

STATE PROPERTIES REVIEW BOARD

Minutes of Meeting Held On May 8, 2014 State Office Building, Hartford, Connecticut

The State Properties Review Board held its regularly scheduled meeting on May 8, 2014 in the State Office Building.

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

Members Absent: Bruce Josephy, Secretary

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

Chairman Greenberg called the meeting to order.

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

OPEN SESSION

ACCEPTANCE OF MINUTES OF MAY 1, 2014 and MAY 2, 2014. Mr. Norman moved and Mr. Millstein seconded a motion to approve the minutes of May 1, 2014 and May 2, 2014. The motion passed unanimously, except for Mr. Valengavich, who abstained from voting.

REAL ESTATE- UNFINISHED BUSINESS

REAL ESTATE- NEW BUSINESS

PRB # 14-116 **Transaction/Contract Type:** RE / Lease Out
Origin/Client: DAS/DAS
Lessee: Dorothy Olojuola
Property: Connecticut Valley Hospital Campus, Eddy Home, Middletown
Project Purpose: Employee Housing Lease-out – DAS Housing Unit #MHCVEH306AB
Item Purpose: Lease-out of 2-room dormitory style dwelling comprising approximately 336- SF for a monthly tenancy under a two year lease term consistent with DAS State Employee Housing Policies.

PRB # 14-117 **Transaction/Contract Type:** RE / Lease Out
Origin/Client: DAS/DAS
Lessee: Amarjeet Dargan
Property: Connecticut Valley Hospital Campus, Cottage #36, Middletown
Project Purpose: Employee Housing Lease-out – DAS Housing Unit #MHCVC036
Item Purpose: Lease-out of 5-room ranch style dwelling comprising approximately 1,200- SF for a monthly tenancy under a two year lease term consistent with DAS State Employee Housing Policies.

STATE PROPERTIES REVIEW BOARD

Minutes of Meeting, May 8, 2014

Page 2

PRB # 14-118 **Transaction/Contract Type:** RE / Lease Out
Origin/Client: DAS/DAS
Lessee: Ronald Johnson
Property: Connecticut Valley Hospital Campus, Cottage #22, Middletown
Project Purpose: Employee Housing Lease-out – DAS Housing Unit #MHCVC022
Item Purpose: Lease-out of 6-room colonial style dwelling comprising approximately 1,632-SF for a monthly tenancy under a two year lease term consistent with DAS State Employee Housing Policies.

PRB # 14-119 **Transaction/Contract Type:** RE / Lease Out
Origin/Client: DAS/DAS
Lessee: Robert Young
Property: Connecticut Valley Hospital Campus, Cottage #1, Middletown
Project Purpose: Employee Housing Lease-out – DAS Housing Unit #MHCVC001
Item Purpose: Lease-out of 7-room colonial style dwelling comprising approximately 2,080-SF for a monthly tenancy under a two year lease term consistent with DAS State Employee Housing Policies.

Staff reported that items PRB #14-116 through #14-119 are standard lease-out agreements 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 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.

Each rental unit is unfurnished and located on the campus of Connecticut Valley Hospital. When appraised in 2008, the market rent for each unit established. Consistent with the adopted policy, the rent is reduced 30%. The tenant is required to carry \$500,000 of liability insurance to cover any injuries or property damage occurring on the leased premises. Each of these tenants is an employee at the facility. DMHAS certified that state housing would facilitate each employee's ability to perform job duties. DMHAS completed an inspection of the premises in January 2014.

DAS has requested that PRB #14-117 be returned for administrative reasons. Staff recommended approval of PRB #14-116, #14-118 & #14-119.

ARCHITECT-ENGINEER - UNFINISHED BUSINESS

ARCHITECT-ENGINEER – NEW BUSINESS

STATE PROPERTIES REVIEW BOARD

Minutes of Meeting, May 8, 2014

Page 3

PRB# 14-128 **Transaction/Contract Type:** AE / Commission Letter
Project Number: BI-RT-821 **Origin/Client:** DCS/DOE
Contract: BI-RT-821-ARC
Consultant: Moser Pilon Nelson Architects, LLC
Property: Various Locations Statewide
Project Purpose: Master Planning Services Various Schools Statewide
Item Purpose: New Commission Letter to compensate the consultant for additional planning and estimating services for various technical high school programs.

Staff reported that this project entails the development of the required consulting services for the completion of master plans for each of the nineteen (19) regional vocational technical high schools (RVTHS). The original contract for Moser Pilon Nelson Architects, LLC (“MPN”) was approved by the Board in 2000 (PRB # 00-115) and included a scope for executing the master Plan for major renovations which have been completed at Henry Abbot (Danbury), A. I. Prince (Hartford), E. C. Goodwin (New Britain), W. F. Kaynor (Waterbury), Norwich, and the Aviation Maintenance School at Brainard Airport. As of 2009 design and/or construction was underway or has been completed for projects at H. C. Wilcox (Meriden), Emmett O’Brien (Ansonia), Eli Whitney (Hamden), H. H. Ellis (Danielson), and Cheney Tech (Manchester).

Commission Letter #8 in the amount of \$37,900 shall compensate MPN for additional planning and estimating services related to the following additional scope items:

E.C. Goodwin Tech – Culinary Art Projects– Evaluate and estimate the cost for the resolving floor cracking issues, expand the kitchen to include a loading area with additional freezer/coolers and complete preliminary investigations for a possible FOG separation project.

Norwich Tech – Academic Expansion Projects– Evaluate and estimate the cost for the conversion of two existing CADD labs into new “bio-medical department” space for development as science CLABs as well the possible expansion of general academic space at the northerly building elevation by the shop and garage wing.

Windham Tech– New Vocational Facility– Evaluate and estimate the cost for a new Vocational THS in the Windham area comprising 200,000 GSF and under the assumptions that the State will require approximately 40-acres, suitable municipal infrastructure and supporting amenities such as athletic fields, grandstands and associated site improvements.

Staff recommended that SPRB approve this commission letter as all the required documents have been submitted by DCS. This fee is generally consistent with similar scopes of services previously submitted by DCS as well as the proposals provided by the consultant.

OTHER BUSINESS

Reimbursement of Meeting and Mileage Fees. Mr. Norman moved and Mr. Pepe seconded a motion to reimburse Mr. Valengavich for meeting and mileage fees in connection with travel to Watertown for a site inspection on May 6, 2014 (PRB #14-100-A). The motion passed unanimously.

The Board took the following votes in Open Session:

STATE PROPERTIES REVIEW BOARD

Minutes of Meeting, May 8, 2014

Page 4

PRB FILES #14-116, #14-118 & #14-119 – Mr. Pepe moved and Mr. Norman seconded a motion to approve PRB Files #14-116, #14-118 & #14-119. The motion passed unanimously.

PRB FILE #14-117 – Mr. Valengavich moved and Mr. Norman seconded a motion to return PRB File #14-117 to the Department of Administrative Services for administrative purposes at the agency's request. The motion passed unanimously.

PRB FILE #14-128 – Mr. Norman moved and Mr. Valengavich seconded a motion to approve PRB File #14-128. The motion passed unanimously.

The meeting adjourned.

APPROVED: _____ **Date:** _____
Bruce Josephy, Secretary