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STATE OF NEW HAMPSHIRE
 DEPARTMENT OF CORRECTIONS
 DIVISION OF ADMINISTRATION
 PO BOX 1806
 CONCORD, NH 03302-1806
 603-271-5600 FAX: 1-888-908-6609
 TDD Access: 1-800-735-2964
 www.nh.gov/nhdoc

Helen E. Hanks
Commissioner

Robin H. Maddaus
Director

August 1, 2019

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

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

REQUESTED ACTION

Pursuant to the provisions of Chapter 145, subparagraph I, (a), Laws of 2019, the Department of Corrections requests authorization to exceed the 3/12 limitation of said resolution for the accounts listed on the attached analysis in the total amount of **\$526,955**, to the extent shown as projected deficits, for the period of Fiscal Committee and Governor and Executive Council approval through September 30, 2019. **100% General Funds**

RENTS-LEASES OTHER THAN STATE - 100% General Fund

Account	Bureau/Division	Class	Cont. Res. Budget	Estimated Expenditures	Projected Deficit
02-46-46-464010-83020000	DISTRICT OFFICES	022	103,883	(130,838)	(26,955)

PRESCRIPTION DRUG EXPENSES - 100% General Fund

Account	Bureau/Division	Class	Cont. Res. Budget	Estimated Expenditures	Projected Deficit
02-46-46-465010-82360000	PHARMACY	100	743,252	(1,243,252)	(500,000)

Total General Funds	847,135	(1,374,090)	(526,955)
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EXPLANATION

Class 022 Rents, Leases Other Than State- The Department leases space for Field Services District Offices. The Continuing Resolution provides 3/12 of the FY 2019 Adjusted Authorized Budget, however the Department makes four lease payments in the first three months of the fiscal year. The payment is due prior to the start of each month therefore two payments are made in July, one at the beginning of July for the month of July and one in late July for the month of August, and payments continue at the end of each month for the next month's rent.

Class 100 Prescription Drug Expenses- This deficit is partially due to a reduced budget of \$2.4M in the FY 2019 Adjusted Authorized Budget compared to the \$3.3M requested in the vetoed FY 2020 Operating Budget. The Department also continues to experience cost challenges related to drug treatments for people with Hepatitis C (HCV) as there has been an increase in individuals that meet the threshold for treatment. The Department has been continually tracking the change in practices associated with triaging and diagnosing HCV as outlined by the American Association for the Study of Liver Disease (AALD) as it adjusts pursuant to the advances in treatment through pharmaceuticals.

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?*

Yes, both requests are 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.)*

The request for *Class 100 Prescription Drug Expenses* is not a program established through a Fiscal Committee and Governor and Executive Council action.

Class 022 Rents, Leases Other Than State Governor and Executive Council approvals:

- Lease agreement with Belknap County approved by the Governor and Executive Council December 3, 2014, Item #49 through December 31, 2019
- Lease agreement with Bergeron Construction Company approved by the Governor and Executive Council May 16, 2018, Item #28A through May 31, 2023
- Lease agreement with Richard Edmunds by the Governor and Executive Council December 19, 2018, Item #38 through December 31, 2023
- Lease agreement with Riverside Properties of Nashua, Inc. by the Governor and Executive Council December 6, 2017, Item #28A through November 30, 2027
- Lease agreement with Robot Holdings, LLC approved by the Governor and Executive Council May 18, 2016, Item #27 through May 31, 2026
- Lease agreement with Strafford County Commissioners by the Governor and Executive Council March 9, 2016, Item #62 through March 31, 2021

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

Yes, funding was included in the FY 2018-2019 enacted 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 is included in the vetoed 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.)*

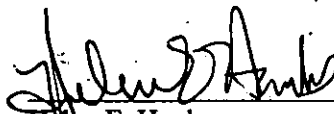
No, this request does not include positions or consultants.

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

Class 022 Rents, Leases Other Than State- If this request is denied the Department will not be able to make the additional payment for leased space.

Class 100 Prescription Drugs- The Department will not be able to provide constitutionally required medication to residents.

Respectfully Submitted,



Helen E. Hanks
Commissioner

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 P.O. BOX 1806
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 603-271-5610 FAX: 603-271-5639
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William L. Wrenn
 Commissioner
 Bob Mullen
 Director

November 4, 2014

Her Excellency, Governor Margaret Wood Hassan
 and the Honorable Executive Council
 State House
 Concord, NH 03301

G & C

Pending _____
 Approved DEC. 3, 2014
 Item: # 49

REQUESTED ACTION

Authorize the NH Department of Corrections to enter into a new lease agreement in an amount not to exceed \$154,572.00 with Belknap County, (VC# 177360-B008), Laconia, NH, for the purpose of probation/parole district office space, Laconia, NH, for the period of January 1, 2015 through December 31, 2019 effective upon Governor and Executive Council approval. 100% General Funds

Funding is available in account, District Offices: 02-46-46-464010-8302-022-500248 as follows with the authority to adjust encumbrances in each of the States fiscal years through the Budget Office if needed and justified. Funding for SFY 2016 through SFY 2020 is contingent upon the availability and continued appropriation of funds.

Laconia Probation/Parole District Office

Account:	Description:	SFY 2015	SFY 2016	SFY 2017	Total	
02-46-46-464010-8302-022-500248	Rents to Non-State	15,006.00	30,228.00	30,678.00	75,912.00	
			SFY 2018	SFY 2019	SFY 2020	
			31,140.00	31,602.00	15,918.00	78,660.00
Total Lease Amount:					\$154,572.00	

EXPLANATION

The NH Department of Corrections is seeking approval to enter into a new five (5) year lease commencing January 1, 2015 and ending December 31, 2019 for the provision of approximately 2,200 square feet of probation/parole office space located at 64 Court Street, (Belknap Superior Court House) 1st Floor Suite, Laconia, NH for the Division of Field Services. The total five year cost will be \$154,572.00 and provides a "gross" fixed rate of \$13.64 per square foot, \$30,012.00 annually, for the first year and an approximate 1.5% escalation for year two through five. The rate shall escalate 1.5% upon the anniversary date of each year, resulting in "year two" at a "gross" rate of \$13.84 per square foot, \$30,444.00 annually, "year three" at a "gross" rate of \$14.05 per square foot, \$30,912.00 annually, "year four" at a "gross" rate of \$14.26 per square foot, \$31,368.00 annually, and "year five" at a "gross" rate of \$14.47 per square foot, \$31,836.00 annually. The total five-year cost will be \$154,572.00.

The rental rate includes the Landlord's provision of heat, sewer & water, electricity, real estate taxes, insurance, janitorial services, snow plowing and removal, and building and site maintenance, except for telecommunication services.

As required by Administrative Rule Adm. 610.06 "Public Notice," the NH Department of Corrections conducted a space search soliciting "letters of interest" for leased space in the Laconia, NH area for a term of up to five (5) years through the publication of a Request for Proposal (RFP) in The Citizen of Laconia on February 14, 2014, concurrently the Department of Administrative Services "Bureau of Planning and Management" posted the RFP on their website. Two letters of interest were received in response to the solicitation which subsequently resulted in two proposals, one for 1,900 square feet from the incumbent landlord, Ronald and Donna Olszak, offering 1st floor space located at 314 South Main Street, Laconia NH and the other for 2,200 square feet from Belknap County offering space on the 1st floor of the Belknap County Superior Courthouse, 64 Court Street, Laconia NH.


The 1,900 square foot space offered by the incumbent landlord was offered at a modified "Net" rate (janitorial, water/sewer and electricity additional tenancy cost) of \$9.00 per square foot with 1.5% escalation annually, with estimated "net" costs added to the rent the estimated total cost was \$15.03 per square foot, with \$150,627.20 being the total estimated cost of occupancy for the five year term.

The 2,200 square foot space offered by Belknap County was for 1st floor space formerly leased to Probate Court, offered at true "Gross" rate (including janitorial, water/sewer and electricity and heat) of \$13.64 per square foot with 1.5% escalation annually resulting in \$154,572.00 as the total cost of for the five year term.

Although the space offered at 314 South Main Street was estimated to be approximately \$3,945.00 less over the five year term than the 64 Court Street space offered by Belknap County, the Court Street space was selected due to the distinct safety and business advantages inherent within the secure judicial facility (all visitors pass through a magnetometer), and the advantage of having an "all inclusive" (Gross) lease eliminating the need to estimate total Net additional costs and their inherent potential overages.

Approval of the enclosed lease will allow the Division of Field Services to continue providing Probation and Parole services to the Laconia area; your positive consideration is therefore requested.

Respectfully Submitted,



William L. Wrenn
Commissioner

RH



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Helen E. Hanks
Commissioner

Robin H. Maddaus
Director

April 18, 2018

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

G & C
Pending _____
Approved MAR 16, 2018
Item # 28A

REQUESTED ACTION

Authorize the NH Department of Corrections to enter into a renewal lease agreement in an amount not to exceed \$145,285.20 with Bergeron Construction Company, Inc. (VC# 154332), 27 Matthew Road, Keene, NH 03431 for the purpose of probation/parole office space for the Keene Probation & Parole District Office for the period of June 1, 2018 through May 31, 2023 effective upon Governor and Executive Council approval. 100% General Funds

Funding is available in account, District Offices: 02-46-46-464010-8302-022-500248, as follows.

Bergeron Construction Company, Inc. 5 Year Lease					
Account	Description	SFY 2018	SFY 2019	SFY 2020	Total
02-46-46-464010-8302-022-500248	Rents to Non State	2,421.42	29,057.04	29,057.04	\$ 60,535.50
Account	Description	SFY 2021	SFY 2022	SFY 2023	
02-46-46-464010-8302-022-500248	Rents to Non State	29,057.04	29,057.04	26,635.62	\$ 84,749.70
Total Lease Amount:					\$ 145,285.20

EXPLANATION

The NH Department of Corrections is seeking approval to enter into a five (5) year lease agreement commencing June 1, 2018 and ending not later than May 31, 2023 for the continued provision of Division of Field Services probation/parole district office space consisting of approximately 1,700 square feet, located at 28 Mechanic Street, 1st & 2nd Floor, Keene, NH at \$29,057.04 annually which is \$17.09 per square foot, and will remain unchanged with no escalation at a prorated monthly rent of \$2,421.42. The rate includes the landlord's provision of heat, electricity, real estate taxes, insurance, snow plowing and removal and building and site maintenance except for telecommunication and janitorial services.

As required by Administrative Rule Adm. 610.06 "Public Notice," the NH Department of Corrections conducted a space search soliciting "letters of interest" for a leased space in the Keene, NH area for a term of up to ten (10) years through a publication of a "Request for Proposal" in The Keene Sentinel on February 10, 2017. Concurrently, the Department of Administrative Services, "Bureau of Planning and Management" also posted the Request for Proposal on their website in order to broaden exposure while State personnel canvassed the area for alternative viable vacant space.

The space search produced only one proposal, the incumbent landlord, Bergeron Construction Company, Inc., for the location of 28 Mechanic Street, Keene, NH, offering a renewal of the current 1,700 square feet office space at the current "gross" rate of \$17.09 per square foot with no escalation, fixed for the five (5) year term.

Approval of the enclosed lease agreement will allow the Division of Field Services to continue providing Probation and Parole services to the Keene area; your positive consideration is therefore requested.

Respectfully Submitted,


Helen E. Hanks
Commissioner

RHM



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Helen E. Hanks
Commissioner

Robin H. Maddaus
Director

November 20, 2018

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

G & C
Pending _____
Approved DEC 19, 2018
38

REQUESTED ACTION

Authorize the NH Department of Corrections (NHDOC) to enter into a five-year renewal lease agreement in the amount not to exceed \$382,050.24 with Richard Edmunds (VC# 171007), North Salem, NH 03073 for the purpose of probation/parole district office space for the period of January 1, 2019 through December 31, 2023 effective upon Governor and Executive Council approval. 100% General Funds

Funding is available in account, *District Offices*, as follows with the authority to adjust encumbrances in each of the States fiscal years through the Budget Office if needed and justified. Funding for SFY 2020 through SFY 2024 is contingent upon the availability and continued appropriation of funds.

Exeter Probation/Parole District Office, Lease

Account:	Description	SFY 2019	SFY 2020	SFY 2021	Total
02-46-46-464010-8302-022-500248	Rents to Non-State	37,597.56	75,195.12	75,950.16	188,742.84
Account:	Description	SFY 2022	SFY 2023	SFY 2024	Total
02-46-46-464010-8302-022-500248	Rents to Non-State	76,705.20	77,477.40	39,124.80	193,307.40
Total Renewal Lease:		\$ 114,302.76	\$ 152,672.52	\$ 115,074.96	\$ 382,050.24

EXPLANATION

The NH Department of Corrections is seeking approval to enter into a five-year renewal lease agreement commencing January 1, 2019 and ending no later than December 31, 2023 for the continued provision of Division of Field Services probation/parole district office space consisting of approximately 3,432 square feet, located at 8A Continental Drive, Exeter, NH. The total contractual amount shall be \$382,050.24 "gross" with the lease payable at a rate of \$21.91 per square foot, \$75,192.12 annually for year one which reflects a 1.5%

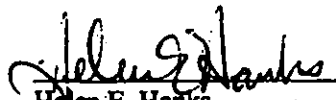
escalation from the prior year. The rate for every other year of the term shall escalate 2% upon the anniversary date of the agreement resulting in "year three" at a gross rate of \$22.35, \$76,705.20 annually and "year five" at a gross rate of \$22.80, \$78,249.60 annually. These rates include the Landlord's provision of heat, electricity, real estate taxes, insurance, snow-plowing and removal, building and site maintenance except for telecommunication and janitorial services.

As required by Administrative Rule Adm. 610.06 "Public Notice," the NHDOC conducted a space search soliciting "letters of interest" for a leased space in the Exeter, NH area for up to a ten year term through the publication of a "Request for Proposal" in the NH Union Leader on February 10, 2017; concurrently the Department of Administrative Services "Bureau of Planning and Management" also posted the RFP on their website in order to broaden exposure.

The space search produced only one proposal, the incumbent landlord, Richard Edmunds who offered the State a five-year term for the current 3,432 square foot location at 8A Continental Drive, Exeter, NH, with an 1.5% escalation for "year one, three and five" and no escalation for "year two and four" for an approximate total cost of \$382,050.24.

Approval of the enclosed renewal lease will allow the Division of Field Services to continue providing Probation and Parole services to the Exeter area; your positive consideration is therefore requested.

Respectfully Submitted,



Helen E. Hanks
Commissioner

RJY



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Helen E. Hanks
Commissioner

Robin H. Maddaus
Director

G & C

Pending _____
Approved DECEMBER 6, 2017
Item # 28A

November 20, 2017

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

REQUESTED ACTION

Authorize the NH Department of Corrections to enter into a retroactive renewal lease agreement to PO # 1000295 in an amount not to exceed \$714,342.00 with the Riverside Properties of Nashua, Inc. (VC# 158064), 22 Kehoe Avenue, Nashua, NH 03060 for the purpose of probation/parole office space for the period of December 1, 2017 through November 30, 2027 effective upon Governor and Executive Council approval. 100% General Funds

Funding is available in account, District Offices, as follows with the authority to adjust encumbrances in each of the States fiscal years through the Budget Office if needed and justified. Funding for SFY 2019 through SFY 2028 is contingent upon the availability and continued appropriation of funds.

Nashua Probation/Parole District Office							
Account:	Description	SFY 2018	SFY 2019	SFY 2020	SFY 2021	SFY 2022	Total
02-46-46-464010-8302-022-500248	Rents to Non-State	41,669.95	71,434.20	71,434.20	71,434.20	71,434.20	327,406.75
Account:	Description	SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	Total
02-46-46-464010-8302-022-500248	Rents to Non-State	71,434.20	71,434.20	71,434.20	71,434.20	71,434.20	357,171.00
Account:	Description	SFY 2028					Total
02-46-46-464010-8302-022-500248	Rents to Non-State	29,764.25					29,764.25
Total Renewal Lease							\$714,342.00

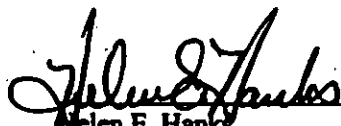
EXPLANATION

This ten year renewal lease agreement is retroactive due to administrative delays. The NH Department of Corrections is seeking a retroactive approval to enter into a ten year renewal lease agreement commencing December 1, 2017 and ending not later than November 30, 2027 for the continued provision of Division of Field Services probation/parole district office space consisting of approximately 3,252 square feet, located at 3 Pine Street Extension, 1st Floor Suite, Nashua, NH at \$71,434.20 annually with no escalation.

The original three-year lease was procured competitively in accordance with all State requirements and was approved by Governor and Executive Council on December 14, 2011, Item #48. A two-year lease extension was approved by Governor and Executive Council on December 3, 2014, Item #50 and a two-year holdover lease agreement was approved by Governor and Executive Council on November 18, 2016, Item #53 with no escalation at \$71,434.20, annually. The rates for the ten year renewal lease agreement includes the landlord's provision of heat, electricity, real estate taxes, insurance, snow plowing and removal and building and site maintenance except for telecommunication and janitorial services.

Approval of the enclosed renewal agreement will allow the Division of Field Services to continue providing Probation and Parole services to the Nashua area; your positive consideration is therefore requested.

Respectfully Submitted,


Helen E. Hanks
Commissioner



**STATE OF NEW HAMPSHIRE
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DIVISION OF ADMINISTRATION**

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William L. Wrenn
Commissioner

Helen Hanks
Assistant Commissioner

May 3, 2016

G & C

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

Pending _____
Approved MAY 18 2016
Item # #27

REQUESTED ACTION

Authorize the NH Department of Corrections to enter into a renewal lease agreement in an amount not to exceed \$857,796.00 with Robat Holdings, LLC (VC# 158278), P.O. Box 397, Manchester, NH for the purpose of probation/parole district office space for the period of June 1, 2016 through May 31, 2026. Subject to receipt of approval by the Long Range Capitol Planning and Utilization Committee at their May 10, 2016 meeting, the lease shall be effective upon Governor and Executive Council approval. 100% General Funds

Funding is available in account, *District Offices*: 02-46-46-464010-8302-022-500248 as follows with the authority to adjust encumbrances in each of the States fiscal years through the Budget Office if needed and justified. Funding for SFY 2018 through SFY 2026 is contingent upon the availability and continued appropriation of funds.

Manchester Probation/Parole District Office

Account:	Description	SFY 2016	SFY 2017	SFY 2018	SFY 2019	SFY 2020	Total
02-46-46-464010-8302-022-500248	Rents to Non-State	6,800.00	81,736.00	83,232.00	83,370.75	84,897.00	340,035.75
Account:	Description	SFY 2021	SFY 2022	SFY 2023	SFY 2024	SFY 2025	Total
02-46-46-464010-8302-022-500248	Rents to Non-State	85,038.50	86,595.00	86,739.25	88,326.00	88,473.50	435,172.25
Account:	Description	SFY 2026					Total
02-46-46-464010-8302-022-500248	Rents to Non-State	82,588.00					82,588.00
Total Renewal Lease							\$857,796.00

EXPLANATION

The NH Department of Corrections (NHDOC) is seeking approval to enter into a ten (10) year renewal lease which, subject to approval by the Long Range Capitol Planning and Utilization Committee on May 10, 2016, shall commence June 1, 2016 and end May 31, 2026 and continue provision of Division of Field Services probation/parole district office space consisting of approximately 5,500 square feet of space located at 60-63 Rogers Street, 2nd Floor, Manchester, NH. The total contractual amount shall be \$857,796.00 "gross" with the lease payable at a rate of \$14.84 per square foot, \$81,600.00 annually for year one which reflects a "0%" escalation from the prior year. The rate for every other year of the term shall escalate 2% upon the anniversary date of the agreement resulting in "year two" at a gross rate of \$15.13, \$83,232.00 annually, "year four" at a gross rate of \$15.44, \$84,897.00 annually, "year six" at a gross rate of \$15.74, \$86,595.00 annually, "year eight" at a gross rate of \$16.06, \$88,326.00 annually and "year ten" at a gross rate of \$16.38, \$90,096.00 annually. These rates include the

Landlord's provision of heat, electricity, janitorial services, real estate taxes, insurance, snow-plowing and removal, and building and site maintenance.

As required by Administrative Rule Adm. 610.06 "Public Notice," the NHDOC conducted a space search soliciting "letters of interest" for a leased space in the Manchester, NH area for either a five or ten year term through publication of a "Request for Proposal" in the NH Union Leader on February 3, 2016 and February 28, 2016; concurrently the Department of Administrative Services "Bureau of Planning and Management" also posted the RFP on their website in order to broaden exposure.

The space search produced only one proposal, the incumbent landlord, Robat Holdings, LLC who initially offered the State a ten-year term for the current 5,500 square foot location at 60 Rogers Street, Manchester, NH, with no escalation for "year one and two" at \$14.84 per square foot, \$81,600.00 annually and a 3.0% escalation for "year three through ten" for an approximate total cost of \$910,447.85. The State subsequently negotiated the proposed ten-year renewal down to \$857,798.00 with a 2% escalation every other year, providing a cost savings of \$52,649.85 over the term.

Approval of the proposed renewal lease will also authorize provision of certain limited improvements, at no additional cost to the Tenant, during the first year of the term. Improvements to be provided include but are not limited to: reconfiguration of the "wheelchair accessible" parking spaces at building entrance, re-carpeting of offices to eliminate hazardous rips and wrinkles and repainting throughout. Supportive of improving barrier-free accessibility the provision of assistive-listening devices will be implemented at this location.

Approval of the enclosed renewal lease will allow the Division of Field Services to continue providing Probation and Parole services to the Manchester area; your positive consideration is therefore requested.

Respectfully Submitted,



William L. Wrenn
Commissioner

SW



STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS
DIVISION OF ADMINISTRATION

William L. Wrenn
Commissioner

P.O. BOX 1806
CONCORD, NH 03302-1806

Doreen Wittenberg
Director

603-271-5610 FAX: 603-271-5639
TDD Access: 1-800-735-2964

February 3, 2016

G & C

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

Pending _____
Approved MARCH 9, 2016
Item #: #62

REQUESTED ACTION

Authorize the NH Department of Corrections to enter into a renewal lease agreement in an amount not to exceed \$164,226.00 with the Strafford County Commissioners (VC# 177478), 259 County Farm Road, Dover, NH for the purpose of probation/parole office space for the period of April 1, 2016 through March 31, 2021 effective upon Governor and Executive Council approval. 100% General Funds

Funding is available in account, *District Offices*, as follows with the authority to adjust encumbrances in each of the State's fiscal years through the Budget Office if needed and justified. Funding for SFY 2018 through SFY 2021 is contingent upon the availability and continued appropriation of funds.

Account:	Description:	SFY 2016	SFY 2017	SFY 2018	
02-46-46-464010-8302-022-500248	Rents to Non-State	8,032.50	32,210.25	32,532.75	
			SFY 2019	SFY 2020	SFY 2021
02-46-46-464010-8302-022-500248	Rents to Non-State	32,900.25	33,350.25	25,200.00	
Total Lease Amount:				\$ 164,226.00	

EXPLANATION

The Department of Corrections is seeking approval to enter into this renewal lease agreement for the probation/parole office space located at the Strafford County Justice & Administrative Building, 259 County Farm Road, Dover, NH for approximately 2,250 square feet in the amount of \$164,226.00 to include utilities and janitorial services for the term of that expires on March 31, 2021.

The NH Department of Corrections wishes to enter into this lease agreement of this location, which is presently being occupied by the NH Department of Corrections, Division of Field Services. As required by Administrative Rule Adm. 610.06 "Public Notice," the NH Department of Corrections space search was published on August 21, 2015 through a newspaper advertisement in the Union Leader and concurrent postings

on the Department of Administrative Services "Planning and Management" website soliciting "letters of interest" for a five year leased space in the Dover, NH area.

The only letter of interest received in response to the RFP solicitation was from Raymond Bower representing the Stafford County Commissioners, offering a renewal of the current regional "Field Services" office located in the basement of the Strafford County Justice and Administration Building at 259 County Farm Road, Dover NH. This location has served well during prior lease terms, and the proposed renewal rate is affordable, therefore approval of the attached lease is respectfully requested.

This lease is structured to be payable as a "full gross lease" with the rent including the landlord's provision of heat, electricity, janitorial services and site and building maintenance. The lease rate will be \$14.28 per square foot year one (0% escalation above current \$32,130 annual rent), with 1% escalation at the inception of year two resulting in \$14.42 per square foot (\$32,451.00 annually), 1% escalation at the inception of year three resulting in \$14.57 per square foot (\$32,778.00), 1.5% escalation at the inception of year four resulting in \$14.79 per square foot (\$33,267.00 annually) and 1% escalation at the inception of year five resulting in \$14.93 per square foot (\$33,600.00 annually) with the resulting total terms cost of \$164,226.00. There are no options for extension of this term, and the space has been reviewed and received favorable recommendation from the Architectural Barrier-Free Design Committee contingent upon provision of certain program access enhancements to which the Department of Corrections is agreed.

Respectfully Submitted,



William L. Wrenn
Commissioner