October 1, 2020

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 2020, as required by C.G.S. §4b-2(1).

Sincerely,

Edwin S. Greenberg
Chairman

ESG/dd/tj
Attachment

cc: Hon. Susan Bysiewicz, Lieutenant Governor
    Sen. Martin M. Looney, President Pro Tempore of the Senate
    Rep. Joe Aresimowicz, Speaker of the House
    Sen. Bob Duff, Senate Majority Leader
    Rep. Matthew Ritter, House Majority Leader
    Sen. Leonard A. Fasano, Senate Minority Leader
    Rep. Themis Klarides, House Minority Leader
    Sen. Catherine A. Osten, Co-Chair, Appropriations Committee
    Rep. Toni E. Walker, Co-Chair, Appropriations Committee
    Sen. Paul M. Formica, Ranking Member, Appropriations Committee
    Rep. Gail Lavielle, Ranking Member, Appropriations Committee
    Sen. John W. Fonfara, Co-Chair, Finance, Revenue & Bonding Committee
    Rep. Jason Rojas, Co-Chair, Finance, Revenue & Bonding Committee
    Sen. Kevin D. Witkos, Ranking Member, Finance, Revenue & Bonding Committee
    Rep. Christopher Davis, Ranking Member, Finance, Revenue & Bonding Committee
    Sen. Mae Flexer, Co-Chair, Government Administration & Elections Committee
    Rep. Daniel Fox, Co-Chair, Government Administration & Elections Committee
    Sen. Rob Sampson, Ranking Member, Government Administration & Elections Committee
    Rep. Mike France, Ranking Member, Government Administration & Elections Committee
    Mr. Josh Geballe, Commissioner, Department of Administrative Services
    Ms. Melissa McCaw, 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, 2019 – June 30, 2020
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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 $86.75 million in savings to the State have been realized. This represents 605% in savings compared to the Board’s total operating budget of $14.34 million since 1975.

FY 2020 statistics:
In FY 2020, the Board realized savings to the State in the amount of $960,604. These savings are 270% of the Board’s total annual operating budget of $355,456. There were ten (10) proposals requiring modifications/corrections based on errors found by the Board staff, however these errors did not result in monetary savings. The Board reviewed 266 proposals from various agencies. The average review time was approximately 30 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 (33 Proposals) was approximately 7 calendar days.

The above statistics show that the Board is very effective in saving the State of Connecticut enormous amounts of dollars in a timely manner.

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 collaborated with DAS’ Bureau of Enterprise and Systems Technology (hereinafter BEST) and completed the process of transitioning from a paper-based review process to a digitized process. BEST assisted the Board staff in establishing IBM Navigator system to store documents submitted by various agencies including Board actions. This has minimized the requirement to submit paper proposals/files and its storage at SPRB offices. When the pandemic hit the State and the Nation, the Board quickly adopted remote process for reviewing and approving the proposals. Agencies and the public are also able to participate in the meeting remotely. There was no delay in reviewing and approving proposals because of this new
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.

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 $25,000 (C.G.S. § 4b-23i)
3. Require lease/licensing conformity among all agencies
4. Require contracts (professional A/E; licenses/leases, etc.) entered into by quasi authorities to come to the Board for review and approval
5. Review of real estate purchases by any State agency utilizing Bond funds
6. SPRB to be moved to Legislative Department from within DAS to maintain independent oversight of DAS and other agencies
7. Require Board’s approval of the acquisition of the development rights by the Commissioner of Agriculture under C.G.S. § 22-26nn (community farms)

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,

[Signature]

STATE PROPERTIES REVIEW BOARD
Edwin S. Greenberg, Chairman
October 1, 2020
**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 27, 2020.

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](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 2020. **Part III** contains the Board’s comments on the Division of Construction Services Report for Fiscal Year 2020. **Part IV** contains the Board’s recommendations.

**PART I: STATE PROPERTIES REVIEW BOARD REPORT FISCAL YEAR 2020**

**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:

<table>
<thead>
<tr>
<th>Edwin S. Greenberg, Chairman</th>
<th>Bruce Josephy, Vice Chairman</th>
</tr>
</thead>
<tbody>
<tr>
<td>John P. Valengavich, Secretary</td>
<td>Jack Halpert, Member</td>
</tr>
<tr>
<td>Jeffrey Berger, Member</td>
<td>William Cianci, Member</td>
</tr>
</tbody>
</table>

**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 agricultural development rights 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 2020, two different State agencies (DAS & DOT) submitted six (6) real estate conveyances approved by the Connecticut General Assembly and signed into law by the Governor. Of the six (6) legislative conveyances submitted, five (5) were approved by the Board and one was returned to the originating Agency to address errors in the deed.

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.

D. **SPRB Statistical Summary, Fiscal Year 2020**

The Board’s annual report for the fiscal year ending June 30, 2020 addresses the following four program measures:

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

**Tables I and II** included at the end of this report cover the first three program performance measures; a summary of each table follows.

E. **Number of Proposals Reviewed and Review Time**

**Table I, State Properties Review Board, Annual Statistics, Summary** contains a statistical summary of 266 agency proposals reviewed and acted on by the Board in FY 2020. Average review time during the fiscal year is **29.97 calendar days** per proposal. It should be noted that four (4) 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 corrections to be made 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 2020. Board reviewed 114 proposals from DCS. Average review time for these proposals was 22.2 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 received 44 proposals from DAS/Leasing & Property Transfer and acted on all 44 of those proposals. Average review time for these proposals was 28.2 calendar days.

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 eight (8) proposals from DoAG and approved three (3) proposals to acquire a total of 151 acres of productive farmland in Connecticut. Average review time for these proposals was 35.7 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 107 proposals from DOT and acted on 104 of those proposals. Average review time for these proposals was 39 calendar days. The 3 remaining proposals were reviewed by the Board, but returned at DOT’s request to address issues identified by the Board, 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 $960,604 in FY 2020. These savings are 270% of the Board’s total annual operating budget of $355,456. For FY 2019, the Board had reported that there was savings of $265,318.18 or 84% of the total operating budget of $314,507.41.

Total savings achieved on behalf of the State over the 45 years that have elapsed since the Board’s inception are over $86.75-Million which exceeds 605% of the Board’s cumulative operating budget totaling approximately $14.34-Million during the same period.

The average processing cost for the 20,562 proposals reviewed over 44 years (no records kept during 1st year of existence) is $698 per contract in contrast to savings of $4,219 per contract.
The Board has realized annual savings in excess of its annual operating budget whenever indicated and feasible. During the past five fiscal years, savings to the State have exceeded operating budget expenditures by over $1.16 Million; and during the past ten fiscal years savings have exceeded expenditures by over $3.47 Million.

**PART II. THE DEPARTMENT OF ADMINISTRATIVE SERVICES REPORT, FY 2020**

The Board has reviewed the DAS Annual Report to the State Properties Review Board for FY 2020 (“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 2.641 million square feet in FY 2011 to 1.864 million square feet over the ten year period ending June 30, 2020, which is a decrease of 29.4%. Over the same period, the total annual leasing costs have decreased 25.7% from $44.71 million to $33.21 million. The average cost per square foot of leased space (excluding parking leases) in FY 2011 was $16.93/SF; the average was $16.70/SF for FY 2020 (excluding parking leases), for an average decrease of 0.13% per year over the 10 year period. The Consumer Price Index (CPI-U) increased an average of 1.47% over the same 10-year period.

The DAS statistics indicate that for FY 2020 the annual square feet of property leased by the State decreased by 304,724 square feet, or -14.05%, the annual cost decreased 14.04%, and the average annual cost per square foot was unchanged over the prior fiscal year.

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**

<table>
<thead>
<tr>
<th>Activity</th>
<th>FY 2019</th>
<th>FY 2020</th>
<th>Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Leased to State (SF)</td>
<td>2,169,584</td>
<td>1,864,860</td>
<td>(304,724)</td>
<td>-14.05%</td>
</tr>
<tr>
<td>Property Leased to State, Annual Cost*</td>
<td>$38,637,816</td>
<td>$33,213,877</td>
<td>($5,423,939)</td>
<td>-14.04%</td>
</tr>
<tr>
<td>Leases, Average Annual Cost in $/SF</td>
<td>$17.81</td>
<td>$17.81</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

*Annual Cost includes standalone parking leases.

DAS reports on nine (9) proposals concerning leases and license agreements approved by the Board in FY 2020. Board statistics also indicate approval of nine (9) DAS proposals as follows: seven (7) office leases, one (1) license agreement to co-locate Capitol Workforce Partners at Tunxis Community College in Bristol and one (1) parking garage license agreement was reviewed by the Board (see table, below).
**DAS Office Lease/License Agreements, SPRB Approved FY 2020**

<table>
<thead>
<tr>
<th>PRB#</th>
<th>ITEM</th>
<th>AGENCY/LOCATION</th>
<th>ANNUAL COST</th>
<th>SF</th>
<th>SF/$</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-113</td>
<td>New License/Existing Location</td>
<td>JUD-New Haven</td>
<td>$352,260.00</td>
<td>309 spaces</td>
<td>$95/space</td>
</tr>
<tr>
<td>19-144</td>
<td>Lease Amendment/Renewal</td>
<td>DMV-Danbury</td>
<td>$211,963.20</td>
<td>9,889</td>
<td>$21.43</td>
</tr>
<tr>
<td>19-238</td>
<td>Lease/Holdover at Existing Location</td>
<td>CSL-Hartford</td>
<td>$392,720.76</td>
<td>43,806</td>
<td>$8.96</td>
</tr>
<tr>
<td>19-276</td>
<td>Lease Renewal Option</td>
<td>JUD-Putnam</td>
<td>$51,785.76</td>
<td>2,721</td>
<td>$19.03</td>
</tr>
<tr>
<td>19-277</td>
<td>Lease Renewal Option</td>
<td>JUD-Putnam</td>
<td>$83,830.32</td>
<td>4,563</td>
<td>$18.37</td>
</tr>
<tr>
<td>20-024</td>
<td>Lease Amendment/Renewal</td>
<td>GOV-Washington DC</td>
<td>$67,530.50</td>
<td>1,031</td>
<td>$65.50</td>
</tr>
<tr>
<td>20-055</td>
<td>New Lease/New Location</td>
<td>WCC-New Britain</td>
<td>$142,940.00</td>
<td>7,147</td>
<td>$20.00</td>
</tr>
<tr>
<td>20-064</td>
<td>New Lease/New Location</td>
<td>JUD-Manchester</td>
<td>$165,519.48</td>
<td>8,947</td>
<td>$18.50</td>
</tr>
<tr>
<td>20-068</td>
<td>New License/Existing Location</td>
<td>TXCC-CWP</td>
<td>$48,000.00</td>
<td>2,500</td>
<td>$19.20</td>
</tr>
</tbody>
</table>

**Rush Proposals:** Of the 44 DAS proposals reviewed by the Board 44 proposals were acted on of which three (7%), were requested as a ‘Rush’ indicating to the Board an urgent need to act quickly, due to the following reasons: a DAS lease expiring; a legislative conveyance; and facilitate a construction project related to the renovation of the State Office Building Parking Garage. The Board and Staff respond accordingly by adjusting existing workload and scheduling Special Meetings, as required. The average time for the Board to review these Rush proposals and take action was **6.3 days**.

**DAS Parking License Agreements, SPRB Approved FY 2020**

<table>
<thead>
<tr>
<th>PRB#</th>
<th>ITEM</th>
<th>AGENCY/LOCATION</th>
<th>ANNUAL COST</th>
<th>SF</th>
<th>SF/$</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-113</td>
<td>New License/Existing Location</td>
<td>JUD-New Haven</td>
<td>$352,260.00</td>
<td>309 spaces</td>
<td>$95/space</td>
</tr>
</tbody>
</table>

For FY 2020, the office leasing activity as listed by DAS totals 78,104 SF with annual base rental costs of $1,116,290.20, which is an average of $14.29/SF. Including the one parking license agreement in support of Judicial Branch operations (309 spaces), approved agreements totaled $1,468,550.02 in rent annually, at an average rate of $18.80/SF.

Pursuant to C.G.S § 4b-29 the Board approved three (3) assignments of State-owned space which included the relocation of a State Agency to 450 Capitol Avenue, a second State Agency to leased space at 960 Main Street. Both assignments were requested to increase efficiencies within the respective Agencies. The third assignment of space was required as DAS terminated a lease relocating the Agency to the newly-renovated State Office Building at 165 Capitol Avenue.

DAS reports on eight (8) proposals – Memorandum of Understanding - concerning the co-location of State Agencies within State-owned space utilized by another State Agency to enhance services to Public Consumers, Agency Clients, and Staff.

For example, the Board of Regents for Higher Education (hereinafter BOR), Connecticut State Colleges and Universities (hereinafter CSCU) and the State Department of Education (hereinafter SDE) collaborated to establish a Manufacturing Apprentice Program offered by Three Rivers Community College in Norwich at the Ella Grasso Regional Technical High School in Groton. The primary focus of this Program is to educate and train prospective workers for General Dynamics Electric Boat and its supply chain manufacturers in and around Groton.

In another example, DAS provided office space for Paid Family Medical Leave Insurance Authority (hereinafter PFMLIA) Executive Director on the 15th floor of 450 Columbus
Boulevard, within the Commissioner’s office suite. PFMLIA is a quasi-public state agency established pursuant to Public Act 19-25, as amended by Public Act 19-117. This co-location saves state taxpayers as the PFMLIA did not have to lease office space from the private sector.

<table>
<thead>
<tr>
<th>DAS/SDE/BOR</th>
<th>189 Fort Hill Road, Groton</th>
<th>Three River CC</th>
<th>Three Rivers CC co-location at Ella Grasso THS for Manufacturing Apprenticeship Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAS/PFMLIA</td>
<td>450 Columbus Blvd., Hartford</td>
<td>Family Medical Leave Insurance Authority</td>
<td>Co-location of Family Medical Leave Insurance Authority staff at 450 Columbus Blvd</td>
</tr>
<tr>
<td>DAS/JUD</td>
<td>75-79 Elm St., Hartford</td>
<td>Judicial Branch</td>
<td>Access and Parking for Judicial Staff at 75-79 Elm St</td>
</tr>
<tr>
<td>DAS/CTMD</td>
<td>223 Capitol Ave, Hartford</td>
<td>Connecticut Military Department</td>
<td>Non-exclusive Parking for 75 Vehicles for CT Military Dept</td>
</tr>
<tr>
<td>CTMD/DESPP</td>
<td>360 Broad St, Hartford</td>
<td>Department of Emergency Services</td>
<td>Allocate costs incurred by CTMD from DESPP exclusive use areas</td>
</tr>
<tr>
<td>DAS/BOR/CCC</td>
<td>155 Morgan St., Hartford</td>
<td>Parking for Capitol Community College</td>
<td>Parking for Capitol Community Staff &amp; Students at State-owned Morgan St. Garage</td>
</tr>
<tr>
<td>DAS/DOL/DCF</td>
<td>249 Thomaston Ave, Waterbury</td>
<td>Department of Labor</td>
<td>Co-Location of 4 DCF employees with DOL staff</td>
</tr>
<tr>
<td>DAS/DSS</td>
<td>401 West Thames St., Norwich</td>
<td>Department of Developmental Services</td>
<td>DSS utilization of Cottage #4 for client housing</td>
</tr>
</tbody>
</table>

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

Appendix B of the DAS Report presents information on 19 leases of State realty for the use of second parties approved by SPRB. Board records also indicate approval of 19 agreements:

- Eighteen (18) for not-for-profit operators of statewide community living arrangements; and
- One (1) agreement for the Connecticut State Police Museum’s use of state-owned property at the Mulcahy Complex in Meriden.

C. Acquisitions, Sales and Transfers

DAS reports that the Board approved two purchase agreements. Board records confirm the following acquisitions submitted by DAS and approved by SPRB in FY 2020.

**DAS State Property Acquisitions, SPRB Approved FY 2020**

<table>
<thead>
<tr>
<th>Item</th>
<th>Location</th>
<th>Description</th>
<th>Purchase Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-231</td>
<td>291 Buckingham Street, Hartford</td>
<td>Temporary Construction Easement to Construct a Retaining Wall</td>
<td>$0</td>
</tr>
<tr>
<td>19-253</td>
<td>21 Spring Lane, Farmington</td>
<td>Vacant manufacturing building adjacent to Tunxis Community College for Advanced Manufacturing Program</td>
<td>$1,200,000</td>
</tr>
<tr>
<td>20-009</td>
<td>347 Prospect Street, Willimantic</td>
<td>Dwelling adjacent to ECSU Campus for future Office Conversion</td>
<td>$65,000</td>
</tr>
</tbody>
</table>

In October 2019, the Board approved the easement agreement pursuant to C.G.S § 4b-22a(2) for a 5-foot wide temporary construction easement for the purposes of permitting the State, and its contractors, access over land at 291 Buckingham Street to construct an 18-inch high retaining wall on state-owned property at 315 Buckingham Street.
In January 2020, the Board approved the agreement for the State to acquire 21 Spring Lane, Farmington, a six-acre parcel of land improved with a one-story masonry and steel construction industrial/office building containing 44,836 square feet of gross building area. The property was identified as ideally located to the Tunxis Community College (hereinafter TXCC) campus and its acquisition was necessary to expand TXCC’s Advanced Manufacturing Program, Incumbent Worker and College Connections Program. The acquisition was completed in February 2020.

In February 2020, the Board approved the agreement for the State to acquire 347 Prospect Street, Willimantic, a 0.31 acre corner improved with a two-story Victorian-style dwelling containing 3,434 square feet of area, as part of the University’s Master Plan, specifically acquiring those properties fronting Windham Street Extension at the University’s southern gateway. The acquisition is pending.

DAS reports on two (2) conveyances of State property. The Board’s records also identify the approval for the following two (2) conveyances mandated by legislative act.

**DAS State Property Conveyances, SPRB Approved FY 2020**

<table>
<thead>
<tr>
<th>Item</th>
<th>Location</th>
<th>Description</th>
<th>Lessee/Grantee</th>
<th>Sale Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-180</td>
<td>101 Reserve Road, Hartford</td>
<td>Legislative conveyance of 32.7 acres commonly known as the Hartford Regional Market (P.A. 18-154, 10), Correcting Quit Claim Deed</td>
<td>Capital Region Development Authority</td>
<td>$1,000</td>
</tr>
<tr>
<td>19-206</td>
<td>221 West Main St, East Lyme</td>
<td>Legislative Conveyance of 3.57 acres to the Town of East Lyme for recreation purposes pursuant to Public Act 03-19(6)</td>
<td>Town of East Lyme</td>
<td>$1</td>
</tr>
</tbody>
</table>

**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. The current Plan was approved by the Board in March 2019 and became effective in July 2019.

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. This section also refers to completion of renovations to the State Office Building at 165 Capitol Avenue, Hartford, relocating the Constitution Offices of the Attorney General, Comptroller, Treasurer and Secretary of the State from 204,000 square feet of leased space at 55 Elm Street and State-owned space at 18 Trinity Street, eliminating lease expenses of $5.6 million per year. DAS also stated that the Teachers Retirement Board will relocate to the State Office Building in FY-2021, eliminating lease expenses of $198,000 per year.

DAS is responsible for managing state real property and to protect taxpayer assets and costs and was successful in converting from a completely paper-based system and implementing new software enabling DAS to create a majority of the work product in a “paperless” environment. Other highlights identified by DAS include the following:
Judicial Branch (90 Washington St., Hartford Courthouse) was purchased for $1.00 as the lease to purchase agreement negotiated by DAS Leasing 15 years ago came to an end, saving the State $1,900,000 per year in rent.

The lease terminated on time at 55 Elm Street, Hartford effective March 31, 2020, the Constitutional Officers relocated to the renovated owned State Office Building. The rent avoidance is approximately $5.6 million per year.

59 property inspections and 10 re-inspections were conducted during the fiscal year by the department’s Compliance Officer as required by Statute.

The staff handled over 25,000 emails dealing with property management and lease compliance matters for the leased sites.

The Administrator and Property Agent 2 staff completed the six course Certificate in Commercial Real Estate from Cornell University in order to keep up to date in analytical and technology areas of the real estate industry.

After an extensive recruitment and search effort, an experienced real estate attorney from the private sector (a Staff Attorney 2) was hired within the Division of Real Estate and Construction Services working with the Statewide Leasing and Property Transfer Team becoming an indispensable member of the team.

**PART III: THE DIVISION OF CONSTRUCTION SERVICES REPORT, FY 2020**

**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 108 contracts as being submitted and reviewed by the SPRB during FY 2020 with a total value of $43,266,477.

This information is generally consistent with the SPRB database which identified 114 contracts as being submitted, reviewed and either approved or disapproved. The Board approved 108 contracts with a total value of $40,801,928. Six (6) 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 #19-205);
- One amendment to an On-Call Contract was excluded from the DAS/DCS report (PRB #19-156);
- One On-Call Contract with a maximum value of $1,000,000 was a duplicate entry (PRB #19-261);
- One new Consultant Contract with a maximum value of $1,464,354 was a duplicate entry (PRB #20-023); and
- Six DCS Consultant Contracts consisting of five Amendments and one Task Letter, were disapproved by the Board.
The following table summarizes DCS consultant contracts acted on by the SPRB during the past fiscal year.

### DCS Consultant Contract Activity

<table>
<thead>
<tr>
<th>Activity</th>
<th>FY 2019</th>
<th>FY 2020</th>
<th>Change</th>
<th>%Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>“On-Call” Contracts</td>
<td>26</td>
<td>52</td>
<td>26</td>
<td>100%</td>
</tr>
<tr>
<td>Amendments</td>
<td>20</td>
<td>30</td>
<td>10</td>
<td>50%</td>
</tr>
<tr>
<td>New Formal Contracts</td>
<td>6</td>
<td>5</td>
<td>-1</td>
<td>-17%</td>
</tr>
<tr>
<td>Task Letters</td>
<td>32</td>
<td>26</td>
<td>-6</td>
<td>-19%</td>
</tr>
<tr>
<td>Easement Agreement</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>100%</td>
</tr>
<tr>
<td><strong>Total Reviewed by SPRB</strong></td>
<td>88</td>
<td>114</td>
<td>26</td>
<td>30%</td>
</tr>
<tr>
<td><strong>Total Contract Value</strong></td>
<td>$35,397,162.76</td>
<td>$40,801,928.00</td>
<td>$5,404,765</td>
<td>15.27%</td>
</tr>
</tbody>
</table>

**Rush Proposals:** Of the 114 consultant contracts reviewed by the Board, 21 (18.4%) 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 **7.4 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. However, due to Covid-19, the legislature had to reconvene and just take a couple of proposals for action.

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 $25,000 (C.G.S. § 4b-23i)
3. Require lease/licensing conformity among all agencies
4. Require contracts (professional A/E; licenses/leases, etc.) entered into by quasi authorities to come to the Board for review and approval
5. Review of real estate purchases by any State agency utilizing Bond funds
6. Move SPRB to the Legislative Department from within DAS to maintain independent oversight of DAS and other agencies
7. Require the Board’s approval of the acquisition of development rights by the Commissioner of Agriculture under C.G.S. § 22-26nn (Community farms)

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-2020 DAS Statewide Leasing and Property Transfer performed 59 Lease Compliance inspections, and 10 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.

**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. 2020*

*07/01/2019 to 06/30/2020*

<table>
<thead>
<tr>
<th>Category</th>
<th>Contract Type</th>
<th>Count</th>
<th>Agency Processing Days Prior to SPRB</th>
<th>SPRB Days to Review</th>
<th>Average</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department of Transportation</strong></td>
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<td>Deed</td>
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<td>816.00</td>
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<td>14.00</td>
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<td>Legislative Act</td>
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<td>13.67</td>
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<td>Release of Easement</td>
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<td>Sale</td>
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<td>412.44</td>
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<td>18.00</td>
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<td>Town Road Release</td>
<td>18</td>
<td>115.39</td>
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<td>Voucher</td>
<td>60</td>
<td>122.43</td>
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<td><strong>RE Total / Average</strong></td>
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<td>238.74</td>
<td>39.00</td>
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<td><strong>Department of Agriculture</strong></td>
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<td>Purchase and Sale</td>
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<td>225.00</td>
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<td>44.00</td>
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<td><strong>Department of Administrative Services</strong></td>
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<td>Assignment</td>
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<td>22.00</td>
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<td>Lease-Out</td>
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<td>13.00</td>
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<td>Memo of Understanding</td>
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<td>149.50</td>
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<td>27.25</td>
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<td>7.00</td>
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<tr>
<td><strong>RE Total / Average</strong></td>
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<td>281.23</td>
<td>28.18</td>
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<tr>
<td><strong>Department of Construction Services</strong></td>
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<td>Amendment</td>
<td>30</td>
<td>95.70</td>
<td>17.97</td>
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<td>New</td>
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<td>397.80</td>
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<td>25.60</td>
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<tr>
<td>On-Call</td>
<td>52</td>
<td>152.44</td>
<td></td>
<td>24.08</td>
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<td>Task Letter</td>
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<td>161.38</td>
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<td>23.23</td>
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<td><strong>AE Total / Average</strong></td>
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<td>150.29</td>
<td>22.33</td>
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<tr>
<td><strong>DCS Total / Averages</strong></td>
<td>114</td>
<td>152.73</td>
<td>22.16</td>
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</tr>
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</table>

**Grand Total / Averages:**

<p>| | | | |</p>
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<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>266</td>
<td>216.64</td>
<td>29.97</td>
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</table>
## 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:

<table>
<thead>
<tr>
<th>FISCAL YEAR</th>
<th>SAVINGS</th>
<th>SAVINGS AS % OF BUDGET</th>
<th>BUDGET EXPENDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1975-1976</td>
<td>No Records Kept</td>
<td>0%</td>
<td>$48,183.00</td>
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<tr>
<td>1976-1977</td>
<td>$274,862.61</td>
<td>322%</td>
<td>$585,333.00</td>
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<tr>
<td>1977-1978</td>
<td>$1,271,948.94</td>
<td>987%</td>
<td>$1,289,930.00</td>
</tr>
<tr>
<td>1978-1979</td>
<td>$282,083.22</td>
<td>215%</td>
<td>$1,312,269.00</td>
</tr>
<tr>
<td>1979-1980</td>
<td>$1,865,227.18</td>
<td>1243%</td>
<td>$1,498,820.00</td>
</tr>
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<td>1980-1981</td>
<td>$1,379,432.96</td>
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<td>$1,666,644.00</td>
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<tr>
<td>1981-1982</td>
<td>$5,765,518.06</td>
<td>3506%</td>
<td>$1,644,610.00</td>
</tr>
<tr>
<td>1982-1983</td>
<td>$291,858.96</td>
<td>156%</td>
<td>$187,339.00</td>
</tr>
<tr>
<td>1983-1984</td>
<td>$528,025.57</td>
<td>267%</td>
<td>$197,919.00</td>
</tr>
<tr>
<td>1984-1985</td>
<td>$933,614.09</td>
<td>442%</td>
<td>$211,242.00</td>
</tr>
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<td>1985-1986</td>
<td>$3,887,739.68</td>
<td>1587%</td>
<td>$244,932.00</td>
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<tr>
<td>1986-1987</td>
<td>$2,112,558.76</td>
<td>714%</td>
<td>$295,753.00</td>
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<td>1987-1988</td>
<td>$178,003.12</td>
<td>57%</td>
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<td>1988-1989</td>
<td>$1,251,410.00</td>
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<td>1989-1990</td>
<td>$2,310,078.00</td>
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<td>$315,801.00</td>
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<td>1991-1992</td>
<td>$4,010,157.28</td>
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<td>1992-1993</td>
<td>$2,305,368.00</td>
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<td>1993-1994</td>
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<td>1994-1995</td>
<td>$2,150,337.56</td>
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<td>1995-1996</td>
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<td>1996-1997</td>
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<td>1997-1998</td>
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<td>$981,993.28</td>
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<td>1999-2000</td>
<td>$1,619,238.50</td>
<td>336%</td>
<td>$481,484.00</td>
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<td>2000-2001</td>
<td>$3,143,291.93</td>
<td>640%</td>
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<td>2001-2002</td>
<td>$1,617,272.00</td>
<td>312%</td>
<td>$518,968.00</td>
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<tr>
<td>2002-2003</td>
<td>$14,675,146.84</td>
<td>3342%</td>
<td>$439,088.00</td>
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<td>2003-2004</td>
<td>$797,391.40</td>
<td>204%</td>
<td>$391,169.00</td>
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<tr>
<td>2004-2005</td>
<td>$1,236,714.80</td>
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<td>$435,571.00</td>
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<td>2005-2006</td>
<td>$914,362.34</td>
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<td>2006-2007</td>
<td>$909,525.52</td>
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<td>2007-2008</td>
<td>$794,968.20</td>
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<td>2009-2010</td>
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<td>2010-2011</td>
<td>$785,752.16</td>
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<td>2011-2012</td>
<td>$486,703.63</td>
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<td>2012-2013</td>
<td>$552,934.00</td>
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<td>2013-2014</td>
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<td>2014-2015</td>
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<td>2015-2016</td>
<td>$410,511.23</td>
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<td>2016-2017</td>
<td>$651,351.56</td>
<td>205%</td>
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<td>2017-2018</td>
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<td><strong>TOTAL</strong></td>
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APPENDIX

DEPARTMENT OF ADMINISTRATIVE SERVICES
ANNUAL REPORT
FISCAL YEAR 2020
August 27, 2020

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

Dear Mr. Greenberg,

I am pleased to submit the Department of Administrative Services (DAS) Annual Report for Fiscal Year 2020, 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 Interim State Librarian, pursuant to C.G.S. 11-4a, as amended by P.A. 11-150.

Sincerely,

Josh Geballe  
Commissioner

JG/SPM/cr  
Attachment  
E-Mail: Noel Petra, Deputy Commissioner, Division of Real Estate and Construction – DAS  
Shane Mallory, RPA, BOMI-HP, Administrator of Leasing and Property Transfer – DAS  
Dimple Desai, Director, State Properties Review Board – DAS  
Maureen Sullivan, Interim State Librarian – CSL
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 his 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 current 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 2020, as well as realty acquisitions, sales and transfers that occurred during the fiscal year. Please note, DAS’s Division of Construction Services (“DCS”) 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 2020. 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. In FY 2020, these efforts saved or provided cost avoidance to the state of approximately $9,127,000. These savings/cost avoidance measures include; DAS lease-outs state-owned real estate which generated $492,000 annual rental income for FY 2020, a negotiated reduction in the purchase price on an acquisition for the Board of Regents (“BOR”) that resulted in savings of $800,000 for FY 2020 and the sale of state surplus real estate generating an additional $1,000,000 (25 Sigourney Street). The cumulative effect of these actions since 2011 have resulted in excess of $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, 2020, DAS leased a total of 1,864,860 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 119 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 108 lease-outs for a total of 227 lease agreements. In FY 2020, the amount of leased floor space decreased by a net 304,724 NUSF. This decrease is largely due to terminating leases (55 Elm Street) and in part relocating employees to state owned space. The total NUSF of leased space in FY 2020 represents a 14% decrease in leased space since FY 2019 (from 2,169,584 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 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 2020, the state’s total annualized cost of leased space under DAS control was $33,213,877.06. This figure includes base rents and annual parking leases. Please note some industry-paid state agencies reimburse DAS for annual rental expenses. The FY 2020 annualized costs represent a 14.45% decrease from the $38,637,816 incurred by the state in overall lease costs in FY 2019. The average cost per square foot of leased space was $16.70 in FY 2020 (excluding standalone parking leases), a 1.2% decrease from $16.78 in FY 2019.

Appendix A provides a list of the 119 DAS leases for state agencies and offices as of June 30, 2020 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 19 leases for parking only (included in the 119 leases count).

Trends. In the last 10 years, overall per square foot leasing costs have increased by an average of .41% per year (inflation increased by an average of 1.77% for the same period) with the average rate per square foot decreasing from $16.93 (FY 2011) to $16.70 (FY 2020) 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 $33,213,877 in FY 2020.
Leasing Transactions during FY 2020. With regard to lease/transfer transactions that occurred specifically during FY 2020, between July 1, 2019 and June 30, 2020, the SPRB approved a total of forty four (44) transactions submitted by DAS. These submissions included eight (8) office/parking leases, eight (8) relocations/MOUs, one (1) parking only lease and nineteen (19) lease-out agreements. Three (3) lease assignments and (two) 2 property transfers required by statute. These leases comprised a total of 78,104 NUSF of space, with an average per square foot cost of $18.80, parking included in lease. The total annualized value of all approved lease transactions was $1,468,550.02.

Appendix B contains a list of proposals submitted by DAS and the action taken by the State Properties Review Board in FY 2020.

B. Lease-Out Activity

During FY 2020, the SPRB approved nineteen (19) transactions involving lease-outs of state-owned property, totaling approximately 45,518 NUSF, consisting in part of group homes and the state police museum. The lease-outs were executed with various non-profits and municipalities.
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 2020.

**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 Division 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 new plan became effective on July 1, 2020. DAS is responsible for implementation of the approved Plan.

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 Division and DAS’s Facilities Division 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.

DAS is responsible for managing state real property and to protect taxpayer assets and costs. Last year we identified that too much of the state’s work was still done on paper, and the information that is collected digitally cannot be easily shared, necessitating an increased amount of real estate square footage for files and paper storage. This was true as well in the real estate transactions DAS performs. In fiscal 2020 DocuSign was implemented for a majority of documents allowing them to be executed and approved electronically. We have increased the sharing of documents via SharePoint and TEAMS reducing the need for file cabinets. We continue to review the process to reduce and eliminate paper, use digitally signed agreements where appropriate, centralize real estate services, update the space standards (incorporating the new requirements due to COVID-19) bringing all of this in line with best practices with the intent of reducing costs to taxpayers and making the process user friendly for the various stakeholders.

In Fiscal Years 2013 and 2014, the DAS Statewide Leasing and Property Transfer Department, in conjunction with SPRB, OPM and the Office of the Attorney General, successfully completed the purchase and sale agreements on approximately 875,000 gross square feet of office space in Hartford at 55 Farmington Avenue (295,000 gross square feet) and 450 Columbus Boulevard (580,443 gross square feet). The 55 Farmington Avenue property transferred to the state on April 4, 2013. The project team completed the necessary improvements and employees were relocated from 25 Sigourney Street and 99-101 East River Drive. The East River Drive lease terminated October 2015 and 25 Sigourney Street was sold on February 24, 2020. Termination of the East River Drive lease alone reduced the square footage leased by the state by approximately 160,000 square feet.
The renovation of the State Office Building (SOB) was completed in FY 2020 with the Attorney General, Comptroller, Treasurer (all relocating from 55 Elm Street) and Secretary of the State (from Trinity Street) reducing space leased by 204,000 square feet and resulting in cost avoidance of $5.6m per year. During FY 2020 the Teachers Retirement Board landlord was noticed the lease at 765 Asylum Avenue would terminate in September 2020. The agency relocated to the SOB, reducing square footage leased by 13,430 and saving $198,000 per year beginning in June 2020. DAS continues to work with OPM, SPRB and other stakeholders to right-size the space needs of state agencies and offices, obtain and maintain necessary space for the best value possible, and dispose of surplus state properties in a manner that is most fiscally advantageous to the state.

DAS’s lease portfolio decreased in FY 2020 by approximately 14.4%, and other consolidations are planned in FY 2021 such as the relocation of agencies out of 18-20 Trinity Street and 30 Trinity Street into the SOB and 55 Farmington Avenue.

For fiscal year 2020, DAS saved approximately $9,100,000 for the state by collapsing leases, renegotiating renewal rates (i.e., took ownership on behalf of the Judicial Hartford Superior Court at 90 Washington Street, thereby eliminating annual rent of $1,900,000), ensuring real estate tax payments were correct (saving $277,582 for FY 2020), etc. In addition to the aforementioned savings, DAS leases state-owned unused real estate generating $492,000 annual rental income for FY 2020.

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 Division also worked on many unique projects and 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:

- **COVID-19 ACTIVITIES (under Executive Order 7(j))**:  
  - The Administrator is co-lead of the Real Estate/Facilities team on the Unified Command Team coordinating all real estate related activities  
  - **Hotel Agreements**: Within less than 2 weeks of being asked to assist in the homeless shelter decompression effort (relocating the homeless out of shelters), the Statewide Leasing & Property Transfer team had successfully negotiated, executed and obtained approvals on agreements for over 750 hotel rooms at 14 hotels throughout the State at substantially reduced rates from the hotels’ normal rates. Moreover, the shelter decompression implementation in Connecticut has been hailed as a best practice in the Country.
  - **License Agreements for emergency COVID response activities**: Statewide Leasing and Property Transfer negotiated two license agreements at Gateway Community College to allow Yale New Haven Hospital to use classrooms for emergency nurse training and an agreement between Jordan’s Furniture in New Haven to use parking for a drive-up COVID testing center.
  - **MOUs for emergency COVID response activities**: Negotiated multiple MOUs with other state agencies for a variety of COVID response activities, including use of residence halls at BOR and UCONN for first responders and healthcare providers, a facility for the operation of a mobile PPE decontamination unit, Aircraft Landing Authorization Agreement for use of athletic fields at Central Connecticut State University to land a military medical helicopter and at the Connecticut Convention Center as a stand-up field hospital.
  - Savings by reviewing tax invoices from lessors, seeking reevaluations, etc., a total $277,582.
• DocuSign (e-signature software) was implemented and a majority of all documents are now “paperless” and signed electronically.
• Judicial Branch (90 Washington St., Hartford Courthouse) was purchased for $1.00 as the lease to purchase agreement negotiated by DAS Leasing 15 years ago came to an end, saving the State $1,900,000 per year in rent.
• The lease terminated on time at 55 Elm Street, Hartford effective March 31, 2020, the Constitutional Officers relocated to the renovated owned State Office Building. The rent avoidance is approximately $5.6m per year.
• The vacant 25 Sigourney Street building in Hartford transferred ownership (the sale agreement was approved in the last fiscal year) to a private developer putting the property back on Hartford’s tax rolls, generating $1.0m for the state and avoiding on-going maintenance expenses of approximately $700,000 per year.
• Terminated 8,000 sq.ft. at 110 Bartholomew, Hartford for DCF, saving $120,000/year in base rent alone.
• Terminated the lease at 130 North Main Street in Bristol for Judicial saving over $146,000/year in rent.
• Via the transfer act, conveyed the Regional Market to the Capitol Regional Development Authority (CRDA).
• Via the transfer act, conveyed 10 Clinton Street and the lower lot of the State Office Building to CRDA for the construction of a new garage (currently underway) and economic development. (This transfer did not require SPRB approval).
• 59 property inspections and 10 re-inspections were conducted during the fiscal year by the department’s Compliance Officer as required by Statute.
• The staff handled over 25,000 emails dealing with property management and lease compliance matters for the leased sites.
• The Administrator and Property Agent 2 staff completed the six course Certificate in Commercial Real Estate from Cornell University in order to keep up to date in analytical and technology areas of the real estate industry.
• After an extensive recruitment and search effort, an experienced real estate attorney from the private sector (a Staff Attorney 2) was hired within the Division of Real Estate and Construction Services working with the Statewide Leasing and Property Transfer Team becoming an indispensable member of the team.

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.
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<th>MUNICIPALITY</th>
<th>STREET</th>
<th>TENANT AGENCY</th>
<th>USABLE AREA</th>
<th>ANNUAL RENT</th>
<th>DOLLARS PER SQ FT</th>
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**PARKING LEASES**

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**DEPARTMENT OF ADMINISTRATIVE SERVICES**

**LEASING AND PROPERTY TRANSFER**

**LEASE OUTS AS APPROVED BY STATE PROPERTIES REVIEW BOARD**

JULY 1, 2018 - JUNE 30, 2019

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SPRB</th>
<th>DATE</th>
<th>TYPE</th>
<th>CONTROLLING</th>
<th>ADDRESS OF</th>
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<th>LESSEE</th>
<th>USE OF</th>
<th>DESC (SF)</th>
<th>RENT</th>
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<tbody>
<tr>
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<td>19-113</td>
<td>7/27/2019</td>
<td>SUSPENDED</td>
<td>DAS/JUD</td>
<td>690 State Street &amp; 15 Audubon St</td>
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<td>Parking spaces</td>
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<td>2 Lee Mac Ave</td>
<td>Danbury</td>
<td>Office and 140 Parking</td>
<td>First Amendment to Lease-Extend Lease, Increase Parking</td>
<td>$821.43</td>
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<td>DAS/CSIL</td>
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<td>Hartford</td>
<td>State Library</td>
<td>18 Month Holdover</td>
<td>$8.96</td>
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<td>New Haven</td>
<td>Office and 8 Parking</td>
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APPENDIX B
### APPENDIX B

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SPRB #</th>
<th>DATE OF ACTION</th>
<th>TYPE OF ACTION</th>
<th>CLIENT</th>
<th>ADDRESS / PROPERTY</th>
<th>TOWN OR LOCATION</th>
<th>USE OF SPACE</th>
<th>ACTION AGENCY</th>
<th>ASSIGNEE SF</th>
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<th>NET USABLE</th>
<th>COST PER</th>
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### DEPARTMENT OF ADMINISTRATIVE SERVICES

**LEASING AND PROPERTY TRANSFER**

**Acquisitions/Easements**

**JULY 1, 2018-JUNE 30, 2019**

**ITEM** | **SPRB #** | **DATE OF ACTION** | **TYPE OF ACTION** | **CLIENT** | **ADDRESS/PROPERTY** | **TOWN OR LOCATION** | **USE OF SPACE** | **ACTION AGENCY** | **ACTION** | **PURCHASE ACTION** | **PRICE** |
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<td>Hartford</td>
<td>Easement</td>
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<td>Wilmc</td>
<td>Future Office Conversion</td>
<td>Purchase &amp; Sale Agreement</td>
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<td>21 Spring Lane</td>
<td>Farmington</td>
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<td>ITEM</td>
<td>SPRB #</td>
<td>DATE OF ACTION</td>
<td>ACTION</td>
<td>CLIENT AGENCY</td>
<td>ADDRESS/PROPERTY OF TOWN OR ASSIGNEE</td>
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<td>DAS/SDE/BOR</td>
<td>189 Fort Hill Road Groton Three River CC</td>
<td>6,700</td>
<td>Three Rivers Co-Location at site leased 1990 for Manufacturing Apprenticeship Program</td>
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<td>DAS/CTMD</td>
<td>223 Capitol Ave Hartford Connecticut Military Department</td>
<td>75 Parking</td>
<td>Non-exclusive Parking for 75 Vehicles</td>
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<td>20-059</td>
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<td>CTMD/DESPP</td>
<td>360 Broad St Hartford Department of Emergency Services</td>
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<td>Allocate cost incurred by CTMD from DESPP exclusive use areas</td>
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<td>20-095</td>
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<td>DAS/BOR/CCC</td>
<td>155 Morgan St Hartford Parking for Capitol Community College</td>
<td>600 Parking</td>
<td>Morgan St Garage</td>
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<tr>
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<td>20-098</td>
<td>6/16/2020</td>
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<td>DAS/DOL/DOF</td>
<td>426 Main St Waterbury Department of Labor</td>
<td>12 Elevators if DOL employees with DOL</td>
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<td>20-110</td>
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<td>161 West Thames St Norwich Department of Developmental Services</td>
<td>200 Cottage #4</td>
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