



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
25 Capitol Street - Room 120
Concord, New Hampshire 03301
Office@das.nh.gov

126 mlc

Charles M. Arlinghaus
Commissioner
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Joseph B. Bouchard
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Catherine A. Keane
Deputy Commissioner
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August 5, 2019

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to the provisions of Chapter 145, sub-paragraph I, (a), Laws of 2019, the Department of Administrative Services (DAS) requests authorization to exceed the 3/12 limitation of said resolution for the accounts listed below in the total amount of \$165,000 to the extent shown as projected deficits, for the period of Fiscal Committee and Governor and Council approval through September 30, 2019. **Funding Source: 100% Transfer Other Agencies**

01-14-14-141510-20450000, Department of Administrative Services, Bureau of Court Facilities

Class	Account	Class Description	Current FY20 Budget	Requested Action	Revised FY20 Budget
001	484910	TRANSFERS FROM OTHER AGENCY	\$ (2,423,003)	\$ (165,000)	\$ (2,588,003)
009	406918	AGENCY INCOME	\$ (94,334)		\$ (94,334)
			\$ (2,517,337)	\$ (165,000)	\$ (2,682,337)
					\$ -
010	500100	PERSONAL SERVICES PERM CLAS	\$ 288,519		\$ 288,519
018	500106	OVERTIME	\$ 24,363		\$ 24,363
020	500200	CURRENT EXPENSES	\$ 43,625		\$ 43,625
022	500248	RENTS-LEASES OTHER THAN STA	\$ 1,126,629	\$ 165,000	\$ 1,291,629
023	500291	HEAT ELECTRICITY WATER	\$ 421,805		\$ 421,805
030	500300	EQUIPMENT NEW REPLACEMENT	\$ 6,500		\$ 6,500
039	500191	TELECOMMUNICATIONS	\$ 18,859		\$ 18,859
047	500240	OWN FORCES MAINT BUILD-GRN	\$ 2,500		\$ 2,500

048	500226	CONTRACTUAL MAINT BUILD-GRN	\$ 170,920		\$ 170,920
050	500109	PERSONAL SERVICE TEMP APPOI	\$ 116,811		\$ 116,811
060	500602	BENEFITS	\$ 197,858		\$ 197,858
070	500704	IN STATE TRAVEL REIMBURSEME	\$ 2,500		\$ 2,500
103	500741	CONTRACTS FOR OP SERVICES	\$ 94,448		\$ 94,448
202	509202	RELOCATION	\$ 2,000		\$ 2,000
			\$ 2,517,337	\$ 165,000	\$ 2,682,337

EXPLANATION

The Department of Administrative Services Bureau of Court Facilities makes monthly lease payments for various courthouses throughout the State. The Continuing Resolutions provides 3/12 of the FY2019 Adjusted Authorized Budget, however the Department of Administrative Services makes four lease payments in the first three months of the fiscal year. The payment is due prior to the start of each month, however due to the fiscal year beginning July 1st, two payments are made in July, one for the month of July and the other for the month of August, and payments continue to be made at the end of each month for the next month's lease. Also due on October 1st is the semi-annual payment for the lease to purchase agreement with Cheshire County for the Jaffrey District Courthouse.

Listed below are answers to standard questions required of all Fiscal Committee item requests, related to RSA 9:16-a, "Transfers authorized", RSA 14:30-a, VI "Expenditure of funds over \$100,000 from any Non State Source", or RSA 124:15, "Positions Authorized", or both, and all emergency requests pursuant to " Chapter 145, subparagraph I, (a), Laws of 2019, making temporary appropriations for the expenses and encumbrances of the State of New Hampshire":

1. Is the action required of this request a result of the Continuing Resolution for FY 2020?

This request is a result of the continuing resolution.

2. If this request is **retroactive** what is the significance and importance of the action being effective from an earlier date?

No, this request is not retroactive.

3. Is this a previously funded and ongoing program established through Fiscal Committee and Governor and Executive Council action? (If so, include as an attachment the original documents as approved and cite the specific dates of authorization and end dates for each action as part of your answer to this question.)

All court lease payments have been previously funded and are all approved by Governor and Council:

LESSOR	G & C APPROVAL
BELKNAP COUNTY COMM.	6/5/19 # 170
BERLIN FALLS REAL ESTATE	11/19/08 #41

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
August 5, 2019
Page 3 of 3

CANDIA SOUTH BRANCH BROOK HOLDINGS, LLC	6/7/17 #145
MONADNOCK ECON DEV CORP	4/18/12 #24
CLAREMONT, CITY OF	12/6/17 # 47
COLEBROOK, TOWN OF	6/5/19 #168
COUNTY OF HILLSBOROUGH	12/19/18 #67
GRAFTON COUNTY COMM.	6/6/2018 #172
LAKE SUNAPÉE GROUP	02/22/2012 #9A
TOWN OF HOOKSETT	8/22/18 #57
U.S. POSTAL SERVICE	6/21/17 # 160
TOWN OF NEWPORT	1/24/18 #47
TOWN OF PLAISTOW	6/5/19 #169
SALEM TOWN HALL	6/7/17 # 146
STRAFFORD COUNTY COMM	6/6/18 #173
COUNTY OF CHESHIRE- LEASE/PURCHASE JAFFREY	3/14/2001 #39D

4. Was funding for this program included in the FY 2018-2019 enacted Budget or requested and denied?

Yes, funding for this was included in the FY2018 – 2019 Budget.

5. Is this program in total or in part, included in the vetoed FY 2020-2021 Operating Budget proposal currently pending for your department, or was it requested and denied?

Yes, funding for this is included in the FY 2020-2021 Operating Budget proposal.

6. Does this program include, either positions or consultants, and if so are the positions filled, vacant, or have offers pending? (Please provide details for each position and note whether consultant contracts have been awarded.)

No this does not include position or consultants.

7. What would be the effect should this program be discontinued or not initiated as a result of this request being denied?

If this request were not approved, lease payments that are due on October 1st would not be paid on time and could be subject to late payment penalty fees.

Your approval of this item is respectfully requested.

Respectfully submitted,



Charles M. Arlinghaus
Commissioner

170 mlc

B & C 6/5/19



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
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Catherine A. Keane
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(603) 271-2069

May 15, 2019

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Administrative Services, Bureau of Court Facilities, to enter into a six month amendment with the County of Belknap (Vendor # 177360) Laconia, New Hampshire 03246, for an amount not to exceed \$121,224, which shall provide courtroom and office space for the Belknap County Superior Court comprised of approximately 17,076 square feet located at 64 Court Street, Laconia, NH from July 1, 2019 through December 30, 2019. 100% Transfer Funds (transfer from AOC, Rent from Other Agencies).

Funding is available from account # 01-14-14-141510-20450000, Department of Administrative Services, Bureau of Court Facilities, contingent upon the availability and continued appropriations with the authority to adjust encumbrances in each of the State fiscal years through the Budget Office if needed and justified.

022-500248 Rent to Owners Non State Space SFY20
\$121,224

EXPLANATION

Approval of the enclosed six month amendment will authorize the Bureau of Court Facilities to continue renting the premises for the Belknap County Superior Court located at 64 Court Street, Laconia, NH. The parties agreed to a short term holdover amendment to provide additional time to address various building deficiencies relating to ADA accessibility and improvements required, as well as to negotiate the remaining financial terms.

The annual rental cost for the facility shall be \$242,448 or \$14.20 per square foot. The total amount of rent to be paid under the terms of this amendment shall not exceed six months or \$121,224. The rate includes the provision of all utilities, site maintenance and janitorial services.

State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE COMMISSIONER
25 Capitol Street - Room 120
Concord, New Hampshire 03301

B+C 11/19/08

4/1

LINDA M. HODGDON
Commissioner
(603) 271-3201

September 25, 2008

JOSEPH B. BOUCHARD
Assistant Commissioner
(603) 271-3204

The Honorable John Cloutier, Chairman
Long Range Capital Planning and Utilization Committee
L.O.B. - Room 201
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to NH RSA 4:39-b, the Department of Administrative Services, Bureau of Court Facilities (the "Tenant"), requests approval of the attached eleven-year lease agreement with Berlin Falls Real Estate, LLC, 244 Denmark Street, Berlin New Hampshire (the "Landlord") for space to be provided for the Tenant's use located on the first floor of a new building to be constructed at 650 Main Street, Berlin, New Hampshire. The term for the agreement will commence December 1, 2008 and expire on November 30th 2019. Occupancy of the premises and commencement of rental payment shall be delayed by twelve months in order to provide time for construction of the new building, therefore rental payments will start December 1, 2009 and expire ten (10) years thereafter on November 30, 2019.

EXPLANATION

The Bureau of Court Facilities wishes to enter into an eleven year lease agreement for 12,680 square feet of 1st floor office and courtroom space in downtown Berlin NH to be built at 650 Main Street, on the site of the former "Fraser Administration" building. The new building will replace the current "Berlin Court" which is a 5,264 square feet 1st and 2nd floor space rented from the City of Berlin. The current Court is overcrowded housing both the Berlin District and Gorham District Courts with space limitations precluding desired implementation of a "Family Court", space limitations result in poor security for visitors and staff, and there is no viable means of renovating the building to provide accessibility to persons with mobility impairments. These deficiencies cannot be addressed through renovation due to existing restrictive site and building conditions, making relocation the most viable alternative.

There are no current or long-term plans to move the Berlin Court into any State owned facility or to another community, therefore the Department initiated two Requests for Proposal (RFP) space searches over the past three years. The first space search was unable to procure improved leasehold space for the Court. The enclosed Agreement is the result of a February 2008 Request for Proposal reflecting an offer submitted by "Nationwide Construction Consulting LLC" who later established "Berlin Falls Real Estate, LLC" to hold title to this property. In addition, in collaboration with the Department of Health and Human Services (DHHS) and Department of Education, the lease negotiations were able to incorporate provision of 14,500 square feet of space for the DHHS "Berlin District Office" on the 2nd floor of the new building, and a suite of 2,900 square feet of 1st floor space for Education's Division of Adult Learning and Rehabilitation. The multi-tenant co-location of three State agencies afforded efficiencies in design and offers a beneficial "single point of service" to the citizens of the North Country.

Rental of the 2nd floor Department of Health and Human Services space will be provided under separate lease agreement; however rental of the 1st floor Department of Education space is provided under "sublet" terms of the enclosed agreement, with remittance of rent to be made to the



State of New Hampshire
 DEPARTMENT OF ADMINISTRATIVE SERVICES
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145 Jm.
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VICKI V. QUIRAM
 Commissioner
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JOSEPH B. BOUCHARD
 Assistant Commissioner
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May 8, 2017

His Excellency, Governor Christopher T. Sununu
 and the Honorable Council
 State House
 Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Administrative Services, Bureau of Court Facilities, to enter into a five-year lease agreement with Candia South Branch Brook Holdings, LLC (Vendor #158643) Candia, New Hampshire 03034, for an amount not to exceed \$785,172, which shall provide courtroom and office space for the 10th Circuit – District Division – Candia comprised of approximately 8,000 square feet located at 110 Raymond Road, Candia, upon Governor and Council approval, for the period effective July 21, 2017 through July 20, 2022. **100% Transfer Funds (transfer from AOC, Rent from Other Agencies).**

Funding is available from account # 01-14-14-141510-2045000, Department of Administrative Services, Bureau of Court Facilities, contingent upon the availability and continued appropriations with the authority to adjust encumbrances in each of the State fiscal years through the Budget Office if needed and justified.

022-500248 Rent to Owners Non State Space

<u>SFY18</u>	<u>SFY19</u>	<u>SFY20</u>	<u>SFY21</u>	<u>SFY22</u>	<u>SFY23</u>
\$145,373	\$155,375	\$156,933	\$158,505	\$160,088	\$8,898

EXPLANATION

Approval of the enclosed five-year lease agreement will authorize the Bureau of Court Facilities to continue renting the premises which provides courtroom and office space for the 10th Circuit – District Division – Candia Court located at 110 Raymond Road, Candia, NH.

The Bureau of Court Facilities offered a 1% increase each year for the upcoming term. Due to budget limitations in the past, the Landlord had not received an increase for the last five years (since July, 2012). The annual rental cost for the facility shall be \$153,924 or approximately \$19.24 per square foot in year one, \$155,460 or approximately \$19.43 per square foot in year two, \$157,020 or approximately \$19.63 per square foot in year three, \$158,592 or approximately \$19.82 per square foot in year four, and \$160,176 or approximately \$20.02 in year five. The rental rate includes the provision of

G+C
4/18/12
Item #24

State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE COMMISSIONER
254 Capitol Street - Room 120
Concord, New Hampshire 03301

LINDA M. HODGDON
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JOSEPH B. BOUCHAR
Assistant Commissioner
(603) 271-3204

April 3, 2012

His Excellency, Governor John H. Lynch
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Administrative Services, Bureau of Court Facilities, to enter into a Lease Amendment with the Monadnock Economic Development Corporation, 51 Railroad Street, Suite 101, Keene, NH (Vendor Code No. 156045) to extend the occupancy term and increase the rental rate for the design-build construction of the new Keene Courthouse for office and courtroom space to house the Keene District and Cheshire County Superior and Probate Courts. The date for Occupancy and commencement of rental payments shall be revised (Delayed) from July 1, 2013-June 30, 2028 to a later date of December 1, 2013-November 30, 2028. The Fifteen (15) year rental rate will increase from the original total lease amount of \$8,369,510 to a revised total lease amount of \$9,159,963.84 representing an overall increase of \$790,453.84. The courthouse is to be located on a sub-division at 12 Court Street, Keene, NH and comprised of approximately 49,620 square feet. The agreement will commence upon Governor and Executive Council approval and expire November 30, 2028. 100% Transfer Funds - transfer from AOC, Rent from Other Agencies.

Funding is available from account # 01-14-14-141510-20450000, Department of Administrative Services, Bureau of Court Facilities, contingent upon availability and continued appropriations.

022-500248 Rent to Owners Non State Space

FY 2014 \$287,291.69	FY 2019 \$564,013.25	FY 2024 \$653,846.46
FY 2015 \$501,118.79	FY 2020 \$580,933.94	FY 2025 \$673,461.65
FY 2016 \$516,152.16	FY 2021 \$598,362.16	FY 2026 \$693,665.31
FY 2017 \$531,636.71	FY 2022 \$616,312.71	FY 2027 \$714,475.46
FY 2018 \$547,585.90	FY 2023 \$634,802.21	FY 2028 \$735,907.59
		FY 2029 <u>\$310,395.85</u>
	Total Amount	\$9,159,963.84

EXPLANATION

The original fifteen (15) year Lease Agreement was approved by the Governor & Executive Council on December 8, 2010 item #36, amended and approved by the Governor & Executive Council on July 13, 2011 item #118 and amended and approved by the Governor & Executive Council on September 28, 2011 item # 26A.



State of New Hampshire
 DEPARTMENT OF ADMINISTRATIVE SERVICES
 OFFICE OF THE COMMISSIONER
 25 Capitol Street – Room 120
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#47 DM
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CHARLES M. ARLINGHAUS
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JOSEPH B. BOUCHARD
 Assistant Commissioner
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November 7, 2017

His Excellency, Governor Christopher T. Sununu
 and the Honorable Council
 State House
 Concord, NH 03301

REQUESTED ACTION

Authorize the Department of Administrative Services, Bureau of Court Facilities, to enter into a five year lease agreement with the City of Claremont (Vendor #177373) Claremont, NH 03743, for an amount not to exceed \$279,300, which shall provide courtroom and office space for the 5th Circuit – District Division – Claremont comprised of approximately 5,110 square feet, located on the 2nd floor of City Hall, Opera House Square, Claremont, from January 1, 2018 through December 31, 2022. **100% Transfer Funds (transfer from AOC, Rent from Other Agencies).**

Funding is available from account # 01-14-14-141510-2045000, Department of Administrative Services, Bureau of Court Facilities, contingent upon the availability and continued appropriations with the authority to adjust encumbrances in each of the State fiscal years through the Budget Office if needed and justified.

022-500248 Rent to Owners Non State Space

<u>SFY18</u>	<u>SFY19</u>	<u>SFY20</u>	<u>SFY21</u>	<u>SFY22</u>	<u>SFY23</u>
\$27,708	\$55,416	\$55,692	\$55,968	\$56,250	\$28,266

EXPLANATION

Approval of the enclosed five year lease agreement will authorize the Bureau of Court Facilities to continue renting the premises which provides courtroom and office space for the 5th Circuit – District Division – Claremont Court located at City Hall, Opera House Square, Claremont, NH.

The Bureau of Court Facilities offered a 1% increase in year one, year three and year five, with a 0% increase in the alternate years (year two and four). The annual rental cost for the facility shall be \$55,416 or approximately \$10.84 per square foot in year one and two, \$55,968 or approximately \$10.95 per square foot in year three and four, and \$56,532 or approximately \$11.06 per square foot in year five. The rental rate includes the provision of utilities, site maintenance and janitorial services.



State of New Hampshire
 DEPARTMENT OF ADMINISTRATIVE SERVICES
 OFFICE OF THE COMMISSIONER
 25 Capitol Street – Room 120
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BEC 6/5/19

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May 2, 2019

His Excellency, Governor Christopher T. Sununu
 and the Honorable Council
 State House
 Concord, New Hampshire 03301

REQUESTED ACTION

1. Authorize the Department of Administrative Services, Bureau of Court Facilities, to enter into a 12 month holdover amendment with the Town of Colebrook (Vendor # 177375) of 17 Bridge Street, Colebrook, New Hampshire 03576, for an amount not to exceed \$12,816, which shall provide courtroom and office space for the 1st Circuit Court - District Division – Colebrook comprised of approximately 1,581 square feet located at 17 Bridge Street, Colebrook, NH, from July 1, 2019 through June 30, 2020. 100% Transfer Funds (transfer from AOC, Rent from Other Agencies).

2. Authorize the Department of Administrative Services, Bureau of Court Facilities, to request a waiver from the Clean Air testing requirements from the Governor and Executive Council coterminous with submission for approval of the lease amendment herein and based on RSA 10-B:4-Exceptions II.

Funding is available from account # 01-14-14-141510-20450000, Department of Administrative Services, Bureau of Court Facilities, contingent upon the availability and continued appropriations with the authority to adjust encumbrances in each of the State fiscal years through the Budget Office if needed and justified.

022-500248 Rent to Owners Non State Space

SFY20
 \$12,816

EXPLANATION

Approval of the enclosed 12 month holdover amendment will authorize the Bureau of Court Facilities to continue renting the premises which provides courtroom and office space for the 1st Circuit Court – District Division – Colebrook located at 17 Bridge Street, Colebrook, NH. The Town is exploring the feasibility of available USDA rural development grants that may fund future Town Hall renovations. This amendment would allow additional time to research and evaluate these grants and potential outcomes, relative to the square footage currently occupied by court operations. The annual rental cost for the year shall be \$12,816 or \$8.11



State of New Hampshire
 DEPARTMENT OF ADMINISTRATIVE SERVICES
 OFFICE OF THE COMMISSIONER
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November 26, 2018

His Excellency, Governor Christopher T. Sununu
 and the Honorable Council
 State House
 Concord, N.H. 03301

REQUESTED ACTION

Authorize the Department of Administrative Services, Bureau of Court Facilities, to enter into a retroactive five (5) year lease agreement with the County of Hillsborough (Vendor #177406) Goffstown, NH 03045, for an amount not to exceed \$942,636, which shall provide courtroom and office space for the 9th Circuit – District Division – Goffstown comprised of approximately 8,342 square feet located at 329 Mast Road, Goffstown, upon approval for the period December 1, 2018 through November 30, 2023. 100% Transfer Funds (transfer from AOC, Rent from Other Agencies).

Funding is available from account # 01-14-14-141510-20450000, Department of Administrative Services, Bureau of Court Facilities, contingent upon the availability and continued appropriations with the authority to adjust encumbrances in each of the State fiscal years through the Budget Office if needed and justified.

022-500248 Rent to Owners Non State Space

<u>SFY19</u>	<u>SFY20</u>	<u>SFY21</u>	<u>SFY22</u>	<u>SFY23</u>	<u>SFY24</u>
\$107,156	\$185,299	\$187,536	\$189,961	\$192,249	\$80,435

EXPLANATION

This request is retroactive as a result of the delayed receipt of the required Letter of Opinion (Exhibit G of the lease agreement) from the Architectural Barrier-Free Committee ("AB Committee"). Despite timely submission of the ADA assessment documentation to the AB Committee for the scheduled September meeting, the Committee did not have a quorum and therefore were not able to issue an approved Letter of Opinion causing an unexpected delay. Following the AB Committee's October meeting, the Letter of Opinion was received by the Bureau on October 25, 2018. Subsequently, pending receipt of the Letter of Opinion, the Hillsborough County Board of Commissioners ratified the lease agreement on November 7, 2018 and provided a



State of New Hampshire
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May 10, 2018

His Excellency, Governor Christopher T. Sununu
 and the Honorable Council
 State House
 Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Administrative Services, Bureau of Court Facilities, to enter into a four year lease agreement with the County of Grafton (Vendor #177397) North Haverhill, NH 03774, for an amount not to exceed \$1,222,599, which shall provide courtroom, office and storage space for the Grafton County Superior Court and the 2nd Circuit – District Division (Haverhill) comprised of approximately 21,291 square feet located at 3785 Dartmouth College Highway, North Haverhill, NH from July 1, 2018 through June 30, 2022. 100% Transfer Funds (transfer from AOC, Rent from Other Agencies).

Funding is available from account # 01-14-14-141510-20450000, Department of Administrative Services, Bureau of Court Facilities, contingent upon the availability and continued appropriations with the authority to adjust encumbrances in each of the State fiscal years through the Budget Office if needed and justified.

022-500248 Rent to Owners Non State Space

<u>SFY19</u>	<u>SFY20</u>	<u>SFY21</u>	<u>SFY22</u>
\$298,875	\$303,347	\$307,885	\$312,492

EXPLANATION

Approval of the enclosed four year lease agreement will authorize the Bureau of Court Facilities to continue renting the premises which provides courtroom, office and storage space for the Grafton County Superior Court and the 2nd Circuit – District Division (Haverhill) Court located at 3785 Dartmouth College Highway, North Haverhill, NH.

The Bureau of Court Facilities offered a 1% increase in year one, two and three, and a 1.5% increase in year four. The County countered with a request for a 1.5% increase in year one, two and three, and a 2% increase in year four. The parties reached agreement on a 1.5% increase annually. Therefore, the annual rental cost for the courtroom and office space shall be \$298,113.30 or approximately \$14.07 per square foot in year one, \$302,584.99 or approximately \$14.28 per square foot in year two, \$307,123.77 or approximately \$14.49



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE COMMISSIONER
25 Capitol Street - Room 120
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2/22/12
Item # 9A

LINDA M. HODGDON
Commissioner
(603) 271-3201

JOSEPH B. BOUCHARD
Assistant Commissioner
(603) 271-3204

January 26, 2012

His Excellency, Governor John H. Lynch
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Administrative Services, Bureau of Court Facilities, to enter into a ten-year (10) lease agreement with the Lake Sunapee Group (Vendor Code No. 174076) 9 Main Street, Newport, N.H. The total cost of this ten (10) year agreement shall not exceed \$600,000 in rent plus an additional \$27,500 at the inception of the term which will partially reimburse the Landlord for the cost of fit up. This lease will provide 4,191 square feet of courtroom and office space for the 6th Circuit Division Courthouse in a suite of space located at 13 Antrim Street, Hillsborough, N.H. The effective date of this agreement is March 1, 2012, however renovations must be completed prior to occupancy and therefore occupancy and rental payments will commence June 1, 2012 and expire May 31, 2022. **100% Transfer Funds - transfer from AOC, Rent from Other Agencies.** The total contractual cost shall not exceed \$627,500.00

Funding for rental payments available from account # 01-14-14-141510-2045-500248, Department of Administrative Services, Bureau of Court Facilities, contingent upon availability and continued appropriations.

FY 2012 \$5,000	FY 2017 \$60,000	<u>FY 2022 \$55,000</u>
FY 2013 \$60,000	FY 2018 \$60,000	TTL: \$600,000
FY 2014 \$60,000	FY 2019 \$60,000	
FY 2015 \$60,000	FY 2020 \$60,000	
FY 2016 \$60,000	FY 2021 \$60,000	

Funding for additional \$27,500.00 fit up payment available from Administrative Office of Courts Escrow Account - 100% other funds

EXPLANATION

The Department wishes to enter into the enclosed ten-year lease agreement for the 6th Circuit Division Courthouse in the Henniker-Hillsborough District which includes the communities of Henniker, Warner, Bradford, Hillsborough, Antrim, Deering, Windsor, Sutton, and Bennington. Approval of the proposed lease will authorize the "fit-up" and provision of a new courthouse space within an existing, one story multi-tenant retail facility, located at 13 Antrim Street, Hillsborough, NH. Upon completion of renovation, approximately 4,191 square feet of fully "wheelchair accessible" courthouse space will be

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State of New Hampshire

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Charles M. Arlinghaus
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July 13, 2018

His Excellency, Governor Christopher T. Sununu
 and the Honorable Council
 State House
 Concord, N.H. 03301

REQUESTED ACTION

Authorize the Department of Administrative Services, Bureau of Court Facilities, to enter into a five year lease agreement with the Town of Hooksett (Vendor # 177412) of 35 Main Street, Hooksett, New Hampshire 03106, for an amount not to exceed \$387,660.00, which shall provide courtroom and office space for the 6th Circuit Court - District Division - Hooksett comprised of approximately 6,093 square feet located at 101 Merrimack Street, Hooksett, NH, from September 1, 2018 through August 31, 2023. 100% Transfer Funds (transfer from AOC, Rent from Other Agencies).

Funding is available from account # 01-14-14-141510-2045000, Department of Administrative Services, Bureau of Court Facilities, contingent upon the availability and continued appropriations with the authority to adjust encumbrances in each of the State fiscal years through the Budget Office if needed and justified.

022-500248 Rent to Owners Non State Space

<u>SFY19</u>	<u>SFY20</u>	<u>SFY21</u>	<u>SFY22</u>	<u>SFY23</u>	<u>SFY24</u>
\$63,840	\$76,608	\$77,568	\$77,760	\$78,730	\$13,154

EXPLANATION

Approval of the enclosed five year lease agreement will authorize the Bureau of Court Facilities to continue renting the premises which provides courtroom and office space for the 6th Circuit Court – District Division - Hooksett located at 101 Merrimack Street, Hooksett, NH. The Bureau of Court Facilities offered a 1.0% increase in year one, three and five with years two and four remaining flat. The Town expressed difficulty with hiring custodial workers at the current rates, resulting in a request for a marginally higher increase to support the escalating costs of janitorial services. The parties reached agreement at 1.5% increase in year one, three and five with years two and three remaining flat. The annual rental cost for the facility in each year of the agreement shall be \$76,608.00 or \$12.57 per square foot in year one, \$76,608.00 or \$12.57 per square foot in year two, \$77,760.00 or \$12.76 per square foot in year three, \$77,760.00 or \$12.76 per square foot in year four, and \$78,924.00 or \$12.95 per square foot in year five. The rate includes the provision of all utilities, site maintenance and janitorial services.



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
25 Capitol Street - Room 120
Concord, New Hampshire 03301

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BEC 6/21

Joseph B. Bouchard
Assistant Commissioner
(603) 271-3204

May 31, 2017

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

Authorize the Department of Administrative Services, Bureau of Court Facilities, to enter into a five year lease agreement with the United States Postal Service, Washington, DC 20260-1862 (Vendor # 177730 B005), for an amount not to exceed \$353,580 which shall provide courtroom and office space for the 2nd Circuit - District Division - Littleton, comprised of approximately 5,440 square feet located on the 2nd floor of the United State Postal Service, 134 Main Street, Littleton, NH 03561 upon Governor and Council approval, for the period effective July 1, 2017 through June 30, 2022: **100% Transfer Funds (transfer from AOC, Rent from Other Agencies).**

Funding is available from account # 01-14-14-141510-20450000, Department of Administrative Services, Bureau of Court Facilities, contingent upon the availability and continued appropriations with the authority to adjust encumbrances in each of the State fiscal years through the Budget Office if needed and justified.

022-500248 Rent to Owners-Non State Space

<u>SFY18</u>	<u>SFY19</u>	<u>SFY20</u>	<u>SFY21</u>	<u>2</u>
\$70,716	\$70,716	\$70,716	\$70,716	\$70,716

EXPLANATION

Approval of the enclosed five-year lease agreement will authorize the Bureau of Court Facilities to continue renting the premises which provides courtroom and office space for the 2nd Circuit - District Division - Littleton located at 134 Main Street, Littleton, NH.

Recently, the USPS completed the installation of a new HVAC building system. USPS has also provided improvements in the courtroom to include the installation of projected beam smoke detectors and upgraded lighting. Additionally, as part of the lease negotiations, the USPS agrees to remediate the lead-containing paint surfaces on the 2nd floor of the facility as detailed in Exhibit C of the agreement. As a result of the building improvements, the rate per square foot will increase from approximately \$11.40 to \$13.00, or an annual increase of \$8,700. Although there is an overall rate increase



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State of New Hampshire
DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE COMMISSIONER
25 Capitol Street – Room 120
Concord, New Hampshire 03301

CHARLES M. ARLINGHAUS
Commissioner
(603)-271-3201

JOSEPH B. BOUCHARD
Assistant Commissioner
(603)-271-3204

January 9, 2018

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

Authorize the Department of Administrative Services, Bureau of Court Facilities, to enter into a three year lease agreement with the Town of Newport (Vendor #177450), Newport, NH 03773, for an amount not to exceed \$311,339.08, which shall provide courtroom and office space for the 5th Circuit – District Division – Newport comprised of approximately 8,658 square feet located on the 1st and 2nd floor of 55 Main Street, Newport, from February 1, 2018 through January 31, 2021. 100% Transfer Funds (transfer from AOC, Rent from Other Agencies).

Funding is available from account # 01-14-14-141510-2045000, Department of Administrative Services, Bureau of Court Facilities, contingent upon the availability and continued appropriations with the authority to adjust encumbrances in each of the State fiscal years through the Budget Office if needed and justified.

022-500248 Rent to Owners Non State Space

<u>SFY18</u>	<u>SFY19</u>	<u>SFY20</u>	<u>SFY21</u>
\$42,388.13	\$102,579.26	\$104,630.85	\$61,740.84

EXPLANATION

Approval of the enclosed three year lease agreement will authorize the Bureau of Court Facilities to continue renting the premises which provides courtroom and office space for the 5th Circuit – District Division – Newport Court located at 55 Main Street, Newport, NH.

The Bureau of Court Facilities offered a three year term with 1% increase in year one, a 1% increase in year two and a 0% increase in year three. After lengthy negotiations, the Town and State agreed to a new rate starting at \$11.75 per square foot with a 2% increase in year two and a 2% increase in year three. The current rate per square foot is \$10.01, which is relatively low in relationship to the overall average rate per square foot for comparable leased space. The starting rate of \$11.75 per square foot represents an increase of \$15,098.22

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State of New Hampshire
DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE COMMISSIONER
25 Capitol Street - Room 120
Concord, New Hampshire 03301

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Charles M. Arlinghaus
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Joseph B. Bouchard
Assistant Commissioner
(603)-271-3204

Catherine A. Keane
Deputy Commissioner
(603)-271-2059

May 2, 2019

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Administrative Services, Bureau of Court Facilities, to enter into a twelve month amendment with the Town of Plaistow (Vendor # 177462) of 145 Main Street, Town Hall Office, Plaistow, New Hampshire 03865, for an amount not to exceed \$45,648, which shall provide courtroom and office space for the 10th Circuit Court - District Division - Plaistow comprised of approximately 3,784 square feet located at 14 Elm Street, Plaistow, NH from July 1, 2019 through June 30, 2020. 100% Transfer Funds (transfer from AOC, Rent from Other Agencies).

Funding is available from account # 01-14-14-141510-20450000, Department of Administrative Services, Bureau of Court Facilities, contingent upon the availability and continued appropriations with the authority to adjust encumbrances in each of the State fiscal years through the Budget Office if needed and justified.

022-500248 Rent to Owners Non State Space

SFY20
\$45,648

EXPLANATION

Approval of the enclosed twelve month amendment will authorize the Bureau of Court Facilities to continue renting the premises for the 10th Circuit Court - District Division - Plaistow located at 14 Elm Street, Plaistow, NH. The parties agreed to a short term holdover amendment to provide adequate time to explore the possible rollout of the Family Division in the Plaistow catchment area which could impact the current location due to the space limitations of the existing building.

The annual rental cost for the facility shall be \$45,648 or \$12.06 per square foot. The provision of utilities and janitorial services are not included in the rental rates and will be an additional expense of approximately \$15,044 annually.



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State of New Hampshire
DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE COMMISSIONER
 25 Capitol Street – Room 120
 Concord, New Hampshire 03301

VICKI V. QUIRAM
 Commissioner
 (603)-271-3201

JOSEPH B. BOUCHARD
 Assistant Commissioner
 (603)-271-3204

May 8, 2017

His Excellency, Governor Christopher T. Sununu
 and the Honorable Council
 State House
 Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Administrative Services, Bureau of Court Facilities, to enter into a five year lease agreement with the Town of Salem (Vendor #177472) Salem, New Hampshire 03079, for an amount not to exceed \$2,035,716, which shall provide courtroom and office space for the 10th Circuit – District Division – Salem comprised of approximately 21,480 square feet located at 35 Geremonty Drive, Salem, upon Governor and Council approval for the period effective July 1, 2017 through June 30, 2022. **100% Transfer Funds (transfer from AOC, Rent from Other Agencies).**

Funding is available from account # 01-14-14-141510-2045000, Department of Administrative Services, Bureau of Court Facilities, contingent upon the availability and continued appropriations with the authority to adjust encumbrances in each of the State fiscal years through the Budget Office if needed and justified.

022-500248 Rent to Owners Non State Space

<u>SFY18</u>	<u>SFY19</u>	<u>SFY20</u>	<u>SFY21</u>	<u>SFY22</u>
\$402,300	\$406,320	\$406,320	\$410,388	\$410,388

EXPLANATION

Approval of the enclosed five year lease agreement will authorize the Bureau of Court Facilities to continue renting the premises which provides courtroom and office space for the 10th Circuit – District Division – Salem Court located at 35 Geremonty Drive, Salem, NH.

The Bureau of Court Facilities offered a 1% increase in year two and year four, with a 0% increase in the alternate years (year one, three and five). The annual rental cost for the facility shall be \$402,300 or approximately \$18.73 per square foot in year one, \$406,320 or approximately \$18.92 per square foot in year two, \$406,320 or approximately \$18.92 per square foot in year three, \$410,388 or approximately \$19.11 per square foot in year four, and \$410,388 or approximately \$19.11 in year five. The rental rate includes the provision of utilities, site maintenance and janitorial services.

BSC 6/6/18



State of New Hampshire
DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE COMMISSIONER
25 Capitol Street - Room 120
Concord, New Hampshire 03301

CHARLES M. ARLINGHAUS
Commissioner
(603)-271-3201

JOSEPH B. BOUCHARD
Assistant Commissioner
(603)-271-3204

May 2, 2018

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

Authorize the Department of Administrative Services, Bureau of Court Facilities, to enter into a four year lease agreement with the County of Strafford (Vendor #177478) Dover, NH 03820, for an amount not to exceed \$2,146,273.08, which shall provide courtroom and office space for the Strafford County Superior Court and the 7th Circuit - Probate Division (Dover) comprised of approximately 36,652 square feet located at 259 County Farm Road, Dover, NH, upon Governor and Council approval for the period effective July 1, 2018 through June 30, 2022. **100% Transfer Funds (transfer from AOC, Rent from Other Agencies).**

Funding is available from account # 01-14-14-141510-20450000, Department of Administrative Services, Bureau of Court Facilities, contingent upon the availability and continued appropriations with the authority to adjust encumbrances in each of the State fiscal years through the Budget Office if needed and justified.

022-500248 Rent to Owners Non State Space

<u>SFY19</u>	<u>SFY20</u>	<u>SFY21</u>	<u>SFY22</u>
\$526,605.00	\$531,872.04	\$539,849.16	\$547,946.88

EXPLANATION

Approval of the enclosed four year lease agreement will authorize the Bureau of Court Facilities to continue renting the premises which provides courtroom and office space for the Strafford County Superior Court and the 7th Circuit - Probate Division (Dover) located at 259 County Farm Road, Dover, NH.

The Bureau of Court Facilities offered a 0% increase in year one, .1% increase in year two and three, and a 1.5% increase in year four. The County countered with a request for a 2% increase in year one and two, and a 2.5% increase in year three and four. The parties came to an agreement of a 1% increase in year one and two, and a 1.5% increase in year three and



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE COMMISSIONER
State House Annex - Room 120
Concord, New Hampshire 03301

approved by
GAC
on 3/14/01
item no. 39D

LD S. HILL
Commissioner
(603) 271-3201

March 1, 2001

Her Excellency, Governor Jeanne Shaheen
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authority is respectfully requested to enter into a Lease/Purchase Agreement with the County of Cheshire, Vendor Code #24349, for a term of twenty (20) years commencing on the date of completion of construction of a district court building on a tract of land in Jaffrey, NH, for the Jaffrey District Court.

EXPLANATION

Chapter 132, Laws of 2000, authorizes the Department of Administrative Services to enter into a lease/purchase agreement for the construction of a district courthouse in the Town of Jaffrey. The County of Cheshire is willing, with the assistance of the State, to construct a district court building on a certain lot of land in Jaffrey for use by the State as its consolidated Jaffrey/Peterborough District Court. The State wishes to occupy the same under a lease for a twenty (20) year term, provided that at the expiration of the term, the County conveys to the State fee simple title to the leased premises. The State will pay the County of Cheshire in semi-annual installments a rental amount based on the County's repayment schedule of the principal and interest of a certain bond issue, not to exceed \$2,600,000.00, through the New Hampshire Municipal Bond Bank. Occupancy is scheduled for the Spring of 2002. Funds have been requested in the Fiscal Year 2002-2003 budget.

This Lease/Purchase Agreement has been reviewed by the Office of the Attorney General and approved as to form, substance, and execution.

Respectfully submitted,

Donald S. Hill
Commissioner

DSH:GS:gs

Attachments