

# STATE PROPERTIES REVIEW BOARD

## Minutes of Meeting Held On January 23, 2014 State Office Building, Hartford, Connecticut

The State Properties Review Board held its regularly scheduled meeting on January 23, 2014 in the State Office Building.

**Members Present:** Edwin S. Greenberg, Chairman  
Bennett Millstein, Vice Chairman  
Bruce Josephy, Secretary  
Mark A. Norman  
Pasquale A. Pepe  
John P. Valengavich

**Staff Present:** Brian A. Dillon, Director  
Mary Goodhouse, Real Estate Examiner

Chairman Greenberg called the meeting to order.

Mr. Josephy moved and Mr. Norman seconded a motion to enter into Open Session. The motion passed unanimously.

### OPEN SESSION

**ACCEPTANCE OF MINUTES OF JANUARY 16, 2014.** Mr. Norman moved and Mr. Valengavich seconded a motion to approve the minutes of January 16, 2014. The motion passed unanimously.

### REAL ESTATE- UNFINISHED BUSINESS

#### REAL ESTATE- NEW BUSINESS

**PRB #** 14-013      **Transaction/Contract Type:** RE / Lease Out  
**Origin/Client:** DAS/DAS  
**Lessee:** Thomas Bowlick  
**Property:** Southbury Training School, 1461 South Britain Road, Southbury  
**Project Purpose:** Employee Housing Lease-out – DAS Housing Unit #MRSPV29  
**Item Purpose:** Lease-out of 6-room residential cape style dwelling comprising approximately 1,668 SF for a monthly tenancy under a two year lease term consistent with DAS State Employee Housing Policies.

Staff reported that this item is a standard lease-out agreement of the State Employee Housing Program, whose policies and regulations were established in 2005 in order to prevent abuse or favoritism in the leasing of state-owned housing.

The Program required that DAS commission market value appraisals of the housing at least once every 6 years. The market value would be discounted 30% for employees living on institutional grounds, and rent would be paid through payroll deduction. The rent reduction is intended to compensate employees for interruptions such as job-related calls, visits or emergencies that occur during off-duty hours and for the lack of a traditional neighborhood setting. The client agency must provide written justification indicating the occupant's eligibility for state housing. Housing may be authorized if it would (1) facilitate

## STATE PROPERTIES REVIEW BOARD

Minutes of Meeting, January 23, 2014

Page 2

the employee's ability to direct, manage or maintain the health, safety and welfare of clients, patients, inmates, students or other employees where such responsibilities are part of the employee's duties; (2) expand the employee's ability to protect, safeguard or conserve facilities and/or equipment where such responsibilities are part of the employee's duties; (3) aid in the recruitment or retention of employees in those specific job classes or positions approved for housing inducements for recruitment or retention of employees.

PRB #14-013 is Unit MRSPV29 on the campus of Southbury Training School (STS). It is a 1,668 SF six room Cape style house. When appraised in 2008, the market rent was established at \$16,992/year. Consistent with the adopted policy, the rent is reduced 30% to 11,894/year. The monthly rent is \$991.00. The tenant is required to carry \$500,000 of liability insurance to cover any injuries or property damage occurring on the leased premises. The tenant is the STS Assistant Fire Chief; DDS certified that state housing would facilitate this employee's ability to perform his duties. DDS completed an inspection of the premises in October 2013 (Lease Exhibit A).

Staff recommended approval of the item.

<b>PRB #</b>	<b>14-014</b>	<b>Transaction/Contract Type:</b>	RE / Lease Out
<b>Origin/Client:</b>	DAS/DAS		
<b>Lessee:</b>	David Lautenschlager		
<b>Property:</b>	Southbury Training School, 1461 South Britain Road, Southbury		
<b>Project Purpose:</b>	Employee Housing Lease-out- DAS Housing Unit #MRSSH8		
<b>Item Purpose:</b>	Lease-out of 6-room residential colonial style dwelling comprising approximately 1,105 SF for a monthly tenancy under a two year lease term consistent with DAS State Employee Housing Policies.		

PRB #14-014 is Unit MRSSH8 on the campus of Southbury Training School. It is a 1,105 SF six room apartment in a Colonial style house that also houses a day care program for STS clients. When appraised in 2008, the market rent was established at \$12,300/year. This is reduced 30% to \$8,610/year. The monthly rent is \$718.00. The tenant is required to carry \$500,000 of liability insurance to cover any injuries or property damage occurring on the leased premises. The tenant is a member of the STS volunteer fire department; DDS certified that state housing would facilitate this employee's ability to perform his duties. DDS completed an inspection of the premises in October 2013 (Lease Exhibit A).

Staff recommended approval of the item.

### **ARCHITECT-ENGINEER - UNFINISHED BUSINESS**

### **ARCHITECT-ENGINEER – NEW BUSINESS**

### **OTHER BUSINESS**

The Board took the following votes in Open Session:

**PRB FILE #14-013** – Mr. Norman moved and Mr. Valengavich seconded a motion to approve PRB File #14-013. The motion passed unanimously.

STATE PROPERTIES REVIEW BOARD

Minutes of Meeting, January 23, 2014

Page 3

**PRB FILE #14-014** – Mr. Norman moved and Mr. Valengavich seconded a motion to approve PRB File #14-014. The motion passed unanimously.

The meeting adjourned.

**APPROVED:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Bruce Josephy, Secretary