Sen. Mae Flexer, Co-Chair, Government Administration & Elections Committee
Rep. Matt Blumenthal, Co-Chair, Government Administration & Elections Committee
Sen. Rob Sampson, Ranking Member, Government Administration & Elections Committee
Rep. Gale L. Mastrofrancesco, Ranking Member, Government Administration & Elections Committee
Ms. Michelle Gilman, Commissioner, Department of Administrative Services
Mr. Jeffrey Beckham, Secretary, Office of Policy and Management
Collection Management Unit, Connecticut State Library
Senate Clerk's Office
House Clerk's Office
Office of Legislative Research

STATE PROPERTIES REVIEW BOARD

ANNUAL REPORT TO THE GOVERNOR AND THE GENERAL ASSEMBLY



Edwin S. Greenberg, Chairman
Bruce Josephy, Vice Chairman
John P. Valengavich, Secretary
Jack Halpert, Member
Jeffrey Berger, Member
William Cianci, Member

July 1, 2022 – June 30, 2023

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Executive Summary

The legislature established the State Properties Review Board (hereinafter the “Board”) in 1975 under Public Act 75-425 as a watchdog entity to ensure that the State’s real estate acquisitions, leases, and construction services contracts with consulting architects and engineers would be in the State’s best interest and free from “political patronage, cronyism, personal spoils systems, and friendship.” This is a six member Board. Three of its members are appointed jointly by the Speaker of the House and President Pro Tempore of the Senate. Three other members are appointed jointly by the Minority Leader of the House and the Minority Leader of the Senate.

Statistics since 1975:

The Board’s oversight has been cost effective and a deterrent to the abuse of State contracting practices. As a result of Board requirements to modify or cancel proposed contracts, **over \$88.3 million in savings** to the State have been realized. This represents **571% in savings** compared to the Board’s total operating budget of **\$15.49 million** since 1975. It is not necessary that savings will always be realized as a result of the Board’s review. Board’s primary goal is to make sure that proper protocols, laws and regulations are followed for procuring consultants or leasing the office space or acquiring the development rights or sale of the surplus properties, etc. as required by CGS Section 4b-3.

FY 2023 statistics:

In FY 2022, the Board realized savings to the State in the amount of **\$50,865**. These savings are **12%** of the Board’s total annual operating budget of **\$415,862**. The Board reviewed 204 proposals from various agencies. The average review time was approximately **27 calendar days** per proposal.

Rush Proposals:

Rush proposals are the ones where an agency requests the Board for an expedited review and action. It should be noted that the Board always accommodates agencies when they request that the Board take immediate action on the proposal/s because either leases are expiring or primarily due to expiration of consultant’s on-call contracts or to meet a specific construction deadline. The average review time for these rush jobs (35 Proposals) was approximately **9.8 calendar days**.

The above statistics show that the Board is very effective in providing an independent oversight which often results in savings to the State of CT tax payers including corrections of the errors.

The Board’s staff continues to work with agencies such as Department of Transportation (hereinafter DOT), Department of Administrative Services (hereinafter DAS)/Construction Services, DAS/Leasing & Property Transfer, Department of Agriculture (hereinafter DoAg) and others to improve interagency communication and reduce processing delays associated with administrative returns.

The Board and its staff provided input to DoAg as it was updating its application review processes including comments on draft regulations. The Board appreciates the opportunity provided by the DoAg and seeking Board’s input as they revamp their processes and applicable regulations.

Lastly, the Board appreciates its ongoing opportunity to provide an independent evaluation of various real estate transactions and consultant contracts as proposed by various State agencies.

Based on the experiences over the years and Board's track record, the Board will be proposing following legislative changes during the upcoming legislative session to expand the scope of the Board's oversight.

1. Require DOT licenses (just like leases) to come to the Board for review and approval **(C.G.S. § 4b-3)**
2. Reduce the architect/engineers contract amount requiring the Board's approval from \$100,000 to \$50,000 **(C.G.S. § 4b-23i)**
3. Require lease/licensing conformity among all agencies

The Board looks forward to continuing to provide this important and cost effective service to the State of Connecticut and its tax payers in the upcoming years.

Respectfully submitted,

STATE PROPERTIES REVIEW BOARD
Edwin S. Greenberg, Chairman
October 1, 2023

for

INTRODUCTION

The Connecticut General Statutes, Section 4b-2(1) requires the DAS Commissioner to submit a report each year to the Board which is to include “all pertinent data on the Agency’s operations concerning realty acquisitions, and the projected needs of the State.” The Board received the DAS Report on August 30, 2023.

Connecticut General Statutes, Section 4b-2(1) also requires the Board to transmit the DAS report with recommendations, comments, conclusions and other pertinent information to the Governor and members of the Joint Standing Committees on Appropriations and Finance of the General Assembly on or before October 1st of each year.

In addition, it also requires that the Board submit its report electronically to the clerks of the Senate and the House of Representatives and the Office of Legislative Research, and file one original copy with the State Librarian, as required by C.G.S. §11-4a, as amended by P.A 12-205. The Board has published this report on its website: <https://portal.ct.gov/DAS/State-Properties-Review-Board/State-Properties-Review-Board-Meeting-and-Member-Information/Publications>.

This report is divided into four (4) parts. **Part I** is a summary of the Board’s own activities during the past fiscal year. **Part II** contains the Board’s comments on the DAS Annual Report for Fiscal Year 2023. **Part III** contains the Board’s comments on the Division of Construction Services Report for Fiscal Year 2023. **Part IV** contains the Board’s recommendations.

PART I: STATE PROPERTIES REVIEW BOARD REPORT FISCAL YEAR 2023

A. SPRB Board Members

The Board consists of six members, appointed on a bipartisan basis for overlapping four-year terms: three are appointed jointly by the Speaker of the House and the President Pro Tempore of the Senate, and three are appointed jointly by the Minority Leaders of the House and the Senate. The current members are as follows:

Edwin S. Greenberg, Chairman
John P. Valengavich, Secretary
Jeffrey Berger, Member

Bruce Josephy, Vice Chairman
Jack Halpert, Member
William Cianci, Member

B. Statutory History

The Board was established by Public Act 75-425; most of the governing Statutes are in Chapters 59 and 238 of the Connecticut General Statutes. The Board was established as an independent agency that provides oversight for the Legislature of real estate transactions and construction consultant contracts proposed by the Executive Branch.

The 2009 State Budget provided for an appropriation for the Board as a function of the DAS. Implementing legislation P.A. 09-7, effective October 2009, completed the consolidation of the Board into DAS. However, the Board retains its independent decision making authority.

C. SPRB Duties and Objectives

The legislature required by establishing this Statute to provide oversight of State real estate activities involving the acquisition, development and assignment or leasing of real estate for housing the personnel, offices or equipment of agencies of the State. The Board approves transactions that involve the lease or sale of surplus real estate by DAS, DOT and other State agencies and approves the acquisitions of farms in fee simple and development rights in agricultural lands proposed by DoAg. The Board also reviews and approves contracts with consultants for major capital projects prior to their employment by the DAS Division of Construction Services.

The Department of Developmental Services (hereinafter DDS) and the Department of Mental Health and Addiction Services (hereinafter DMHAS) have the authority to lease group homes of less than 2,500 gross square feet and submit these leases directly to the Board. Leases for office space needed by the Department of Labor (hereinafter DOL) are examined.

The Board reviews realty transactions required by Special or Public Acts of the General Assembly. In FY 2023, DOT, DAS Leasing and the Connecticut State Colleges and Universities each submitted one (1) real estate conveyance approved by the Connecticut General Assembly and signed into law by the Governor. All were approved by the Board.

The Board is also required to hear appeals by any aggrieved party concerning the amount of compensation paid by Transportation for the acquisition of outdoor advertising structures, and regulations have been adopted concerning procedures for hearing the appeals. There were no such appeals made to the Board for the FY 2023.

D. SPRB Statistical Summary, Fiscal Year 2023

The Board's annual report for the fiscal year ending June 30, 2023 addresses the following aspects:

- Number of agency proposals reviewed and processed;
- Average calendar days to process and review proposals;
- Savings realized as a result of the Board's review; and
- Statutory recommendations.

Tables I and II included at the end of this report cover the program statistics and savings realized as a result of the Board's review.

E. Number of Proposals Reviewed and Review Time

Table I, State Properties Review Board, Annual Statistics, Summary contains a statistical summary of 204 agency proposals reviewed and acted on by the Board in FY 2023. Average review time during the fiscal year is **27 calendar days** per proposal. It should be noted that two (2) additional proposals were reviewed by the Board, but returned to the originating agency based on the Board's initial inquiries, without taking any action, as there were items to be addressed by the originating agency.

DAS, Division of Construction Services

Sections 4b-23 (i) of the General Statutes require the Board to approve or disapprove within 30 days any consultant contract made by Division of Construction Services (hereinafter DCS). The Board complied with applicable Statutes regarding review time in FY 2023. Board reviewed 96 proposals and acted on 96 proposals from DCS. Average review time for these proposals was 26 calendar days.

DAS, Leasing & Property Transfer

Section 4b-3(f) of the General Statutes require the Board to review real estate acquisitions, sales, leases and subleases proposed by the Commissioner of DAS or proposed by the Chief Court Administrator pursuant to the authority delegated to the Chief Court Administrator by the Commissioner of DAS. The Board reviewed 25 proposals from DAS/Leasing & Property Transfer and acted on 24 of those proposals. Average review time for these proposals was 32 calendar days. The one remaining Proposal reviewed by the Board was a Lease Renewal (PRB #22-164) of a Department of Motor Vehicle Lease in Waterbury upon which the Board inquired about the following: A) The total cost of the Lease and its compliance with the State Facility Plan's approved funding (CGS 4b-23); B) DAS' advertisement (RFP) of the need pursuant to CGS 4b-34(a) 11 days prior to the Lease Renewal and compliance with a 15-day window prior to the Commissioner's 'date of final selection' of Proponent; and C) Lastly whether a 24-hour response time was sufficient time for any interested Proponent to respond to the advertisement (RFP). After DAS received the Board's inquiries, DAS formally requested to withdraw the Proposal from the Board's review and action. DAS subsequently exercised the 5-year Lease Renewal without the Board's approval. After discussion with the DAS Commissioner on the requirement of the Board approval of lease renewals, DAS has agreed to submit lease renewals to the Board for review as they have done in the past since 1975.

Department of Agriculture

Section 22-26cc of the General Statutes require the Board to review any proposal by the Commissioner of Agriculture to acquire or accept as a gift, on behalf of the state, the development rights of any agricultural land, if offered by the owner. The Board received and approved twelve (12) proposals from DoAG to acquire a total of 736.4 acres of productive farmland in Connecticut. Average review time for this proposal was 16 calendar days.

Department of Transportation

Sections 13a-73 and 13a-80 of the General Statutes require the Board to review any proposal by the Commissioner of Transportation to acquire or dispose lands, or any interest in lands, connected to a transportation project. Additionally, Section 13a-80i requires the Board to act as a mediator in conjunction with acquisitions, and Section 13a-126e permits DOT to grant utility easements on State property with approval of the Board. The Board received 66 proposals from DOT and acted on 65 of those proposals. Average review time for these proposals was 30 calendar days. The one remaining Proposal reviewed by the Board (PRB #23-009) was a sale of land pursuant to CGS §13b-36(b), however, this DOT statute utilized is outside the Board's statutory authority to act and returned to DOT, prior to Board action.

F. Savings to the State as a Result of SPRB Actions

Table II, State Properties Review Board Savings Report shows that the Board realized savings to the State in the amount of **\$50,865** in FY 2023. These savings are **12%** of the Board's total annual operating budget of **\$415,862**. For FY 2022, the Board had reported that there was savings of \$278,397.41 or 75% of the total operating budget of \$372,587.

Total savings achieved on behalf of the State over the 48 years that have elapsed since the Board's inception are **over \$88.3-Million** which exceeds **571%** of the Board's cumulative operating budget totaling **approximately \$15.49-Million** during the same period.

The average processing cost for the 21,407 proposals reviewed over 47 years (no records kept during 1st year of existence) is **\$724** per contract in contrast to savings of **\$4,129** per contract.

The Board has realized annual savings in excess of its annual operating budget whenever indicated and feasible. It is not necessary that savings will always be realized. Main focus of the Board when reviewing the proposals is to make sure that proper protocols, laws and regulations are followed for procuring consultants or leasing the office space or acquiring the development rights or sale of the surplus properties, etc. as required by CGS Section 4b-3. During the past five fiscal years, savings to the State have exceeded operating budget expenditures by over **\$1.17 Million**; and during the past ten fiscal years savings have exceeded expenditures by over **\$3.44 Million**.

PART II. THE DEPARTMENT OF ADMINISTRATIVE SERVICES REPORT, FY 2023

The Board has reviewed the *DAS Annual Report to the State Properties Review Board for FY 2023* ("Report") and considers it to be a comprehensive representation of the year's activities at DAS. The Report is generally consistent with the requirements of Section 4b-2(1) and is historical in perspective.

A. State's Realty Activity – Property Leased to the State

The DAS Report indicates a decrease in leased space from approximately 2.580 million square feet in FY 2014 to 1.780 million square feet over the ten year period ending June 30, 2023, which is a decrease of 44.9%. Over the same period, the total annual leasing costs have decreased 41.6% from \$44.58 million to \$31.49 million. The average cost per square foot of leased space (excluding parking leases) in FY 2014 was \$17.54/SF; the average was \$16.60/SF for FY 2023 (excluding parking leases), for an average decrease of 0.62% per year over the 10 year period. The Consumer Price Index (CPI-U) increased an average of 2.75% over the same 10-year period.

The DAS statistics indicate that for FY 2023 the total square feet of property leased by the State decreased by 1.2%, or 21,581 square feet, and the annual cost decreased 2.22% and the average annual cost per square foot decreased 1.0% to \$16.60 per square foot, down from \$16.73 per square foot in FY 2022.

The tables below summarize State leasing activity as reported by DAS. The Board's analysis of DAS reported activity is generally consistent with the Board's records.

Property Leased to the State as Reported by DAS

Activity	FY 2022	FY 2023	Change	% Change
Property Leased to State (SF)	1,801,767	1,780,186	(21,581)	-1.20%
Property Leased to State, Annual Cost*	\$32,207,202	\$31,490,602	(\$716,600)	-2.22%
Leases, Average Annual Cost in \$/SF	\$17.88	\$17.69	(\$0.19)	-1.07%

***Annual Cost includes standalone parking leases.**

DAS reports on nine (9) proposals concerning leases and license agreements approved by the Board in FY 2023. Board statistics indicate approval of nine (9) DAS proposals as follows: five (5) office leases/amendments/licenses, and four (4) license agreements for parking to supplement three Judicial Branch locations and one DMHAS location.

DAS Office Lease/License Agreements, SPRB Approved FY 2023

PRB #	Agency	Location	Parking	Sq.Ft.	Annual Rent	Rent/Sq.Ft.
22-111	DAS/DMHAS	Danbury	55	11,056	\$160,312.00	\$14.50
22-118	DAS/JUD	Waterford	75	20085	\$491,264.88	\$24.46
22-125	DAS/DMHAS	Bridgeport	25	0	\$6,900.00	
22-144	DAS/DCF	Meriden	79	0	\$5,319.34	
22-162	DAS/JUD	Hartford	73	15,577	\$251,526.00	\$16.15
22-180	DAS/DVA	Fairfield	0	1 room	\$0.00	
22-196	DAS/JUD	New Haven	307 permits	0	\$373,756.80	
23-013	DAS/JUD	Bridgeport	24,000 permits	0	\$108,980.04	
23-051	DAS/BITS	Groton	6	23,018	\$540,002.28	\$23.46
				69,736	\$1,938,061.34	\$19.64

Of note in the DAS Leasing activity on the State's Data Center located on the Pfizer Campus in Groton, operated by DAS' Bureau of Information Technology Solutions (BITS). By way of history, in August 2018 the SPRB approved five-year renewal option to extend the Lease through March 10, 2024. This extended term was to provide BITS time to plan an exit from the Groton location.

In April 2023, DAS Leasing presented the SPRB a Proposal for a Second Amendment to Lease (PRB #23-051) for a 'Second Renewal Term,' reduce the net usable square feet and to provide for increased rental payments to the Lessor, all commencing on March 11, 2024. At that time DAS also sought SPRB approval to immediately exercise their 'Second Renewal Term' extending the Lease through March 10, 2029. The Amendment also includes a Termination Option with 730 days advance notice required.

This Second Amendment to Lease was required to provide additional time to plan an effective exit from the Groton location due to technological changes in how information technology are delivered and managed by BITS on behalf of the State's workforce and resident population.

The SPRB had then, and continues now, to have concerns about DAS Leasing and DAS BITS fulfilling their commitment to fully exit the Groton location in a timely manner, as well as the SPRB's concern for the significant increase in operational costs during the Second

Renewal Term, with rents and expenses totaling approximately \$1,461,500 per year or approximately \$7,307,500 over the term of 5 years if remaining through March 2029.

To achieve a successful exit the Board had requested that DAS Leasing & DAS BITS provide: (1) a schedule/plan to vacate the premises by March 2029; and (2) quarterly updates on where they are in the process to relocate their data center.

Rush Proposals: Of the 25 DAS proposals received and reviewed by the Board 24 proposals were acted on of which one (4%), was requested as a ‘**Rush**’ indicating to the Board an urgent need to act quickly, to renew a lease prior to lease expiration. The Board and Staff respond accordingly by adjusting existing workload and scheduling, as required. The average time for the Board to review this Rush proposal and take action was **1 day**.

For FY 2023, the office leasing activity as listed by DAS totals, 69,736 SF with annual base rental costs of 1,938,061.34, which is an average of \$20.69/SF. Board records generally reflect the DAS Report.

Pursuant to C.G.S § 4b-29 the Board approved six (6) assignments of State-owned space which included the relocation/expansion of a either a state agency or commission to 165 Capitol Avenue, and one state agency expanding space at 61 Woodland Street. All assignments were requested to increase efficiencies within the respective Agencies.

DAS reports on four (4) proposals – Memorandum of Understanding - concerning the co-location of State Agencies within State-owned space or State-leased space utilized by another State Agency to enhance services to Public Consumers, Agency Clients, and Staff.

For example, the Judicial Branch (JUD) entered into a Memorandum of Understanding (MOU) with the DAS to memorialize JUD’s expanded occupancy for continual training of employees at 61 Woodland Street. The Department of Mental Health and Addition Services entered into a MOU with the Department of Transportation to permit parking for the Greater Bridgeport Community Mental Health Center employees during a parking garage renovation.

B. Second Party Use of State Property: Lease/License-Out Activity

Appendix B of the DAS Report presents information on one (1) lease/license agreements of State realty for the use of 1,853 square feet of office space at the Carl Robinson Correctional Institution by Connecticut State Prison Employees Federal Credit Union (CSPEFCU).

C. Acquisitions, Sales and Transfers

DAS reports that the Board approved one purchase and sale agreement and an amendment to purchase agreement approved in FY-22. Board records confirm the following sale of surplus property submitted by DAS and approved by SPRB in FY 2023.

DAS State Property Sales & Acquisitions - SPRB Approved FY 2023

<i>Item</i>	<i>Location</i>	<i>Description</i>	<i>Sale Price</i>
23-046	263 Migeon Ave, Torrington	Former 7,123 sf group home on 0.78 acre lot	\$319,900

In April 2023 the Board approved a purchase and sale agreement pursuant to CGS 4b-21 for property located at 263 Migeon Avenue, Torrington. The Proponent is McCall Foundation, Inc., a local non-profit organization, and the sale price is \$319,900. The property contains a 0.78-acre parcel developed with a 7,123 sq. ft. Masonry and wood structure last used as a DDS Group Home.

In April 2023, the Board approved a first amendment to purchase and sale agreement pursuant to C.G.S § 4b-21 approving the extension of the buyer's due diligence and deadlines for completing said due diligence.

D. Projecting the Realty Needs of the State

This refers to the Office of Policy and Management (hereinafter OPM) process for developing the State Facility Plan which receives Board review each odd-numbered year. Due to COVID, the new five-year plan, became effective in July 2023.

This section also discusses the ongoing collaboration between SPRB Staff, OPM Asset Management Staff and DAS Leasing in terms of identifying available State owned space, collapsing leases and planning for future State agency space needs.

DAS reports that the Department also worked on many unique projects, one of kind transactions throughout the year providing its expertise to other agencies in a continuing effort to provide a high level of customer service to the agencies it serves:

- Savings of \$15,000 by reviewing tax invoices from lessors.
- The Request for Proposal (RFP) issued in 2021 for the sale of 18-20 and 30 Trinity Street properties which received 6 proposals and resulted in a preferred buyer, currently under a fully approved contract for \$1.1 million for conversion to apartments, pending the buyer's finance contingency which is being extended to October 12, 2023 (via a 2nd amendment, currently in the State's approval process). This is not included in FY 2023 savings.
- The RFP issued in late June of 2021 for the sale of 129 Lafayette Street in Hartford resulted in multiple offers with a preferred buyer with the purchase and sale currently in state approvals and closing in FY 2024 (purchase price \$750,000, not included in the savings).
- The RFP for the sale of a former group home in Torrington resulted in a purchase and sale agreement at \$319,000 to close in FY2024 (not included in the savings).
- Several leases were terminated or renegotiated saving \$361,526 annually.
- A lease to purchase the Judicial courthouse in Windham at 81-101 Columbia was transferred to Judicial ownership in December of 2022 eliminating the annual rent of \$716,273.00.
- The CDECCA Plant which provides heating and cooling to 14 buildings, state and private in the Hartford area, closed on 9/30/2022 at a purchase price of \$7,250,000. The original listing price was \$11,000,000 and through negotiations the price was reduced by \$3,750,000 resulting in savings.
- The State's critical leased data center in Groton was set to expire in March of 2024 without renewals. Additional time is needed to find a permanent solution elsewhere. A lease renewal was negotiated and exercised to extend the lease to March of 2029 and reduce square footage leased beginning in March 2024.

PART III: THE DIVISION OF CONSTRUCTION SERVICES REPORT, FY 2023

A. DCS Consultant Agreements Approved by SPRB

DCS is a Division within DAS. The Board is a watchdog agency charged with reviewing State agency public works contracts with consulting architects and engineers. The DCS Report identified 95 contracts as being submitted and reviewed by the SPRB during FY 2023 with a total value of \$30,347,800.

This information is generally consistent with the SPRB database which identified 95 contracts as being submitted and reviewed with 95 contracts either approved or disapproved. The Board approved 95 contracts with a total value of \$30,731,647. No Consultant Contracts were disapproved. The discrepancy between the DCS Report and Board Database is attributable to the following factors:

- One DCS submission was an Easement Agreement (PRB #23-073);
- One DCS Consultant Task Letter (#5) in the amount of \$126,244 was approved under PRB #22-143 approved in FY-23, but omitted from the DCS Report;
- One DCS Consultant On-Call Contract (Cam-0010) was amended for time, approved under PRB #22-158 approved in FY-23, but omitted from the DCS Report;
- One DCS Consultant On-Call Contract (BI-RT-889-ARC) was amended for \$387,257, approved under PRB #22-188 approved in FY-23, but omitted from the DCS Report;
- One DCS Consultant Task Letter (#4) in the amount of \$125,000 was approved under PRB #22-203 approved in FY-23, but omitted from the DCS Report;
- One DCS Consultant Amendment (#4) in the amount of \$184,494 was approved under PRB #22-078 in FY-22;
- One DCS Consultant Task Letter (#8C) in the amount of \$10,145 was approved under PRB #22-093 in FY-22; and
- One DCS Consultant Task Letter (#3) in the amount of \$60,015 was approved under PRB #22-097 in FY-22.

The following table summarizes DCS consultant contracts acted on by the SPRB during the past fiscal year.

DCS Consultant Contract Activity

<i>Activity</i>	<i>FY 2022</i>	<i>FY 2023</i>	<i>Change</i>	<i>%Change</i>
"On-Call" Contracts	26	23	-3	-11.54%
Amendments	20	35	15	75.00%
New Formal Contracts	2	2	0	0.00%
Task Letters	22	35	13	59.09%
Easement Agreement	2	1	-1	-50.00%
Total Reviewed by SPRB	72	96	14	33.33%
Total Contract Value	\$22,394,533.25	\$30,731,647	\$8,337,113.75	37.23%

Rush Proposals: Of the 96 consultant contracts reviewed by the Board, 28 (29%) were requested as a ‘**Rush**’ indicating to the Board an urgent need to act quickly, primarily due to expiration of consultant’s contracts or to meet a specific construction deadline. The Board and Staff respond accordingly by adjusting existing workload and scheduling Special Meetings, as required. It took the Board an average of **9.3 days** to review these rush proposals and take action.

PART IV: SPRB RECOMMENDATIONS

A. Broadening the Oversight Role of SPRB

With bi-partisan support the Legislature created an oversight entity to monitor State Agencies’ practices that are in the State’s best interest. The Board strongly believes that additional savings to the State will be realized by broadening the Board’s authority. Pursuant to C.G.S. §4b-3, the Board is comprised of individuals with various backgrounds and experiences such as “architecture,” “building construction,” “engineering,” “purchase and sale of real estate and buildings,” “business” and “management and operation of state institutions.” As such the Board’s role in evaluating and reviewing additional contracts can only enhance and ensure a more positive and efficient process and outcome for the State. Since the Board’s current process and meeting schedule are already established based on other statutory requirements, it is expected that any expansion of the Board’s authority would not create negative impacts on the State agencies’ business.

Over time, beginning with the passage of UCONN 2000 in 1995, and more recently with the conveyance of the Hartford Regional Market to Capitol Region Development Authority, and the creation of independent transportation authorities for the State’s ports and airports, specific projects have been eliminated from the Board’s review and approval. In addition to the potential opportunity for cost savings that the Board has often uncovered, the State would gain an objective check on the adherence to statutory and regulatory requirements. The Board can be part of the solution to bring checks and balances and consistency among various state agencies and quasi-authorities. The Board’s authority should be expanded to include branches of government which are not currently under SPRB’s statutory purview.

This past legislative session, the Board had introduced couple of legislative changes.

In summary, it is the intent of the Board to re-introduce the legislation. Following legislative changes were proposed:

1. Require DOT licenses (just like leases) to come to the Board for review and approval **(C.G.S. § 4b-3)**
2. Reduce the architect/engineers contract amount requiring the Board’s approval from \$100,000 to \$50,000 **(C.G.S. § 4b-23i)**
3. Require lease/licensing conformity among all agencies

B. Lease Compliance

Numerous State leases require the landlord to complete specific tenant improvements, payment of some utility expenses, to provide certain building services and provide parking spots on an ongoing basis. Most leases also require energy efficiency evaluations, environmental compliance as well as repainting and new carpet at defined intervals. Dedicating DAS staff to this purpose ensures that landlords will consistently comply with the contractual lease terms and that potential credits for waiving items such as painting, carpet replacement or certain other tenant improvements are identified early in the process to ensure that the State is getting compensated with a fair and equitable credit.

During FY-2023 DAS Statewide Leasing and Property Transfer performed 154 Lease Compliance inspections and 224 re-inspections of leased space that include parking.

C. Lease Process Improvement

The Board records indicate that on average it takes over a year from the date of lease advertisement to final execution for the completion and execution of a lease agreement. It is the Board's opinion that this time line does not allow the State to achieve the economic benefits of negotiating and executing lease agreements in a typical open market transaction. The lengthy process appears to prevent the State from realizing immediate savings that should be achieved when commercial vacancy rates remain high in most markets. Regarding expired lease agreements being held over from month to month, it would be cost effective to negotiate new leases based on current market rental rates.

It is also recommended that DAS should provide at least 30 days of notice in the geographical area newspapers to seek responses from potential property owners on leases. It is recommended that DAS review the current lease process and evaluate opportunities to gain efficiencies or eliminate redundancies.

DAS presents an annual training session about the process to acquire real property by Lease, or other method, when no state-owned space is available for the Agency's use. DAS encourages representatives of all State Agencies to attend this training session.

D. State Owned Properties Improvement/Maintenance

The Board recommends that State allocate sufficient funds to improve and maintain State owned properties (hereinafter "Properties"). The State should also look at the environmental obligations of the State for these Properties. If these Properties are neglected and not taken care of, they will deteriorate over time. The Board has seen that when time comes to sell these Properties as they deemed "surplus", the State is not in a position to recover market value from the Buyers because of the neglect including environmental issues.

TABLE I

State Properties Review Board

Annual Statistics, Summary - F.Y. 2023
07/01/2022 to 06/30/2023

	Category	Contract Type	Count	Agency Processing Days Prior to SPRB	SPRB Days to Review
				Average	Average
Department of Transportation					
	Admin Settlement		2	250.00	32.00
	Easement Agreement		1	85.00	33.00
	Lease		6	141.33	38.17
	Legislative Act		1	644.00	27.00
	Purchase Agreement		1	315.00	24.00
	Purchase and Sale		1	295.00	27.00
	Release		4	495.75	23.25
	Release of Easement		1	126.00	35.00
	Sale		11	809.36	37.00
	Town Road Release		4	32.75	39.75
	Transfer		1	338.00	38.00
	Voucher		32	111.06	24.91
RE	Total / Average		65	272.65	29.74
Department of Agriculture					
	Land Use Permit		2	432.00	11.50
	Purchase of Devel. Rights		12	1,089.25	16.25
AG	Total / Average		14	995.36	15.57
Department of Labor					
	Lease		1	45.00	12.00
Connecticut Community Colleges					
	Legislative Act		1	629.00	16.00
Connecticut Lottery Corporation					
	Lease		1	18.00	6.00
	Sublease		1	633.00	3.00
RE	Total / Average		2	325.50	4.50
Department of Administrative Services					
	Assignment		6	45.17	32.83
	Lease		6	370.50	27.50
	Legislative Act		1	308.00	27.00
	License Agreement		5	581.20	38.00
	Memo of Understanding		4	121.00	35.25
	Purchase and Sale		2	115.00	28.50
RE	Total / Average		24	267.58	32.38
Department of Construction Services					
	Amendment		35	57.57	24.14
	New		2	387.50	20.00
	On-Call		23	145.13	28.78
	Task Letter		35	354.83	25.63
AE	Total / Average		95	195.23	25.73
	Easement Agreement		1	18.00	29.00
DCS	Total / Averages:		96	193.39	25.76
Department of Energy & Environmental Protection					
	Lease		1	111.00	33.00
Grand Total / Averages:			204	284.71	26.82

TABLE II

STATE PROPERTIES REVIEW BOARD SAVINGS REPORT

Calculated Savings to the State as a Result of the Board's Actions compared with Board's Expenditure to Date:

<u>FISCAL YEAR</u>	<u>SAVINGS</u>	<u>SAVINGS AS A % OF BUDGET</u>	<u>BUDGET EXPENDED</u>
1975-1976	No Records Kept		\$48,183.00
1976-1977	\$274,862.61	322%	\$85,333.00
1977-1978	\$1,271,948.94	987%	\$128,930.00
1978-1979	\$282,083.22	215%	\$131,269.00
1979-1980	\$1,865,227.18	1245%	\$149,820.00
1980-1981	\$1,379,432.96	828%	\$166,664.00
1981-1982	\$5,765,518.06	3506%	\$164,461.00
1982-1983	\$291,858.96	156%	\$187,329.00
1983-1984	\$528,025.57	267%	\$197,919.00
1984-1985	\$933,614.09	442%	\$211,242.00
1985-1986	\$3,887,739.68	1587%	\$244,932.00
1986-1987	\$2,112,558.76	714%	\$295,753.00
1987-1988	\$178,003.12	57%	\$313,768.00
1988-1989	\$1,251,410.00	420%	\$297,926.00
1989-1990	\$2,310,078.00	731%	\$315,801.00
1990-1991	\$1,018,197.99	384%	\$265,320.00
1991-1992	\$4,010,157.28	1540%	\$260,436.00
1992-1993	\$2,305,368.00	749%	\$307,926.00
1993-1994	\$10,428,139.07	2989%	\$348,893.00
1994-1995	\$2,150,337.56	665%	\$323,592.00
1995-1996	\$1,412,446.50	412%	\$342,995.00
1996-1997	\$736,347.54	206%	\$357,559.00
1997-1998	\$1,224,877.00	319%	\$384,379.00
1998-1999	\$981,993.28	223%	\$441,332.00
1999-2000	\$1,619,238.50	336%	\$481,484.00
2000-2001	\$3,143,291.93	640%	\$491,416.00
2001-2002	\$1,617,272.00	312%	\$518,968.00
2002-2003	\$14,675,146.84	3342%	\$439,088.00
2003-2004	\$797,391.40	204%	\$391,169.00
2004-2005	\$1,236,714.80	284%	\$435,571.00
2005-2006	\$914,362.34	210%	\$435,025.00
2006-2007	\$909,525.52	203%	\$447,402.00
2007-2008	\$794,968.20	173%	\$458,480.00
2008-2009	\$7,211,075.00	1557%	\$463,073.00
2009-2010	\$89,276.00	28%	\$318,839.00
2010-2011	\$785,752.16	230%	\$341,374.00
2011-2012	\$486,703.63	125%	\$388,544.00
2012-2013	\$552,934.00	142%	\$390,088.00
2013-2014	\$2,198,118.00	604%	\$363,748.00
2014-2015	\$446,152.16	121%	\$369,716.00
2015-2016	\$410,511.23	113%	\$361,855.00
2016-2017	\$651,351.56	205%	\$318,460.00
2017-2018	\$385,012.05	134%	\$287,706.84
2018-2019	\$265,318.18	84%	\$314,507.41
2019-2020	\$960,604.00	270%	\$355,456.00
2020-2021	\$1,309,293.55	364%	\$359,780.67
2021-2022	\$278,397.41	75%	\$372,587.00
2022-2023	\$50,865.00	12%	\$415,862.00
TOTAL	\$88,389,500.83	571%	\$15,491,961.92

APPENDIX

DEPARTMENT OF ADMINISTRATIVE SERVICES ANNUAL REPORT FISCAL YEAR 2023



Michelle H. Gilman
Commissioner

STATE OF CONNECTICUT
Department of Administrative Services

Telephone: (860) 713-5100
Fax: (860) 730-8405
Michelle.Gilman@ct.gov

August 30, 2023

Mr. Edwin S. Greenberg, Chairman
State Properties Review Board
450 Columbus Boulevard – Suite 202
Hartford, CT 06103

Dear Chairman Greenberg,

I am pleased to submit the Department of Administrative Services (DAS) Annual Report for Fiscal Year 2023, required by C.G.S. 4b-2(a), as amended by P.A. 11-51.

DAS is emailing an electronic copy of the annual report to Dimple Desai for distribution to each member of the Board. Additionally, we will send an electronic copy to the State Librarian, pursuant to C.G.S. 11-4a, as amended by P.A. 11-150.

Sincerely,

A handwritten signature in blue ink that reads "Michelle H. Gilman".

Michelle H. Gilman
Commissioner

MHG/SPM/cr
Attachment

E-Mail: Darren Hobbs, Deputy Commissioner, Real Estate and Construction Services – DAS
Shane Mallory, RPA, BOMI-HP, Administrator of Leasing and Property Transfer – DAS
Dimple Desai, Director, State Properties Review Board – DAS
Deborah Schander, State Librarian - CSL

**THE DEPARTMENT OF ADMINISTRATIVE SERVICES’
ANNUAL REPORT TO THE STATE PROPERTIES REVIEW BOARD**

**For Fiscal Year 2023
(July 1, 2022 – June 30, 2023)**

Prepared Pursuant to Conn. Gen. Stat. § 4b-2

Connecticut General Statutes § 4b-2 requires the Commissioner of Administrative Services to annually submit to the State Properties Review Board (“SPRB” or the “Board”) a report that includes “all pertinent data on her operations concerning realty acquisitions and the projected needs of the state.”

Section I of this report and its associated appendices provide information relating to real estate activities that fall under the authority of the Department of Administrative Services (“DAS”). Specifically, Section I provides data on the status of DAS-leased real property, the costs of such leases, and trends relating to leases over time. This section also provides information on lease-outs executed by DAS in FY 2023, as well as realty acquisitions, sales and transfers that occurred during the fiscal year. Please note, DAS’s Division of Real Estate and Construction Services (“RECS”) submitted consultant agreements executed for work related to the construction, renovation and repair of state buildings and facilities to SPRB under separate cover.

Section II of this report discusses real-estate related projections and plans beyond FY 2023. Specifically, this section discusses recent and ongoing efforts by DAS and its partner agencies – including SPRB – to save money for the state by re-negotiating renewal rates, obtaining credits for the waiver of paint and carpet, reducing real estate taxes, leasing out state-owned space not currently needed by state agencies, the sale of surplus properties and collapsing leases and moving state agencies, when possible, into state-owned buildings. These efforts in FY 2023, and ongoing savings and cost avoidance to the state from previous years, totaled \$12.1 million. Savings/cost avoidance measures include DAS lease-outs state-owned real estate which generated \$584,000 annual rental income for FY 2023, and the elimination of several leases. The cumulative effect of these actions since 2011 have resulted in more than \$100,000,000 in savings and cost avoidance.

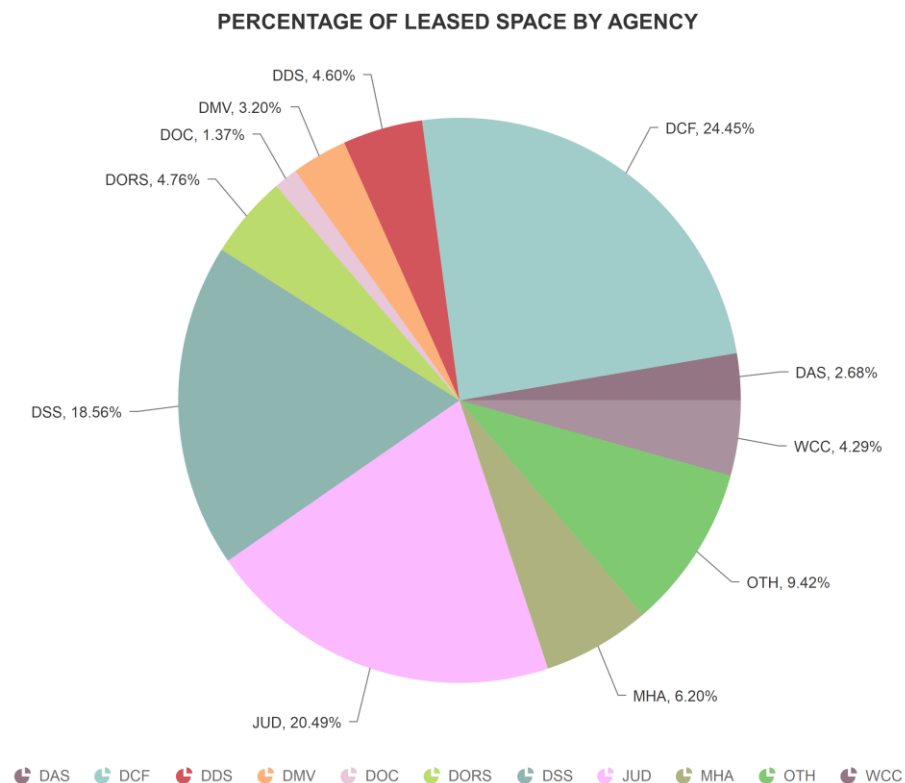
SECTION I: THE STATE’S REALTY ACTIVITY

A. Property Leased to the State

Status of State-Leased Property. As of June 30, 2023, DAS leased a total of 1,780,186 net usable square feet (“NUSF”) of space on its own behalf and on behalf of other using state agencies and offices. This space is distributed among 126 leases for office space, warehouse space, academic space, courtrooms, medical facilities and other client facilities (i.e. group homes), and other space required by state agencies and offices including leases for parking only. There are an additional 75 lease-outs for a total of 201 lease agreements. The total NUSF of leased space in FY 2023 represents a 1.2% decrease in leased space since FY 2022 (from 1,801,737 NUSF).

As DAS is generally responsible for centralized leasing, the figures above not only include space utilized by DAS, but also space utilized by other state agencies, the Judicial Branch, and the Board of Regents (BOR). The figures, however, do not include space leased by agencies and offices with independent statutory authority to enter into leases (i.e. UConn, Department of Labor, and Department of Transportation).

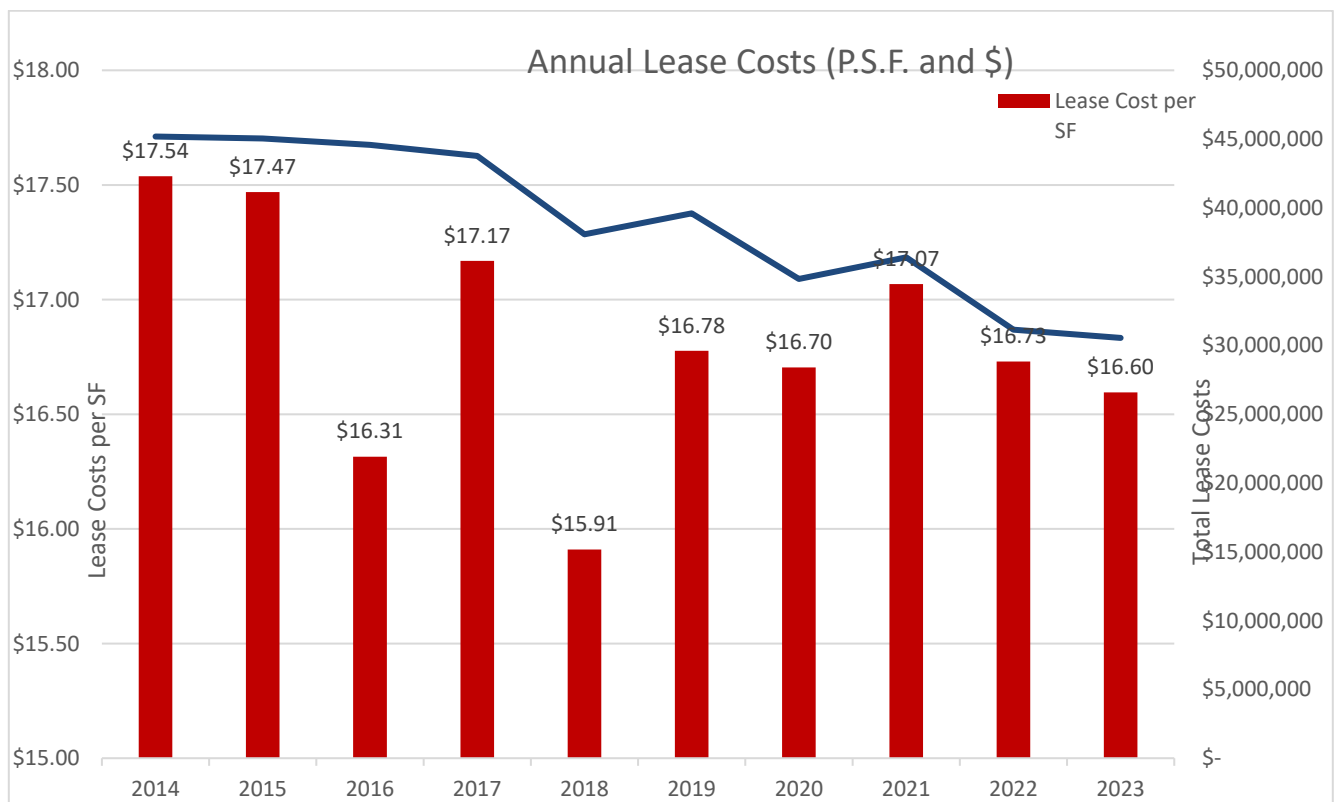
The following chart illustrates the percentage of DAS-leased space utilized by individual agencies and branches. As indicated on the chart, the Department of Children and Families (“DCF”) utilizes the largest proportion of all DAS-leased space among the state agencies and offices. DAS is responsible for the management of leased space throughout the state.

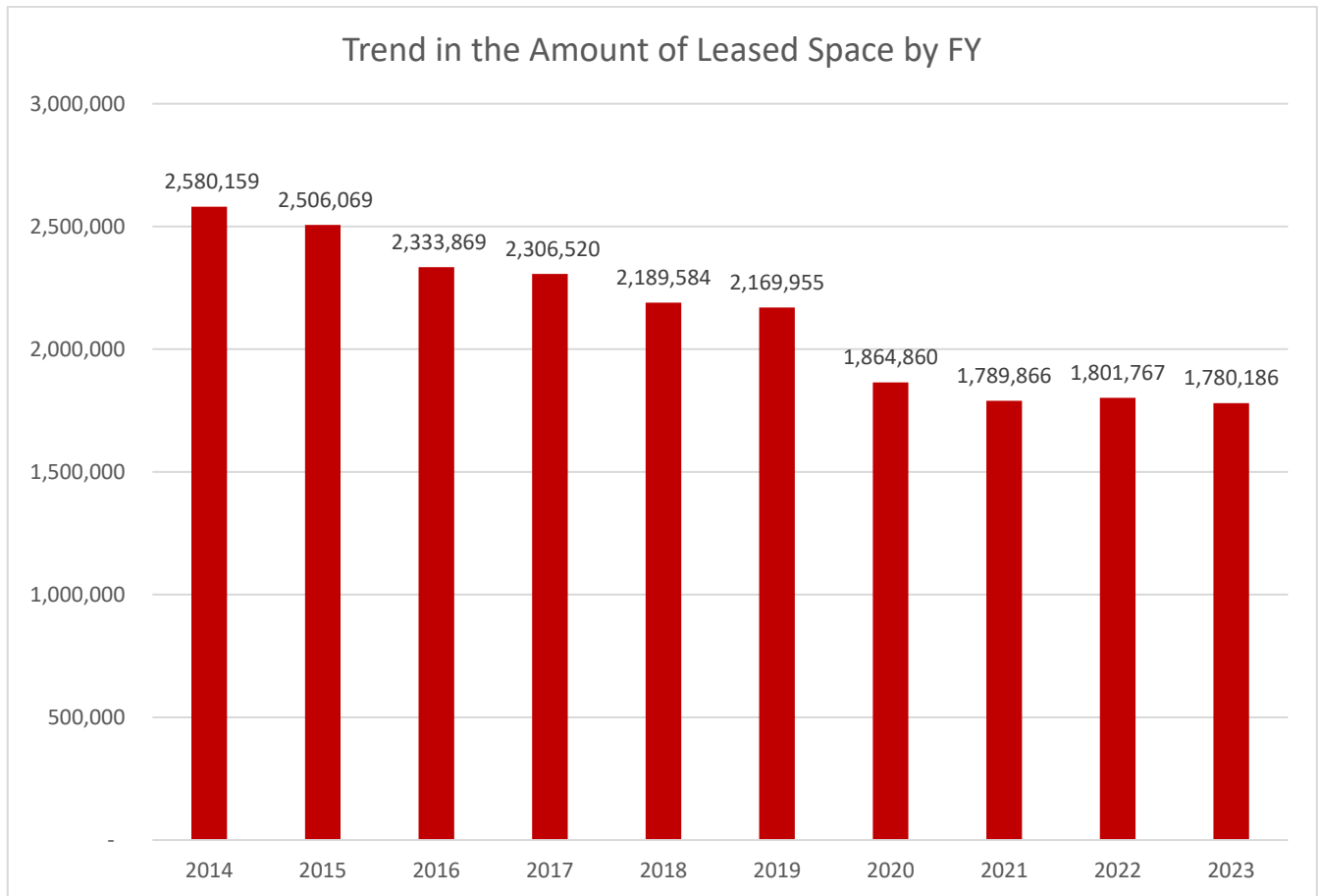


Costs of State-Leased Property. In FY 2023, the state’s total annualized cost of leased space under DAS control was \$31,490,601.72. This figure includes base rents and annual parking leases. Please note some industry-paid state agencies reimburse DAS for annual rental expenses. The FY 2023 annualized costs represent a 2.22% decrease from the \$32,207,202 incurred by the state in overall lease costs in FY 2022. The average cost per square foot of leased space was \$16.60 in FY 2023 (*excluding standalone parking leases*), a .80% decrease from \$16.73 in FY 2022.

Appendix A provides a list of the 125 DAS leases for state agencies and offices as of June 30, 2023, including the address of each property, the agency occupying the property, the NUSF of each property, and the annual rent. This Appendix also includes a listing of and information pertaining to the 16 leases for parking only (included in the 125 leases count).

Trends. In the last 10 years, overall, per square foot leasing costs have decreased by an average of .62% per year (inflation *increased* by an average of 2.75% for the same period) with the average rate per square foot decreasing from \$17.54 (FY 2014) to \$16.60 (FY 2023) excluding standalone parking leases. Below are charts illustrating trends in the amount of the state’s leased space over the last 10 years and the average lease costs per square feet. **More importantly we have been successfully reducing the overall annual lease costs (including standalone parking leases) from a high of \$45,240,000 in FY 2008 to \$31,490,601.72 in FY 2023.**





Leasing Transactions during FY 2023. With regard to lease/transfer transactions that occurred specifically during FY 2023, between July 1, 2022 and June 30, 2023, the SPRB approved, rejected or returned (at DAS's request) a total of twenty-three (23) transactions submitted by DAS Statewide Leasing and Property Transfer. These submissions included nine (9) office/parking leases, six (6) assignments of space, four (4) MOUs, one (1) lease-out agreement. Two (2) property transfers of surplus property (1 of those was an amendment to a current purchase and sale agreement) and one (1) conveyance required by statute were also included. These leases comprised a total of 66,736 NUSF of space, with an average per square foot cost of \$20.69 (excluding parking only agreements). The total annualized value of all approved lease transactions was \$3,358,262.34.

Appendix B contains a list of proposals submitted by DAS and the action taken by the State Properties Review Board in FY 2023.

B. Lease-Out Activity

During FY 2023, the SPRB approved one (1) transaction for the Connecticut State Prison Employees Federal Credit Union in Enfield.

C. Acquisitions, Sales and Transfers

Appendix B includes a complete listing of all purchase, sale, transfer, and easement transactions submitted by DAS and approved by the Board in FY 2023.

SECTION II: PROJECTING THE REALTY NEEDS OF THE STATE

Section 4b-23 of the Connecticut General Statutes requires each state agency to submit to the Office of Policy and Management (“OPM”) a long-range (five-year) plan for its facility needs by September first of each even-numbered year. A proposed state facility plan will be prepared by OPM and presented to the State Properties Review Board (“SPRB”) for its recommendations on or before February fifteenth. DAS’ Statewide Leasing and Property Transfer Unit receives a copy of each agencies’ submittal with sufficient time to comment and edit as necessary. In addition, DAS completes the same long-range plan, on behalf of other agencies, for those located in Hartford in DAS’s budget. The Secretary of OPM submits the recommended state facility plan to the General Assembly for approval on or before March fifteenth in each odd-numbered year. Upon the approval by the General Assembly of the operating and capital budget appropriations, the Secretary of OPM updates and modifies the recommended state facility plan, which then becomes the official “State Facility Plan.” The State Facilities Plan for 2023-2028 was approved and adopted and is effective July 1, 2023.

One of DAS’s real estate-related priorities has been and continues to be the reduction in the amount of square feet leased by the state. This is accomplished by collapsing leases, reducing square footage when possible and placing agencies in state-owned buildings. Members of DAS’s Statewide Leasing and Property Transfer Unit and DAS’s Facilities Unit are working cooperatively with the staffs of the SPRB and the OPM Asset Management Unit to identify available state-owned buildings that may be utilized in place of leased space.

As mentioned above, DAS is implementing a reduction in the state’s real estate footprint already. The buildings located at 18-20 and 30 Trinity Street are under contract with the buyer’s finance contingency, and the only one remaining (expires August 12th). RFPs were issued for the vacant properties located at 129 Lafayette Street in Hartford and Migeon Avenue in Torrington. Both are under contract and in various stages of the approval process and will close in FY 2024.

DAS is in the process of hiring a consultant to study options for and manage the implementation of the consolidation of several Hartford-area state-owned buildings. This project will draw on private and public sector best practices, with the intent of reducing costs to taxpayers, and engage the various stakeholders throughout the process.

The project will inform future consolidation efforts across the state as we look to right size the State’s real estate portfolio incorporating changes due to teleworking with the goal of vacating and disposing of state-owned buildings expensive to operate and thereby further reducing the State’s real estate footprint and costs to taxpayers.

For fiscal year 2023, DAS saved approximately \$12.1 million (including savings from previous actions) for the state by collapsing leases, renegotiating renewal rates ensuring real estate tax payments were correct, etc. DAS’s lease portfolio decreased in FY 2023 by approximately 1.2%. In addition to the savings, DAS leases state-owned unused real estate generating \$584,230 annual rental income for FY 2023.

Statewide Leasing and Property Transfer matters are a high priority for its client agencies (having adequate facilities that allows agencies to carry out their missions is critical) and therefore are a high priority for DAS.

The Unit also worked on many unique projects throughout the year providing its expertise to other agencies in a continuing effort to provide a high level of customer service to the agencies it serves:

- Savings of \$15,000 by reviewing tax invoices from lessors.
- The Request for Proposal (RFP) issued in 2021 for the sale of 18-20 and 30 Trinity Street properties which received 6 proposals and resulted in a preferred buyer, currently under a fully approved contract for \$1.1 million for conversion to apartments, pending the buyer's finance contingency which is being extended to October 12, 2023 (via a 2nd amendment, currently in the State's approval process). This is not included in FY 2023 savings.
- The RFP issued in late June of 2021 for the sale of 129 Lafayette Street in Hartford resulted in multiple offers with a preferred buyer with the purchase and sale currently in state approvals and closing in FY 2024 (purchase price \$750,000, not included in the savings).
- The RFP for the sale of a former group home in Torrington resulted in a purchase and sale agreement at \$319,000 to close in FY2024 (not included in the savings).
- Several leases were terminated or renegotiated saving \$361,526 annually.
- A lease to purchase the Judicial courthouse in Windham at 81-101 Columbia was transferred to Judicial ownership in December of 2022 eliminating the annual rent of \$716,273.00.
- The CDECCA Plant which provides heating and cooling to 14 buildings, state and private in the Hartford area, closed on 9/30/2022 at a purchase price of \$7,250,000. The original listing price was \$11,000,000 and through negotiations the price was reduced by \$3,750,000 resulting in savings.
- The State's critical leased data center in Groton was set to expire in March of 2024 without renewals. Additional time is needed to find a permanent solution elsewhere. A lease renewal was negotiated and exercised to extend the lease to March of 2029 and reduce square footage leased beginning in March 2024.
- The following is a summary of compliance inspections carried out (required by statute once a year to ensure lessor is complying with the terms and conditions of the lease) during the FY:
 - Initial compliance inspections 154
 - Reinspection's 224
 - Approximately 75% of locations comply.

DAS is proud of these accomplishments, and plans to continue working with the Board, OPM and other stakeholders to build upon these savings and achievements in the future.

APPENDIX A

DAS Lease Inventory Report (FY 2023)

MUNICIPALITY	STREET	TENANT AGENCY	USABLE AREA	ANNUAL RENT
BUILDING LEASE				
GROTON	445 EASTERN POINT ROAD - BLDG 230	DAS	47750	0.96
NORWALK	761 MAIN AVENUE	DCF	23682	\$ 588,260.88
NEW BRITAIN	1 GROVE ST	DCF	41482	\$ 725,934.96
BRIDGEPORT	100 FAIRFIELD AVE	DCF	44435	\$ 1,112,963.28
HARTFORD	110 BARTHOLOMEW AVE	DCF	63645	\$ 902,229.00
WATERBURY	64 AVENUE OF INDUSTRY	DCF	12092	\$ 190,449.00
MERIDEN	639 RESEARCH PARK WAY	DCF	20539	\$ 285,902.88
MILFORD	38 WELLINGTON RD	DCF	39907	\$ 658,465.56
MIDDLETOWN	2081 SOUTH MAIN ST	DCF	17360	\$ 279,495.96
DANBURY	131 WEST ST	DCF	17379	\$ 345,842.16
WINDHAM	322 MAIN ST	DCF	23263	\$ 301,488.48
NEW HAVEN	1 LONG WHARF DR	DCF	49529	\$ 989,589.48
MANCHESTER	364 WEST MIDDLE TPK	DCF	35068	\$ 414,404.76
NORWICH	2 COURTHOUSE SQ	DCF	36822	\$ 608,553.48
TORRINGTON	62 COMMERCIAL BLVD	DCF	10000	\$ 125,000.04
NEW HAVEN	370 JAMES ST	DDS	12972	\$ 194,580.00
EAST HARTFORD	255 PITKIN ST	DDS	32628	\$ 540,000.00
WALLINGFORD	35 THORPE AVENUE	DDS	27529	\$ 493,097.04
WINDHAM	90 SOUTH PARK ST	DDS	8693	\$ 113,004.00
STAMFORD	137 HENRY STREET	DMV	676	\$ 0.96
WINDHAM	1559 WEST MAIN ST	DMV	9254	\$ 99,000.00
BRIDGEPORT	110 COLONIAL AVE	DMV	15000	\$ 346,674.36
WATERBURY	2200 THOMASTON AVE	DMV	7725	\$ 127,008.00
PUTNAM	62 PROVIDENCE PIKE	DMV	2833	\$ 32,550.00
DANBURY	2 LEE MAC AVE	DMV	9889	\$ 211,963.20
NEW BRITAIN	85 NORTH MOUNTAIN RD	DMV	11500	\$ 231,000.00
NEW HAVEN	620 GRAND AVENUE	DOC	11075	\$ 193,686.84
WATERBURY	2200 THOMASTON AVE	DOC	9644	\$ 191,160.00
NORWICH	2-6 CLIFF ST	DOC	3735	\$ 53,223.72
TORRINGTON	30 PECK ROAD	DORS	939	\$ 12,169.44
HARTFORD	309 WAWARME AVE	DORS	35309	\$ 563,178.60
EAST HARTFORD	893 MAIN STREET	DORS	1116	\$ 28,328.04
MIDDLETOWN	442 SMITH STREET	DORS	1408	\$ 16,896.00
WINDSOR	184 WINDSOR RD.	DORS	33968	\$ 467,739.36
BRIDGEPORT	1057 BROAD ST	DORS	6080	\$ 127,680.00

APPENDIX A

DAS Lease Inventory Report (FY 2023)

MUNICIPALITY	STREET	TENANT AGENCY	USABLE AREA	ANNUAL RENT
BUILDING LEASE				
NEW HAVEN	370 JAMES ST	DORS	5857	\$ 94,883.40
BRIDGEPORT	925 HOUSATONIC AVE	DSS	57430	\$ 1,007,896.56
MIDDLETOWN	2081 SOUTH MAIN ST	DSS	26497	\$ 452,321.52
WINDSOR	20 MEADOW ROAD	DSS	47937	\$ 660,092.52
DANBURY	342 MAIN ST	DSS	14643	\$ 232,092.00
NEW HAVEN	50 HUMPHREY STREET	DSS	51282	\$ 799,999.20
WATERBURY	249 THOMASTON AVE, A	DSS	27360	\$ 437,760.00
WATERBURY	249 THOMASTON AVE, A	DSS	14889	\$ 238,224.00
NEWINGTON	30 CHRISTIAN LA	DSS	28325	\$ 488,606.28
STAMFORD	1642 BEDFORD ST	DSS	17600	\$ 277,200.00
WILLIMANTIC	1320 MAIN STREET	DSS	10752	\$ 169,344.00
MANCHESTER	699 EAST MIDDLE TPK	DSS	25370	\$ 403,383.00
TORRINGTON	62 COMMERCIAL BLVD	DSS	8280	\$ 103,500.00
MILFORD	22 BROAD STREET	JUD	5880	\$ 117,600.00
EAST HARTFORD	99-101 EAST RIVER DR.	JUD	33468	\$ 754,703.40
DANIELSON	190 MAIN STREET	JUD	5534	\$ 54,233.28
NEW LONDON	153 WILLIAMS ST	JUD	9150	\$ 124,809.72
PUTNAM	265 KENNEDY DRIVE	JUD	2721	\$ 51,785.76
MANCHESTER	587 EAST MIDDLE TPK	JUD	8947	\$ 165,519.48
BRIDGEPORT	1 LAFAYETTE CR	JUD	33376	\$ 517,328.04
HARTFORD	999 ASYLUM AVE	JUD	15577.6	\$ 251,526.00
BRISTOL	225 NO. MAIN ST	JUD	5204	\$ 78,394.08
GLASTONBURY	455 WINDING BROOK DR	JUD	29664	\$ 637,776.00
MIDDLETOWN	484 MAIN ST	JUD	3214	\$ 51,789.12
VERNON	26 PARK ST	JUD	4014	\$ 28,820.52
WATERBURY	11 SCOVILL ST	JUD	17040	\$ 267,698.40
WETHERSFIELD	225 SPRING ST	JUD	10206	\$ 174,775.32
VERNON	25 SCHOOL ST	JUD	9072	\$ 136,080.00
HARTFORD	309 WAWARME AVE	JUD	23223	\$ 320,946.72
WATERFORD	978 HARTFORD TPK	JUD	20085	\$ 491,264.88
MIDDLETOWN	484 MAIN ST	JUD	5950	\$ 95,297.64
DERBY	100 ELIZABETH ST	JUD	5730	\$ 110,875.56
DANBURY	319 MAIN ST	JUD	6263	\$ 90,375.12
NEW HAVEN	414 CHAPEL ST	JUD	15718	\$ 213,294.24
PUTNAM	267 KENNEDY DRIVE	JUD	4563	\$ 83,830.32
VERNON	428 HARTFORD TPK	JUD	2378	\$ 47,152.92
ROCKY HILL	97 HAMMER MILL RD	JUD	22762	\$ 199,622.76
MERIDEN	165 MILLER ST	JUD	6491	\$ 12,981.96
WETHERSFIELD	225 SPRING ST	JUD	30618	\$ 522,350.76

APPENDIX A

DAS Lease Inventory Report (FY 2023)

MUNICIPALITY	STREET	TENANT AGENCY	USABLE AREA	ANNUAL RENT
BUILDING LEASE				
NORWICH	97-105 MAIN ST	JUD	5038	\$ 60,456.00
NEW HAVEN	881 STATE ST	JUD	22805	\$ 324,971.28
WEST HAVEN	270 CENTER ST	MHA	7360	\$ 103,200.00
WATERBURY	1669 THOMASTON AVE	MHA	6031	\$ 71,165.88
DANBURY	78 TRIANGLE ST	MHA	11056	\$ 160,311.96
WATERBURY	95 THOMASTON AVE	MHA	20327	\$ 292,708.80
OLD SAYBROOK	2 CENTER ROAD WEST	MHA	2842	\$ 52,861.20
TORRINGTON	249 WINSTED RD	MHA	15214	\$ 262,897.92
STAMFORD	1351 WASHINGTON BLVD.	MHA	14089	\$ 503,277.24
BRIDGEPORT	100 FAIRFIELD AVE	MHA	21036	\$ 503,812.20
NEW HAVEN	1 LONG WHARF DR	MHA	7600	\$ 183,540.00
NEW HAVEN	389 WHITNEY AVE	MHA	4776	\$ 83,580.00
NEW HAVEN	234 CHURCH ST	DCJ	1770	\$ 42,500.04
BRIDGEPORT	350 FAIRFIELD AVE	HRO	3851	\$ 76,255.80
DERBY	75 CHATFIELD STREET	CCC	0	\$ -
FAIRFIELD	100 MONA TERRACE	DVA	0	\$ -
MILFORD	70 WEST RIVER STREET	DOL	0	\$ -
HARTFORD	75 VAN BLOCK AVE	CSL	43806	\$ 392,720.76
WEST HARTFORD	141 SOUTH ST	DCJ	7496	\$ 62,516.64
DANBURY	190-196 MAIN STREET	CCC	19650	\$ 381,996.00
HARTFORD	250-260 CONSTITUTION PL	DOB	30144	\$ 776,544.72
HARTFORD	960 MAIN/153 MARKET ST	DOI	41887	\$ 966,752.04
ANSONIA	158 MAIN STREET SUITE 101	BOA	0	\$ -
WASHINGTON	400/444 N CAPITOL STREET NW, SUITE 317	GOV	1031	\$ 72,722.88
BRISTOL	430 NO. MAIN ST	CCC	8003	\$ 122,445.96
NEWINGTON	81-85 ALUMNI RD	COC	10027	\$ 80,215.92
BRIDGEPORT	350 FAIRFIELD AVE	WCC	9131	\$ 159,792.48
NORWICH	55 MAIN ST	WCC	9638	\$ 222,637.80
HARTFORD	999 ASYLUM AVE	WCC	9974	\$ 191,301.36
NEW HAVEN	700 STATE ST	WCC	8800	\$ 171,523.56
HARTFORD	21 OAK ST	WCC	17100	\$ 299,934.00
MIDDLETOWN	645 SOUTH MAIN STREET	WCC	6520	\$ 78,891.96
STAMFORD	111 HIGH RIDGE RD	WCC	8040	\$ 160,800.00
NEW BRITAIN	24 WASHINGTON STREET	WCC	7147	\$ 142,940.04

DAS Parking Lease Inventory			
MUNICIPALITY	STREET	TENANT AGENCY	ANNUAL RENT
PARKING LEASE			
HARTFORD	155 MORGAN ST	DAS	0
WATERBURY	481-489 MEADOW ST	DCF	\$62,757.36
WATERBURY	BANK ST	JUD	\$100,200.00
BRIDGEPORT	314-322 FAIRFIELD AVE	JUD	\$108,980.04
NEW HAVEN	265 CHURCH STREET	JUD	\$158,100.00
NEW BRITAIN	14 FRANKLIN SQ	JUD	\$30,030.00
NORWICH	MARKET & SHETUCKET	JUD	\$6,000.00
BRIDGEPORT	95 CHAPEL ST	JUD	\$145,941.60
DANIELSON	CENTER ST. MUN. LOT	JUD	\$9,000.00
NEW LONDON	153 WILLIAMS ST	JUD	\$4,042.56
NEW LONDON	19 JAY STREET	JUD	\$14,664.00
DERBY	ELIZABETH. & THOMPSON PL.	JUD	\$21,600.00
NEW HAVEN	690 STATE ST	JUD	\$367,036.80
MERIDEN	54 W. MAIN ST	JUD	\$51,360.00
BRIDGEPORT	1466 CENTRAL AVE	MHA	\$6,900.00
NEW HAVEN	1 TEMPLE STREET	CCC	\$861,060.00

APPENDIX B

DEPARTMENT OF ADMINISTRATIVE SERVICES

STATEWIDE LEASING AND PROPERTY TRANSFER

LEASES - NEW OR RENEWALS AS APPROVED BY STATE PROPERTIES REVIEW BOARD

JULY 1, 2022 - JUNE 30, 2023

ITEM	SPRB FILE NUMBER	DATE OF ACTION	TYPE OF ACTION	CLIENT AGENCY	ADDRESS/PROPERTY OF LEASED SPACE	TOWN OR CITY	USE OF SPACE	Sq Ft	Notes	NET USABLE SPACE	COST PER NET USABLE	TERM OF LEASE Expiration	ANNUAL RENT
1	22-111	7/25/2022	APPROVED	DAS/DMHAS	78 Triangle Street	Danbury	Office and 55 Parking Spaces	11,056	Lease Agreement		\$14.50	8/6/2027	\$160,312.00
2	22-118	8/11/2022	APPROVED	DAS/JUD	978 Hartford Turnpike (978)	Waterford	Office and 75 Parking Spaces	20,085	Lease Agreement		\$24.46	10/13/2032	\$491,264.88
3	22-125	9/1/2022	APPROVED	DAS/DMHAS	1466 Central Avenue & 1193 Barnum Avenue	Bridgeport	25 Parking Spaces		License Agreement			3/31/2025	\$6,900.00
4	22-144	10/31/2022	APPROVED	DAS/DCF	60 Church Street	Meriden	79 Parking Spaces		License Agreement			3/31/2022	\$5,319.34
5	22-162	10/17/2022	APPROVED	DAS/JUD	999 Asylum	Hartford	Office and 73 Parking Spaces	15,577	1st Amendment to Lease to add 4,588 sq. ft. and 23 parking		\$16.50	4/19/2027	\$251,526.00 + Annual TI \$84,056.28
6	22-180	11/21/2022	APPROVED	DAS/DVA	100 Mona Terrace	Fairfield	Computer Room		License Agreement		\$0.00	1/29/2028	\$0.00
7	22-196	12/27/2022	APPROVED	DAS/JUD	690 State Street & 15 Audubon Street	New Haven	307 Daily Parking Permits		License Agreement			6/30/2025	\$373,756.80
8	23-013	3/2/2023	APPROVED	DAS/JUD	314-322 Fairfield Avenue	Bridgeport	up to 24,000 parking validations per year		License Agreement			3/2/2028	\$108,980.04
9	23-051	4/24/2023	APPROVED	DAS/BITS	445 Eastern Point Road, Building 230	Groton	Data Center and 6 Parking Spaces	23,018	2nd Amendment to Lease		\$23.46	3/10/2029	\$540,002.28 2% annual increases
								69,736			\$20.69		\$1,938,061.34
1	22-164	10/6/2022	RETURNED AT DAS REQUEST	DAS/DMV	2200 Thomaston Avenue	Waterbury	Office and 124 Parking Spaces	7,725	Lease Renewal		\$16.44	5 year	\$127,008.00
2	22-195	12/27/2022	REJECTED	DAS/WCC	111 High Ridge Road	Stamford	DAS/WCC	8,040	New Lease		\$20.00	5 year	\$160,800.00

LEASE OUTS AS APPROVED BY STATE PROPERTIES REVIEW BOARD

July 1, 2022-June 30, 2023

ITEM	SPRB FILE NUMBER	DATE OF ACTION	TYPE OF ACTION	CONTROLLING STATE AGENCY	ADDRESS OF LEASED SPACE	MUNICIPALITY	LESSEE	USE OF SPACE	DESC (SF)	RENT
1	23-075	5/30/2023	APPROVED	DAS/DOC	285 Shaker Road	Enfield	Connecticut State Prison Employees Federal Credit Union	1,853 sq. ft. with 2,304 sq. ft. Parking Lot		\$1,200/year

Acquisitions/Easements

JULY 1, 2022-JUNE 30, 2023

ITEM	SPRB #	DATE OF ACTION	TYPE OF ACTION	CLIENT AGENCY	Property / Address	TOWN OR CITY	USE OF SPACE	Desc	Purchase Price
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LEASING AND PROPERTY TRANSFER

Sale/Legislative Acts

JULY 1, 2022-JUNE 30, 2023

ITEM	SPRB #	DATE OF ACTION	TYPE OF ACTION	CLIENT AGENCY	ADDRESS/PROPERTY OF LEASED SPACE	TOWN OR CITY	USE OF SPACE	DESC	Sale Price
1	23-046	4/20/2023	APPROVED	DAS/DAS	263 Migeon Avenue	Torrington	Previously a group home, surplus to state needs.	7,123 sq. ft on .78 acre and 628 sq. ft. carriage house	\$319,900.00
2	23-049	4/27/2023	APPROVED	DAS/DAS	18-20 & 30 Trinity	Hartford	Vacant Office space, surplus office space under contract, amendment	First Amendment to Purchase and Sale Agreement	\$1,100,000.00
3	23-050	4/27/2023	APPROVED	DAS/DAS	153 South Main Street	Torrington	State Armory, legislative conveyance.	Conveyance of Torrington Armory on .69 acre.	\$1.00

DEPARTMENT OF ADMINISTRATIVE SERVICES
LEASING AND PROPERTY TRANSFER
SUB LEASES - NEW OR RENEWALS AS APPROVED BY STATE PROPERTIES REVIEW BOARD
JULY 1, 2022-JUNE 30, 2023

ITEM	SPRB #	DATE OF ACTION	TYPE OF ACTION	CLIENT AGENCY	ADDRESS/PROPERTY OF LEASED SPACE	TOWN OR CITY	SUBLESSOR	NET USABLE SPACE	COST PER NET USABLE	TERM OF LEASE	ANNUAL RENT
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DEPARTMENT OF ADMINISTRATIVE SERVICES
LEASING AND PROPERTY TRANSFER
ASSIGNMENTS
July 1, 2022-June 30, 2023

ITEM	SPRB#	DATE OF ACTION	TYPE OF ACTION	CLIENT AGENCY	ADDRESS/PROPERTY OF LEASED SPACE	TOWN OR CITY	ASSIGNEE	SF	PURPOSE
1	22-119	8/15/2022	APPROVED	DAS/FOIC	165 Capitol Avenue	Hartford	Freedom of Information		Temporary Assignment of Space
2	22-152	11/7/2022	APPROVED	DAS/CREPH	165 Capitol Avenue	Hartford	CREPH		Locate Legislative Commission at SOB
3	22-193	12/22/2022	APPROVED	DAS/OGA-SCSB	165 Capitol Avenue	Hartford	DAS/OGA-SCSB	568.5 sq. ft.	Accommodate 2 new staff at SOB
4	23-047	4/24/2023	APPROVED	DAS/AG	165 Capitol Avenue	Hartford	Relocation from 110 Sherman Street to 165 Capitol Ave.	1,540 + sq. ft.	Assignment of Space
5	23-081	6/1/2023	APPROVED	DAS/OSE	165 Capitol Avenue	Hartford	OSE Expansion		Conference room
6	23-083	6/5/2023	APPROVED	DAS/DDS	61 Woodland	Hartford	DDS Relocation	4,001 sq. ft.	Office Space

DEPARTMENT OF ADMINISTRATIVE SERVICES
LEASING AND PROPERTY TRANSFER
MOUs
July 1, 2022- June 30, 2023

ITEM	SPRB #	DATE OF ACTION	TYPE OF ACTION	CLIENT AGENCY	ADDRESS/PROPERTY OF LEASED SPACE	TOWN OR CITY	ASSIGNEE	SF	PURPOSE
1	22-123	8/25/2022	APPROVED	DAS/JUD	315 Buckingham Street	Hartford	DAS/JUD		50 Car Parking and walkway
2	22-137	9/12/2022	APPROVED	DAS/JUD	61 Woodland Street	Hartford	DAS/JUD	19,276	1st Amendment to add 1,420 sq. ft. to the 17,856 sq. ft.
3	22-139	9/19/2022	APPROVED	DAS/DMHAS/DOT	700 Main Street	Bridgeport	DAS/DMHAS/DOT		Temporary parking for 200 cars for 2 years
4	23-074	5/30/2023	APPROVED	DAS/DSS/ADS	2081 South Main Street	Middletown	DAS/DSS/ADS	660	Colocation for ADS in DSS Leased space