

STATE PROPERTIES REVIEW BOARD

ANNUAL REPORT TO THE GOVERNOR AND THE GENERAL ASSEMBLY



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

July 1, 2023 – June 30, 2024

Table of Contents

<i>Executive Summary</i>	<i>2</i>
<i>Introduction.....</i>	<i>4</i>
<i>Part I: State Properties Review Board Report FY 2024.....</i>	<i>4</i>
A. SPRB Board Members	4
B. Statutory History.....	4
C. SPRB Duties and Objectives	5
D. SPRB Statistical Summary, FY 2024	5
E. Number of Proposals Reviewed and Review Time	5
F. Savings to the State as a Result of SPRB Actions	6
<i>Part II: The Department of Administrative Services Report, FY 2024</i>	<i>7</i>
A. State’s Realty Activity – Property Leased to the State	7
B. Second Party Use of State Property: Lease/License-Out Activity	9
C. Acquisitions, Sales and Transfers.....	9
D. Projecting the Realty Needs of the State	10
<i>Part III: The Division of Construction Services Report, FY 2024</i>	<i>10</i>
A. DAS-RECS Consultant Agreements Approved by SPRB	10
<i>Part IV: SPRB Recommendations</i>	<i>13</i>
A. Broadening the Oversight Role of SPRB	13
B. Lease Compliance.....	13
C. Lease Process Improvement	13
D. State Owned Properties Improvement/Maintenance	14
<i>Table I (Annual Statistics, Summary FY 2024).....</i>	<i>15</i>
<i>Table II (Savings Report, Since 1976)..</i>	<i>16</i>
<i>Appendix</i>	
<i>Department of Administrative Services Annual Report for FY 2024.....</i>	<i>17</i>

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 \$88.8 million in savings** to the State have been realized. This represents **559% in savings** compared to the Board’s total operating budget of **\$15.9 million** since 1975. It is not necessary that savings will always be realized as a result of the Board’s review. The 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 2024 statistics:

In FY 2024, the Board realized savings to the State in the amount of **\$421,437.46**. These savings are **103%** of the Board’s total annual operating budget of **\$407,889.87**. The Board reviewed 231 proposals from various agencies. The average review time was approximately **26 calendar days** per proposal.

FY-24 Improvements/Achievements

1. In September 2023, Chairman Greenberg had informed Board Members of his intent to retire as Chairman and remain a Board Member. Mr. Greenberg was appointed to the Board by William A. DiBella and Robert M. Ward on August 1, 1995, and was first elected as Secretary beginning in November 2002, and subsequently elected to Chairman in February 2008. Members thanked Mr. Greenberg for his 15+ years as Chairman.
2. With Mr. Greenberg’s retirement as Chairman, the Board nominated and duly elected Chairman Josephy and Vice Chairman Berger, commencing with the October 2, 2023 Meeting.
3. The Board continues to work with DAS to reestablish the Board’s independence while remaining under DAS for their administrative assistance with, among others, Human Resources, Budget Preparation and Accounts Payable. Original changes made in FY-10 pursuant to P.A. 09-7, Section 139 (September Special Session) included changes that expanded the SPRB Director’s position to include a management role within DAS. This dual-role conflicted with the Board’s independent nature. This was resolved on February 1, 2024 as DAS reclassified the SPRB Director position to no longer have a role within DAS, and the Director now reports solely to the Members of the SPRB.
4. The Board thanked Director Dimple Desai for his six years of service to the Board, as he transitioned to a position within DAS starting on February 1, 2024.
5. With the help of DAS Human Resources, the Board was successful in hiring their new Director, Thomas Jerram, who already was staff to the Board as Real Estate Examiner.
6. Also, with the help of DAS Human Resources, in June 2024 the Board was successful in hiring Jyoshna Rath to fill the Architect Design Reviewer position beginning August 12, 2024. Jyoshna brings a lengthy architectural background to the Board.

7. During the interim period of February 1, 2024 through August 11, 2024, the SPRB Director, in addition to the Director's regular responsibilities, had performed the responsibilities of the Architect Design Reviewer, resulting in the State saving approximately \$44,000 in wages, as well as an unknown savings for employment costs (benefits, taxes, etc).
8. Pursuant to CGS §1-225a, the SPRB is now in its fifth year of conducting its Regular Meetings solely by means of electronic equipment. The SPRB's estimated that meeting via electronic equipment had resulted in saving the State approximately \$30,000 yearly in mileage reimbursement expenses for the Board Members' travel to and from Hartford.
9. During FY-24, the SPRB held a total of 116 Meetings, of which 102 were Regular Meetings and 14 were Special Meetings to conduct Site Inspections of Connecticut Farms in conjunction with the Board's review of the State's Purchase of Development Rights to agricultural lands pursuant to CGS §22-26nn.

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

Respectfully submitted,

A handwritten signature in blue ink, reading "Bruce R. Josephy".

STATE PROPERTIES REVIEW BOARD

Bruce R. Josephy, Chairman

September 30, 2024

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, 2024.

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: [State Properties Review Board \(SPRB\) Meeting and Member Information - Publications \(ct.gov\)](#)

This SPRB 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 2024. **Part III** contains the Board’s comments on the Division of Real Estate and Construction Services Report for Fiscal Year 2024. **Part IV** contains the Board’s recommendations.

PART I: STATE PROPERTIES REVIEW BOARD REPORT FISCAL YEAR 2024

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:

Bruce Josephy, Chairman
John P. Valengavich, Secretary
Edwin S. Greenberg, Past Chairman

Jeffrey Berger, Vice Chairman
Jack Halpert, Member
William Cianci, Member

B. Statutory History

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

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

C. SPRB Duties and Objectives

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

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

The Board reviews realty transactions required by Special or Public Acts of the General Assembly and signed into law by the Governor. One Legislative Conveyance was acted upon this year conveying 2.0 acres of land to the Chesprocott Health District pursuant to Section 1 of Special Act 22-18.

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 2024.

D. SPRB Statistical Summary, Fiscal Year 2024

The Board's annual report for the fiscal year ending June 30, 2024 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 231 agency proposals reviewed and acted on by the Board in FY 2024. Average review time during the fiscal year is **26 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 items to be addressed by the originating agency.

DAS, Division of Real Estate and 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 DAS Division of Real Estate and Construction Services (hereinafter DAS-RECS). The Board complied with applicable Statutes regarding review time in FY 2024. Board reviewed 118 proposals and acted on 118 proposals from DAS-RECS. Average review time for these proposals was 24 calendar days.

DAS, Leasing & Property Transfer

Section 4b-3(f) of the General Statutes require the Board to review real estate acquisitions, sales, leases and subleases proposed by the Commissioner of DAS or proposed by the Chief Court Administrator pursuant to the authority delegated to the Chief Court Administrator by the Commissioner of DAS. The Board reviewed 32 proposals from DAS/Leasing & Property Transfer and acted on 29 of those proposals. Average review time for these proposals was 32 calendar days. One proposal was suspended to permit DAS to renegotiate terms of new Lease. Two proposals were returned to DAS Leasing after the Board's initial review identifying concerns with each proposal.

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 fifteen (15) proposals from DoAG to acquire a total of 1,044.7 acres of productive farmland in Connecticut. The average time to review these proposals was 15 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 63 proposals from DOT and acted on 62 of those proposals. Average review time for these proposals was 30 calendar days. The one remaining Proposal reviewed by the Board (PRB #23-137) was returned at the request of DOT for corrections to the Release to the Town, 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 **\$421,437.46** in FY 2024. These savings are **103%** of the Board's total annual operating budget of **\$407,890**. For FY 2023, the Board had reported that there was savings of \$50,865 or 12% of the total operating budget of \$415,862.

Total savings achieved on behalf of the State over the 49 years that have elapsed since the Board's inception are **over \$88.8-Million** which exceeds **559%** of the Board's cumulative operating budget totaling **approximately \$15.9-Million** during the same period.

The average processing cost for the 21,638 proposals reviewed over 48 years (no records kept during 1st year of existence) is \$735 per contract in contrast to savings of **\$4,104** per contract.

The Board has realized annual savings in excess of its annual operating budget whenever indicated and feasible. It is not necessary that savings will always be realized. Main focus of the Board when reviewing the proposals is to make sure that proper protocols, laws and regulations are followed for procuring consultants or leasing the office space or acquiring the development rights or sale of the surplus properties, etc. as required by CGS Section 4b-3. During the past five fiscal years, savings to the State have exceeded operating budget expenditures by over **\$1.4 Million**; and during the past ten fiscal years savings have exceeded expenditures by over **\$1.6 Million**.

PART II. THE DEPARTMENT OF ADMINISTRATIVE SERVICES REPORT, FY 2024

The Board has reviewed the *DAS Annual Report to the State Properties Review Board for FY 2024* (“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 indicated an increase in leased space from approximately 2.506 million square feet in FY 2015 to 1.87 million square feet over the ten-year period ending June 30, 2024, which is a decrease of 25.4%. Over the same period, the total annual leasing costs have decreased 28.9% from \$43.78 million to \$31.15 million. The average cost per square foot of leased space (excluding parking leases) in FY 2015 was \$17.47/SF; the average was \$16.62/SF for FY 2024 (excluding parking leases), for an average decrease of 0.49% per year over the 10 year period. The Consumer Price Index (CPI-U) increased an average of 3.16% over the same 10-year period.

The DAS statistics indicated that for FY 2024 the total square feet of property leased by the State increased by 5.3%, or 94,069 square feet, “a result of DAS entering into a lease for the Department of Public Health warehouse to ensure continuity of its operations and to reduce costs by \$2,875,530 over the three-year term. Without this lease, the portfolio would have seen a 2% decrease.” The average annual cost per square foot decreased <1.0% to \$16.62 per square foot, down from \$16.65 per square foot in FY 2023.

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 2023	FY 2024	Change	% Change
Property Leased to State (SF)	1,780,186	1,874,255	94,069	5.28%
Property Leased to State, Annual Cost*	\$31,490,602	\$33,085,522	\$1,594,920	5.06%
Leases, Average Annual Cost in \$/SF	\$17.69	\$17.65	-\$0.04	-0.21%

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

DAS reported on twenty (20) proposals concerning leases, amendments to leases and license agreements approved by the Board in FY 2024. Board statistics align with the DAS Report.

DAS Office Lease/License Agreements, SPRB Approved FY 2024

	PRB #	Agency	Location	Parking	Sq.Ft.	Annual Rent	Rent/Sq.Ft.
1	23-100	DSS	Torrington	151	8,280	\$113,187.60	\$13.67
2	23-101	DCF	Torrington	151	12,547	\$171,517.49	\$13.67
3	23-121	WCC	Stamford	24	8,040	\$160,800.00	\$20.00
4	23-183	DPH	East Hartford	30	127,529	\$797,056.25	\$6.25
5	23-186	ADS	Hartford	165	35,309	\$563,178.60	\$15.95
6	23-187	DSS	Newington	155	28,325	\$488,606.25	\$17.25
7	23-190	WCC	New Britain	0	160	\$0.00	\$0.00
8	23-191	DDS	New Haven	58	12,972	\$196,914.96	\$15.18
9	23-204	DSS	Danbury	50	14,643	\$250,659.36	\$17.12
10	23-205	JUD	Danielson	16	5,534	\$97,421.88	\$17.60
11	23-208	DSS	Stamford	66	17,600	\$211,640.00	\$12.03
12	23-223	CHRO	Bridgeport	12	3,851	\$73,169.00	\$19.00
13	23-231	WCC	New Haven	17	8,800	\$180,099.72	\$20.47
14	24-005	DSS	Manchester	79	18,465	\$317,598.00	\$17.20
15	24-007	WCC	Hartford	25	9,974	\$203,070.72	\$20.36
16	24-037	DOC	Norwich	12	3,735	\$53,223.72	\$14.25
17	24-070	WCC	Norwich	23	9,638	\$233,769.72	\$24.26
18	24-071	DCF	Norwalk	140	23,682	\$544,686.00	\$23.00
19	24-078	JUD	New Haven	58	6392	\$113,458.00	\$17.75
20	24-079	DSS	Waterbury	140	35,770	\$661,745.00	\$18.50
					391,246	\$5,431,802.27	\$13.88

Rush Proposals: Of the 29 DAS proposals reviewed and acted on by the Board, two (7%) were requested to be reviewed on an “expedited basis” indicating to the Board an urgent need to act quickly, primarily due to a DAS lease expiring and relocation of a JUD office. The average time for the Board to review this Rush proposal and act/approve was **12 days**.

For FY 2024, the office leasing activity as listed by DAS totals, 391,246 SF with annual base rental costs of \$5,431,802.27, which is an average of \$13.88/SF. Board records reflect the DAS Report.

Pursuant to C.G.S § 4b-29 the Board approved one assignment of State-owned space which included the temporary relocation of certain Department of Developmental Services staff at

470 Capitol Ave. Existing offices suffered substantial severe water damage due to a faulty sprinkler head with water running for extended period.

DAS reported one proposal – Memorandum of Understanding - concerned the co-location of the Judicial Branch to utilize 100 unreserved parking spaces at the state-owned parking garage located at 315 Buckingham Street for the duration of the Lafayette Street Garage repair project.

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

Appendix B of the DAS Report presented information on two license agreements of State realty for parking at the state-owned parking lot at 70 Huntington Street, New London under custody and control of the Judicial Branch. Two local non-profit entities utilize the parking on nights and weekends when the parking is not needed in support of the local Courthouse and Judicial Branch offices.

C. Acquisitions, Sales and Transfers

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

DAS State Property Sales & Acquisitions - SPRB Approved FY 2024

<i>Item</i>	<i>Location</i>	<i>Description</i>	<i>Sale Price</i>
23-195	129 Lafayette St, Hartford	Former 22,490 sf church on 1.07 acre lot	\$750,000

In November 2023 the Board approved a purchase and sale agreement pursuant to CGS 4b-21 for property located at 129 Lafayette Street, Hartford. The Proponent is Vox Church, Inc., a local church organization, and the sale price is \$750,000. The property contains a 1.07-acre parcel developed with a 22,490 sq. ft. church building, the purchase and sale agreement included a 20-year License Agreement that provided parking for up to 300 cars on Sundays between 8 and noon and 50 cars on weeknights between 6-9PM, in exchange for the Licensee/Buyer (Vox) paying for a part time guard at \$30,000/year.

In September and December 2023, the Board approved a second and third amendment to purchase and sale agreement pursuant to C.G.S § 4b-21 approving the extension of the buyer's due diligence and deadlines for completing said due diligence for the property located at 18-20 & 30 Trinity Street, Hartford.

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 new, five-year, plan became effective in July 2023.

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

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

- Savings of \$102,026 by reviewing tax invoices from lessors.
- The Request for Proposals (RFP) issued in 2021 for the sale of 18-20 and 30 Trinity Street properties, which received 6 proposals and resulted in a preferred buyer, is currently under a fully approved contract for \$1.1m for conversion to apartments and scheduled to close in December of 2024 (this is not included in FY 2024 savings).
- The RFP issued in late June of 2021 for the sale of 129 Lafayette Circle, Hartford resulted in multiple offers that resulted in the closing on June 25, 2024 (purchase price \$750,000).
- The RFP for the sale of a former group home in Torrington, resulted in a purchase and sale agreement at \$319,000 closed on September 18, 2023.
- Several leases were terminated or renegotiated, saving \$326,585 annually in addition to the Department of Public Health (DPH) warehouse below.
- The monthly temporary warehouse arrangement for the Department of Public Health, consisting of 127,529 square feet (according to the Hartford Business Journal, “The deal represents one of the largest recent leases signed in Greater Hartford”) was placed under lease by DAS providing certainty with a 3-year term ending on December 31, 2026, and saving \$2,875,530 over the term of the lease.
- New lease at existing location for the Department of Social Services (DSS) at 249 Thomaston Avenue, Waterbury. Consistent with DAS’s ongoing efforts to reduce the state’s leased and owed real estate footprint, this new lease reduces the office from 42,249 square feet to 35,770 square feet and combined with the negotiated reduction in the rental rate, will provide for \$2,218,618 in savings to the state during the 10-year term.

PART III: THE DIVISION OF REAL ESTATE CONSTRUCTION SERVICES REPORT, FY 2024

A. DAS-RECS Consultant Agreements Approved by SPRB

DAS-RECS 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 DAS-RECS Report identified 118 contracts as being reviewed and acted on by the SPRB during FY 2024 with a total value of \$55,913,972.27.

Description	Agreements	Committed Value
Contract/Amendment/Task Letter - Approved Commitment	59	\$15,763,972.27
New On-Call Series - Approved Maximum Fee	34	\$36,650,000.00
Amended On-Call Series - Approved Increased Fees	25	\$3,500,000.00
Total	118	\$55,913,972.27

This information is generally consistent with the SPRB database which identified 118 contracts as being submitted and reviewed with 118 contracts either approved or disapproved. The Board approved 117 contracts with a total value of \$54,228,953.27. One Consultant On-Call Contract was disapproved.

Description	Agreements	Committed Value
Contract/Amendment/Task Letter - Approved Commitment	55	\$13,578,953.27
New On-Call Series - Approved Maximum Fee	34	\$36,650,000.00
Amended On-Call Series - Approved Increased Fees	26	\$4,000,000.00
Easement Agreements - Approved No Fee	2	\$0.00
New On-Call Series - Disapproved	1	\$0.00
Total	118	\$54,228,953.27

While the DAS-RECS Report and Board Database have the identical number of Contract Submissions, the DAS-RECS Report only reports those Contracts with Committed Fees.

The following Contracts were approved by the Board in FY-24, but not included in the DAS-RECS Report:

1. Two Easement Agreements for Project BI-Q-691 – CT Military Readiness Center – including an Easement for Natural Gas (PRB #23-199) and an Easement for Water/Sewer (PRB #23-230);
2. Amendment #1 to BI-JD-239-DBCA – Litchfield Courthouse – for extended Design and Construction Phase Services (\$106,568.64) for extended construction duration and design services for future art installations within the Courthouse (PRB #19-114);
3. A new Contract for Project BI-MH-146 – Whiting Forensic Hospital Relocation Study – for a three-phase Study (\$659,911) to determine if a new state-of-the-art forensic hospital can be accommodated at the Connecticut Valley Hospital Campus (PRB #23-103); and
4. A new Contract for Project BI-T-624 – EO #21-3 Part 3D HVAC Decarbonization Study – for Phase One of a multi-phase Engineering Study (\$105,235) to develop a tool to assist future capital expenditures and a programmatic approach to Executive Branch HVAC decarbonization efforts pursuant to Governor Lamont’s EO #21-3, Section 3.D (PRB #24-046).

The following Contracts were included in the DAS-RECS Report but approved by the Board in FY-25:

Project Name	Document Type	Commitment Value	SPRB File Number	Approved by SPRB
BI-2B-414 - CAS Feasibility Study/CDECCA Plant Upgrades	Task Letter	\$13,050	24-098	07.08.2024
BI-N-363 - Above Ground Tank & Fueling Station	Task Letter	\$109,205	24-099	07.11.2024
BI-2B-498 - 450 Columbus Blvd. Building/Agency Space Consolidation	Contract	\$1,914,410	24-103	07.25.2024
BI-P-91 - Renovation and Addition to the Valley Laboratory	Task Letter	\$650,160	24-104	07.22.2024
BI-N-351 - Class A Burn Building Structural Repairs.	Task Letter	\$135,900	24-116	08.08.2024
BI-C-300 - DVA Main Campus - Boiler Replacement	Task Letter	\$127,440	24-117	08.12.2024
Total		\$2,950,165		

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

DAS-RECS Consultant Contract Activity

<i>Activity</i>	<i>FY 2023</i>	<i>FY 2024</i>	<i>Change</i>	<i>%Change</i>
"On-Call" Contracts	23	34	11	47.83%
Amendments	35	44	9	25.71%
New Formal Contracts	2	7	5	250.00%
Task Letters	35	31	-4	-11.43%
Easement Agreement	1	2	1	100.00%
Total Reviewed by SPRB	96	118	22	22.92%
Total Contract Value	\$30,731,647	\$54,228,953	\$23,497,306.27	76.46%

Rush Proposals: Of the 118 consultant contracts reviewed by the Board, 17 (14%) were requested as a '**Rush**' indicating to the Board an urgent need to act quickly, primarily due to expiration of consultant's contracts or to meet a specific construction deadline. The Board and Staff respond accordingly by adjusting existing workload and scheduling Special Meetings, as required. It took the Board an average of **9.3 days** to review these rush proposals and take action.

The Board noted several DAS-RECS initiatives in support of Executive Branch Agencies including, among others, the following:

In an effort to take advantage of the State's Telework Policy, DAS-RECS has initiated a Pilot Study (BI-2B-498) to redefine the use of space and space standards with the utilization of 50% and 60% in office scenarios. The Study will first analyze the use of space at 450 Columbus Boulevard. Occupancy is currently estimated at 20%, reflective of the Telework Policy, and the Study contemplates allowing additional agencies to relocate to 450 Columbus Boulevard and vacate older, inefficient, space. A Second Phase of the Study will apply the successful strategies from the initial Study and design a complete restack of the state-owned 55 Farmington Avenue office building.

Similarly, DAS-RECS is working with the Department of Public Health (Project BI-2B-495) for their offices located at 410 Capitol Avenue in Hartford. DAS-RECS described the Project's purpose as "The purpose of this project is to maximize the utilization of existing office space by adapting current industry standards due to the State's telework initiative. This project would be a case study in utilizing our buildings more efficiently, with the goal of reducing the State owned/leased property inventory.

In June 2024, DAS-RECS closed out Project BI-T-615, and along with the Department of Energy and Environmental Protection celebrated the opening of the new Western District Headquarters at Black Rock State Park in Watertown. This new headquarters was the first net zero executive branch state building. DAS-RECS and their Consultants designed this facility that "uses no fossil fuels to operate and produces as much power as it uses. It features several sustainable design elements that help it achieve its net zero status, including geothermal heating and cooling, rooftop solar panels, low carbon concrete, smart building controls, heating and ventilation innovations, and more. The building is designed to use 40% less energy and 50% less water than a building designed to comply with current baseline building and energy codes."

Furthermore, this new facility was designed to provide space for DEEP to consolidate staff dispersed among eleven buildings in five towns.

DAS-RECS continues their work with a variety of Consultants (BI-T-619) in the state's efforts to reduce greenhouse gas emissions and implement Energy Cost Reduction Measures (ECRM) in sixteen Executive Branch facilities. These ECRMs follow previously procured energy audit recommendations or otherwise develop engineered design solutions to provide building systems modifications and upgrades to reduce the state's CO2 emissions and overall utility costs (natural gas/electric/water).

PART IV: SPRB RECOMMENDATIONS

A. Broadening the Oversight Role of SPRB

Since the Legislature created the Board in 1975, the Board's mission to provide oversight of the State's real estate acquisitions, leases, and construction services contracts with consulting architects and engineers has always been in the State's best interest. The Board's statutory authority is finite in scope, limited to specific contracts proposed by specific Executive Branch agencies. Overtime, the Board's statutory authority has been redefined by legislative actions.

The Board believes it can be a valuable resource to the Executive and Legislative Branches with oversight regarding the state's issuance of grant-in-aid funding to municipalities. The Board contemplates this new oversight will be limited to the independent review of any real estate acquisitions at the municipal level funded by a state grant-in-aid issued pursuant to CGS 4-66g. This review shall ***not*** be subject to approval, review or regulation pursuant to title 4b or any other statute by any state agency. A copy of the Board's review will then be provided to the municipality acquiring the property and to OPM and any state agency administering the grant-in-aid.

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-2024 DAS Statewide Leasing and Property Transfer performed 154 Lease Compliance inspections and 224 re-inspections of leased space that include parking.

C. Lease Process Improvement

The Board records indicate that on average it takes over a year from the date of lease advertisement to final execution for the completion and execution of a lease agreement. It is the Board's opinion that this timeline 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. During FY-24, the Board's review of Leases and Amendments identified DAS placed 25 advertisements in area newspapers. The time for a Proponent to respond ranged between six to 24 days, with an average of 16 days. It is recommended that DAS review the current lease process and evaluate opportunities to gain efficiencies or eliminate redundancies.

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

D. State Owned Properties Improvement/Maintenance

The Board recommends that State allocate sufficient funds to improve and maintain State owned properties (hereinafter "Properties"). The State should also look at the environmental obligations of the State for these Properties. If these Properties are neglected and not taken care of, they will deteriorate over time. The Board has seen that when time comes to sell these Properties as they are 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. 2024****07/01/2023 to 06/30/2024**

			Agency Processing Days Prior to SPRB	SPRB Days to Review
Category	Contract Type	Count	Average	Average
Department of Transportation				
Admin Settlement		2	322.50	23.50
Assignment		1	62.00	47.00
Concession Agreement		1	633.00	7.00
Easement Agreement		2	407.50	16.00
Easement To		1	198.00	45.00
Lease		3	51.00	39.33
Legislative Act		6	660.67	20.00
Release		1	448.00	41.00
Release of Easement		1	350.00	14.00
Sale		22	337.73	31.77
Town Road Release		8	292.38	34.00
Voucher		14	152.57	33.36
RE Total / Average		62	309.24	30.79
Department of Agriculture				
Purchase of Devel. Rights		15	930.33	14.73
Connecticut Lottery Corporation				
Lease		1	227.00	8.00
License Agreement		1	363.00	7.00
RE Total / Average		2	295.00	7.50
Department of Administrative Services				
Assignment		2	35.00	32.00
Lease		20	444.50	32.90
Lease Purchase Agreement		1	620.00	35.00
Legislative Act		1	558.00	29.00
License Agreement		2	191.50	18.50
Purchase and Sale		3	349.00	36.67
RE Total / Average		29	398.90	32.17
Department of Construction Services				
Amendment		44	58.39	21.80
New		7	437.29	23.29
On-Call		34	178.06	26.41
Task Letter		31	137.45	25.00
AE Total / Average		116	137.46	24.09
Easement Agreement		2	13.50	27.50
DCS Total / Averages:		118	135.36	24.15
Department of Emergency Services & Public Protect.				
Purchase Agreement		1	127.00	21.00
Department of Energy & Environmental Protection				
Deed Modification		1	145.00	39.00
Easement Agreement		1	87.00	42.00
Exchange		1	77.00	18.00
Lease		1	111.00	35.00
RE Total / Average		4	105.00	33.50
Grand Total / Averages:		231	267.55	26.33

TABLE II**STATE PROPERTIES REVIEW BOARD
SAVINGS REPORT**

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

<u>FISCAL YEAR</u>	<u>SAVINGS</u>	<u>SAVINGS AS A % OF BUDGET</u>	<u>BUDGET EXPENDED</u>
1975-1976	No Records Kept		\$48,183.00
1976-1977	\$274,862.61	322%	\$85,333.00
1977-1978	\$1,271,948.94	987%	\$128,930.00
1978-1979	\$282,083.22	215%	\$131,269.00
1979-1980	\$1,865,227.18	1245%	\$149,820.00
1980-1981	\$1,379,432.96	828%	\$166,664.00
1981-1982	\$5,765,518.06	3506%	\$164,461.00
1982-1983	\$291,858.96	156%	\$187,329.00
1983-1984	\$528,025.57	267%	\$197,919.00
1984-1985	\$933,614.09	442%	\$211,242.00
1985-1986	\$3,887,739.68	1587%	\$244,932.00
1986-1987	\$2,112,558.76	714%	\$295,753.00
1987-1988	\$178,003.12	57%	\$313,768.00
1988-1989	\$1,251,410.00	420%	\$297,926.00
1989-1990	\$2,310,078.00	731%	\$315,801.00
1990-1991	\$1,018,197.99	384%	\$265,320.00
1991-1992	\$4,010,157.28	1540%	\$260,436.00
1992-1993	\$2,305,368.00	749%	\$307,926.00
1993-1994	\$10,428,139.07	2989%	\$348,893.00
1994-1995	\$2,150,337.56	665%	\$323,592.00
1995-1996	\$1,412,446.50	412%	\$342,995.00
1996-1997	\$736,347.54	206%	\$357,559.00
1997-1998	\$1,224,877.00	319%	\$384,379.00
1998-1999	\$981,993.28	223%	\$441,332.00
1999-2000	\$1,619,238.50	336%	\$481,484.00
2000-2001	\$3,143,291.93	640%	\$491,416.00
2001-2002	\$1,617,272.00	312%	\$518,968.00
2002-2003	\$14,675,146.84	3342%	\$439,088.00
2003-2004	\$797,391.40	204%	\$391,169.00
2004-2005	\$1,236,714.80	284%	\$435,571.00
2005-2006	\$914,362.34	210%	\$435,025.00
2006-2007	\$909,525.52	203%	\$447,402.00
2007-2008	\$794,968.20	173%	\$458,480.00
2008-2009	\$7,211,075.00	1557%	\$463,073.00
2009-2010	\$89,276.00	28%	\$318,839.00
2010-2011	\$785,752.16	230%	\$341,374.00
2011-2012	\$486,703.63	125%	\$388,544.00
2012-2013	\$552,934.00	142%	\$390,088.00
2013-2014	\$2,198,118.00	604%	\$363,748.00
2014-2015	\$446,152.16	121%	\$369,716.00
2015-2016	\$410,511.23	113%	\$361,855.00
2016-2017	\$651,351.56	205%	\$318,460.00
2017-2018	\$385,012.05	134%	\$287,706.84
2018-2019	\$265,318.18	84%	\$314,507.41
2019-2020	\$960,604.00	270%	\$355,456.00
2020-2021	\$1,309,293.55	364%	\$359,780.67
2021-2022	\$278,397.41	75%	\$372,587.00
2022-2023	\$50,865.00	12%	\$415,862.00
2023-2024	\$421,437.46	103%	\$407,889.87
TOTAL	\$88,810,938.29	559%	\$15,899,851.79

APPENDIX

DEPARTMENT OF ADMINISTRATIVE SERVICES ANNUAL REPORT FISCAL YEAR 2024



August 30, 2024

Mr. Bruce R. Josephy, Chairman
State Properties Review Board
450 Columbus Boulevard – Suite 202
Hartford, CT 06103

Dear Chairman Josephy,

I am pleased to submit the Department of Administrative Services (DAS) Annual Report for Fiscal Year 2024, 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 Thomas Jerram for distribution to each member of the Board. Additionally, we will send an electronic copy to the State Librarian, pursuant to C.G.S. 11-4a, as amended by P.A. 11-150.

Sincerely,

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

Michelle H. Gilman
Commissioner

MHG/SPM/cr
Attachment

E-Mail: Darren Hobbs, Deputy Commissioner, Real Estate and Construction Services – DAS
Shane Mallory, RPA, BOMI-HP, Administrator of Leasing and Property Transfer – DAS
Thomas Jerram, 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 2024
(July 1, 2023 – June 30, 2024)**

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 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 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 2024, as well as realty acquisitions, sales and transfers that occurred during the fiscal year. Please note, DAS’s Division of Real Estate and Construction Services (“RECS”) submitted consultant agreements executed for work related to the construction, renovation and repair of state buildings and facilities to SPRB under separate cover.

Section II of this report discusses real estate related projections and plans beyond FY 2024. Specifically, this section discusses recent and ongoing efforts by DAS and its partner agencies – including SPRB – to save money for the state by re-negotiating renewal rates, obtaining credits for the waiver of paint and carpet, reducing real estate taxes, leasing out state owned space not currently needed by state agencies, the sale of surplus properties and collapsing leases and moving state agencies, when possible, into state-owned buildings. These efforts in FY 2024, and ongoing savings and cost avoidance to the state from previous years, totaled \$9.5m. Savings/cost avoidance measures include DAS lease-outs of state-owned real estate which generated \$474,145 annual rental income for FY 2024, and the elimination / or negotiating of reduced rental rates and reduction in square footage leased for several leases. The cumulative effect of these actions since 2011 have resulted in more than \$100,000,000 in savings and cost avoidance.

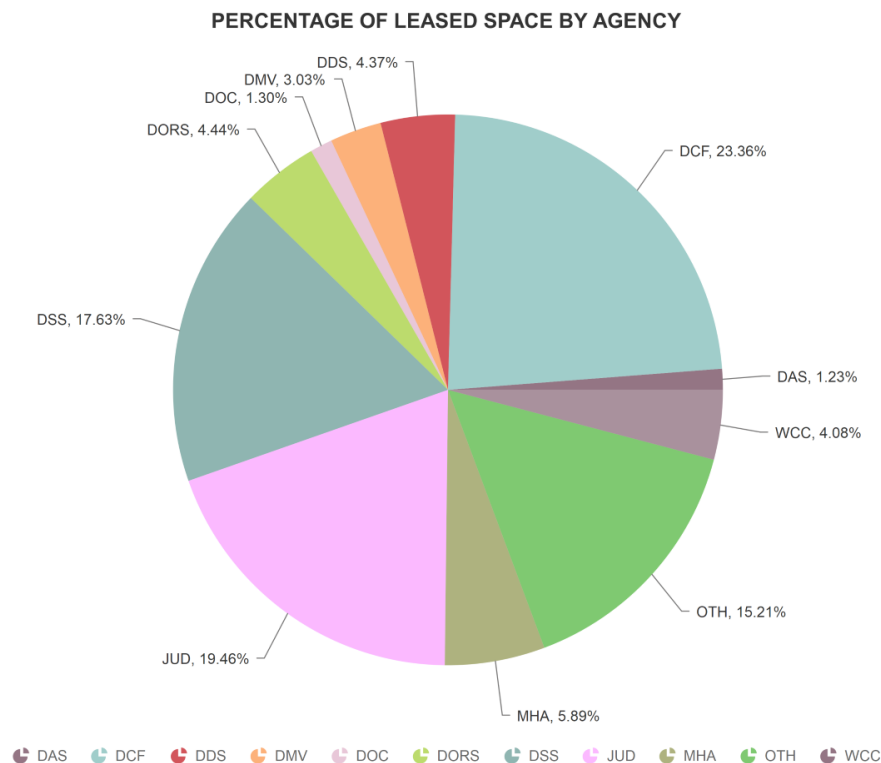
SECTION I: THE STATE’S REALTY ACTIVITY

A. Property Leased to the State

Status of State-Leased Property - As of June 30, 2024, DAS leased a total of 1,874,254.60 net usable square feet (“NUSF”) of space on its own behalf and on behalf of other state agencies and offices. This space is distributed among 121 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 74 lease-outs for a total of 195 lease agreements. The total NUSF of leased space in FY 2024 represents a 5.0% increase in leased space since FY 2023 (from 1,780,186 (NUSF)). *Please note, this is a result of DAS entering into a lease for the Department of Public Health warehouse to ensure continuity of its operations and to reduce costs by \$2,875,530 over the three-year term. Without this lease, the portfolio would have seen a 2% decrease.*

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

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

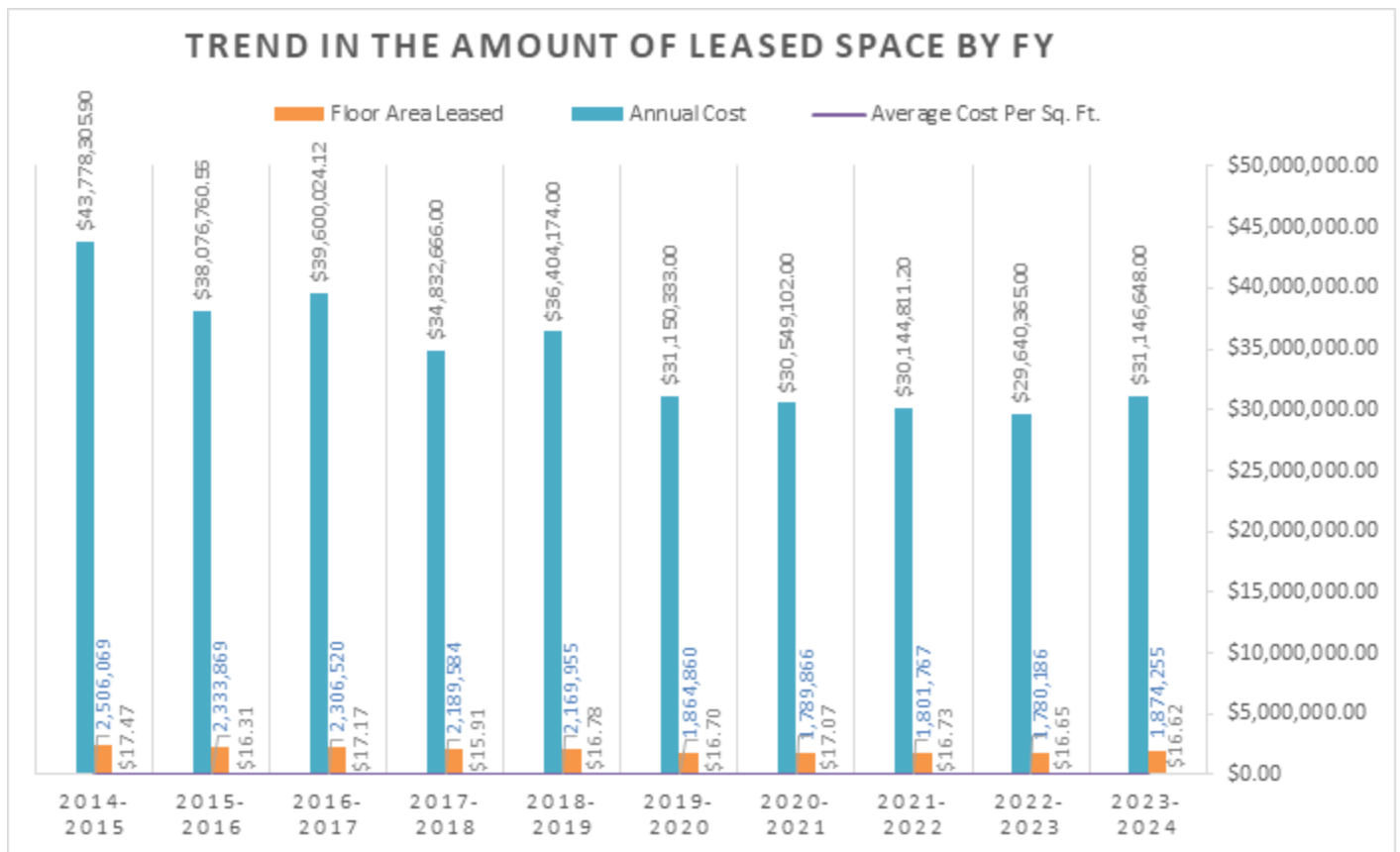


Costs of State-Leased Property - In FY 2024, the state’s total annualized cost of leased space under DAS control was \$33,085,522.44. This figure includes base rents and annual parking leases. Please note some industry-paid state agencies reimburse DAS for annual rental expenses. The average cost per square foot of leased space was \$16.62 in FY 2024 (*excluding standalone parking leases*), from \$16.65 in FY 2023.

Appendix A provides a list of the 121 DAS leases for state agencies and offices as of June 30, 2024, including the address of each property, the agency occupying the property, the USF of each property, and the annual rent. This Appendix also includes a listing of and information pertaining to the 16 leases for parking only (included in the 121 leases count).

Trends. In the last 10 years, overall, per square foot leasing costs have *decreased* 4.8% (inflation *increased* by a yearly average of 3.04% for the same period) with the average rate per square foot decreasing from \$17.47 (FY 2015) to \$16.62 (FY 2024) excluding standalone parking leases. Below are charts illustrating trends in the amount of the state’s leased space over the last ten years and the average lease costs per square foot (excluding standalone parking leases). **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 \$33,085,522 in FY 2024, representing a 27% reduction in costs.**





Leasing Transactions during FY 2024. Regarding lease/transfer transactions that occurred specifically during FY 2024, between July 1, 2023, and June 30, 2024, the SPRB approved, rejected or returned (at DAS's request) a total of Thirty-Six (36) transactions submitted by DAS Statewide Leasing and Property Transfer. These submissions included twenty-five (25) office/parking leases, two (2) assignments of space, one (1) MOUs, and four (4) lease-out agreements, four (4) property transfers of surplus property were executed; two (2) were amendments to a current purchase and sale agreement and one (1) was a conveyance required by statute and one (1) was for the sale of surplus property in Hartford. These leases comprised a total of 391,246 NUSF of space, with an average per square foot cost of \$13.88 (excluding parking only agreements). The total annualized value of all approved lease transactions was \$5,431,802.28

Appendix B contains a list of proposals submitted by DAS and the action taken by the State Properties Review Board in FY 2024.

B. Lease-Out Activity

During FY 2024, the SPRB approved three (3) transactions for three non-for profits.

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 2024.

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 team receives a copy of each agencies’ submittal with sufficient time to comment and edit as necessary. In addition, DAS completes the same long-range plan, on behalf of other agencies, for those located in Hartford in DAS’s budget. The Secretary of OPM submits the recommended state facility plan to the General Assembly for approval on or before March fifteenth in each odd-numbered year. Upon the approval by the General Assembly of the operating and capital budget appropriations, the Secretary of OPM updates and modifies the recommended state facility plan, which then becomes the official “State Facility Plan.” The State Facilities Plan for 2023-2028 was approved and adopted effective July 1, 2023.

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

As mentioned above, DAS is currently implementing the reduction of the state’s real estate footprint. The buildings located at 18-20 and 30 Trinity Street are under contract with the buyers to close on or before December 13, 2024. Request for Proposals (RFPs) were issued for the vacant properties located at 129 Lafayette, Hartford and Migeon Avenue, Torrington were under contract in 2023, and both closed in FY 2024 bringing in a collective \$1,069,000.

DAS has hired a consultant to study options for and to manage the implementation of the consolidation of several Hartford-area state-owned buildings. This project will draw on private and public sector best practices, telework considerations, and other factors with the intent of right sizing the State’s real estate portfolio long-term, reducing costs to taxpayers, and engaging respective stakeholders throughout the process.

For fiscal year 2024, DAS saved approximately \$9.5m (including savings from previous actions) for the state by collapsing leases, renegotiating renewal rates, and ensuring accuracy of real estate tax payments. In addition to the savings, DAS leases state-owned unused real estate generating \$474,145 annual rental income for FY 2024.

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

The team 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:

- Savings of \$102,026 by reviewing tax invoices from lessors.
- The Request for Proposals (RFP) issued in 2021 for the sale of 18-20 and 30 Trinity Street properties, which received 6 proposals and resulted in a preferred buyer, is currently under a fully approved contract for \$1.1m for conversion to apartments and scheduled to close in December of 2024 (this is not included in FY 2024 savings).
- The RFP issued in late June of 2021 for the sale of 129 Lafayette Circle, Hartford resulted in multiple offers that resulted in the closing on June 25, 2024 (purchase price \$750,000).
- The RFP for the sale of a former group home in Torrington, resulted in a purchase and sale agreement at \$319,000 closed on September 18, 2023.
- Several leases were terminated or renegotiated, saving \$326,585 annually in addition to the Department of Public Health (DPH) warehouse below.
- The monthly temporary warehouse arrangement for the Department of Public Health, consisting of 127,529 square feet (according to the Hartford Business Journal, “The deal represents one of the largest recent leases signed in Greater Hartford”) was placed under lease by DAS providing certainty with a 3-year term ending on December 31, 2026, and **saving \$2,875,530** over the term of the lease.
- New lease at existing location for the Department of Social Services (DSS) at 249 Thomaston Avenue, Waterbury. Consistent with DAS’s ongoing efforts to reduce the state’s leased and owed real estate footprint, this new lease reduces the office from 42,249 square feet to 35,770 square feet and combined with the negotiated reduction in the rental rate, will provide for **\$2,218,618 in savings** to the state during the 10-year term.
- The following is a summary of compliance inspections carried out (required by statute once a year to ensure lessor is complying with the terms and conditions of the lease) during the FY:
 - Initial compliance inspections 154
 - Re-inspections 224
 - Approximately 75% of locations comply.

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

DAS Lease Inventory Report - Appendix A

MUNICIPALITY	STREET	TENANT AGENCY	USABLE AREA	ANNUAL RENT	DOLLARS PER SQ FT	TOTAL SF PER AGENCY	TOTAL COST PER AGENCY	AVG LEASE COST PER SQ FT
BUILDING LEASE								
GROTON	445 EASTERN POINT ROAD - BLDG 230	DAS	23018	\$540,002.28	\$23.46			
Agency Total:						23,018	\$540,002.28	\$23.46
MERIDEN	639 RESEARCH PARK WAY	DCF	20539	\$306,236.52	\$14.91			
TORRINGTON	62 COMMERCIAL BLVD	DCF	12547	\$171,517.44	\$13.67			
MANCHESTER	364 WEST MIDDLE TPK	DCF	35068	\$578,622.00	\$16.50			
WATERBURY	64 AVENUE OF INDUSTRY	DCF	12092	\$190,449.00	\$15.75			
HARTFORD	110 BARTHOLOME W AVE	DCF	63645	\$902,229.00	\$14.18			
NORWALK	761 MAIN AVENUE	DCF	23682	\$588,260.88	\$24.84			
MILFORD	38 WELLINGTON RD	DCF	39907	\$691,388.76	\$17.32			
NORWICH	2 COURTHOUSE SQ	DCF	36822	\$608,553.48	\$16.53			
DANBURY	131 WEST ST	DCF	17379	\$329,332.08	\$18.95			
BRIDGEPORT	100 FAIRFIELD AVE	DCF	44435	\$1,112,963.28	\$25.05			
NEW BRITAIN	1 GROVE ST	DCF	41482	\$725,934.96	\$17.50			
NEW HAVEN	1 LONG WHARF DR	DCF	49529	\$989,589.48	\$19.98			
WINDHAM	322 MAIN ST	DCF	23263	\$301,488.48	\$12.96			
MIDDLETOWN	2081 SOUTH MAIN ST	DCF	17360	\$279,495.96	\$16.10			
Agency Total:						437,750	\$7,776,061.32	\$17.76
EAST HARTFORD	255 PITKIN ST	DDS	32628	\$540,000.00	\$16.55			
WINDHAM	90 SOUTH PARK ST	DDS	8693	\$113,004.00	\$13.00			
WALLINGFORD	35 THORPE AVENUE	DDS	27529	\$493,097.04	\$17.91			
NEW HAVEN	370 JAMES ST	DDS	12972	\$196,914.96	\$15.18			
Agency Total:						81,822	\$1,343,016.00	\$16.41
NEW BRITAIN	85 NORTH MOUNTAIN RD	DMV	11500	\$231,000.00	\$20.09			
DANBURY	2 LEE MAC AVE	DMV	9889	\$211,963.20	\$21.43			
BRIDGEPORT	110 COLONIAL AVE	DMV	15000	\$346,674.36	\$23.11			
PUTNAM	62 PROVIDENCE PIKE	DMV	2833	\$32,550.00	\$11.49			
STAMFORD	137 HENRY STREET	DMV	676	\$0.96	\$0.00			
WATERBURY	2200 THOMASTON AVE	DMV	7725	\$127,008.00	\$16.44			
WINDHAM	1559 WEST MAIN ST	DMV	9254	\$99,000.00	\$10.70			

DAS Lease Inventory Report - Appendix A

MUNICIPALITY	STREET	TENANT AGENCY	USABLE AREA	ANNUAL RENT	DOLLARS PER SQ FT	TOTAL SF PER AGENCY	TOTAL COST PER AGENCY	AVG LEASE COST PER SQ FT
BUILDING LEASE								
Agency Total:						56,877	\$1,048,196.52	\$18.43
NORWICH	2-6 CLIFF ST	DOC	3735	\$53,223.72	\$14.25			
NEW HAVEN	620 GRAND AVENUE	DOC	11075	\$202,118.64	\$18.25			
WATERBURY	2200 THOMASTON AVE	DOC	9644	\$191,160.00	\$19.82			
Agency Total:						24,454	\$446,502.36	\$18.26
HARTFORD	309 WAWARME AVE	DORS	35309	\$563,178.60	\$15.95			
EAST HARTFORD	893 MAIN STREET	DORS	1116	\$28,619.04	\$25.64			
BRIDGEPORT	1057 BROAD ST	DORS	6080	\$127,680.00	\$21.00			
TORRINGTON	30 PECK ROAD	DORS	939	\$12,169.44	\$12.96			
WINDSOR	184 WINDSOR RD.	DORS	33968	\$467,739.36	\$13.77			
NEW HAVEN	370 JAMES ST	DORS	5857	\$94,883.40	\$16.20			
Agency Total:						83,269	\$1,294,269.84	\$15.54
WILLIMANTIC	1320 MAIN STREET	DSS	10752	\$169,344.00	\$15.75			
MANCHESTER	699 EAST MIDDLE TPK	DSS	25370	\$403,383.00	\$15.90			
WINDSOR	20 MEADOW ROAD	DSS	47937	\$660,092.52	\$13.77			
MIDDLETOWN	2081 SOUTH MAIN ST	DSS	26497	\$452,321.52	\$17.07			
NEW HAVEN	50 HUMPHREY STREET	DSS	51282	\$799,999.20	\$15.60			
TORRINGTON	62 COMMERCIAL BLVD	DSS	8280	\$113,187.60	\$13.67			
WATERBURY	249 THOMASTON AVE, A	DSS	27360	\$437,760.00	\$16.00			
DANBURY	342 MAIN ST	DSS	14643	\$250,659.36	\$17.12			
WATERBURY	249 THOMASTON AVE, A	DSS	14889	\$238,224.00	\$16.00			
STAMFORD	1642 BEDFORD ST	DSS	17600	\$211,640.04	\$12.03			
NEWINGTON	30 CHRISTIAN LA	DSS	28325	\$488,606.28	\$17.25			
BRIDGEPORT	925 HOUSATONIC AVE	DSS	57430	\$1,007,896.56	\$17.55			
Agency Total:						330,365	\$5,233,114.08	\$15.84
GLASTONBURY	455 WINDING BROOK DR	JUD	29664	\$711,936.00	\$24.00			
HARTFORD	999 ASYLUM AVE	JUD	15577.6	\$251,526.00	\$16.15			
BRIDGEPORT	1 LAFAYETTE CR	JUD	33376	\$517,328.04	\$15.50			
MANCHESTER	587 EAST MIDDLE TPK	JUD	8947	\$165,519.48	\$18.50			
PUTNAM	265 KENNEDY DRIVE	JUD	2721	\$51,785.76	\$19.03			

DAS Lease Inventory Report - Appendix A

MUNICIPALITY	STREET	TENANT AGENCY	USABLE AREA	ANNUAL RENT	DOLLARS PER SQ FT	TOTAL SF PER AGENCY	TOTAL COST PER AGENCY	AVG LEASE COST PER SQ FT
BUILDING LEASE								
WETHERSFIELD	225 SPRING ST	JUD	30618	\$522,350.76	\$17.06			
MIDDLETOWN	484 MAIN ST	JUD	3214	\$51,789.12	\$16.11			
MILFORD	22 BROAD STREET	JUD	5880	\$117,600.00	\$20.00			
BRISTOL	225 NO. MAIN ST	JUD	5204	\$78,394.08	\$15.06			
VERNON	26 PARK ST	JUD	4014	\$28,820.52	\$7.18			
HARTFORD	309 WAWARME AVE	JUD	23223	\$320,946.72	\$13.82			
VERNON	25 SCHOOL ST	JUD	9072	\$136,080.00	\$15.00			
DERBY	100 ELIZABETH ST	JUD	5730	\$110,875.56	\$19.35			
WATERBURY	11 SCOVILL ST	JUD	17040	\$267,698.40	\$15.71			
NEW HAVEN	881 STATE ST	JUD	22805	\$324,971.28	\$14.25			
ROCKY HILL	97 HAMMER MILL RD	JUD	22762	\$199,622.76	\$8.77			
MERIDEN	165 MILLER ST	JUD	6491	\$12,981.96	\$2.00			
NORWICH	97-105 MAIN ST	JUD	5038	\$60,456.00	\$12.00			
VERNON	428 HARTFORD TPK	JUD	2378	\$40,806.48	\$17.16			
MIDDLETOWN	484 MAIN ST	JUD	5950	\$95,297.64	\$16.02			
WETHERSFIELD	225 SPRING ST	JUD	10206	\$174,775.32	\$17.12			
NEW HAVEN	414 CHAPEL ST	JUD	15718	\$213,294.24	\$13.57			
NEW LONDON	153 WILLIAMS ST	JUD	9150	\$124,809.72	\$13.64			
EAST HARTFORD	99-101 EAST RIVER DR.	JUD	33468	\$754,703.40	\$22.55			
WATERFORD	978 HARTFORD TPK	JUD	20085	\$491,264.88	\$24.46			
DANIELSON	190 MAIN STREET	JUD	5534	\$97,421.88	\$17.60			
PUTNAM	267 KENNEDY DRIVE	JUD	4563	\$83,830.32	\$18.37			
DANBURY	319 MAIN ST	JUD	6263	\$90,375.12	\$14.43			
Agency Total:						364,692	\$6,097,261.44	\$16.72
WATERBURY	1669 THOMASTON AVE	MHA	6031	\$71,165.88	\$11.80			
TORRINGTON	249 WINSTED RD	MHA	15214	\$262,897.92	\$17.28			
DANBURY	78 TRIANGLE ST	MHA	11056	\$160,311.96	\$14.50			
WATERBURY	95 THOMASTON AVE	MHA	20327	\$292,708.80	\$14.40			
NEW HAVEN	1 LONG WHARF DR	MHA	7600	\$183,540.00	\$24.15			
BRIDGEPORT	100 FAIRFIELD AVE	MHA	21036	\$503,812.20	\$23.95			
NEW HAVEN	389 WHITNEY AVE	MHA	4776	\$83,580.00	\$17.50			

DAS Lease Inventory Report - Appendix A

MUNICIPALITY	STREET	TENANT AGENCY	USABLE AREA	ANNUAL RENT	DOLLARS PER SQ FT	TOTAL SF PER AGENCY	TOTAL COST PER AGENCY	AVG LEASE COST PER SQ FT
BUILDING LEASE								
WEST HAVEN	270 CENTER ST	MHA	7360	\$108,000.00	\$14.67			
OLD SAYBROOK	2 CENTER ROAD WEST	MHA	2842	\$56,044.20	\$19.72			
STAMFORD	1351 WASHINGTON BLVD.	MHA	14089	\$503,277.24	\$35.72			
Agency Total:						110,331	\$2,225,338.20	\$20.17
DERBY	75 CHATFIELD STREET	CCC	0	\$0.00	#DIV/0!			
EAST HARTFORD	88 LONG HILL STREET	DPH	127529	\$797,056.20	\$6.25			
WEST HARTFORD	141 SOUTH ST	DCJ	7496	\$62,516.64	\$8.34			
BRIDGEPORT	350 FAIRFIELD AVE	HRO	3851	\$73,168.92	\$19.00			
NEW HAVEN	234 CHURCH ST	DCJ	1770	\$42,500.04	\$24.01			
HARTFORD	75 VAN BLOCK AVE	CSL	43806	\$392,720.76	\$8.96			
BRISTOL	430 NO. MAIN ST	CCC	8003	\$122,445.96	\$15.30			
DANBURY	190-196 MAIN STREET	CCC	19650	\$381,996.00	\$19.44			
WASHINGTON	400/444 N CAPITOL STREET NW, SUITE 317	GOV	1031	\$74,541.00	\$72.30			
FAIRFIELD	100 MONA TERRACE	DVA	0	\$0.00	#DIV/0!			
HARTFORD	960 MAIN/153 MARKET ST	DOI	41887	\$966,752.04	\$23.08			
HARTFORD	250-260 CONSTITUTION PL	DOB	30144	\$776,544.72	\$25.76			
Agency Total:						285,167	\$3,690,242.28	\$12.94
HARTFORD	21 OAK ST	WCC	17100	\$299,934.00	\$17.54			
MIDDLETOWN	645 SOUTH MAIN STREET	WCC	6520	\$78,891.96	\$12.10			
BRIDGEPORT	350 FAIRFIELD AVE	WCC	9131	\$159,792.48	\$17.50			
HARTFORD	999 ASYLUM AVE	WCC	9974	\$187,415.76	\$18.79			
NORWICH	55 MAIN ST	WCC	9638	\$233,769.72	\$24.26			
NEW HAVEN	700 STATE ST	WCC	8800	\$180,099.72	\$20.47			
STAMFORD	111 HIGH RIDGE RD	WCC	8040	\$160,800.00	\$20.00			
NEW BRITAIN	24 WASHINGTON STREET	WCC	7307	\$142,940.04	\$19.56			
Agency Total:						76,510	\$1,443,643.68	\$18.87
Total						1,874,255	\$31,137,648.00	\$16.61

DAS Parking Lease Inventory Report (Appendix A)

MUNICIPALITY	STREET	TENANT AGENCY	ANNUAL RENT
PARKING LEASE			
HARTFORD	155 MORGAN ST	DAS	\$0.00
WATERBURY	481-489 MEADOW ST	DCF	\$62,757.36
WATERBURY	BANK ST	JUD	\$100,200.00
BRIDGEPORT	314-322 FAIRFIELD AVE	JUD	\$108,980.04
NEW HAVEN	265 CHURCH STREET	JUD	\$158,100.00
NEW BRITAIN	14 FRANKLIN SQ	JUD	\$30,030.00
NORWICH	MARKET & SHETUCKET	JUD	\$6,000.00
BRIDGEPORT	95 CHAPEL ST	JUD	\$145,941.60
DANIELSON	CENTER ST. MUN. LOT	JUD	\$9,000.00
NEW LONDON	153 WILLIAMS ST	JUD	\$4,244.64
NEW LONDON	19 JAY STREET	JUD	\$14,664.00
DERBY	ELIZABETH. & THOMPSON PL.	JUD	\$21,600.00
NEW HAVEN	690 STATE ST	JUD	\$367,036.80
MERIDEN	54 W. MAIN ST	JUD	\$51,360.00
BRIDGEPORT	1466 CENTRAL AVE	MHA	\$6,900.00
NEW HAVEN	1 TEMPLE STREET	CCC	\$861,060.00

APPENDIX B												
DEPARTMENT OF ADMINISTRATIVE SERVICES												
STATEWIDE LEASING AND PROPERTY TRANSFER												
LEASES - NEW OR RENEWALS AS APPROVED BY STATE PROPERTIES REVIEW BOARD												
JULY 1, 2023 - JUNE 30, 2024												
ITEM	SPRB	DATE	TYPE	CLIENT	ADDRESS/PROPERTY OF	TOWN OR	USE OF	NET USABLE		COST PER	TERM OF	ANNUAL
	FILE	OF	OF	AGENCY	LEASED SPACE	CITY	SPACE	SPACE		NET USABLE	LEASE	RENT
	NUMBER	ACTION	ACTION					Sq Ft	Notes		Expiration	
1	23-100	7/17/2023	APPROVED	DAS/DSS	62 Commercial Blvd	Torrington	Office and 149 Parking spaces (in common with DCF)	8,280	Lease \$13.67 for year 1-5 and \$10.81 for years 6-10	\$13.67	10-year	\$113,187.60
2	23-101	7/17/2023	APPROVED	DAS/DCF	62 Commercial Blvd	Torrington	Office and 149 Parking spaces (in common with DSS)	12,547	Lease \$13.67 for year 1-5 and \$10.81 for years 6-10	\$13.67	10-year	\$171,517.49
3	23-121	8/14/2023	APPROVED	DAS/WCC	111 High Ridge Rd	Stamford	Office and 24 Parking spaces	8,040	Lease	\$20.00	5-year	\$160,800.00
4	23-183	11/20/2023	APPROVED	DAS/DPH	88 Long Hill St	East Hartford	PPE Warehouse Space	127,529	Lease Office and Warehouse	\$6.25	EXP12/31/2026	\$797,056.25
5	23-186	11/20/2023	APPROVED	DAS/ADS	309 Wawarme	Hartford	Office and 165 Parking spaces	35,309	Lease	\$15.95	5-year	\$563,178.60
6	23-187	11/20/2023	APPROVED	DAS/DSS	30 Christian Lane	Newington	Office and 155 Parking spaces	28,325	Lease Amend and Extend	\$17.25	5-year	\$488,606.25
7	23-190	12/4/2023	APPROVED	DAS/WCC	24 Washington St	New Britain	File Storage	160	Lease Amendment to add 160 NUSF in the basement	\$0.00	10-year	\$0.00
8	23-191	12/7/2023	APPROVED	DAS/DDS	370 James St	New Haven	Office and Parking for 58 spaces	12,972	Lease	\$15.18	5-year	\$196,914.96
9	23-204	12/7/2023	APPROVED	DAS/DSS	342 Main St	Danbury	Office and 50 Parking Spaces	14,643	1st Amendment	\$17.12	5-year	\$250,659.37
10	23-205	12/11/2023	APPROVED	DAS/JUD	190 Main St & 39 Academy St	Danielson	Office and Parking lot (16 spaces)	5,534	Lease Purchase Agreement	\$17.60	5-year	\$97,421.88
11	23-208	12/18/2023	APPROVED	DAS/DSS	1642 Bedford St	Stamford	Office and 66 Parking spaces	17,600	Lease	\$12.03	5-year	\$211,640.00
12	23-223	1/8/2024	APPROVED	DAS/CHRO	350 Fairfield Ave.	Bridgeport	Office and 12 Parking spaces	3,851	Lease	\$19.00	5-year	\$73,169.00
13	23-231	1/8/2024	APPROVED	DAS/WCC	700 State St	New Haven	Office and 17 Parking spaces	8,800	2nd Renewal	\$20.47	5-year	\$180,099.72
14	24-005	6/20/2024	APPROVED	DAS/DSS	699 East Middle Turnpike	Manchester	Office and 79 Parking spaces	18,465	Lease	\$17.20	7-year	\$317,598.00
15	24-007	2/15/2024	APPROVED	DAS/WCC	999 Asylum	Hartford	Office and 25 Parking spaces	9,974	2nd Renewal	\$20.36	5-year	\$203,070.72
16	24-037	4/1/2024	APPROVED	DAS/DOC	2-6 Cliff St	Norwich	Office and 12 Parking spaces	3,735	Lease	\$14.25	5-year	\$53,223.72
17	24-070	6/3/2024	APPROVED	DAS/WCC	55 Main St	Norwich	Office and 23 Parking spaces	9,638	1st Amendment	\$24.26	5-year	\$233,769.72
18	24-071	6/6/2024	APPROVED	DAS/DCF	761 Main Ave	Norwalk	Office and 140 Parking spaces	23,682	1st Renewal	\$23.00	5-year	\$544,686.00
19	24-078	5/30/2024	APPROVED	DAS/JUD	370 James St	New Haven	Office and 58 Parking spaces	6392	Lease	\$17.75	10-year	\$113,458.00
20	24-079	6/24/2024	APPROVED	DAS/DSS	249 Thomaston Ave	Waterbury	Office and 140 Parking spaces	35,770	Lease	\$18.50	10-year	\$661,745.00
								391,246		\$13.88		\$5,431,802.28
1	23-183	11/2/2023	SUSPEND	DAS/DPH	88 Long Hill St	East Hartford	PPE Warehouse Space	127,529	Lease Office and Warehouse	\$6.25	EXP12/31/2026	\$797,056.25
2	23-191	11/27/2023	SUSPEND	DAS/DDS	370 James St	New Haven	Office and Parking for 58 spaces	12,972	Lease	\$15.18	5-year	\$196,914.96
3	23-231	12/28/2023	SUSPEND	DAS/WCC	700 State St	New Haven	Office and 17 Parking spaces	8,800	2nd Renewal	\$20.47	5-year	\$180,099.72
4	24-005	2/13/2024	SUSPEND	DAS/DSS	699 East Middle Turnpike	Manchester	Office and 79 Parking spaces	18,465	Lease	\$17.20	7-year	\$317,598.00
5	24-076	6/10/2024	SUSPENDED AT JUDICIALS REQUEST	DAS/JUD	25 School St	Vernon	Office and 21 Parking spaces	9,072	Lease	\$16.00	5-year	\$145,152.00
LEASE OUTS AS APPROVED BY STATE PROPERTIES REVIEW BOARD												
JULY 1, 2023 - JUNE 30, 2024												
ITEM	SPRB	DATE	TYPE	CONTROLLING	ADDRESS OF							
	FILE	OF	OF	STATE	LEASED				USE OF			
	NUMBER	ACTION	ACTION	AGENCY	SPACE	MUNICIPALITY	LESSEE		SPACE	DESC (SF)	RENT	
1	23-154	10/2/2023	APPROVED	DAS/DDS	33 Grant Rd	Enfield	Adelbrook Community Services, Inc.		Group Home	2,489 sq ft dwelling and 2.71 acre	\$1.00	
2	23-185	11/13/2023	APPROVED	DAS/JUD	70 Huntington St	New London	Garde Arts Center, Inc.		License-Out for Parking for 94 cars	94 Parking Spaces	\$1.00	
3	24-050	4/15/2024	APPROVED	DAS/JUD	70 Huntington St	New London	All Souls Unitarian Universalist Congregation		License-Out for Parking for 70 Cars	70 Parking Spaces	\$1.00	
1	23-184	11/13/2023	RETURNED AT DAS REQUEST	DAS/JUD	70 Huntington St	New London	All Souls Unitarian Universalist Congregation		License-Out for Parking for 70 Cars	70 Parking Spaces	\$1.00	
Acquisitions/Easements												
JULY 1, 2023 - JUNE 30, 2024												
ITEM	SPRB #	DATE OF	TYPE OF	CLIENT		TOWN OR	USE OF			Purchase		
		ACTION	ACTION	AGENCY	Property / Address	CITY	SPACE		Desc	Price		

LEASING AND PROPERTY TRANSFER												
Sale/Legislative Acts												
JULY 1, 2023 - JUNE 30, 2024												
ITEM	SPRB #	DATE OF ACTION	TYPE OF ACTION	CLIENT AGENCY	ADDRESS/PROPERTY OF LEASED SPACE	TOWN OR CITY	USE OF SPACE		DESC	Sale Price		
1	23-150	9/26/2023	APPROVED	DAS/DAS	Trinity Street (18-20 & 30)	Hartford	Surplus Property 2nd Amendment to PSA		Second Amendment to Purchase and Sale Agreement			
2	23-195	11/22/2023	APPROVED	DAS/DAS	129 Lafayette	Hartford	Surplus Property		Sale and License for Parking	\$750,000.00		
3	23-211	12/26/2023	APPROVED	DAS/DAS	Trinity Street (18-20 & 30)	Hartford	Surplus Property 3rd Amendment to PSA		Third Amendment to Purchase and Sale Agreement			
4	23-222	1/4/2024	APPROVED	Chesprocott Health District	Sandbank Rd	Cheshire	Legislative Conveyance		Conveyance of 2 Acres	\$0.00		
DEPARTMENT OF ADMINISTRATIVE SERVICES												
LEASING AND PROPERTY TRANSFER												
SUB LEASES - NEW OR RENEWALS AS APPROVED BY STATE PROPERTIES REVIEW BOARD												
JULY 1, 2023 - JUNE 30, 2024												
ITEM	SPRB #	DATE OF ACTION	TYPE OF ACTION	CLIENT AGENCY	ADDRESS/PROPERTY OF LEASED SPACE	TOWN OR CITY			NET USABLE SPACE	COST PER NET USABLE	TERM OF LEASE	ANNUAL RENT
DEPARTMENT OF ADMINISTRATIVE SERVICES												
LEASING AND PROPERTY TRANSFER												
ASSIGNMENTS												
JULY 1, 2023 - JUNE 30, 2024												
ITEM	SPRB#	DATE OF ACTION	TYPE OF ACTION	CLIENT AGENCY	ADDRESS/PROPERTY OF LEASED SPACE	TOWN OR CITY	ASSIGNEE	SF	PURPOSE			
1	23-198	12/4/2023	APPROVED	DAS/DDS	470 Capitol Ave	Hartford	DDS	Conference room A and B	Temporary Space			
1	23-117	7/20/2023	RETURNED AT DAS REQUEST	DAS/OCSA	450 Columbus Blvd.	Hartford	OCSA REQUEST CANCELED BY OCSA		Temporary Space			
DEPARTMENT OF ADMINISTRATIVE SERVICES												
LEASING AND PROPERTY TRANSFER												
MOUs												
JULY 1, 2023 - JUNE 30, 2024												
ITEM	SPRB #	DATE OF ACTION	TYPE OF ACTION	CLIENT AGENCY	ADDRESS/PROPERTY OF LEASED SPACE	TOWN OR CITY	ASSIGNEE	SF	PURPOSE			
1	23-217	12/26/2023	APPROVED	DAS/JUD	315 Buckingham St	Hartford	Judicial	100 parking spaces	Temporary Parking			