



STATE OF CONNECTICUT
STATE PROPERTIES REVIEW BOARD
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September 27, 2022

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 2022, 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. 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. Craig Miner, Ranking Member, Appropriations Committee
Rep. Mike France, Ranking Member, Appropriations Committee
Sen. John W. Fonfara, Co-Chair, Finance, Revenue & Bonding Committee
Rep. Sean Scanlon, Co-Chair, Finance, Revenue & Bonding Committee
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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. 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, 2021 – June 30, 2022

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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 **586% in savings** compared to the Board’s total operating budget of **\$15.08 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 2022 statistics:

In FY 2022, the Board realized savings to the State in the amount of **\$278,397.41**. These savings are **75%** of the Board’s total annual operating budget of **\$372,587**. There were three (3) proposals requiring modifications/corrections based on errors found by the Board staff, however, these errors did not result in monetary savings. The Board reviewed 186 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 (18 Proposals) was approximately **9.5 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.

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 is 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.

The Board collaborated with DAS’ former Bureau of Enterprise and Systems Technology in

2019 and 2020 (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 process.

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
September 27, 2022

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, 2022.

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 2022. **Part III** contains the Board’s comments on the Division of Construction Services Report for Fiscal Year 2022. **Part IV** contains the Board’s recommendations.

PART I: STATE PROPERTIES REVIEW BOARD REPORT FISCAL YEAR 2022

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 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 2022, DOT submitted seven (7) real estate conveyances 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 2022.

D. SPRB Statistical Summary, Fiscal Year 2022

The Board's annual report for the fiscal year ending June 30, 2022 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 186 agency proposals reviewed and acted on by the Board in FY 2022. Average review time during the fiscal year is **27 calendar days** per proposal. It should be noted that nine (9) 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 2022. Board reviewed 73 proposals and acted on 72 proposals from DCS. Average review time for these proposals was 20 calendar days. The one remaining proposal was reviewed by the Board, but returned at DCS' request, prior to Board action.

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 31 proposals from DAS/Leasing & Property Transfer and acted on 26 of those proposals. Average review time for these proposals was 33 calendar days. The five remaining proposals were reviewed by the Board, but returned at DAS' request, to address issues identified by the Board, prior to Board action.

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 one proposal from DoAG to acquire a total of 72.5 acres of productive farmland in Connecticut. Average review time for this proposal was 17 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 87 proposals from DOT and acted on 84 of those proposals. Average review time for these proposals was 33 calendar days. The three 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 **\$278,397.41** in FY 2022. These savings are **75%** of the Board's total annual operating budget of **\$372,587**. For FY 2021, the Board had reported that there was savings of \$1,309,294 or 364% of the total operating budget of \$355,456.

Total savings achieved on behalf of the State over the 47 years that have elapsed since the Board's inception are **over \$88.3-Million** which exceeds **586%** of the Board's cumulative operating budget totaling **approximately \$15.08-Million** during the same period.

The average processing cost for the 21,203 proposals reviewed over 46 years (no records kept during 1st year of existence) is **\$711** per contract in contrast to savings of **\$4,166** 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 **\$335,474**; and during the past ten fiscal years savings have exceeded expenditures by over **\$3.11 Million**.

PART II. THE DEPARTMENT OF ADMINISTRATIVE SERVICES REPORT, FY 2022

The Board has reviewed the *DAS Annual Report to the State Properties Review Board for FY 2022* (“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 2.529 million square feet in FY 2013 to 1.801 million square feet over the ten year period ending June 30, 2022, which is a decrease of 28.8%. Over the same period, the total annual leasing costs have decreased 33.1% from \$45.05 million to \$30.14 million. The average cost per square foot of leased space (excluding parking leases) in FY 2013 was \$17.81/SF; the average was \$16.73/SF for FY 2022 (excluding parking leases), for an average decrease of 0.61% per year over the 10 year period. The Consumer Price Index (CPI-U) increased an average of 2.32% over the same 10-year period.

The DAS statistics indicate that for FY 2022 the total square feet of property leased by the State increased by 0.66%, or 11,871 square feet, and the annual cost decreased 5.02%, but the average annual cost per square foot decreased 1.99% to \$16.73 per square foot, down from \$17.07 per square foot in FY 2021.

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 2021	FY 2022	Change	% Change
Property Leased to State (SF)	1,789,866	1,801,767	11,901	+0.67%
Property Leased to State, Annual Cost*	\$31,545,359	\$32,207,202	\$661,843	+2.10%
Leases, Average Annual Cost in \$/SF	\$17.62	\$17.88	\$0.26	+1.45%

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

DAS reports on thirteen (13) proposals concerning leases and license agreements approved by the Board in FY 2022. Board statistics indicate approval of fourteen (14) DAS proposals as follows: eleven (11) office leases and three (3) license agreements for parking to supplement two Judicial Branch locations and one DCF office location.

DAS Office Lease/License Agreements, SPRB Approved FY 2022

PRB #	Agency	Location	Parking	Sq.Ft.	Annual Rent	Rent/Sq.Ft.
21-094	DAS/DCF	Meriden	168	20,539	\$267,007.00	\$13.00
21-102	DAS/JUD	New London	47	0	\$14,664.00	N/A
21-112	DAS/CSL	Hartford	32	43,806	\$392,720.76	\$8.96
21-190	DAS/DCF	Manchester	238	35,068	\$414,404.70	\$11.82
22-007	DAS/DCF	Waterbury	70	12,092	\$190,449.00	\$15.75
22-013	DAS/DMV	Putnam	86	2,833	\$32,550.00	\$11.49
22-032	DAS/JUD	Hartford	50	10,989	\$175,824.00	\$16.00
22-038	DAS/DCF	Waterbury	101	0	\$62,757.36	N/A
22-055	DAS/JUD	Rocky Hill	9	22,762	\$199,622.76	\$8.77
22-057	DAS/JUD	Bristol	19	5,204	\$78,394.08	\$15.06
22-059	DAS/DMHAS	Old Saybrook	18	0	\$0.00	N/A
22-094	DAS/JUD	Killingly	50	0	\$9,000.00	N/A
22-106	DAS/JUD	Middletown	8	3,214	\$51,789.12	\$16.11
22-107	DAS/JUD	Middletown	15	5,950	\$95,297.64	\$16.02
				162,457	\$1,984,480.42	\$12.22

Rush Proposals: Of the 31 DAS proposals received and reviewed by the Board 26 proposals were acted on of which five (19%), were requested as a ‘**Rush**’ indicating to the Board an urgent need to act quickly, due to the following reasons: two DAS using-agency office relocations, one Purchase and Sale Agreement for the acquisition of the CDECCA Co-Generation Plan and two renewals prior to lease expiration. 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 **7 days**.

DAS Parking License Agreements, SPRB Approved FY 2022

PRB #	Location	Licensee	Parking	Annual Rent	Rent/Space
21-161	315 Buckingham St, Hartford	Bushnell Hall	Limited to Available Spaces	Reimbursement of Cost of Security Guard	\$0

For FY 2022, the office leasing activity as listed by DAS totals 162,457 SF with annual base rental costs of \$1,969,816.42, which is an average of \$12.13/SF. Board records generally reflect the DAS Report, identifying a total of 162,457 SF leased with annual base rental costs of \$1,984,480.42, which is an average of \$12.22. The primary difference is the DAS Report incorrectly identifies a parking license agreement reviewed under PRB #21-102 for the benefit of the Judicial Branch in New London as a license of state-owned land when the land is privately owned.

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 165 Capitol Avenue, and two State Agencies to 450 Columbus Boulevard. All assignments were requested to increase efficiencies within the respective Agencies.

DAS reports on two (2) 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 occupancy for training employees at 61 Woodland Street. The Department of Labor entered into a MOU with the Workers’ Compensation Commission (WCC) for shared expenses within the WCC leased space at 645 South Main Street in Middletown.

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

Appendix B of the DAS Report presents information on two (2) lease/license agreements of State realty for the use of second parties approved by SPRB. Board records also indicate approval of two agreements:

- One License Agreement for a not-for-profit organization utilizing the parking garage at 315 Buckingham Street in Hartford; and
- One Lease Agreement for rental of a 4.05 acre site for continued multi-family housing use at the Uncas-On-Thames Campus in Norwich.

C. Acquisitions, Sales and Transfers

DAS reports that the Board approved two purchase and sale agreements. Board records confirm the following sales of surplus property submitted by DAS and approved by SPRB in FY 2022.

DAS State Property Sales & Acquisitions - SPRB Approved FY 2022

<i>Item</i>	<i>Location</i>	<i>Description</i>	<i>Sale Price</i>
22-063	18-20 & 30 Trinity St, Hartford	Sale of a 1.65 acre lot improved with two former state office buildings containing a total of 164,302	\$1,100,000
22-068	490 Capitol Ave, Hartford	Purchase of a 1.24 acre lot improved with CDECCA Co-Generation Plant	\$7,250,000

In June 2022, the Board approved a purchase and sale agreement pursuant to C.G.S § 4b-21 approving the sale of two adjacent lots totaling 1.65 acres on Trinity Street, improved with two former state office buildings containing a total of 164,302 square feet of gross building area. The negotiated sale price was \$1,100,000.

In April 2022, the Board approved a Purchase and Sale Agreement pursuant to C.G.S § 4b-21 approving the \$7.25 million purchase of a 1.24 acre parcel developed with a 62.1-megawatt natural-gas fired co-generation plant providing thermal energy to the Capitol Area District Heating and Cooling System (“CAS”), a state-owned thermal energy (heating hot water and chilled water) supply system, supporting state-owned and private office buildings in the Capitol District.

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 was not conducted by OPM in FY-2021. The existing plan, approved by the Board in March 2019, became effective in July 2019 and is continued for FY-2022.

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:

- **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: As of June 30, 2022, there was one hotel still under contract with 75 rooms (down from a high of 750 rooms) for the homeless shelter decompression effort (relocating the homeless out of shelters)
 - The Homeless Coordinated Access Networks (CANS) across the state held a virtual tribute event on March 31, 2022, to honor the Department of Administrative Services, Department of Housing and other key stakeholders in the Covid-19 response and recovery efforts over the past two years. David Rich, President & CEO, presented a plaque recognizing DAS' Statewide Leasing and Property Transfer Staff, DAS Business office and OPM staff "for its extraordinary leadership in negotiating and maintaining contracts with hotels throughout the state to house the homeless during the pandemic and the incredible partnership that you all have provided to the CANS during these first two years of the pandemic"
- Savings by reviewing tax invoices from lessors, seeking reevaluations, etc.... a total \$152,000.
- DCF relocated from a very poor building to a newly renovated facility in Meriden saving \$458,324 over 10-year period in the process.
- 61 property inspections and 27 re-inspections were conducted by the department's Compliance Officer.
- Negotiated a new seven year lease for the State Library located in Hartford saving the state \$125,671 over the term of the lease.
- Relocated DMV into a newly renovated building in Putnam replacing a trailer in very poor condition thereby enhancing services to the public in an ADA compliant facility.
- Facilitated the donation of a building located at 729 Main Street, Willimantic to Board of Regents
- Two RFPs issued in fiscal 2021 resulted in offers on the following:
 - 129 Lafayette, Hartford (RFP due August 20th, 2021) – Two offers under

consideration.

- 18-20 and 30 Trinity Street, Hartford (RFP was due July 9, 2021) Preferred buyer selected, under contract currently in State's approval process (expected in August 2022).
- Purchase of the CDECCA power plant which services 14 state- and privately-owned buildings in the Capitol Avenue area of Hartford – Negotiated terms and conditions (original asking price was \$11.0M, final price \$7.25M) and contract signed and fully approved. Closing expected 9/30/2022. Will ultimately save the state money.
- Due to retirement, and employees leaving, the division hired three new people and promoted an in-house employee to the Supervising Property Agent position (Thomas Pysh).
- Re-started the annual training sessions (with OPM) for agencies on the State Facility Plan with more than 60 participants (virtually).

PART III: THE DIVISION OF CONSTRUCTION SERVICES REPORT, FY 2022

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 68 contracts as being submitted and reviewed by the SPRB during FY 2022 with a total value of \$21,129,483.

This information is generally consistent with the SPRB database which identified 73 contracts as being submitted and reviewed with 72 contracts either approved or disapproved. The Board approved 72 contracts with a total value of \$22,394,533. No Consultant Contracts were disapproved. One Consultant Contract was returned to DCS prior to Board action. The discrepancy between the DCS Report and Board Database is attributable to the following factors:

- Two DCS submissions were Easement Agreements (PRB #21-119 & #21-176);
- One DCS Consultant Task Letter (#1) in the amount of \$265,050 was approved under PRB #22-008;
- One DCS On-Call Consultant Contract (MDE-0052) in the amount of \$1,000,000 was approved under PRB #22-090; and
- One DCS Consultant Contract was returned prior to Board action.

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 2021</i>	<i>FY 2022</i>	<i>Change</i>	<i>%Change</i>
“On-Call” Contracts	27	26	-1	-3.70%
Amendments	23	20	-3	-13.04%
New Formal Contracts	5	2	-3	-60.0%
Task Letters	29	22	-7	-24.14%
Easement Agreement	1	2	+1	+100.0%
Total Reviewed by SPRB	85	72	-13	-15.29%
Total Contract Value	\$30,976,712.00	\$22,394,533.25	-\$8,582,178.75	-27.71%

Rush Proposals: Of the 72 consultant contracts reviewed by the Board, 6 (8.3%) 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 **6.5 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-2022 DAS Statewide Leasing and Property Transfer performed 61 Lease Compliance inspections and 27 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. The Board has identified two particular instances wherein an Agency had acquired the use of privately-owned real estate for the Agency without utilizing DAS as required by CGS §4b-21 and/or CGS §4b-30 statutes. The Board encourages DAS Staff to further develop their processes with respect to Agency notification regarding real estate matters and compliance with all matters related to §4b statutes. May be one option for DAS is to require agency Commissioner to certify that he or she is not aware of or entered into any lease or license

agreement for space (building or parking) without utilizing DAS as required by CGS §4b-21 and/or CGS §4b-30 statutes.

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. 2022
07/01/2021 to 06/30/2022

	Category	Contract Type	Count	Agency Processing Days Prior to SPRB	SPRB Days to Review
				Average	Average
Department of Transportation					
	Admin Settlement		5	419.80	35.60
	Exchange		1	212.00	27.00
	Lease		1	500.00	25.00
	Legislative Act		7	802.86	27.00
	Release		4	231.75	36.25
	Sale		13	458.46	44.31
	Town Road Release		4	66.50	46.25
	Voucher		49	159.80	29.12
	RE Total / Average		84	278.74	32.76
Department of Agriculture					
	Purchase of Devel. Rights		1	756.00	17.00
Connecticut Community Colleges					
	Conveyance of Property		1	69.00	8.00
Connecticut Lottery Corporation					
	Lease		2	405.50	5.00
Department of Administrative Services					
	Assignment		4	30.25	22.00
	Lease		12	475.08	34.25
	Lease-Out		1	178.00	39.00
	License Agreement		4	679.75	39.50
	Memo of Understanding		2	167.00	32.50
	Purchase and Sale		2	748.00	28.00
	Relocation 4b-29		1	2.00	40.00
	RE Total / Average		26	405.81	32.96
Department of Construction Services					
	Amendment		20	62.15	6.00
	New		2	284.00	23.50
	On-Call		26	138.62	25.00
	Task Letter		22	174.91	24.41
	AE Total / Average		70	132.33	19.34
	Easement Agreement		2	15.50	30.50
DCS	Total / Averages:		72	129.08	19.65
Grand Total / Averages:					
			186	241.37	27.20

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
TOTAL	\$88,338,635.83	586%	\$15,076,099.92

APPENDIX

DEPARTMENT OF ADMINISTRATIVE SERVICES ANNUAL REPORT FISCAL YEAR 2022



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, 2022

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 2022, 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: 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
Deborah Schander, State Librarian - CSL

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

For Fiscal Year 2022
(July 1, 2021 – June 30, 2022)

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 2022, as well as realty acquisitions, sales and transfers that occurred during the fiscal year. Please note, DAS’s Department 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 2022. Specifically, this section discusses recent and ongoing efforts by DAS and its partner agencies 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 2022, and ongoing savings and cost avoidance to the state from previous years, totaled \$6,223,508. Savings/cost avoidance measures include DAS lease-outs state-owned real estate which generated \$429,485.11 annual rental income for FY 2022, and the renegotiating of leases or relocations saving money while improving the office environment (i.e., new DMV location in Putnam replacing an old, deteriorated trailer, new location in Meriden for DCF replacing their old office in an inferior building). The cumulative effect of these actions since 2011 have resulted in more than \$100,000,000 in savings and cost avoidance.

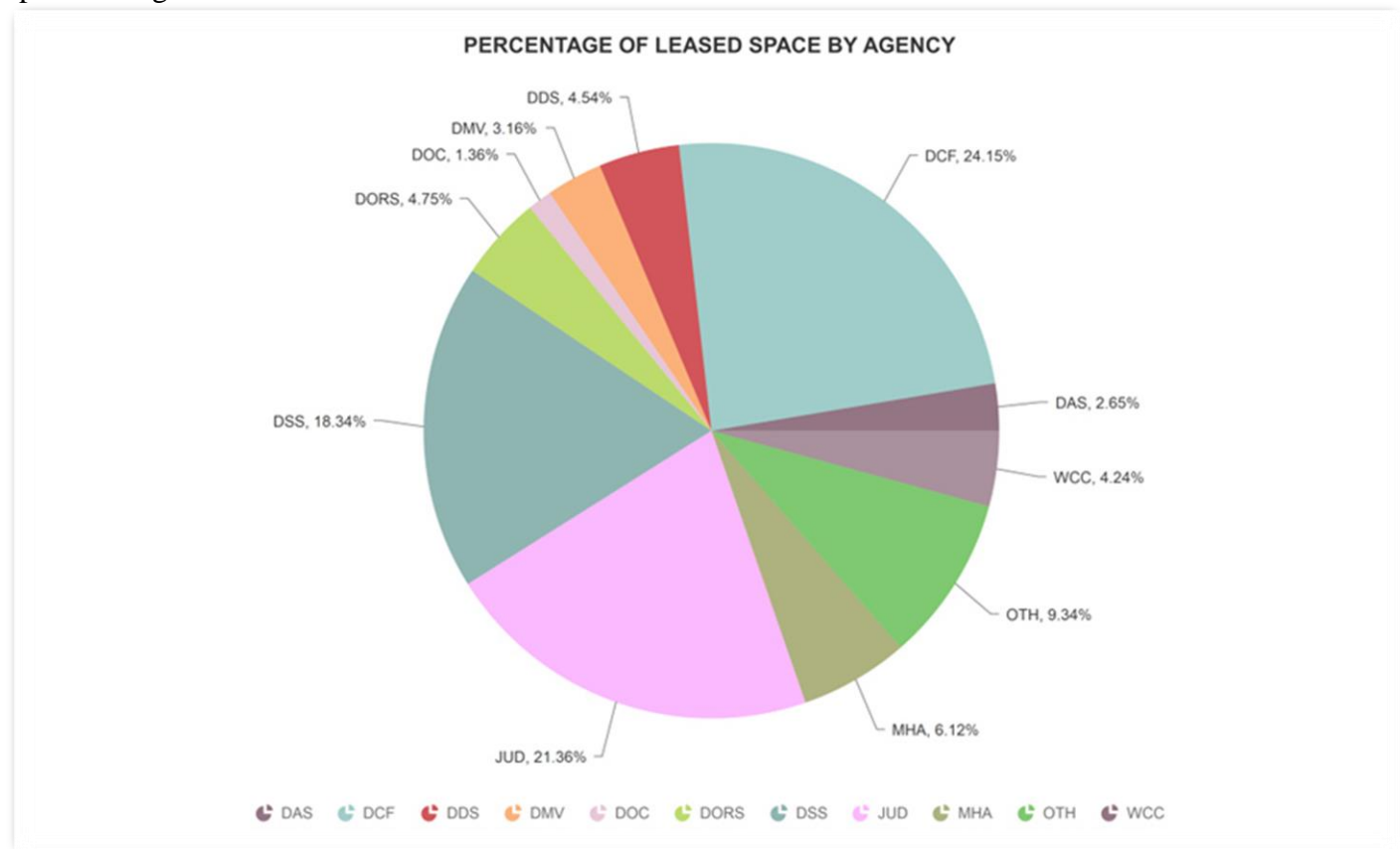
SECTION I: THE STATE'S REALTY ACTIVITY

A. Property Leased to the State

Status of State-Leased Property. As of June 30, 2022, DAS leased a total of 1,801,737 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 128 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 203 lease agreements. In FY 2022, the amount of leased floor space stayed essentially the same increasing by a net 11,871 NUSF. The total NUSF of leased space in FY 2022 represents a **.0066%** increase in leased space since FY 2021 (from 1,789,866 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. 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.

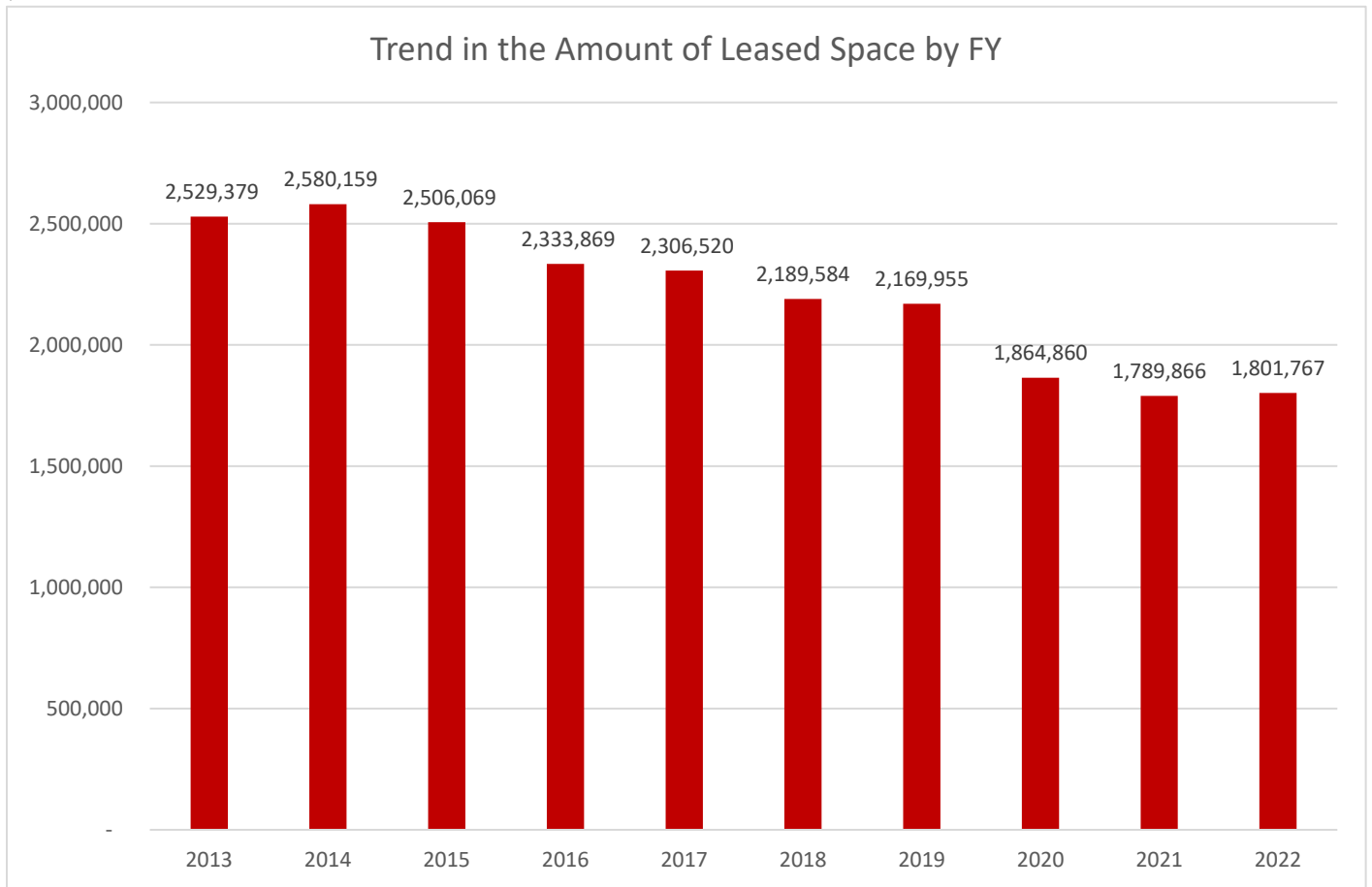


Costs of State-Leased Property. In FY 2022, the state’s total annualized cost of leased space under DAS control was \$32,207,202. This figure includes base rents and annual parking leases. Please note some industry-paid state agencies reimburse DAS for annual rental expenses. The FY 2022 annualized costs decreased from the \$32,257,504 (revised) incurred by the state in overall lease costs in FY 2021. The average cost per square foot of leased space was \$16.73 in FY 2022 (*excluding standalone parking leases*), essentially unchanged from \$16.87 (revised) in FY 2021.

Appendix A provides a list of the 128 DAS leases for state agencies and offices as of June 30, 2022, 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 18 leases for parking only (included in the 128 leases count).

Trends. In the last 10 years, overall, per square foot leasing costs have decreased by an average of .27% per year (inflation *increased* by an average of 2.59% for the same period) with the average rate per square foot decreasing from \$17.81 (FY 2013) to \$16.73 (FY 2022) 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 \$32,207,202 in FY 2022.**





Leasing Transactions during FY 2022. Regarding lease/transfer transactions that occurred specifically during FY 2022, between July 1, 2021, and June 30, 2022, the SPRB approved a total of twenty-six (26) transactions submitted by DAS. These submissions included fourteen (14) office/parking leases, two (2) MOUs, three (3) lease-out agreements, one (1) acquisition, one (1) sale and five (5) lease assignments. These leases comprised a total of 162,457 NUSF of space, with an average per square foot cost of \$12.12, parking included in the lease. The total annualized value of all approved lease transactions was \$1,969,816.42.

Appendix B contains a list of proposals submitted by DAS and the action taken by the State Properties Review Board in FY 2022.

B. Lease-Out Activity

During FY 2022, the SPRB approved three (3) transactions involving lease-outs of state-owned property. 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 2022.

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 Department 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.” Due to COVID, the new five-year plan was not conducted by OPM in fiscal 2020/21 so the existing plan was continued. DAS is responsible for implementation of the 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 the DAS’s Facilities Division are working to identify available state-owned buildings that may be utilized in place of leased space.

As mentioned above, DAS is implementing reducing the state’s real estate footprint already. In the last fiscal year, all employees located at 18-20 and 30 Trinity Street were relocated to existing state-owned facilities and a Request for Proposal for the sale of the properties was issued. Six responses were received and as of this writing a preferred buyer has been selected and the purchase and sale agreement is in the state’s approval process with final approvals expected by August. This will put these buildings back on the tax rolls and reduce DAS’s footprint owned by approximately 164,000 square feet.

We will continue to look for opportunities to reduce the state’s real estate footprint for leased and owned properties in accordance with best practices with the intent of reducing costs to taxpayers and making the process user friendly for the various stakeholders.

DAS’s lease portfolio increased in FY 2022 by a very small .0066%. Other consolidations are planned in FY 2023 and beyond as we look to right size the State’s real estate portfolio incorporating changes due to COVID-19 and 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 2022, DAS saved approximately \$6,223,508 (including savings from previous actions) for the state by collapsing leases, renegotiating renewal rates ensuring real estate tax payments were correct (saving \$152,000), etc. In addition to the savings, DAS leases state-owned unused real estate generating \$429,685 annual rental income for FY 2022 (included in the total above).

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, one of a 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:

- **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: As of June 30, 2022, there was one hotel still under contract with 75 rooms (down from a high of 750 rooms) for the homeless shelter decompression effort (relocating the homeless out of shelters)
 - The Homeless Coordinated Access Networks (CANS) across the state held a virtual tribute event on March 31, 2022, to honor the Department of Administrative Services, Department of Housing and other key stakeholders in the Covid-19 response and recovery efforts over the past two years. David Rich, President & CEO, presented a plaque recognizing DAS' Statewide Leasing and Property Transfer Staff, DAS Business office and OPM staff "for its extraordinary leadership in negotiating and maintaining contracts with hotels throughout the state to house the homeless during the pandemic and the incredible partnership that you all have provided to the CANS during these first two years of the pandemic".
- Savings by reviewing tax invoices from lessors, seeking reevaluations, etc.... a total \$152,000.
- DCF relocated from a very poor building to a newly renovated facility in Meriden saving \$458,324 over 10-year period in the process.
- 61 property inspections and 27 re-inspections were conducted by the department's Compliance Officer.
- Negotiated a new seven year lease for the State Library located in Hartford saving the state \$125,671 over the term of the lease.
- Relocated DMV into a newly renovated building in Putnam replacing a trailer in very poor condition thereby enhancing services to the public in an ADA compliant facility.
- Facilitated the donation of a building located at 729 Main Street, Willimantic to Board of Regents
- Two RFPs issued in fiscal 2021 resulted in offers on the following:
 - 129 Lafayette, Hartford (RFP due August 20th, 2021) – Two offers under consideration.
 - 18-20 and 30 Trinity Street, Hartford (RFP was due July 9, 2021) Preferred buyer selected, under contract currently in State's approval process (expected in August 2022).
- Purchase of the CDECCA power plant which services 14 state- and privately-owned buildings in the Capitol Avenue area of Hartford – Negotiated terms and conditions (original asking price was \$11.0M, final price \$7.25M) and contract signed and fully approved. Closing expected 9/30/2022. Will ultimately save the state money.
- Due to retirement, and employees leaving, the division hired three new people and promoted an in-house employee to the Supervising Property Agent position (Thomas Pysh).
- Re-started the annual training sessions (with OPM) for agencies on the State Facility Plan with more than 60 participants (virtually).

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

Appendix A - Building Lease Inventory

MUNICIPALITY	STREET	TENANT AGENCY	USABLE AREA	ANNUAL RENT	DOLLARS PER SQ FT
BUILDING LEASES					
GROTON	445 EASTERN POINT ROAD - BLDG 230	DAS	47750	\$0.96	
HARTFORD	110 BARTHOLOMEW AVE	DCF	63645	\$902,229.00	\$14.18
NEW BRITAIN	1 GROVE ST	DCF	41482	\$725,934.96	\$17.50
BRIDGEPORT	100 FAIRFIELD AVE	DCF	44435	\$1,011,784.92	\$22.77
WATERBURY	64 AVENUE OF INDUSTRY	DCF	12092	\$190,449.00	\$15.75
MANCHESTER	364 WEST MIDDLE TPK	DCF	35068	\$414,404.76	\$11.82
TORRINGTON	62 COMMERCIAL BLVD	DCF	10000	\$125,000.04	\$12.50
NORWICH	2 COURTHOUSE SQ	DCF	36822	\$608,553.48	\$16.53
MIDDLETOWN	2081 SOUTH MAIN ST	DCF	17360	\$279,495.96	\$16.10
NEW HAVEN	1 LONG WHARF DR	DCF	49529	\$989,589.48	\$19.98
WINDHAM	322 MAIN ST	DCF	23263	\$301,488.48	\$12.96
MERIDEN	639 RESEARCH PARK WAY	DCF	20539	\$267,006.96	\$13.00
DANBURY	131 WEST ST	DCF	17379	\$329,332.08	\$18.95
MILFORD	38 WELLINGTON RD	DCF	39907	\$658,465.56	\$16.50
NORWALK	761 MAIN AVENUE	DCF	23682	\$588,260.88	\$24.84
WALLINGFORD	35 THORPE AVENUE	DDS	27529	\$493,097.04	\$17.91
EAST HARTFORD	255 PITKIN ST	DDS	32628	\$540,000.00	\$16.55
WINDHAM	90 SOUTH PARK ST	DDS	8693	\$113,004.00	\$13.00
NEW HAVEN	370 JAMES ST	DDS	12972	\$194,580.00	\$15.00
WINDHAM	1559 WEST MAIN ST	DMV	9254	\$99,000.00	\$10.70
DANBURY	2 LEE MAC AVE	DMV	9889	\$211,963.20	\$21.43
NEW BRITAIN	85 NORTH MOUNTAIN RD	DMV	11500	\$231,000.00	\$20.09
WATERBURY	2200 THOMASTON AVE	DMV	7725	\$123,600.00	\$16.00
PUTNAM	62 PROVIDENCE PIKE	DMV	2833	\$32,550.00	\$11.49
STAMFORD	137 HENRY STREET	DMV	676	\$0.96	\$0.00
BRIDGEPORT	110 COLONIAL AVE	DMV	15000	\$346,674.36	\$23.11
NORWICH	2-6 CLIFF ST	DOC	3735	\$53,223.72	\$14.25
NEW HAVEN	620 GRAND AVENUE	DOC	11075	\$191,400.72	\$17.28
WATERBURY	2200 THOMASTON AVE	DOC	9644	\$191,160.00	\$19.82
NEW LONDON	6 SHAWS COVE	DORS	818	\$15,240.00	\$18.63

Appendix A - Building Lease Inventory

MUNICIPALITY	STREET	TENANT AGENCY	USABLE AREA	ANNUAL RENT	DOLLARS PER SQ FT
BUILDING LEASES					
TORRINGTON	30 PECK ROAD	DORS	939	\$12,169.44	\$12.96
NEW HAVEN	370 JAMES ST	DORS	5857	\$94,883.40	\$16.20
WINDSOR	184 WINDSOR RD.	DORS	33968	\$467,739.36	\$13.77
MIDDLETOWN	442 SMITH STREET	DORS	1408	\$16,896.00	\$12.00
EAST HARTFORD	893 MAIN STREET	DORS	1116	\$28,037.04	\$25.12
BRIDGEPORT	1057 BROAD ST	DORS	6080	\$127,680.00	\$21.00
HARTFORD	309 WAWARME AVE	DORS	35309	\$563,178.60	\$15.95
STAMFORD	1642 BEDFORD ST	DSS	17600	\$277,200.00	\$15.75
WATERBURY	249 THOMASTON AVE, A	DSS	27360	\$437,760.00	\$16.00
NEW HAVEN	50 HUMPHREY STREET	DSS	51282	\$799,999.20	\$15.60
WINDSOR	20 MEADOW ROAD	DSS	47937	\$660,092.52	\$13.77
WATERBURY	249 THOMASTON AVE, A	DSS	14889	\$238,224.00	\$16.00
MIDDLETOWN	2081 SOUTH MAIN ST	DSS	26497	\$452,321.52	\$17.07
TORRINGTON	62 COMMERCIAL BLVD	DSS	8280	\$103,500.00	\$12.50
BRIDGEPORT	925 HOUSATONIC AVE	DSS	57430	\$1,007,896.56	\$17.55
NEWINGTON	30 CHRISTIAN LA	DSS	28325	\$488,606.28	\$17.25
WILLIMANTIC	1320 MAIN STREET	DSS	10752	\$169,344.00	\$15.75
DANBURY	342 MAIN ST	DSS	14643	\$232,092.00	\$15.85
MANCHESTER	699 EAST MIDDLE TPK	DSS	25370	\$403,383.00	\$15.90
NORWALK	11 COMMERCE ST	JUD	6249	\$103,358.52	\$16.54
PUTNAM	267 KENNEDY DRIVE	JUD	4563	\$83,830.32	\$18.37
GLASTONBURY	455 WINDING BROOK DR	JUD	29664	\$637,776.00	\$21.50
BRISTOL	225 NO. MAIN ST	JUD	5204	\$78,394.08	\$15.06
EAST HARTFORD	99-101 EAST RIVER DR.	JUD	33468	\$754,703.40	\$22.55
NEW LONDON	153 WILLIAMS ST	JUD	9150	\$124,809.72	\$13.64
WATERFORD	978 HARTFORD TPK	JUD	19962	\$491,264.88	\$24.61
EAST HARTFORD	287 MAIN ST	JUD	4292	\$77,985.60	\$18.17
MANCHESTER	587 EAST MIDDLE TPK	JUD	4760	\$74,589.12	\$15.67
MERIDEN	165 MILLER ST	JUD	6491	\$12,981.96	\$2.00
HARTFORD	999 ASYLUM AVE	JUD	10989	\$175,824.00	\$16.00
BRIDGEPORT	1 LAFAYETTE CR	JUD	33376	\$517,328.04	\$15.50
ROCKY HILL	97 HAMMER MILL RD	JUD	22762	\$199,622.76	\$8.77
VERNON	26 PARK ST	JUD	4014	\$28,820.52	\$7.18
MIDDLETOWN	484 MAIN ST	JUD	3214	\$51,789.12	\$16.11

Appendix A - Building Lease Inventory

MUNICIPALITY	STREET	TENANT AGENCY	USABLE AREA	ANNUAL RENT	DOLLARS PER SQ FT
BUILDING LEASES					
PUTNAM	265 KENNEDY DRIVE	JUD	2721	\$51,785.76	\$19.03
NEW HAVEN	414 CHAPEL ST	JUD	15718	\$213,294.24	\$13.57
MIDDLETOWN	484 MAIN ST	JUD	5950	\$95,297.64	\$16.02
WATERBURY	11 SCOVILL ST	JUD	17040	\$267,698.40	\$15.71
DERBY	100 ELIZABETH ST	JUD	5730	\$110,875.56	\$19.35
WETHERSFIELD	225 SPRING ST	JUD	10206	\$174,775.32	\$17.12
NORWICH	97-105 MAIN ST	JUD	5038	\$60,456.00	\$12.00
DANBURY	319 MAIN ST	JUD	6263	\$90,375.12	\$14.43
WINDHAM	81-101 COLUMBIA AVE	JUD	18545	\$716,273.28	\$38.62
DANIELSON	190 MAIN STREET	JUD	5534	\$54,233.28	\$9.80
HARTFORD	309 WAWARME AVE	JUD	23223	\$320,946.72	\$13.82
MILFORD	22 BROAD STREET	JUD	5880	\$117,600.00	\$20.00
WETHERSFIELD	225 SPRING ST	JUD	30618	\$522,350.76	\$17.06
VERNON	428 HARTFORD TPK	JUD	2378	\$47,152.92	\$19.83
VERNON	25 SCHOOL ST	JUD	9072	\$136,080.00	\$15.00
NEW HAVEN	881 STATE ST	JUD	22805	\$324,971.28	\$14.25
WATERBURY	95 THOMASTON AVE	MHA	20327	\$292,708.80	\$14.40
TORRINGTON	249 WINSTED RD	MHA	15214	\$262,897.92	\$17.28
WATERBURY	1669 THOMASTON AVE	MHA	6031	\$71,165.88	\$11.80
NEW HAVEN	389 WHITNEY AVE	MHA	4776	\$83,580.00	\$17.50
BRIDGEPORT	100 FAIRFIELD AVE	MHA	21036	\$503,812.20	\$23.95
OLD SAYBROOK	2 CENTER ROAD WEST	MHA	2842	\$52,861.20	\$18.60
WEST HAVEN	270 CENTER ST	MHA	7360	\$103,200.00	\$14.02
DANBURY	78 TRIANGLE ST	MHA	11056	\$160,311.96	\$14.50
NEW HAVEN	1 LONG WHARF DR	MHA	7600	\$183,540.00	\$24.15
STAMFORD	1351 WASHINGTON BLVD.	MHA	14089	\$503,277.24	\$35.72
NEWINGTON	81-85 ALUMNI RD	COC	10027	\$80,215.92	\$8.00
NEW HAVEN	234 CHURCH ST	DCJ	1770	\$42,500.04	\$24.01
HARTFORD	75 VAN BLOCK AVE	CSL	43806	\$392,720.76	\$8.96
HARTFORD	250-260 CONSTITUTION PL	DOB	30144	\$776,544.72	\$25.76
DANBURY	190-196 MAIN STREET	CCC	19650	\$381,996.00	\$19.44
WEST HARTFORD	141 SOUTH ST	DCJ	7496	\$62,516.64	\$8.34
HARTFORD	960 MAIN/153 MARKET ST	DOI	41887	\$966,752.04	\$23.08
BRIDGEPORT	752 EAST MAIN STREET	DVA	576	\$0.00	\$0.00

Appendix A - Building Lease Inventory

MUNICIPALITY	STREET	TENANT AGENCY	USABLE AREA	ANNUAL RENT	DOLLARS PER SQ FT
BUILDING LEASES					
WASHINGTON	400/444 N CAPITOL STREET NW, SUITE 317	GOV	1031	\$70,949.16	\$68.82
BRISTOL	430 NO. MAIN ST	CCC	8003	\$122,445.96	\$15.30
BRIDGEPORT	350 FAIRFIELD AVE	HRO	3851	\$76,255.80	\$19.80
DERBY	75 CHATFIELD STREET	CCC	0	\$0.00	\$0.00
NORWICH	55 MAIN ST	WCC	9638	\$222,637.80	\$23.10
BRIDGEPORT	350 FAIRFIELD AVE	WCC	9131	\$159,792.48	\$17.50
HARTFORD	999 ASYLUM AVE	WCC	9974	\$191,301.36	\$19.18
MIDDLETOWN	645 SOUTH MAIN STREET	WCC	6520	\$78,891.96	\$12.10
NEW BRITAIN	24 WASHINGTON STREET	WCC	7147	\$142,940.04	\$20.00
NEW HAVEN	700 STATE ST	WCC	8800	\$171,523.56	\$19.49
STAMFORD	111 HIGH RIDGE RD	WCC	8040	\$160,800.00	\$20.00
HARTFORD	21 OAK ST	WCC	17100	\$299,934.00	\$17.54

Appendix A - Parking Lease Inventory			
MUNICIPALITY	STREET	TENANT AGENCY	ANNUAL RENT
PARKING LEASES			
HARTFORD	155 MORGAN ST	DAS	0
HARTFORD	240 PARK/CEDAR ST	DAS	\$77,933.04
HARTFORD	245 HAMILTON ST	DCF	\$45,900.00
WATERBURY	FREIGHT ST	DCF	\$24,000.00
WATERBURY	481-489 MEADOW ST	DCF	\$62,757.36
WATERBURY	BANK ST	JUD	\$100,200.00
NORWICH	MARKET & SHETUCKET	JUD	\$6,000.00
BRIDGEPORT	95 CHAPEL ST	JUD	\$145,941.60
NEW BRITAIN	14 FRANKLIN SQ	JUD	\$30,030.00
NEW HAVEN	265 CHURCH STREET	JUD	\$158,100.00
NEW LONDON	19 JAY STREET	JUD	\$14,664.00
DANIELSON	CENTER ST. MUN. LOT	JUD	\$9,000.00
BRIDGEPORT	314-322 FAIRFIELD AVE	JUD	\$99,999.96
NEW LONDON	153 WILLIAMS ST	JUD	\$4,042.56
DERBY	ELIZABETH. & THOMPSON PL.	JUD	\$21,600.00
MERIDEN	54 W. MAIN ST	JUD	\$51,360.00
NEW HAVEN	690 STATE ST	JUD	\$352,260.00
NEW HAVEN	1 TEMPLE STREET	CCC	\$861,060.00

DEPARTMENT OF ADMINISTRATIVE SERVICES
LEASING AND PROPERTY TRANSFER
LEASES - NEW OR RENEWALS AS APPROVED BY STATE PROPERTIES REVIEW BOARD
JULY 1, 2021 - JUNE 30, 2022

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	21-094	7/19/2021	APPROVED	DAS/DCF	639 Research Parkway, LLC	Meriden	Office and 168 Parking Spaces	20,539	New Lease		\$13.00	3/6/2032	\$267,007.00
2	21-112	8/26/2021	APPROVED- APPROVED-	DAS/CSL	75 Van Block	Hartford	Warehouse/Office and 32 Parking Spaces	43,806	New Lease		\$8.96	10/26/2028	\$392,720.76
3	21-094	10/4/2021	SLIPSHEET	DAS/DCF	639 Research Parkway, LLC	Meriden	Office and 168 Parking Spaces	0	New Lease		\$0.00	3/6/2032	\$0.00
4	22-007	2/14/2022	APPROVED	DAS/DCF	64 Avenue of Industry	Waterbury	Office and 70 Parking Spaces	12,092	New Lease		\$15.75	5/15/2032	\$190,449.00
5	22-013	3/3/2022	APPROVED	DAS/DMV	62 Providence Pike, Suite J	Putnam	Office and 86 Parking Spaces	2,833	New Lease		\$11.49	6/9/2027	\$32,550.00
6	22-032	4/14/2022	APPROVED	DAS/JUD	999 Asylum Avenue	Hartford	Office and 50 Parking Spaces	10,989	New Lease		\$16.00	4/19/2027	\$175,824.00
7	22-038	4/25/2022	APPROVED	DAS/DCF	481 Meadow Street & 22 Brown Place	Waterbury	101 Parking Spaces	0	License Agreement		\$0.00	6/12/2027	\$62,757.36
8	22-055	5/2/2022	APPROVED	DAS/JUD	97 Hammer Mill Road	Rocky Hill	Warehouse/Office and 9 Parking Spaces	22,762	New Lease		\$8.77	5/3/2032	\$199,622.76
9	22-057	5/2/2022	APPROVED	DAS/JUD	225 North Main St.	Bristol	Office and 19 Parking Spaces	5,204	New Lease		\$15.06	5/12/2027	\$78,394.08
10	21-190	5/12/2022	APPROVED	DAS/DCF	364 West Middle Turnpike	Manchester	Office and 238 Parking Spaces	35,068	First Amendment to Lease		\$11.82	4/30/2026	\$414,404.70
11	22-059	5/10/2022	APPROVED	DAS/DMHAS	2 West Center Road	Old Saybrook	Office and 18 Parking Spaces	0	Second Amendment to Lease (install IT equipment)		\$0.00	6/19/2024	\$0.00
12	22-094	6/2/2022	APPROVED	DAS/JUD	Center Street Municipal Lot	Killingly	50 Parking Spaces	0	License Agreement		\$0.00	6/16/2032	\$9,000.00
13	22-106	6/23/2022	APPROVED	DAS/JUD	484 Main Street 3rd Floor	Middletown	Office and 8 Parking Spaces	3,214	Exercise 5-Year Option Renewal		\$16.11	6/28/2027	\$51,789.12
14	22-107	6/23/2022	APPROVED	DAS/JUD	484 Main Street 4rd Floor	Middletown	Office and 15 Parking Spaces	5,950	Exercise 5-Year Option Renewal		\$16.02	6/28/2027	\$95,297.64
								162,457					\$1,969,816.42
1	21-094	7/12/2021	SUSPENDED	DAS/DCF	639 Research Parkway, LLC	Meriden	Office and 168 Parking Spaces	20,539	New Lease		\$13.00	3/6/2032	\$267,007.00
2	21-104	7/29/2021	SUSPENDED	DAS/DCF	64 Avenue of Industry	Waterbury	Office and 70 Parking Spaces	12,092	New Lease		\$17.50	5/15/2032	\$211,610.00
3	21-112	8/9/2021	SUSPENDED	DAS/CSL	75 Van Block	Hartford	Warehouse/Office and 32 Parking Spaces	43,806	New Lease		\$8.96	10/26/2028	\$392,720.76
4	21-117	8/16/2021	RETURNED	DAS/DCF	364 West Middle Turnpike	Manchester	Office and 238 Parking Spaces	35,068	First Amendment to Lease		\$11.82	4/30/2026	\$414,404.70
5	21-133	9/13/2021	RETURNED	DAS/DSS	249 Thomaston Avenue	Waterbury	Office and 169 Parking Spaces	36,597	New Lease		\$18.50	10 Years	\$677,044.56
6	21-104	9/20/2021	REJECTED	DAS/DCF	64 Avenue of Industry	Waterbury	Office and 70 Parking Spaces	12,092	New Lease		\$17.50	5/15/2032	\$211,610.00
7	21-160	11/15/2021	RETURNED	DAS/SERC	175 Union Street	Waterbury	Office and 54 Parking Spaces	11,568	New Lease		\$13.74	10 Years	\$158,985.25
8	21-190	1/6/2022	SUSPENDED	DAS/DCF	364 West Middle Turnpike	Manchester	Office and 238 Parking Spaces	35,068	First Amendment to Lease		\$11.82	4/30/2026	\$414,404.70
9	22-054	5/5/2022	RETURNED	DAS/JUD	314-322 Fairfield Avenue	Bridgeport	Parking (24,000 validations per year)		License Agreement			5 Years	\$108,980.04
10	22-054	6/6/2022	SUSPENDED	DAS/JUD	314-322 Fairfield Avenue	Bridgeport	Parking (24,000 validations per year)		License Agreement			5 Years	\$108,980.04

LEASE/LICENSE OUTS AS APPROVED BY STATE PROPERTIES REVIEW BOARD
July 1, 2021-June 30, 2022

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	21-102	7/26/2021	APPROVED	DAS/JUD	19 Jay Street	New London	All Souls Unitarian Universalist Congregation	License Agreement (state owned parking lot used by church)	Use of 47 Parking Spaces	\$14,664.00
2	21-161	10/14/2021	APPROVED	DAS/DAS	315 Buckingham Street	Hartford	The Horace Bushnell Memorial Hall Corporation	License Agreement	Parking	1 full time security guard salary
3	22-076	6/6/2022	APPROVED	DAS/DAS	401 West Thames Street	Norwich	Martin House, Inc.	Lease	"The Proposed Martin House Site" (4.05 Acres)	\$1.00
1	21-027	3/29/2021	RETURNED	DAS/DVA	287 West Street	Rocky Hill	American Legion Auxiliary, Department of Connecticut, Inc.	Office	1,343	\$170

ACQUISITIONS/EASEMENTS
JULY 1, 2021-JUNE 30, 2022

ITEM	SPRB #	DATE OF ACTION	TYPE OF ACTION	CLIENT AGENCY	Property / Address	TOWN OR CITY	USE OF SPACE	Desc	Purchase Price
1	22-068	4/25/2022	APPROVED	DAS/DAS	490 Capitol Avenue	Hartford	Co-Generation Plant	Purchase and Sale Agreement	\$7,250,000.00

LEASING AND PROPERTY TRANSFER

DEPARTMENT OF ADMINISTRATIVE SERVICES

LEASING AND PROPERTY TRANSFER

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

JULY 1, 2021 - JUNE 30, 2022

SALE/LEGISLATIVE ACTS

JULY 1, 2021-JUNE 30, 2022

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	22-063	6/30/2022	APPROVED	DAS/DAS	18-20 & 30 Trinity Street	Hartford	Surplus Property	Purchase and Sale Agreement	\$1,100,000.00	Note: if financing allows, buyer will pay up to \$1,650,000.00
1	22-063	5/12/2022	SUSPENDED	DAS/DAS	18-20 & 30 Trinity Street	Hartford	Surplus Property	Purchase and Sale Agreement	\$1,100,000.00	Note: if financing allows, buyer will pay up to \$1,650,000.00

DEPARTMENT OF ADMINISTRATIVE SERVICES

LEASING AND PROPERTY TRANSFER

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

JULY 1, 2021-JUNE 30, 2022

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, 2021-June 30, 2022

ITEM	SPRB#	DATE OF ACTION	TYPE OF ACTION	CLIENT AGENCY	ADDRESS/PROPERTY OF LEASED SPACE	TOWN OR CITY	ASSIGNEE	SF	PURPOSE
1	21-163	11/18/2021	APPROVED	DAS/DMV/DOC	2200 Thomaston Avenue	Waterbury	Nichols Realty, LLC	17,369	Consent to Assignment
2	21-184	12/23/2021	APPROVED	DAS/DSS	925 Housatonic Avenue	Bridgeport	My Housatonic, LLC	57,430	Consent to Assignment
3	21-192	1/13/2022	APPROVED	DAS/DCS	450 Columbus Boulevard	Hartford	School Construction Grant Program	13th Floor	Assignment of Space
4	22-067	4/18/2022	APPROVED	DAS/DECD-OWS	450 Columbus Boulevard	Hartford	Office of Workplace Strategies	4 cubicles on 2nd floor	Assignment of Space
5	22-072	4/28/2022	APPROVED	DAS/AG	110 Sherman Street	Hartford	AG Relocation to 165 Capitol Avenue	12 People	Assignment of Space
1	21-135	8/26/2021		RETURNED	55 Farmington Avenue	Hartford	DAS Best - DSS Relocation		Assignment of Space

DEPARTMENT OF ADMINISTRATIVE SERVICES

LEASING AND PROPERTY TRANSFER

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July 1, 2021- June 30, 2022

ITEM	SPRB #	DATE OF ACTION	TYPE OF ACTION	CLIENT AGENCY	ADDRESS/PROPERTY OF LEASED SPACE	TOWN OR CITY	ASSIGNEE	SF	PURPOSE
1	21-097	7/12/2021	APPROVED	DAS/JUD	61 Woodland Street	Hartford	DAS/JUD	17,856	relinquish space in the basement and mezzanine
2	22-079	6/13/2022	APPROVED	DAS/WCC/DOL	645 South Main Street	Middletown	DAS/WCC/DOL	6,520	Shared Space/Expenses