



STATE OF CONNECTICUT
EXECUTIVE CHAMBERS

M. JODI RELL
GOVERNOR

DATE: July 26, 2004

TO: Commissioners James Fleming, Dr. Thomas Kirk,
Peter O'Meara, Arthur Rocque, Jr., Theresa Lantz,
Stephen Korta, and Linda Schwartz

FROM: Lisa Moody, Chief of Staff

CC: Commissioner Barbara Waters,
Major General William Cugno

RE: Housing Arrangements

Thank you for your prompt response to my earlier memo regarding housing arrangements with employees in state-owned properties. Based on your responses, we noted a lack of uniformity and a need to make such arrangements much more comprehensive. It is critical that we establish a consistent, stringent, and fair process for all agencies. To that end, effective today, the following guidelines will be instituted:

- 1) The occupant selection process must be impartial.
 - Housing agreements/leases will be allowed for employees where occupancy is either a condition of employment or essential for the proper fulfillment of one's job responsibilities. Prior to making such arrangements available, a justification in writing must be approved by DAS.
 - In all other cases, selection must be made on a random basis with no opportunity for favoritism. DAS will establish guidelines for a lottery selection process that all agencies must follow.
- 2) In every instance, a DAS approved housing agreement/lease must be in place. It must clearly delineate the financial obligations of the occupant.
 - Responsibilities for the payment of rent, maintenance, utilities, and upkeep must be specified. If a property management firm is utilized, it

must be clearly stated whether or not the occupant is responsible for direct payments to the firm.

- All Housing agreements/leases must be in place by August 15th (unless a valid reason can be provided).
- You must use the sample contract provided to you by DAS. If by necessity, this contract is not workable, e.g. DEP has unique requirements, you will need a written waiver from DAS to approve any modifications to the sample contract.
- All agreements/leases must be reviewed and approved by DAS, prior to final execution.
- No agreement/lease may have a term which exceeds two years. If any current agreement/lease does not have a term limit, it must be amended immediately to include one.

3) DAS shall provide oversight in this area and monitor all housing agreements/leases.

- DAS shall immediately begin the process of getting updated appraisals on all properties identified in our recent survey. Thereafter, DAS shall conduct a periodic review (not less than every 5 years) of property values and contract renewals to ensure that the fair market value is reflected in the agreement/lease.
- When and where necessary, agreements already in place will be amended.
- DAS shall ensure that all contractual obligations are adhered to.
- When the term of a current agreement/lease expires, the new procedures outlined in this memo, including the occupant selection process, must be followed.
- Payroll deduction for the payment of rent shall be utilized wherever possible.
- Any identified need to deviate from the process must be submitted to DAS for review and approval.
- DAS shall consider collective bargaining agreements that contain language regarding State owned housing.
- DAS shall immediately seek any regulatory changes, if necessary, to carry out the responsibilities contained in this memo.

For direct coordination with DAS, Commissioner Waters has designated Deputy Commissioner Al Mazzola to manage this new initiative.

I appreciate your prompt attention to this matter. This process is necessary to ensure that these housing arrangements are uniform, and fair, and that all affected are held accountable.