



**New Hampshire
Employment
Security**

www.nhes.nh.gov

"We're working to keep New Hampshire working"

ADMINISTRATIVE OFFICE

45 SOUTH FRUIT STREET
CONCORD, NH 03301-4857



YBR
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GEORGE N. COPADIS, COMMISSIONER

RICHARD J. LAVERS, DEPUTY COMMISSIONER

September 20, 2016

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

REQUESTED ACTION

To authorize New Hampshire Employment Security (NHES) to amend the current lease agreement with Littleton Area Learning Center, LLC (VC 159115), Littleton, NH for rental of 6,510 square feet of office space located at 646 Union Street, Littleton, for an additional eight (8) months, commencing November 1, 2016, at a total cost of \$52,080, through June 30, 2017. The original lease agreement was approved by Governor and Council action as item #39A on March 30, 2011 and amended as item #37A on March 23, 2016. 100% Federal funds.

Federal funding to support this request is available in State FY 2017 as follows:

02 - 27 - 27 - 270010 - 8040	DEPT OF EMPLOYMENT SECURITY	<u>SFY 2017</u>
10 - 02700 - 80400000 - 022 - 500248	Rental, Non-State	\$52,080
Vendor Code: 159115 Littleton Area Learning Center, LLC		
RQ#: TBD		

EXPLANATION

Governor and Council action as item #39A on March 30, 2011 approved the original lease agreement for the location of our current Littleton Local Office at 646 Union Avenue, Littleton for a period of five (5) years ending April 30, 2016 which was amended for an additional six (6) month period through October 31, 2016 as item #37A on March 23, 2016. NHES is requesting approval to amend the current lease to provide an additional eight (8) months of occupancy; providing time in which to complete promulgation and submittal of a new lease possibly at a new location. The base rental of this office space remains at \$12.00 per square foot or \$6,510 monthly which includes landlord paid heat and electricity as well as other landlord paid services including general maintenance, snowplowing, water/sewer, etc. Additional costs to NHES would be associated with janitorial and dumpster services. Additional costs for janitorial and dumpster services are estimated at \$7,400 or approximately \$1.14. per square foot. These expenses bring the estimated cost per square foot to \$13.14. Attached is a copy of the Governor and Council request for the original lease as well as the recent amendment.

Approval of this lease amendment will allow the Department to continue to provide uninterrupted services to the region.

Respectfully submitted,

George N. Copadis
Commissioner

GNC/jdr
Attachments

**DEPARTMENT OF ADMINISTRATIVE SERVICES
SYNOPSIS OF ENCLOSED LEASE CONTRACT**

FROM: Mary Belec, Administrator II
Department of Administrative Services
Bureau of Planning and Management

DATE: September 26, 2016

SUBJECT: Attached Lease Amendment;
Approval respectfully requested

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

LESSEE: NH Employment Security, 45 South Fruit Street, Concord NH 03301

LESSOR: Littleton Area Learning Center, LLC, 347 Portland Street, St. Johnsbury VT 05819

DESCRIPTION: Lease Amendment: Approval of the enclosed will extend the term of the current lease by up to an additional eight (8) months allowing continued occupancy of Employment Security's current regional office comprised of 6,510 square feet of space located in the building known as the "Littleton Area Learning Center", 646 Union Street, Littleton NH. During the extended term the Department will complete a competitive RFP process and submit any subsequent lease to all authorizing parties.

TERM: Up to eight (8) months: October 1, 2016 expiration extended to not later than June 30, 2017. Note: Tenant has option for early termination after initial sixty days of amended term.

RENT: 0% escalation: current annual rent of \$78,120.00 (approx. \$12.00 per SF) shall be prorated to monthly rate of \$6,510.00.

JANITORIAL: additional cost, approx. \$7,400 annually (approx. \$1.14 per SF)
UTILITIES: included in annual rent

TOTAL TERM (8 month) COST: \$52,080.00 rent + \$4,944.00 janitorial = \$57,024.00
(approx. \$13.14 per SF total cost)

PUBLIC NOTICE: Sole-Source amendment of current lease, however any subsequent proposed long term lease will conform to all required competitive RFP processes

CLEAN AIR PROVISIONS: None applicable to an amended term

BARRIER-FREE DESIGN COMMITTEE: No review required for an amended term

OTHER: Approval of the enclosed is recommended

The enclosed contract complies with the State of NH Division of Plant and Property Rules
And has been reviewed & approved by the Department of Justice.

Reviewed and recommended by:
Bureau of Planning and Management


Mary Belec, Administrator II

Approved by:
Department of Administrative Services


Michael Connor, Deputy Commissioner

2ND AMENDMENT TO LEASE

This Agreement (the "Amendment") is dated, 9/16, 2016 and is by and between the State of New Hampshire acting by and through New Hampshire Employment Security, (the "Tenant") and Littleton Area Learning Center, LLC, (the "Landlord") c/o Northern Community Investment Corporation (NCIC), 51 Depot Square, Suite #2, St. Johnsbury, VT, 05819.

Whereas, pursuant to a five-year Lease Agreement (hereinafter called the "Agreement"), for 6,510 square feet of space located in the building known as the "Littleton Area Learning Center", 646 Union Street, Littleton, New Hampshire, which was approved by the Governor and Executive Council on March 20, 2011, Item #39A, and thereafter amended to extend the term for six months, which was approved by the Governor and Executive Council on March 23, 2016, Item #37A, the Landlord agreed to lease certain premises upon the terms and conditions specified in the Agreement and in consideration of payment by the Tenant of certain sums specified therein; and

Whereas, the Landlord and Tenant are agreeable to an additional holdover term to facilitate the Tenant's finalization of their "Request for Proposal" (RFP) process, and;

The Tenant will need up to eight (8) months to complete the RFP process and obtain authorization of any subsequent lease contract, however, the Agreement expires well in advance of this. Amendment of the current Agreement to provide a delay in the expiration of the term will allow the Tenant to continue lawful payment of rent while continuing occupancy at the Premises and the Landlord is agreeable to providing such delay.

NOW THEREFORE, in consideration of the foregoing and the covenants and conditions contained in the Agreement as set forth herein, the Landlord and Tenant hereby agree to amend the Agreement as follows:

Amendment of Agreement

3.1 Term: The expiration date of the current agreement, October 31, 2016, is hereby amended to terminate up to eight (8) months thereafter, June 30, 2017.

3.1 (a): During the amended Term, the Parties hereto may enter into a "renewal lease". If such a lease with the Landlord is entered into and subsequently authorized by the State of New Hampshire's Governor and Executive Council, the Amendment herein shall terminate upon the same date set for commencement of the "renewal lease", replaced by its' terms and conditions.

3.1 (b): After the initial sixty (60) days of the amended Term the Tenant shall have the option to terminate this agreement early; in such instance the Tenant shall serve the Landlord at least thirty (30) days advance written notice of the intended termination date.

4.1 Rent: The current annual rent of \$78,120.00, which is approximately \$12.00 per square foot, will remain unchanged, prorated to a monthly rent of \$6,510.00. The first monthly installment shall be due and payable November 1, 2016 or within 30 days of the Governor and Executive Council's approval of this agreement, whichever is later. The monthly rent shall continue to be paid on the 1st day of each month during the amended term unless the Agreement is sooner terminated as provided herein. The total amount of rent to be paid under the terms of this agreement shall not exceed eight (8) months, the total of which is \$52,080.00.

Initials:


Date: 9/16/2016

15 Insurance: Paragraph 15 of the Lease is deleted and replaced with the following amended paragraph: During the Term and any extension thereof, the Landlord shall at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance with respect to the Premises and the property of which the Premises are a part: comprehensive general liability insurance against all claims of bodily injury, death or property damage occurring on, (or claimed to have occurred on) in or about the Premises. Such insurance is to provide minimum insured coverage conforming to: General Liability coverage of not less than one million (\$1,000,000) per occurrence and not less than two million (\$2,000,000) general aggregate; with coverage of Excess/Umbrella Liability of not less than two million (\$2,000,000). The policies described herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance and issued by insurers licensed in the State of New Hampshire. Each certificate(s) of insurance shall contain a clause requiring the insurer to endeavor to provide the Tenant no less than ten (10) days prior written notice of cancellation or modification of the policy. The Landlord shall deposit with the Tenant Certificates of insurance for all insurance required under this Agreement, (or for any Extension or Amendment thereof) which shall be attached and are incorporated herein by reference. During the Term of the Agreement the Landlord shall furnish the Tenant with certificate(s) of renewal(s) of insurance required under this Agreement no later than fifteen (15) days prior to the expiration date of each of the policies.

15.1 Workers Compensation Insurance: To the extent the Landlord is subject to the requirements of NH RSA chapter 281-A, Landlord shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. The Landlord shall furnish the Tenant proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The Tenant shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for the Landlord, or any subcontractor of the Landlord, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

EFFECTIVE DATE OF THE AMENDMENT: This Amendment shall be effective upon its approval by the Governor and Executive Council of the State of New Hampshire. If approval is withheld, this document shall become null and void, with no further obligation or recourse to either party.

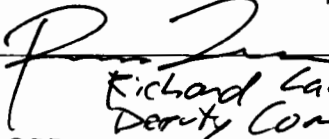
CONTINUANCE OF AGREEMENT: Except as specifically amended and modified by the terms and conditions of this Amendment, the Agreement and the obligations of the parties there under shall remain in full force and effect in accordance with the terms and conditions set forth therein.

Initials: 
Date: 9/16/2016

IN WITNESS WHEREOF, the parties have hereunto set their hands;

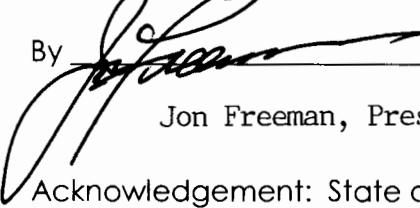
TENANT: New Hampshire Employment Security

Date: September 19, 2014

By 
Richard Gales
Deputy Commissioner

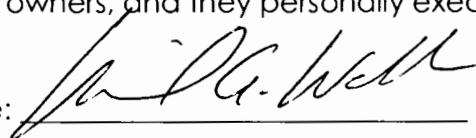
LANDLORD: Littleton Area Learning Center, LLC, c/o Northern Community Investment Corporation (NCIC)

Date: September 16, 2016

By 
Jon Freeman, President Littleton Area Learning Center, LLC

Acknowledgement: State of Vermont, County of Caledonia.

On (date) 09-16-16, before the undersigned officer, personally appeared Jon Freeman, President Littleton Area Learning Center, LLC, who satisfactorily proved to be the persons identified above as the owners, and they personally executed this document.

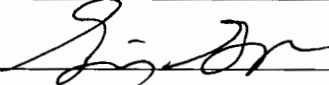
Signature of Notary Public or Justice of the Peace: 

Commission expires: 02-10-2019 Seal:

Name and title of Notary Public or Justice of the Peace (please print):

Michael A. Welch
Notary Public

Approval by New Hampshire Attorney General as to form, substance and execution:

By: , Assistant Attorney General, on 9/19/16.

Approval by the New Hampshire Governor and Executive Council:

By: _____, on _____

CERTIFICATE OF AUTHORITY FOR CORPORATIONS

I, (insert name) Gregory C. Eastman, am the Secretary of the (insert Corporate name), Littleton Area learning Center, LLC and do hereby certify:

- 1. I am a duly elected and acting Secretary for the Corporation documented above, which is incorporated in the State of (Insert State of incorporation) New Hampshire
2. I maintain and have custody of, and am familiar with, the minute books of the Corporation;
3. I am duly authorized to issue certificates with respect to the contents of such books;
4. The following is a true, accurate and complete copy of the resolution adopted during a meeting of the Board of Directors of the Corporation. Said meeting was held in accordance with the laws and by-laws of the State in which the Corporation is incorporated, upon the following date: (insert date of meeting) September 16, 2016

RESOLVED: That this Corporation shall enter into a contract with the State of New Hampshire, acting by and through the President of the Corporation, Jon Freeman

providing for the performance by this Corporation of certain services as documented within the foregoing Lease, and that the President, and/or the Vice President, and/or the Treasurer, (document which titled officer is authorizing the contract), President on behalf of this Corporation, is authorized and directed to enter into the said lease contract with the State of New Hampshire, and that they are to take any and all such actions that may be deemed necessary, desirable of appropriate in order to execute, seal, acknowledge and deliver any and all documents, agreements and other instruments on behalf of this Corporation in order to accomplish the same.

RESOLVED: That the signature of the above authorized party or parties of this Corporation, when affixed to any instrument of document described in, or contemplated by, these resolution, shall be conclusive evidence of the authority of said parties to bind this Corporation, thereby:

- 5. The foregoing resolutions have not been revoked, annulled, or amended in any manner what so ever, and remain in full force and effect as of the date hereof;
6. The following person or persons have been duly elected to, and now occupy, the Office or Offices indicated: (fill in the appropriate names of individuals for each titled position)

President: Jon Freeman
Vice President n/a
Treasurer: Ed Hennessey

IN WITNESS WHEREOF: I sign below as the Secretary of the Corporation, and have affixed its' corporate seal (if applicable) upon this date: (insert date of signing) 9/16/16

Clerk/Secretary (signature) [Signature]
In the State and County of: (State and County names) New Hampshire, Grafton

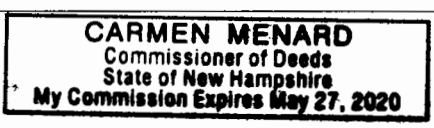
NOTARY STATEMENT: As Notary Public and/or Justice of the Peace, REGISTERED IN THE STATE OF: New Hampshire COUNTY OF: Grafton

UPON THIS DATE 9/16/16, appeared before me (print full name of notary) Carmen Menard. the undersigned officer personally appeared (insert officer's name) Greg C. Eastman who acknowledged him/herself to be (insert officer's title, and the name of corporation)

Secretary
and that being authorized to do so, he/she executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation.

In witness whereof I hereunto set my hand and official seal. (Provide signature, seal and expiration of commission)

Carmen Menard 5/27/2020





LITTARE-01 TERESAD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/29/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hunkins & Eaton Agency Inc 93 Main Street Littleton, NH 03561	CONTACT NAME:		
	PHONE (A/C, No, Ext):	(603) 444-3975	FAX (A/C, No): (603) 444-1131
E-MAIL ADDRESS:			
		INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED Littleton Area Learning Center LLC % NCIC 51 Depot St, Suite 2 St Johnsbury, VT 05819		INSURER A: Liberty Mutual Insurance Company	24074
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		CBP9535877	10/18/2015	10/18/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 OTHER \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		CBP9535877	10/18/2015	10/18/2016	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ OTHER \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		CU9587977	10/18/2015	10/18/2016	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ Commercial Umbr \$ 2,000,000 PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Premises located at 646-648 Union Street, Littleton, NH

CERTIFICATE HOLDER**CANCELLATION**

New Hampshire Employment Security 45 SOUTH FRUIT ST CONCORD NH 03301	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Terese A. Ridge</i>

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State of New Hampshire

Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that LITTLETON AREA LEARNING CENTER LLC is a New Hampshire limited liability company formed on October 2, 2000. I further certify that it is in good standing as far as this office is concerned, having filed the annual report(s) and paid the fees required by law; and that a certificate of cancellation has not been filed.



In TESTIMONY WHEREOF, I hereto
set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 20th day of September, A.D. 2016

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State



**New Hampshire
Employment
Security**

www.nhes.nh.gov

"We're working to keep New Hampshire working"

ADMINISTRATIVE OFFICE

45 SOUTH FRUIT STREET
CONCORD, NH 03301-4857



#37A
3/23/16

March 7, 2016

GEORGE N. COPADIS, COMMISSIONER

RICHARD J. LAVERS, DEPUTY COMMISSIONER

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

REQUESTED ACTION

To authorize New Hampshire Employment Security (NHES) to amend the current lease agreement with Littleton Area Learning Center, LLC (VC 159115), Littleton, NH for rental of 6,510 square feet of office space located at 646 Union Street, Littleton, for an additional six (6) months, commencing April 30, 2016, at a total cost of \$39,060, through October 31, 2016. The original lease agreement was approved by Governor and Council action as item #39A on March 30, 2011. 100% Federal funds.

Federal funds to support this request are anticipated to be available in the following account in State Fiscal Years 2016 and 2017.

02 - 27 - 27 - 270010 - 8040	DEPT OF EMPLOYMENT SECURITY	<u>SFY 2016</u>	<u>SFY 2017</u>
10 - 02700 - 80400000 - 022 - 500248	Rental, Non-State	\$13,020	\$26,040
Vendor Code: 159115 Littleton Area Learning Center, LLC			
RQ#: TBD			

EXPLANATION

Governor and Council action as item #39A on March 30, 2011 approved the original lease agreement for the location of our current Littleton Local Job and Information Center at 646 Union Avenue, Littleton for a period of five (5) years ending April 30, 2016. NHES is requesting approval to amend the current lease to provide an additional six (6) months of occupancy; providing time in which to complete promulgation and submittal of a new lease possibly at a new location. The base rental of this office space remains at \$12.00 per square foot or \$6,510 monthly which includes landlord paid heat and electricity as well as other landlord paid services including general maintenance, snowplowing, water/sewer, etc. Additional costs to NHES would be associated with janitorial and dumpster services. Additional costs for janitorial and dumpster services are estimated at \$7,400 or approximately \$1.14. per square foot. These expenses bring the estimated cost per square foot to \$13.14. Attached is a copy of the Governor and Council request for the original lease.

Approval of this lease amendment will allow the Department to continue to provide uninterrupted services to the region.

Respectfully submitted,

George N. Copadis
Commissioner

GNC/jdr
Attachments

AMENDMENT

This Agreement (the "Amendment") is dated, January 26, 2016 and is by and between the State of New Hampshire acting by and through New Hampshire Employment Security, (the "Tenant") and Littleton Area Learning Center, LLC, (the "Landlord") c/o Northern Community Investment Corporation (NCIC) 347 Portland Street, St. Johnsbury, VT, 05819.

Whereas, pursuant to a five-year Lease agreement (hereinafter called the "Agreement"), for 6,510 square feet of space located in the building known as the "Littleton Area Learning Center", 646 Union Street, Littleton, New Hampshire which was approved by the Governor and Executive Council on March 20, 2011, item #39A, the Landlord agreed to lease certain premises upon the terms and conditions specified in the Agreement and in consideration of payment by the Tenant of certain sums specified therein; and

Whereas, the Landlord and Tenant are agreeable to a holdover term to facilitate the Tenant's finalization of their "Request for Proposal" (RFP) process, and;

The Tenant will need up to six (6) months to complete this process and obtain authorization of any subsequent lease contract, however, the Agreement expires well in advance of this, and;

Amendment of the current Agreement to provide a delay in the expiration of the term will allow the Tenant to continue lawful payment of rent while continuing occupancy at the Premises and the Landlord is agreeable to providing such delay;

NOW THEREFORE, in consideration of the foregoing and the covenants and conditions contained in the Agreement as set forth herein, the Landlord and Tenant hereby agree to amend the Agreement as follows:

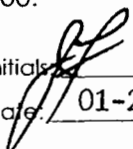
Amendment of Agreement

3.1 Term: The expiration date of the current agreement, April 30, 2016 is hereby amended to terminate up to six (6) months thereafter, October 31, 2016.

3.1 (a): During the amended Term the Parties hereto may enter into a "renewal lease", if such a lease with the Landlord is entered into and subsequently authorized by the State of New Hampshire's Governor and Executive Council, the Amendment herein shall terminate upon the same date set for commencement of the "renewal lease", replaced by its' terms and conditions.

3.1 (b): After the initial sixty (60) days of the amended Term the Tenant shall have the option to terminate this agreement early; in such instance the Tenant shall serve the Landlord at least thirty (30) days advance written notice of the intended termination date.

4.1 Rent: The current annual rent of \$78,120.00, which is approximately \$12.00 per square foot, will remain unchanged, prorated to a monthly rent of \$6,510.00. The first monthly installment shall be due and payable May 1, 2016 or within 30 days of the Governor and Executive Council's approval of this agreement, whichever is later. The monthly rent shall continue to be paid on the 1st day of each month during the amended term unless the term is sooner terminated in accordance with the terms herein. The total amount of rent to be paid under the terms of this agreement shall not exceed six (6) months which is \$39,060.00.

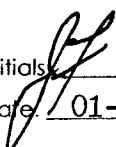
Initials: 
Date: 01-26-2015

15 Insurance: Paragraph 15 of the Lease is deleted and replaced with the following amended paragraph: During the Term and any extension thereof, the Landlord shall at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance with respect to the Premises and the property of which the Premises are a part: comprehensive general liability insurance against all claims of bodily injury, death or property damage occurring on, (or claimed to have occurred on) in or about the Premises. Such insurance is to provide minimum insured coverage conforming to: General Liability coverage of not less than one million (\$1,000,000) per occurrence and not less than two million (\$2,000,000) general aggregate; with coverage of Excess/Umbrella Liability of not less than two million (\$2,000,000). The policies described herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance and issued by insurers licensed in the State of New Hampshire. Each certificate(s) of insurance shall contain a clause requiring the insurer to endeavor to provide the Tenant no less than ten (10) days prior written notice of cancellation or modification of the policy. The Landlord shall deposit with the Tenant certificates of insurance for all insurance required under this Agreement, (or for any Extension or Amendment thereof) which shall be attached and are incorporated herein by reference. During the Term of the Agreement the Landlord shall furnish the Tenant with certificate(s) of renewal(s) of insurance required under this Agreement no later than fifteen (15) days prior to the expiration date of each of the policies.

15.1 Workers Compensation Insurance: To the extent the Landlord is subject to the requirements of NH RSA chapter 281-A, Landlord shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. The Landlord shall furnish the Tenant proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The Tenant shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for the Landlord, or any subcontractor of the Landlord, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

EFFECTIVE DATE OF THE AMENDMENT: This Amendment shall be effective upon its approval by the Governor and Executive Council of the State of New Hampshire. If approval is withheld, this document shall become null and void, with no further obligation or recourse to either party.

CONTINUANCE OF AGREEMENT: Except as specifically amended and modified by the terms and conditions of this Amendment, the Agreement and the obligations of the parties there under shall remain in full force and effect in accordance with the terms and conditions set forth therein.

Initials 
Date 01-26-2016

IN WITNESS WHEREOF, the parties have hereunto set their hands;

TENANT: New Hampshire Employment Security

Date: 2/19/16

By [Signature]

LANDLORD: Littleton Area Learning Center, LLC, c/o Northern Community Investment Corporation (NCIC)

Date: January 26, 2016

By [Signature]

Acknowledgement: State of Vermont, County of Caledonia.

On (date) 01-26-2016, before the undersigned officer, personally appeared Jon Freeman, who satisfactorily proved to be the persons identified above as the owners, and they personally executed this document.

Signature of Notary Public or Justice of the Peace: [Signature]

Commission expires: 02-10-2019 Seal:

Name and title of Notary Public or Justice of the Peace (please print):

Michael Welch

Approval by New Hampshire Attorney General as to form, substance and execution:

By: [Signature], Assistant Attorney General, on 3/3/16.

Approval by the New Hampshire Governor and Executive Council:

By: _____, on _____

State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that LITTLETON AREA LEARNING CENTER LLC is a New Hampshire limited liability company formed on October 2, 2000. I further certify that it is in good standing as far as this office is concerned, having filed the annual report(s) and paid the fees required by law; and that a certificate of cancellation has not been filed.



In TESTIMONY WHEREOF, I hereto
set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 1st day of February, A.D. 2016

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State

CERTIFICATE OF AUTHORITY FOR CORPORATIONS

I, (insert name) Gregory C. Eastman, am the Secretary of the (insert Corporate name), Littleton Area Learning Center, LLC and do hereby certify:

- 1. I am a duly elected and acting Clerk/Secretary for the Corporation documented above, which is incorporated in the State of (Insert State of incorporation) New Hampshire
2. I maintain and have custody of, and am familiar with, the minute books of the Corporation;
3. I am duly authorized to issue certificates with respect to the contents of such books;
4. The following is a true, accurate and complete copy of the resolution adopted during a meeting of the Board of Directors of the Corporation. Said meeting was held in accordance with the laws and by-laws of the State in which the Corporation is incorporated, upon the following date: (insert date of meeting) January 22, 2016

RESOLVED: That this Corporation shall enter into a contract with the State of New Hampshire, acting by and through the President of the Corporation, Jon Freeman

providing for the performance by this Corporation of certain services as documented within the foregoing Lease, and that the President, and/or the Vice President, and/or the Treasurer, (document which titled officer is authorizing the contract), President on behalf of this Corporation, is authorized and directed to enter into the said lease contract with the State of New Hampshire, and that they are to take any and all such actions that may be deemed necessary, desirable of appropriate in order to execute, seal, acknowledge and deliver any and all documents, agreements and other instruments on behalf of this Corporation in order to accomplish the same.

RESOLVED: That the signature of the above authorized party or parties of this Corporation, when affixed to any instrument of document described in, or contemplated by, these resolution, shall be conclusive evidence of the authority of said parties to bind this Corporation, thereby:

- 5. The foregoing resolutions have not been revoked, annulled, or amended in any manner what so ever, and remain in full force and effect as of the date hereof;
6. The following person or persons have been duly elected to, and now occupy, the Office or Offices indicated: (fill in the appropriate names of individuals for each titled position)

President: Jon Freeman
Vice President: N/A
Treasurer: Ed Hennessey

IN WITNESS WHEREOF: I sign below as the Secretary of the Corporation, and have affixed its' corporate seal (if applicable) upon this date: (insert date of signing) 1/29/16

Clerk/Secretary (signature) Gregory C. Eastman
In the State and County of: (State and County names) Grafton County, New Hampshire

NOTARY STATEMENT: As Notary Public and/or Justice of the Peace, REGISTERED IN THE STATE OF: New Hampshire COUNTY OF: Grafton

UPON THIS DATE Gregory C. Eastman appeared before me (print full name of notary) Teresa Dodge the undersigned officer personally appeared (insert officer's name) Gregory C. Eastman who acknowledged him/herself to be (insert officer's title, and the name of corporation)

and that being authorized to do so, he/she executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation.

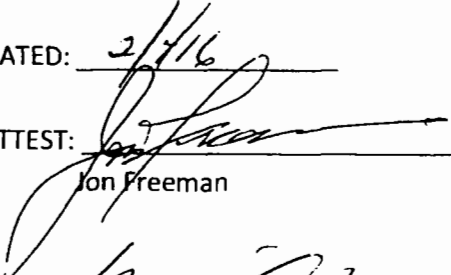
In witness whereof I hereunto set my hand and official seal. (Provide signature, seal and expiration of commission)


Teresa A. Dodge
TERESA A. DODGE
Notary Public - New Hampshire
My Commission Expires April 17, 2018

Littleton Area Learning Center, LLC
c/o Northern Community Investment Corporation
51 Depot Square, Suite #2
St. Johnsbury, VT 05819

I, Jon Freeman, hereby certify that I am a Member of Littleton Area Learning Center, LLC, a limited liability company under RSA-304-C. I, Jon Freeman, certify that I am President of Northern Community Investment Corporation (NCIC), Managing Member of Littleton Area Learning Center, LLC. I certify that I am authorized to bind the LLC. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person listed above currently occupies the position indicated and that I have full authority to bind the LLC.

DATED: 2/7/16

ATTEST: , President
Jon Freeman Title


Signature of Notary Public/Justice of the Peace

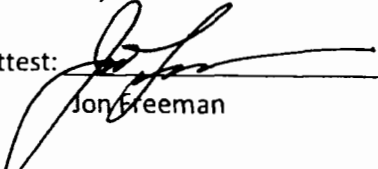
[Seal]


Michael A. Welch, Notary Public Commission Expires: February 10, 2019


Littleton Area Learning Center, LLC
c/o Northern Community Investment Corporation, Inc.
51 Depot Square, Suite #2
St. Johnsbury, VT 05819

I, Jon Freeman, hereby certify that I am President of Northern Community Investment Corporation (NCIC), managing member of Littleton Area Learning Center, LLC, a limited liability company under RSA-304-C. I do hereby certify that Littleton Area Learning Center, LLC does not have any employees, and is not required to have Workers Compensation Insurance.

Dated: 2/22/2016

Attest:  _____, President
Jon Freeman

As a Notary Public registered in the State of Vermont, County of Caledonia, upon this date, Jon Freeman, who acknowledged himself to be President, Northern Community Investment Corporation, Inc., and President of Littleton Area Learning Center, LLC; personally appeared before me (Michael A. Welch) and executed the foregoing instrument for the purposes therein contained.

[Seal] 

Michael A. Welch, Notary Public

Commission Expires: February 10, 2019



TARA G. REARDON, COMMISSIONER
 DARRELL L. GATES, DEPUTY COMMISSIONER

March 9, 2011

#39A
 3/30/11

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

Requested Action

To authorize New Hampshire Employment Security (NHES) to enter into a lease agreement with Littleton Area Learning Center, LLC for rental of 6,510 square feet of office space located at 646 Union Street, Littleton, New Hampshire for a period of five (5) years beginning May 1, 2011 through April 30, 2016 at a cost of \$78,120.00 annually for the five (5) years of the lease. The five-year total cost limit would be \$390,600.00.

Federal funds available for these services will be expended as follows, contingent upon availability and continued appropriations for fiscal years 2011 forward:

	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
10-02700-80400000-022-500248 Rental,	\$13,020.00	\$78,120.00	\$78,120.00	\$78,120.00	\$78,120.00	\$65,100.00
Non-State						

Vendor Code: 159115 Littleton Area Learning Center, LLC
 RQ #: 117407

Explanation

NHES is requesting approval of the attached lease agreement with Littleton Area Learning Center, LLC for rental of office space in Littleton, New Hampshire. NHES maintains full service offices throughout the State for claimants and/or job seekers. Various socioeconomic factors have established the need for maintaining a full service office in the Littleton area.

NHES's current lease agreement for space at 646 Union Street, Littleton expires on April 30, 2011. NHES solicited for office space through public advertisement. Three responses were received of which the lowest bid received was from our current landlord.

Our current location of 6,510 sq. ft. is available at \$12.00 per sq. ft. including landlord paid heat and electricity as well as other landlord paid services available usually paid by all landlords including general maintenance, snowplowing, water and sewer, etc. Additional costs to NHES would be

associated with janitorial and dumpster services. Additional costs for janitorial and dumpster services are estimated at \$9,000.00 annually or approximately \$1.38 per sq. ft. A copy of the lease is attached.

Sincerely,



Tara G. Reardon
Commissioner

Attachments

TGR/jdr

STATE OF NEW HAMPSHIRE
DEPARTMENT OF ADMINISTRATIVE SERVICES
BUREAU OF PLANNING AND MANAGEMENT
STANDARD LEASE AGREEMENT

1. Parties to the Lease:

This indenture of Lease is made this _____ day of _____ 2011, by the following parties:

1.1 The Lessor (who is hereinafter referred to as the "Landlord") is:

Name: Littleton Area Learning Center, LLC c/o NCIC (Northern Community Investment Corp.)
(individual or corporate name)

State of Incorporation: New Hampshire
(if applicable)

Business Address: c/o 347 Portland Street

Street Address (principal place of business)

St. Johnsbury VT 05819 (802) 748-1888
City State Zip Telephone number

1.2 The Lessee (who is hereinafter referred to as the "Tenant") is: THE STATE OF NEW HAMPSHIRE,
acting by and through its Director or Commissioner of:

Department Name: NH Employment Security

Address: 32 South Main Street

Street Address (official location of Tenant's business office)

Concord NH 03301 (603) 528-9361
City State Zip Telephone number

WITNESSETH THAT:

2. Demise of the Premises:

For and in consideration of the rent and the mutual covenants and agreements herein contained, the Landlord hereby demises to the Tenant, and the Tenant hereby leases from the Landlord, the following premises (hereinafter called the "Premises") for the Term, (as defined herein) at the Rent, (as defined herein) and upon the terms and conditions hereinafter set forth:

Location of Space to be leased: 646 Union Street, Littleton Area Learning Center

(street address, building name, floor on which the space is located, and unit/suite # of space)

Littleton NH 03561
City State Zip

The demise of the premises consists of: Approximately 6,510 square feet

(provide square footage of the leased space, attach floor plan as "Exhibit A")

Demise of this space shall be together with the right to use in common, with others entitled thereto, the hallways, stairways and elevators necessary for access thereto, and the lavatories nearest thereto. A floor plan depicting the premises and delineating the extent of the leased space, is attached as Exhibit A hereto, and made a part hereof.

3. Effective Date; Term; Delays; Extensions; and Conditions upon Commencement:

3.1 Effective Date: The effective dates of Agreement shall be:

Commencing on the 1st day of May, in the year 2011, and ending on the 30th day of April, in the year 2016, unless sooner terminated in accordance with the Provisions hereof.

3.2 Occupancy Term: Occupancy of the Premises and commencement of rentals payments shall be for a term (hereinafter called the "Term") of Five (5) year(s) commencing on the 1st day of May in the year 2011, unless sooner terminated in accordance with the Provisions hereof.

Landlord Initials: _____

Date: 2/14/11

3.3 Delay in Occupancy and Rental Payment Commencement: In the event of the Effective Date of the Agreement being prior to that which is set forth for Occupancy Term in 3.2. herein, commencement of the Tenant's occupancy of the Premises and payment of rent shall be delayed until construction and/or renovation of the Premises is complete and a copy of the "Certificate of Occupancy" (if said certificate is required by the local code enforcement official having jurisdiction) for the Premises has been delivered to the Tenant; the parties hereto agree this shall be upon the date set forth in 3.2 Occupancy Term herein. Upon this date the Tenant shall commence payment of rent in conformance with the terms and conditions herein and as set forth in the Schedule of Payments included and attached hereto as "Exhibit B". Notwithstanding the foregoing, commencement of occupancy and rental payments shall be further conditioned upon all other terms and conditions set forth in the Agreement herein.

A) "Completion" defined as "Substantial Completion": Notwithstanding anything contained in the Agreement to the contrary, it is understood and agreed by both Parties that "complete" shall mean "substantially completed". "Substantial Completion" is defined as no leasehold improvement deficiencies that would unreasonably adversely affect the Tenant's occupancy and/or business operations, nor would the installation or repairs of such deficiencies unreasonably adversely affect the Tenant's business operation. Notwithstanding the foregoing, nothing shall relieve the Landlord from their responsibility to fully complete all agreed renovations set forth or attached hereto as Exhibit D herein.

3.4 Extension of Term: The Tenant shall have the option to extend the Term for (*number of options*) N/A Additional term(s) of N/A year(s), upon the same terms and conditions as set forth herein. Notice from the Tenant exercising their option to extend the term shall be given by the Tenant delivering advance Written notice to the Landlord no later than thirty (30) days prior to the expiration of the Term, or any extensions thereof.

3.5 Conditions on the Commencement and Extension of Term:

Notwithstanding the foregoing provisions, it is hereby understood and agreed by the parties hereto that this lease and the commencement of any Term, and any amendment or extension thereof, is conditioned upon its' approval by the Governor and Executive Council of the State of New Hampshire and, in the event that said approval is not given until after the date for commencement of the Term, the Term shall begin on the date of said approval. In the event that said approval request is denied, then this Lease shall thereupon, immediately terminate, and all obligations hereunder of the parties hereto shall cease.

4. Rent:

4.1 Rent: During the Term hereof and any extended Term, the Tenant shall pay the Landlord annual rent (hereinafter called the "Rent") payable in advance at the Landlord's address set forth in Section 1 above, in twelve equal monthly installments. The first such installment shall be due and payable on the following date:
(*insert month, date and year*) May 1st 2011

The rent due and payable for each year of the term, and any supplemental provisions affecting or escalating said rent or specifying any additional payments for any reason, shall be as set forth in a Schedule of Payments made a part hereto and attached herein as "Exhibit B".

4.2 Taxes and other Assessments: The Landlord shall be responsible for, and pay for, all taxes and other assessment(s) applicable to the Premises.

Landlord Initials: 

Date: 3/14/11

5. **Conditional Obligation of the State:**

Notwithstanding any provisions of this Lease to the contrary, it is hereby expressly understood and agreed by the Landlord that all obligations of the Tenant hereunder, including without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the Tenant be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the Tenant shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Lease in whole or in part immediately upon giving the Landlord notice of such termination. The State shall not be required to transfer funds from any other account in the event funding for the account from which the "rent" specified for the lease herein is terminated or reduced. It is further expressly understood and agreed by the Landlord that in the event the State of New Hampshire makes available State owned facilities for the housing of the Tenant the Tenant may, at its' option, serve thirty (30) days written notice to the Landlord of its intention to cancel the Lease in whole or in part. Whenever the Tenant decides to cancel the Lease in whole or in part under this Section the Tenant shall vacate all or part of the Premises within a thirty (30) day period. The Lease to the portion of the Premises vacated shall henceforth be canceled and void, while the Lease to the portion of the Premises still occupied shall remain in effect, with a pro rata abatement of the rent made by the parties hereto.

6. **Utilities:** *Select one of the following standard clauses specifying the party(s) responsible for the provision of utilities indicating the applicable clause with an "x". If neither clause provides an adequate or accurate explanation provide a detailed explanation as a "Special Provision" in "Exhibit E" herein.*

The Landlord shall furnish all utilities and the Tenant shall remit reimbursement for their provision no later than thirty (30) days after receipt of Landlord's copy of the utility invoice(s). Any exceptions to the forgoing specifying certain utilities which the Landlord will provide with no reimbursement payment from the Tenant shall be listed in the space below:

Exceptions: _____

OR:

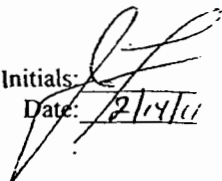
The Landlord shall at their own and sole expense furnish all utilities, the Tenant shall make no reimbursement. Any exceptions to the forgoing specifying certain utilities that the Tenant shall be responsible for arranging and making direct payment to the provider thereof shall be listed in the space below:

Exceptions: The Tenant shall be responsible to provide and make direct payments to the service providers for:

Telephone, data, and/or cable/video services.

6.1 General Provisions: The Landlord agrees to furnish heat, ventilation and air-conditioning to the Premises in accordance with current industry standards as set forth by the American Industrial Hygiene Association or AIHA and the American Society of Heating, Refrigeration and Air-Conditioning Engineers, Inc. or ASHRAE during the Tenant's business hours, the indoor air temperature of the Premises shall range from 68° F to 75° F during the winter, and 69° F to 76° F in the summer; if humidity control is provided relative humidity in the Premises shall range from 30% to 60%. During the Tenant's business hours heating, ventilation and air-conditioning shall also be provided to any common hallways, stairways, elevators and lavatories which are part of the building to which the Premises are a part. The Tenant agrees that provision of heating, ventilation and air-conditioning is subject to reasonable interruptions due to the Landlord making repairs, alterations, maintenance or improvements to the system, or the infrequent occurrence of causes beyond the Landlord's control. All Heating and Ventilation Control systems and filters shall be cleaned and maintained by the Landlord in accordance with ASHRAE and AIHA standards, and in conformance with the provisions of Section 8 "Maintenance and Repair" herein, and in a manner sufficient to provide consistent compliance with the State of New Hampshire's Clean Indoor Air Standards" (RSA 10:B). If the premises are not equipped with an air handling system that provides centralized air-conditioning or humidity control the provisions set forth herein regarding these particular systems shall not apply.

6.2 Sewer and Water Services: The Landlord shall provide and maintain in good and proper working order all sewer and water services to the Premises. Provision of said services shall include payment of all charges, expenses or fees incurred with provision of said services. All sewer and water services shall be provided and maintained in conformance with all applicable regulatory laws and ordinances.

Landlord Initials: 
Date: 2/14/10

6.3 Electrical and Lighting: The Landlord shall furnish all electrical power distribution, outlets and lighting in compliance with the most current National Electrical Code standards. Lighting fixtures throughout the Premises shall be capable of providing illumination levels in accordance with ANSI/IES Standards for Office Lighting in effect on the date of commencement of the term herein. Lighting for exterior areas and other applications shall conform to the recommended levels in the current IES Lighting Handbook in effect on the date of commencement of the term herein.

7. Use of Premises:

The Tenant shall use the premises for the purpose of:

Providing a regional service office for NH Employment Security

and for any other reasonable purposes that may arise in the course of the Tenant's business.

8. Maintenance and Repair by the Landlord:

8.1 General Provisions: The Landlord shall at its own expense, maintain the exterior and interior of the Premises in good repair and condition, including any "common" building spaces such as parking areas, walkways, public lobbies, and restrooms, and including all hallways, passageways, stairways, and elevators which provide access to the Premises. The Landlord agrees to make any and all repairs and perform all maintenance to the Premises or any appurtenance thereto, which may become necessary during the Term or any extension or amendment of the Term. These repairs and maintenance requirements shall be fulfilled whether they are ordered by a public authority having jurisdiction, requested by the Tenant, or are dictated by reasonable and sound judgment, and include but are not limited to: The repair, and if necessary the replacement of any existent roof, walls, floors, doors and entry ways, interior finishes, foundations, windows, sidewalks, ramps and stairs, heating, air-conditioning and ventilation systems, plumbing, sewer, and lighting systems, and all operating equipment provided by the Landlord. Maintenance shall also include timely and consistent provision of any and all pest control which may become necessary within the Premises. Maintenance to areas or equipment which provide compliance with the Federal "American's with Disabilities Act" (ADA) and/or any State or Municipal codes or ordinances specifying requirements for architectural barrier-free access shall be performed regularly and with due diligence, in order to ensure continuity of compliance with all applicable regulations. The Landlord shall meet with the Tenant upon request and as necessary to review and discuss the condition of the Premises.

8.2 Maintenance and Repair of Broken Glass: The Landlord shall replace any and all structurally damaged or broken glass the same day that they are notified by the Tenant, or the damage is observed. In the event that the Landlord is unable to procure and/or install the replacement glass within the same day, they shall notify the Tenant in writing prior to the close of business that day, providing an explanation as to the cause of the delay and the date the damage will be corrected. In the instance of delayed repair, the Landlord shall remove the damaged or broken glass the same day it is noticed or reported, and secure the opening and/or damaged area to the satisfaction of the Tenant.

8.3 Recycling: The Landlord shall cooperate with the Tenant to meet the requirements for waste reduction and recycling of materials pursuant to all Federal, State, and Municipal laws and regulations which are or may become effective or amended during the Term.

8.4 Window Cleaning: The Landlord shall clean ~~both the exterior and interior~~ surfaces of all windows in the Premises annually. Window cleaning shall be completed no later than July 1st of every year.

8.5 Snow Plowing and Removal: The Landlord shall make best efforts to provide for rapid and consistent ice and snow plowing and/or removal from all steps, walkways, doorways, sidewalks, driveway entrances and parking lots, including accessible parking spaces and their access aisles, providing sanding and/or salt application as needed. Plowing and/or removal shall be provided prior to Tenant's normal working hours, however, additional work shall be provided as needed during the Tenant's working hours if ice accumulates or if more than a 2" build-up of snow occurs. Best efforts shall be made to provide and maintain bare pavement at all times. In addition to the foregoing, the Landlord shall provide plowing and/or ice and snow removal service with diligence sufficient to maintain availability of the number of Tenant parking spaces designated in the Agreement herein for the Tenant's use, clearing said spaces within twelve (12) hours of snow and/or ice accumulations. The Landlord shall sweep and remove winter sand and salt deposited in the above referenced areas by no later than June 1st of each year.

Landlord Initials: 

Date: 2/14/11

8.6 Parking Lot Maintenance: Landlord shall maintain and repair all parking lot areas, walks and access ways to the parking lot; maintenance shall include paving, catch basins, curbs, and striping. Provision of parking lot maintenance shall include but not be limited to the following:

- A) Inspect pavement for cracks and heaves semi-annually. Monitor to identify source of cracking, if excessive moisture is found under pavement surfaces due to poor drainage, remove pavement, drain properly, and replace with new pavement.
- B) Re-stripe the parking lot at least once every three (3) years or as necessary to maintain clear designation of spaces, directional symbols and access aisles.
- C) Maintain all parking lot and exterior directional signage, replacing signs as necessary when substantially faded, damaged or missing.

8.7 Site Maintenance: Landlord shall maintain and provide as follows:

- A) The Landlord shall maintain all lawns, grass areas and shrubs, hedges or trees in a suitable, neat appearance and keep all such areas and parking areas free of refuse or litter. Any graffiti shall be promptly removed.
- B) The Landlord shall maintain and repair all exterior lighting fixtures and bulbs, providing same day maintenance and repair when possible.
- C) The Landlord shall clean and wash all exterior cleanable/washable surfaces and repaint all painted surfaces, including remarking painted lines and symbols in the parking lot and access lanes thereto, once every three years, except where surfaces are in disrepair in advance of this time frame, which case it shall be required on a more frequent basis.
- D) The Landlord shall regularly inspect and maintain the roof, including cleaning of roof drains, gutters, and scuppers on a regular basis, and timely control of snow and ice build-up. Flashings and other roof accessories shall be observed for signs of deterioration with remedy provided prior to defect. If interior leaks are detected, the cause shall be determined and a solution implemented as quickly as possible to prevent damage to interior finishes and fixtures. Landlord shall inspect roof seams annually, especially at curbs, parapets, and other places prone to leaks, investigate any ponding, etc. All work on the roof shall be conducted so as to maintain roof warranty.

8.8 Heating Ventilation and Air Conditioning (HVAC): The HVAC system in the Premises shall be maintained regularly and with due diligence in order to ensure continuous compliance with the standards set forth by the State of New Hampshire NH "Clean Indoor Air" act (RSA 10:B) and in accordance with current industry standards set forth by the "American Industrial Hygiene Association" (AIHA) and the "American Society of Heating, Refrigeration and Air-Conditioning Engineers, Inc." (ASHRAE). All HVAC air filters shall be replaced on a semi-annual basis; and the air filters used in the HVAC system shall provide the greatest degree of particulate filtration feasible for use in the Premise's air handling system. All HVAC condensate pans shall be emptied and cleaned on a semi-annual basis. The Landlord shall keep a written record of the dates the required semi-annual HVAC maintenance is provided, submitting a copy of this record to the Tenant on the annual anniversary date of the agreement herein. Any moisture incursions and/or leaks into the Premises shall be repaired immediately, this shall include the repair and/or replacement of any HVAC component which caused the incursion, and the replacement of any and all interior surfaces which have become moisture laden and cannot be dried in entirety to prevent possible future growth of mold.

- A) **Maintenance of Air Quality Standards:** In the event that the referenced statutory requirements for indoor air quality are not met at any time during the term, the Landlord agrees to undertake corrective action within ten (10) days of notice of deficiency issued by the Tenant. The notice shall contain documentation of the deficiency, including objective analysis of the indoor air quality.
- B) Landlord and Tenant agree to meet as requested by either party and review concerns or complaints regarding indoor air quality issues. In the event of any issue not being resolved to the mutual satisfaction of either party within thirty (30) days of such meeting, an independent qualified and licensed professional shall be retained to prepare an objective analysis of air quality, mechanical systems and operations/maintenance procedures. Should the analysis support the complaint of the Tenant, the cost of the report and corrective actions shall be borne by the Landlord. Should the report fail to support any need for corrective action or be the result of changes in occupancy count or space uses by the Tenant from the time of initial occupancy, the cost of the independent consultant shall be borne by the Tenant.

Landlord Initials: 

Date: 2/21/11

C) In addition to other provisions of this section, the Landlord hereby agrees to make their best effort to replace any and all malfunctioned HVAC systems or parts the same day that they are notified or observe the damage. In the event that the Landlord is unable to procure and/or install the replacement part, section or unit within said day, the Landlord must notify the Tenant in writing prior to the close of business that day to provide an explanation as to the cause for the delay and the date the deficiencies will be corrected. In this case, the Landlord shall provide temporary air circulation or heat to accommodate the Tenant until the deficiency is remedied.

8.9 Maintenance and Repair of Lighting, Alarm Systems, Exit Signs etc:

Maintenance within the premises shall include the Landlord's timely repair and/or replacement of all lighting fixtures, ballasts, starters, incandescent and fluorescent lamps as may be required. The Landlord shall provide and maintain all emergency lighting systems, fire alarm systems, sprinkler systems, exit signs and fire extinguishers in the Premises and/or located in the building to which the Premises are a part in conformance with requirements set forth by the State of New Hampshire Department of Safety, Fire Marshall's office and/or the requirements of the National Fire Protection Agency (NFPA). Said systems and fire extinguishers shall be tested as required and any deficiencies corrected. A report shall be maintained of all testing and corrections made, with a copy of the report furnished to the Tenant no later than thirty (30) days after each semi-annual update to the report.

8.10 Interior finishes and surfaces:

Any and all suspended ceiling tiles and insulation which becomes damp and/or water marked shall be replaced (tiles shall match existing in texture and color) no later than three (3) days from the date the damage or water incursion is reported by the Tenant or observed by the Landlord. The Landlord shall clean and wash all interior washable surfaces and repaint all interior painted surfaces in colors agreeable to the Tenant at least once every five years, except where surfaces are in disrepair in which case it shall be required on a more frequent basis.

Janitorial Services: Neither of the standard selections below applies; see "Exhibit C" for assignment of Janitorial Services responsibility.

8.11 Janitorial Services: Provision of janitorial services to the Premises shall be as described below, and as specified in a schedule of services that shall be attached as "Exhibit C" hereto.

~~Janitorial Services shall be provided by the Landlord, as defined and specified in the schedule of services attached as Exhibit C hereto.~~

OR:

~~Janitorial Services shall be provided by the Tenant, as defined and specified in the schedule of services attached as Exhibit C hereto.~~

8.12 Failure to Maintain, Tenant's Remedy: If the Landlord fails to maintain the Premises as provided herein, the Tenant shall give the Landlord written notice of such failure. If within ten (10) calendar days after such notice is given to the Landlord no steps to remedy the condition(s) specified have been initiated, the Tenant may, at their option, and in addition to other rights and remedies of Tenant provided hereunder, contract to have such condition(s) repaired, and the Landlord shall be liable for any and all expenses incurred by the Tenant resulting from the Landlord's failure. Tenant shall submit documentation of the expenses incurred to the Landlord, who shall reimburse the Tenant within thirty (30) days of receipt of said documentation of work. If the Landlord fails to reimburse the Tenant within thirty (30) days, the Tenant shall withhold the amount of the expense from the rental payment(s), reimbursing the Landlord only after the cost of any and all repair expenses have been recovered from the Landlord.

Landlord Initials: 

Date: 7/21/11

9. Manner of Work, Compliance with Laws and Regulations: All new construction, renovations and/or alterations to existing buildings, hereinafter known as "work" shall conform to the following:

All work, whether undertaken as the Landlord's or Tenant's responsibility, shall be performed in a good workmanlike manner, and when completed shall be in compliance with all Federal, State, or municipal statute's building codes, rules, guidelines and zoning laws. Any permits required by any ordinance, law, or public regulation, shall be obtained by the party (Tenant or Landlord) responsible for the performance of the construction or alteration. The party responsible shall lawfully post any and all work permits required, and if a "certificate of occupancy" is required shall obtain the "certificate" from the code enforcement authority having jurisdiction prior to Tenant occupancy. No alteration shall weaken or impair the structure of the Premises, or substantially lessen its value. All new construction, alterations, additions or improvements shall be provided in accordance with the Tenant's design intent plans, specifications and schedules, which shall be attached to and made a part of the Agreement herein as Exhibit D.

9.1 Barrier-Free Accessibility: No alteration shall be undertaken which decreases, or has the effect of decreasing, architecturally Barrier-free accessibility or the usability of the building or facility below the standards and codes in force and applicable to the alterations as of the date of the performance. If existing elements, (such as millwork, signage, or ramps), spaces, or common areas are altered, then each such altered element, space, or common area shall be altered in a manner compliant with the Code for Barrier-Free Design (RSA 275 C:14, ABFD 300-303) and with all applicable provisions for the Americans with Disabilities Act Standards for Accessible Design, Section 4.4.4 to 4.1.3 "Minimum Requirements" (for new construction).

9.2 Work Clean Up: The Landlord or Tenant, upon the occasion of performing any alteration or repair work, shall in a timely manner clean all affected space and surfaces, removing all dirt, debris, stains, soot or other accumulation caused by such work.


9.3 State Energy Code: New construction and/or additions that add 25% or greater to the gross floor area of the existing building to which the Premises are a part and/or that are estimated to exceed one million (\$1,000,000) in construction costs, or renovations that exceed 25% of the existing gross floor area, shall conform to all applicable requirements of the State of New Hampshire Energy Code.

9.4 Alterations, etc.: The Tenant may, at its own expense, make any alterations, additions or improvements to the premises; provided that the Tenant obtains prior written permission from the Landlord to perform the work. Such approval shall not be unreasonably withheld.

9.5 Ownership, Removal of Alterations, Additions or Improvements: All alterations, additions or improvements which can be removed without causing substantial damage to the Premises, and where paid for by the Tenant, shall be the property of the Tenant at the termination of the Lease. This property may be removed by the Tenant prior to the termination of the lease, or within ten (10) days after the date of termination. With the exception of removal of improvements, alterations or renovations which were provided under the terms of the Agreement herein, the Tenant shall leave the Premises in the same condition as it was received, ordinary wear and tear excluded, in broom clean condition, and shall repair any damages caused by the removal of their property.

10. New construction, Additions, Renovations or Improvements to the Premises:

The following provisions shall be applicable to the Agreement herein if new construction, improvements or renovations are provided by the Landlord: The Tenant and Landlord have agreed that prior to Tenant occupancy and the commencement of rental payments the Landlord will complete certain new construction, additions, alterations, or improvements to the Premises, (hereinafter collectively referred to as "Improvements") for the purpose of preparing the same for the Tenant's occupancy. Such improvements shall be provided in conformance with the provisions set forth in Section 9 herein and in conformance with the Tenant's schematic and design intent specifications and plans set forth and/or attached hereto as Exhibit D. It shall be the Landlord's responsibility to provide any and all construction drawings and/or specifications, inclusive (if required for conformance with applicable permitting process) of provision of licensed architectural or engineering stamp(s), and abiding by all review and permitting processes required by the local code enforcement official having jurisdiction. In connection with these improvements the Landlord warrants, represents, covenants and agrees as follows:

Landlord Initials: 

Date: 12/14/11

10.1 Provision of Work, etc.: Unless expressly otherwise agreed by both parties, all improvements shall be made at the Landlord's sole expense, with said provision amortized into the Rent set forth herein.

A) In the event Tenant has agreed to the Landlord making certain improvements that are not included within those provided at the sole expense of Landlord or not amortized within the Rent, payment shall either be paid in total after Landlord has successfully completed all agreed improvements, or be paid in accordance with a payment schedule which shall withhold a proportion of the total payment until after Landlord has successfully completed the agreed improvements. Tenant's total additional payment and agreed payment schedule shall be set forth in the Agreement herein as a provision within Exhibit B "Schedule of Payments" herein and be listed as a separate section to the Schedule of Payments.

10.2 Schedule for Completion: All improvements shall be completed in accordance with the specifications, plans and schedules attached as Exhibit D hereto, and shall be completed on or before the date set forth in section 3.2 herein for commencement of the "Occupancy Term".

10.3 Landlord's Delay in Completion; Failure to Complete, Tenant's Options: If by reason of neglect or willful failure to perform on the part of the Landlord improvements to the Premises are not completed in accordance with Exhibit D, or any other provisions of the agreement herein, or the Premises are not completed within the agreed time frame, the Tenant may at its' option:

- A) **Termination of Lease:** Terminate the Lease, in which event all obligations of the parties hereunder shall cease; or
- B) **Occupancy of Premises "As is":** Occupy the Premises in its current condition, provided a "certificate of occupancy" has been issued for the Premises by the code enforcement official having jurisdiction, in which event the rent hereunder shall be decreased by the estimated proportionate cost of the scheduled improvements, reflecting the Landlord's failure to complete the improvements. The decreased rent shall remain in effect until such time the landlord completes the scheduled improvements; or
- C) **Completion of Improvements by Tenant:** Complete the improvements at Tenant's own expense, in which case the amount of money expended by the Tenant to complete the improvements shall be offset and withheld against the rent to be paid hereunder; or
- D) **Delay Occupancy:** The date for Tenant occupancy and commencement of rental payments set forth in Section 3.2 herein, shall at the Tenant's option, be postponed until possession of the Premises is given. In such instance the "Schedule of Payments" set forth in Exhibit B herein shall be amended to reflect the delayed inception date of the Tenant's rental and occupancy, with the date for termination also revised to expire the same number or years and/or months thereafter as originally set forth in the Agreement herein. Commencement of the amended Agreement shall be subject to the provisions of paragraph 3.5 herein.

11. Quiet Enjoyment: Landlord covenants and agrees the Tenant's quiet and peaceful enjoyment of the Premises shall not be disturbed or interfered with by the Landlord, or any person claiming by, through or under the Landlord. Routine maintenance or inspection of the Premises shall be scheduled with Tenant at least one week in advance, to occur during a mutually agreeable time frame, and to be negotiated in good faith by both parties. Notwithstanding the provisions of this section, the Tenant agrees and covenants that in the event of an emergency requiring the Landlord to gain immediate access to the Premises, access shall not be denied.

12. Signs: Tenant shall have the right to erect a sign or signs on the Premises identifying the Tenant, obtaining the consent of the Landlord prior to the installation of the signs; such consent shall not be unreasonably denied. All signs that have been provided by the Tenant shall be removed by them, at their own expense, at the end of the Term or any extension thereof. All damage due to such removal shall be repaired by the Tenant if such repair is requested by the Landlord.

Landlord Initials: 

Date: 2/14/11

13. **Inspection:** Three (3) months prior to the expiration of the Term, the Landlord or Landlord's agents may enter the Premises during all reasonable working hours for the purpose of inspecting the same, or making repairs, or for showing the Premises to persons interested in renting it, providing that such entrance is scheduled at least 24 hours notice in advance with the Tenant. Six (6) months prior to the expiration of the term, the Landlord may affix to any suitable part of the Premises, or of the property to which the Premises are a part, a notice or sign for the purpose of letting or selling the Premises.

14. **Assignment and Sublease:** This lease shall not be assigned by the Landlord or Tenant without the prior written consent to the other, nor shall the Tenant sublet the Premises or any portion thereof without Landlord's written consent, such consent is not to be unreasonably withheld or denied. Notwithstanding the foregoing, the Tenant may sublet the Premises or any portion thereof to a government agency under the auspices of the Tenant without Landlord's prior consent.

See Exhibit E "Special Provisions" herein for text replacing Section 15 Insurance.

15. **Insurance:** ~~During the Term and any extension thereof, the Landlord shall at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance with respect to the Premises and the property of which the Premises are a part: comprehensive general liability insurance against all claims of bodily injury, death or property damage occurring on, (or claimed to have occurred on) in or about the Premises. Such insurance is to provide minimum insured coverage conforming to: General Liability coverage of not less than one million (\$1,000,000) per occurrence and not less than three million (\$3,000,000) general aggregate; with coverage of Excess/Umbrella Liability of not less than one million (\$1,000,000). The policies described herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance and issued by insurers licensed in the State of New Hampshire. Each certificate(s) of insurance shall contain a clause requiring the insurer to endeavor to provide the Tenant no less than ten (10) days prior written notice of cancellation or modification of the policy. The Landlord shall deposit with the Tenant certificates of insurance for all insurance required under this Agreement, (or for any Extension or Amendment thereof) which shall be attached and are incorporated herein by reference. During the Term of the Agreement the Landlord shall furnish the Tenant with certificate(s) of renewal(s) of insurance required under this Agreement no later than fifteen (15) days prior to the expiration date of each of the policies.~~

15.1 **Workers Compensation Insurance:** To the extent the Landlord is subject to the requirements of NH RSA chapter 281-A, Landlord shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. The Landlord shall furnish the Tenant proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The Tenant shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for the Landlord, or any subcontractor of the Landlord, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. **Indemnification:** Landlord will save Tenant harmless and will defend and indemnify Tenant from and against any losses suffered by the Tenant, and from and against any and all claims, liabilities or penalties asserted by, or on behalf of, any person, firm, corporation, or public authority:

16.1 **Acts or Omissions of Landlord:** On account of, or based upon, any injury to a person or loss or damage to property, sustained or occurring, or which is claimed to have been sustained or to have occurred on or about the Premises, on account of or based upon the act, omission, fault, negligence or misconduct of the Landlord, its agents, servants, contractors, or employees.

16.2 **Landlord's Failure to Perform Obligations:** On account of or resulting from, the failure of the Landlord to perform and discharge any of its covenants and obligations under this Lease and, in respect to the foregoing from and against all costs, expenses (including reasonable attorney's fees) and liabilities incurred in, or in connection with, any such claim, or any action or proceeding brought thereon; and in the case of any action or proceeding being brought against the Tenant by reason of any such claim, the Landlord, upon notice from Tenant shall at Landlord's expense resist or defend such action or proceeding.

16.3 **Tenant's Acts or Omissions Excepted:** Notwithstanding the foregoing, nothing contained in this section shall be construed to require the Landlord to indemnify the Tenant for any loss or damage resulting from the acts or omissions of the Tenant's servants or employees. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State.

Landlord Initials: 

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17. Fire, Damage and Eminent Domain: The Tenant and Landlord agree that in the event of fire or other damage to the Premises, the party first discovering the damage shall give immediate notice to the other party. Should all or a portion of the Premises, or the property to which they are a part, be substantially damaged by fire or other peril, or be taken by eminent domain, the Landlord or the Tenant may elect to terminate this Lease. When such fire, damage or taking renders the Premises substantially unsuitable for their intended use, a just and proportionate abatement of the rent shall be made as of the date of such fire, damage, or taking, remaining in effect until such time as the Tenant's occupancy and use has been restored in entirety.

17.1 Landlord's Repair: In the event of damage to the Premises that can be repaired within ninety (90) days:

- A) No later than five (5) days after the date of damage to the Premises, the Landlord shall provide the Tenant with written notice of their intention to repair the Premises and restore its previous condition; and,
- B) The Landlord shall thereupon expeditiously, at their sole expense and in good and workmanlike manner, undertake and complete such repairs that are necessary to restore the Premises to its previous condition.
- C) The Landlord may provide alternate temporary space for the Tenant until such time that the Premises are restored to a condition that is substantially suitable for the Tenant's intended use. Alternate temporary space is subject to the acceptance of the Tenant. Should said temporary space provide less square footage and/or limited services for the Tenant's use, a proportionate abatement of the rent shall be made.

17.2 Tenant's Remedies: In the event the Premises cannot be repaired within ninety (90) days of said fire or other cause of damage, or the Tenant is unwilling or unable to wait for completion of said repair, the Tenant may, at its sole discretion, terminate the agreement herein effective as of the date of such fire or damage, without liability to the Landlord and without further obligation to make rental payments.

17.3 Landlord's Right To Damages: The Landlord reserves, and the Tenant grants to the Landlord, all rights which the Landlord may have for damages or injury to the Premises, or for any taking by eminent domain, except for damage to the Tenant's fixtures, property, or equipment, or any award for the Tenant's moving expenses.

18. Event of Default; Termination by the Landlord and the Tenant:

18.1 Event of Default; Landlord's Termination: In the event that:

- A) **Tenant's Failure to Pay Rent:** The Tenant shall default in the payment of any installment of the rent, or any other sum herein specified, and such default shall continue for thirty (30) days after written notice thereof; or
- B) **Tenant's Breach of Covenants, etc.:** The Tenant shall default in the observation of or performance of, any other of the Tenant's covenants, agreements, or obligations hereunder and such default is not corrected within thirty (30) days of written notice by the Landlord to the Tenant specifying such default and requiring it to be remedied then: The Landlord may serve ten (10) days written notice of cancellation of this Lease upon the Tenant, and upon the expiration of such ten days, this Lease and the Term hereunder shall terminate. Upon such termination the Landlord may immediately or any time thereafter, without demand or notice, enter into or upon the Premises (or any part thereon) and repossess the same.

18.2 Landlord's Default: Tenant's Remedies: In the event that the Landlord defaults in the observance of any of the Landlord's covenants, agreements and obligations hereunder, and such default shall materially impair the habitability and use of the Premises by the Tenant, and is not corrected within thirty (30) days of written notice by the Tenant to the Landlord specifying such default and requiring it to be remedied, then the Tenant at its option, may withhold a proportionate amount of the rent until such default is cured, or it may serve a written five (5) day notice of cancellation of this Lease upon the Landlord, and upon the expiration of such a five day period the Lease shall terminate. If any such default of the Landlord does not materially impair the habitability and use of the Premises by the Tenant, the Landlord shall cure such default within thirty (30) days of written notice or within a reasonable alternative amount of time agreed upon in writing by Tenant, failing which, Tenant may terminate this Lease upon ten (10) days written notice to Landlord.

18.3 Rights Hereunder: The rights granted under this Section are in addition to, and not in substitution for, any rights or remedies granted herein to the parties, or any rights or remedies at law, or in equity.

Landlord Initials: 

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19. **Surrender of the Premises:** In the event that the Term, or any extension thereof, shall have expired or terminated, the Tenant shall peacefully quit and deliver up the Premises to the Landlord in as good order and condition, reasonable wear, tear, and obsolescence and unavoidable casualties excepted, as they are in at the beginning of the term of this lease, and shall surrender all improvements, alterations, or additions made by the Tenant which cannot be removed without causing damage to the Premises. The Tenant shall remove all of its' personal property surrendering the Premises to the Landlord in broom clean condition.

20. Hazardous Substances:

20.1 **Disclosure:** The Landlord warrants that to their knowledge and belief, the Premises are free of present or potential contamination which may impact the health or safety of the occupants; examples include but are not limited to: hazardous substances such as asbestos, lead and/or mold.

20.2 **Maintenance/Activity Compliance:** In the event hazardous materials are present, the Landlord further warrants that all custodial, maintenance or other activities on the Premises will be conducted in compliance with applicable statues, regulations and/or accepted protocols regarding the handling of said materials.

20.3 **Action to Remove/Remediate:** The Landlord shall promptly take all actions that may be necessary to assess, remove, and/or remediate Hazardous Substances that are on, or in the Premises or the building to which the Premises is a part. Said action shall be to the full extent required by laws, rules, accepted industry standard protocols and/or other restrictions or requirements of governmental authorities relating to the environment, indoor air quality, or any Hazardous Substance. Notwithstanding the foregoing, the provisions of 20.5 herein regarding Asbestos shall prevail.

20.4 **Non-Permitted Use, Generation, Storage or Disposal:** The Tenant shall not cause or permit Hazardous Substances to be used, generated, stored or disposed of in the Premises or the building to which it is a part. The Tenant may, however, use minimal quantities of cleaning fluid and office or household supplies that may constitute Hazardous Substances, but that are customarily present in and about premises used for the Permitted Use.

20.5 Asbestos:

A) No later than thirty (30) days after the inception of the term herein, the Landlord shall provide the Tenant with the results of an asbestos inspection survey of the Premises and any common areas of the building which may affect the Tenant occupants or its clients. The inspection shall identify all accessible asbestos in these areas of the building and shall be preformed by a person certified in accordance with State law and satisfactory to the Tenant. The results of the inspection shall be made a part of the Agreement herein.

B) In the event that asbestos containing material are identified which are in the status of "significantly damaged" or "damaged" (as described in "40 CFR 763") these materials shall be abated in a manner satisfactory to the Tenant, including provision of acceptable air monitoring using Phase Contrast Microscopy.

C) In the event that asbestos containing materials are identified, but which are not damaged, the Landlord shall install an operations and maintenance program satisfactory to the Tenant which is designed to periodically re-inspect asbestos containing materials and to take corrective action as specified in 20.5 (b) above when appropriate. Results of such re-inspections and all air quality monitoring shall be provided to the Tenant within 14 (fourteen) days of completion.

20.6 Material Safety Data Sheets (MSDS)

A) The Landlord shall submit MSDS for any and all materials, including cleaning products, introduced to the Premises to the Tenant prior to use. This will enable the Tenant to review submittals for possible adverse health risks associated with the products.

B) At time of occupancy by the Tenant, the Landlord shall provide the Tenant with MSDS for all products incorporated into the Work. This submittal shall be provided in duplicate form presented in three ring binders, categorized in Construction Standards Institute (CSI) format.

Landlord Initials:

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21. **Broker's Fees and Indemnification:** The Landlord agrees and warrants that the Tenant owes no commissions, fees or claims with any broker or finder with respect to the leasing of the Premises. All claims, fees or commissions with any broker or finder are the exclusive responsibility of the Landlord, who hereby agrees to exonerate and indemnify the Tenant against any such claims.
22. **Notice:** Any notice sent by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by registered or certified mail, postage prepaid, in a United States Post Office, addressed to the parties at the addresses provided in Section I herein.

23. **Required Property Management and Contact Persons:** During the Term both parties shall be responsible for issuing written notification to the other if their contact person(s) changes, providing updated contact information at the time of said notice.

23.1 **Property Management:** Notwithstanding the provisions of Section "22 Notice", the Landlord shall employ and/or identify a full time property manager or management team for the Premises who shall be responsible for addressing maintenance and security concerns for the Premises and issuing all reports, testing results and general maintenance correspondence due and required during the Term. The Landlord shall provide the Tenant with the information listed below for the designated management contact person for use during regular business hours and for 24-hour emergency response use.

LANDLORD'S PROPERTY MANAGEMENT CONTACT:

Name: Schuyler Sweet
 Title: Property Manager, Stony River Properties, LLC
 Address: PO Box 746, Littleton NH, 03561 Phone: (603) 444-6618
 Email Address: sweets@nhcwb.com

23.2 **Tenant's Contact Person:** Notwithstanding the provisions of Section "22 Notice", the Tenant shall employ and/or identify a designated contact person who shall be responsible for conveying all facility concerns regarding the Premises and/or receiving all maintenance reports, testing results and general correspondence during the term. The Tenant shall provide the Landlord with the information listed below for the designated contact person.

TENANT'S CONTACT PERSON:

Name: Ernest Liakas
 Title: Administrator
 Address: 32 S. Main Street, Concord NH 03301 Phone: (603) 229-4412
 Email Address: Ernest_Liakas@NHES.NH.GOV

24. **Landlord's Relation to the State of New Hampshire:** In the performance of this Agreement the Landlord is in all respects an independent contractor, and is neither an agent nor an employee of the State of New Hampshire (the "State"). Neither the Landlord nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

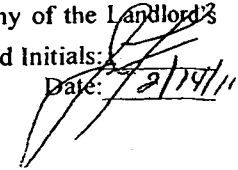
25. **Compliance by Landlord with Laws and Regulations/Equal Employment Opportunity:**

25.1 **Compliance with Laws, etc:** In connection with the performance of the Services set forth herein, the Landlord shall comply with all statutes, laws, regulations and orders of federal, state, county or municipal authorities which impose any obligations or duty upon the Landlord, including, but not limited to, civil rights and equal opportunity laws. In addition, the Landlord shall comply with all applicable copyright laws.

A) The Tenant reserves the right to offset from any amounts otherwise payable to the Landlord under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

25.2 **Discrimination:** During the term of this Agreement, the Landlord shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

25.3 **Funding Source:** If this Agreement is funded in any part by monies of the United States, the Landlord shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulation of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines of the State of New Hampshire or the United States issued to implement these regulations. The Landlord further agrees to permit the State or United States access to any of the Landlord's

Landlord Initials: 
 Date: 7/2/11

books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

26. Personnel:

The Landlord shall at its' own expense provide all personnel necessary to perform any and/or all services which they have agreed to provide. The Landlord warrants that all personnel engaged in the services shall be qualified to perform the services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

27. Bankruptcy and Insolvency: If the Landlord's leasehold estate shall be taken in execution, or by other process of law, or if any receiver or trustee shall be appointed for the business and property of the Landlord, and if such execution or other process, receivership or trusteeship shall not be discharged or ordered removed within sixty (60) days after the Landlord shall receive actual notice thereof, or if Landlord shall be adjudicated a bankrupt, or if Landlord shall make a general assignment of its leasehold estate for the benefit of creditors, then in any such event, the Tenant may terminate this lease by giving written notice thereof to the Landlord.

28. Miscellaneous:

28.1 Extent of Instrument, Choice of Laws, Amendment, etc.: This Lease, which may be executed in a number of counterparts, each of which shall have been deemed an original but which shall constitute one and the same instrument, is to be construed according to the laws of the State of New Hampshire. It is to take effect as a sealed instrument, is binding upon, inures to the benefit of, and shall be enforceable by the parties hereto, and to their respective successors and assignees, and may be canceled, modified, or amended only by a written instrument executed and approved by the Landlord and the Tenant.

28.2 No Waiver or Breach: No assent by either party, whether express or implied, to a breach of covenant, condition or obligation by the other party, shall act as a waiver of a right for action for damages as a result of such breach, nor shall it be construed as a waiver of any subsequent breach of the covenant, condition, or obligation.

28.3 Unenforceable Terms: If any terms of this Lease, or any application thereof, shall be invalid or unenforceable, the remainder of this Lease and any application of such terms shall not be affected thereby.

28.4 Meaning of "Landlord" and "Tenant": Where the context so allows, the meaning of the term "Landlord" shall include the employees, agents, contractors, servants, and licensees of the Landlord, and the term "Tenant" shall include the employees, agents, contractors, servants, and licensees of the Tenant.

28.5 Headings: The headings of this Lease are for purposes of reference only, and shall not limit or define the meaning hereof.

28.6 Entire Agreement: This Lease embodies the entire agreement and understanding between the parties hereto, and supersedes all prior agreements and understandings relating to the subject matter hereof.

28.7 No Waiver of Sovereign Immunity: No provision of this Lease is intended to be, nor shall it be, interpreted by either party to be a waiver of sovereign immunity.

28.8 Third Parties: The parties hereto do not intend to benefit any third parties, and this agreement shall not be construed to confer any such benefit.

28.9 Special Provisions: The parties' agreement (if any) concerning modifications to the foregoing standard provisions of this lease and/or additional provisions are set forth in Exhibit E attached and incorporated herein by reference.

28.10 Incompatible Use: The Landlord will not rent, lease or otherwise furnish or permit the use of space in this building or adjacent buildings, or on land owned by or within the control of the Landlord, to any enterprise or activity whereby the efficient daily operation of the Tenant would be substantively adversely affected by the subsequent increase in noise, odors, or any other objectionable condition or activity.

Landlord Initials: 

Date: 2/14/11

IN WITNESS WHEREOF; the parties hereto have set their hands as of the day and year first written above.

TENANT: The State of New Hampshire, acting through its' Department of EMPLOYMENT SECURITY

Authorized by: (full name and title) James L. Gata, DEPUTY COMMISSIONER

LANDLORD: (full name of corporation, LLC or individual) Littleton Area Learning Center, LLC
c/o NCIC (Northern Community Investment Corporation)

Authorized by: (full name and title) [Signature]
Signature

Print: Jon Freeman, President, Littleton Area Learning Center, LLC
Name & Title

NOTARY STATEMENT: As Notary Public and/or Justice of the Peace, REGISTERED IN THE STATE

OF: Vermont COUNTY OF: Caledonia

UPON THIS DATE (insert full date) 2/14/2011, appeared before
me (print full name of notary) Michael A. Welch the undersigned officer personally

appeared (insert Landlord's signature) Jon Freeman
who acknowledged him/herself to be (print officer's title, and the name of the corporation) President,
Littleton Area Learning Center, LLC and that as such

Officer, they are authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing
him/herself in the name of the corporation.

In witness whereof I hereunto set my hand and official seal. (provide notary signature and seal)

[Signature] Commission Expires 2/10/2015

APPROVALS:

Recommendation(s) regarding the approval of the Agreement herein issued by the "Architectural Barrier-Free Design Committee" of the "Governors' Commission on Disability" have been set forth in a "Letter of Recommendation" which has been attached hereto and made part of the Agreement herein by reference.

Approved by the Department of Justice as to form, substance and execution:

Approval date: Feb. 28, 2011

Approving Attorney: [Signature]

Approved by the Governor and Executive Council:

Approval date: _____

Signature of the Deputy Secretary of State: _____

Landlord Initials: _____
Date: 2/14/11

The following Exhibits shall be included as part of this lease:

**EXHIBIT A
DEMISE OF TENANT PREMISES**

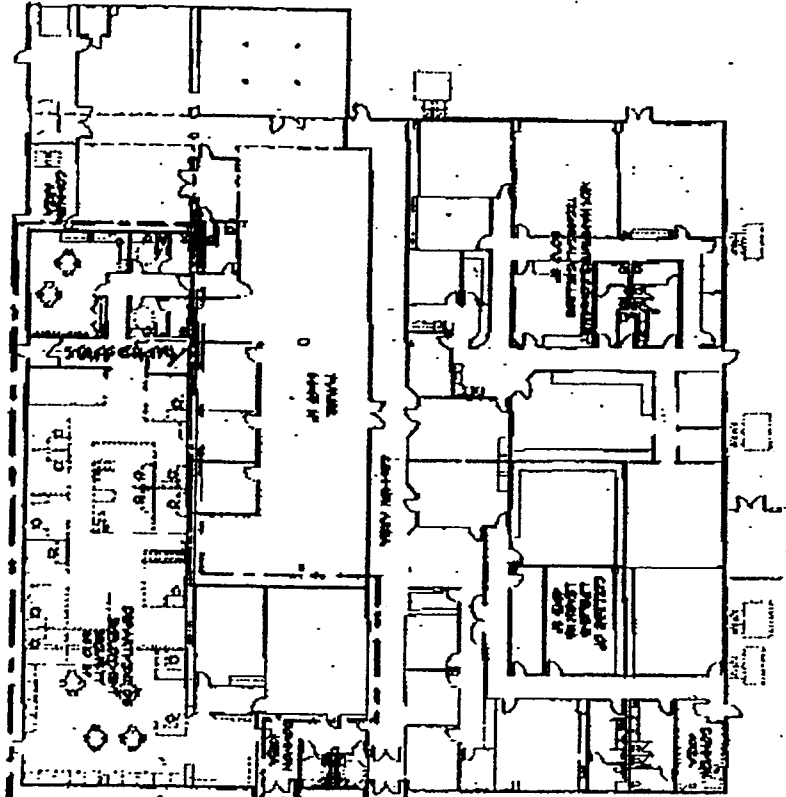
Part I Floor Plan of the Demised Premises: *insert or attach hereto an accurate architecturally drafted floor plan(s) of the Premises. Illustrate and/or note within the plans the extent of the premises designated for the Tenant's exclusive use, as well as any "shared" space(s) to which the Tenant shall have use and access, such as shared entrance lobbies, stairs, elevators and rest rooms. Floor plan(s) shall include depiction of the location of the Premises within the building to which it is a part, depiction of public and staff entrances, windows, rest rooms, and description of the basic functional areas such as office, storage, conference, or reception spaces.*

The Premises are comprised of approximately 6,510 square feet of space assigned to the Tenant for their exclusive use, the Tenant and their invitees or clients shall also have the right to use in common with others the building's public entry, vestibule and public rest rooms. The layout of the Premises is as shown on the attached floor plan titled "Exhibit A".

Part II Parking Layout: *attach hereto a site plan, sketch or detailed description of any parking areas designated for the use of the Tenant during the Term herein. Illustrate and/or note all parking spaces designated for the Tenant's exclusive use, or shared use in common with others, and/or spaces which may be used by the general public. Specify all parking spaces, access aisles and accessible paths of travel provided for conformance with barrier-free access requirements for the Premises and/or the building to which the Premises is a part.*

The Tenant and the Tenant's visitors and invite's shall have the right to use – at no additional charge - the shared use parking areas serving the building to which the Premises are a part.

EXHIBIT A



DASHED LINE OUTLINES
TENANT PREMISES,
NH EMPLOYMENT SECURITY
PUBLIC ENTRY (SHARED)

P-1	LITTLETON AREA LEARNING CENTER 846 UNION STREET	E H DUNN Associates Architects
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Landlord Initials: *[Signature]*
Date: 7/2/14

**EXHIBIT B
SCHEDULE OF PAYMENTS**

Part I: Rental Schedule: *Insert or attach hereto a schedule documenting all rental payments due during the initial Term and during any extensions to the Term. Specify the annual rent due per year, the resulting approximate cost per square foot, monthly rental payments due, and the total rental cost of the Term. Define and provide methodology for any variable escalation (such as Consumer Price Index escalation) clauses which may be applied towards the annual rent, setting forth the agreed maximum cost per annum and term.*

The rent due for the Tenant's approximately 6,510 square foot Premises during the FIVE-YEAR rental Term shall be in accordance with the following rental schedule:

Rental Schedule:

Year	Lease Dates	Approx. Sq. Ft Cost	Monthly Rent	Annual Rent
1	May 1, 2011 – April 30, 2012	\$12.00	\$6,510.00	\$78,120.00
2	May 1, 2012 – April 30, 2013	\$12.00	\$6,510.00	\$78,120.00
3	May 1, 2013 – April 30, 2014	\$12.00	\$6,510.00	\$78,120.00
4	May 1, 2014 – April 30, 2015	\$12.00	\$6,510.00	\$78,120.00
5	May 1, 2016 – April 30, 2017	\$12.00	\$6,510.00	\$78,120.00
Total for Five-year term:				\$390,600.00

Part II: Additional Costs: *Disclose and specify any additional Tenant costs or payments which are not part of the "rent" set forth in "Part I" above but due and payable under the terms of the Agreement herein. Disclosure to include the dates or time frames such payments are due, and if applicable a "schedule of payments" for any installments to be paid towards the total additional payment.*

The cost of the Landlords provision of renovations for the Tenant has been amortized into the rental schedule herein; therefore there are NO additional costs or payments due or payable to the Landlord.

Landlord Initials: 

Date: 2/19/11

EXHIBIT C

JANITORIAL SERVICES: *specify which party shall be responsible for provision of janitorial services to the Premises (and/or portions of the Premises) during the Term. Specify what those services shall include, and how often they shall be provided. Provide any additional information required for clarification of duties and scheduling.*

1. The Tenant shall be responsible for provision of Janitorial services (at the Tenant's sole expense) to all portions of the Premises to which they have exclusive use. The Tenant shall provide such services in a timely, consistent manner maintaining the Premises in a neat, orderly, safe and clean condition. Provision of these services shall include the cleaning of the "staff only" rest rooms and their provision of all "consumable" goods such as toilet paper, soap, and paper towels.
2. The Landlord shall be responsible for provision of Janitorial services (at the Landlord's sole expense) to all common areas serving the Premises, which include the public rest rooms, entrance vestibule, and common corridors. The Landlord shall provide such services in a timely, consistent manner, cleaning and re-stocking (the rest rooms supplies) all common areas daily.
 - a. The common area entrance vestibules and corridors shall be vacuumed daily during the winter season (December through April) and at least twice a week during the remaining months.
 - b. The two public rest rooms located in the common area shall be cleaned daily, and maintained with all consumable supplies such as toilet paper, paper towels and soap.
 - c. The Landlord shall on an "as needed" basis provide additional cleaning of the common areas, such cleaning shall include but not be limited to the washing of walls, cleaning of light fixtures, etc. The Landlord shall at least once per month check the need for such additional cleaning, providing the required services without need of request from the Tenant or upon such request.
3. The Tenant and/or the Tenant's janitorial service provider shall bag and remove all garbage, rubbish, debris and other refuse from the Premises daily and deposit it into an on-site dumpster which the Landlord shall provide and maintain for such use (which may be shared in common with others) throughout the term of the agreement herein.
 - a. The Landlord shall bill the Tenant quarterly for their pro-rata share of the cost associated with providing the dumpster and having the rubbish removed, the Tenant's pro-rata share shall be 1/6 of the total cost upon the commencement of the term, however that share may increase up to 1/2 the total cost if other occupants vacate the building to which the Premises are a part; in no instance shall the Tenant's pro-rata share exceed 1/2 the total cost.
4. The Landlord shall be responsible for the timely provision of all services specified in the agreement herein as "Maintenance".
5. The Landlord and Tenant shall share responsibility for providing recycling services in the manner specified in "Exhibit D Part IV" herein.

Landlord Initials: 

Date: 2/14/11

EXHIBIT D

Provisions for Architecturally Barrier – Free Accessibility, "Clean Air" compliance, Improvements and Recycling

Part I Architecturally Barrier-Free access to the Premises conforming with all applicable codes and regulations which are in effect as of the date of inception of the Term shall be provided unless otherwise agreed by the parties hereto and agreed by the "Architectural Barrier-Free Design Committee". If Barrier-Free access is deficient it shall be provided after the inception of the Term herein by making certain renovations and/or alterations to the Premises which shall include all recommendations set forth by the State of New Hampshire's "Architectural Barrier-Free Design Committee" (AB Committee) in their "Letter of Recommendation" which has been attached hereto and made part of the Agreement herein by reference. *Specify in text and/or illustrate the manner in which all renovations recommended by the AB Committee will be provided at the Premises. Define which party, the Landlord or Tenant, shall be responsible for providing and funding said renovations and the time frame allowed for completion.*

All renovations, new construction and alterations shall be provided as described in the documents and drawings set forth herein as "Exhibit D Part III Tenant Improvements", and as set forth in Section "9 Alterations" herein which require compliance with all applicable building codes, including but not limited to the Code for Barrier-Free Design for the State of New Hampshire (IBC 2006, ICC/ANSI A117.1-2003 citations), the State Building Code (IBC 2006, ICC/ANSI A117.1-2003, and NFPA 101 v.2003 citations) and the Americans with Disabilities Act Standards for Accessible Design Code (ADAAG citations).

Part II Certification from the State of New Hampshire Department of Environmental Services ("Environmental Services") stating the Premises comply with the requirements of State of New Hampshire RSA 10:B "Clean Indoor Air in State Buildings" ("clean air") as defined by Chapter Env-A 2200 has either been obtained and a copy of said certification attached herein, or shall be obtained in accordance with the following:

No later than thirty (30) days after the commencement of the Term herein the air quality of the Premises shall be tested in conformance with requirements set forth in Chapter Env-A 2200 in accordance with the requirements of the Agreement herein. No later than ten (10) calendar days after the "clean air" testing results are received by the Landlord they shall be submitted to "Environmental Services" in a manner which conforms to their requirements requesting their review and certification of compliance with "clean air" standards. *Specify which party – the Landlord or the Tenant- shall schedule and pay for the required testing. In the event of testing results demonstrating the Premises do not conform with all or part of the requirements of Chapter Env-A 2200, specify which party will be responsible for providing and paying for the alterations and repairs necessary to remedy the non-conformity. Specify the time frame to be allowed for providing remedy, and which party shall bear the subsequent cost of re-testing and repair which shall be required until such time a "certification of compliance" is issued.*

Not later than thirty (30) days after the inception of the term the Tenant (at their sole expense) shall hire technicians (who meet "Environmental Services" criteria of professional accreditation) to perform the State of New Hampshire "Clean Air" tests as set forth in "Environmental Services" Administrative Rules Chapter Env – A2200. The Landlord shall fully cooperate to facilitate this testing, providing the testing consultants with timely access to the building and to the heating and ventilation mechanical systems. In accordance with Env-A2204.03 upon receipt of the testing results the Tenant shall send them to the Landlord (the "owner" or "operator" of the space) who shall provide a statement (conforming to required language in Env-Asso4.03) certifying them, sign and notarizing the statement, and then send the results and notarized statement to the "State of New Hampshire, Department of Environmental Services, "Indoor Air Quality Program", Hazen Drive, P.O. Box 95, Concord, NH 03302-0095 for review and official (final) certification of compliance. After reviewing the testing results "Environmental

Landlord Initials:

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Services" will either issue a "certificate of compliance" (which shall be sent to the Landlord and Tenant) or send a letter delineating the deficiencies found. In the event any deficiencies are found by Environmental Services the Landlord shall be solely responsible for providing remedy through repair and/or renovations to the premises. The Landlord shall consult with "Environmental Services" and the Tenant's testing consultant (the provider of the initial "clean air" test) to gain and follow their recommendations regarding the best means of providing air quality remedy. Any and all repairs or renovations shall be completed within a reasonable time frame, which shall in no instance exceed four (4) months after the initial deficiency findings. After completion of any and all repairs the Landlord shall hire technicians (who meet "Environmental Services" criteria of professional accreditation) to conduct re-testing of any sections of the initial "clean air" test that initially failed to conform with standards, they shall submit their testing results to Environmental Services for re-review and recommendation and/or issuance of the "Certificate of Compliance". The Landlord shall be obligated to comply with the forgoing protocol until such time a "Certificate of Compliance" with Clean Air Standards is issued by Environmental Services.

Part III Improvements, Renovations or New Construction ("work"): In the instance the Agreement herein includes provisions for such "work" to be provided, the Tenant's schematic and design intent specifications and plans depicting all "work" have been attached hereto and made part of the Agreement herein by reference.

The Landlord shall (at the sole expense of the Landlord) provide all renovations and improvements described in herein as:

- "Exhibit D part III Tenant Improvement Specifications"

All interior renovations shall be completed no later than thirty (30) days (which is June 1st 2011) after the inception of the renewal term; and
Completion of exterior renovation shall be due June 30, 2011.

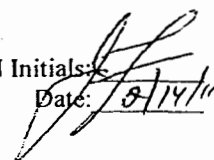
Part IV Recycling: The manner in which recycling at the Premises will be implemented and sustained is either documented below or as specified in the attachment hereto titled "Recycling" which shall be made part of the Agreement by reference.

1. The Landlord shall recycle waste products for which markets are available gathered by the Tenant - or the Tenant's janitorial provider - from the Premises. The Landlord shall bill the Tenant their pro-rata share for provision of recycling services on a quarterly basis; the pro-rata share shall be $\frac{1}{4}$ the total cost upon the commencement of the term, however that share may increase up to $\frac{1}{2}$ the total cost if other occupants vacate the building to which the Premises are a part; in no instance shall the Tenant's pro-rata share exceed $\frac{1}{2}$ the total cost.
 - a. The following products shall be included in recycling: mixed paper, including boxboard, and corrugated cardboard and other containers such as plastic or glass bottles, and tin or aluminum cans. Shredded paper shall not be included; it shall be recycled under separate contract as a service provided by their document destruction vendor.
2. The Tenant and/or the Tenant's janitorial provider shall bag and remove items for recycling and deposit them in an area the Landlord shall provide and maintain for such use (which may be shared in common with others); the Landlord shall collect these products and convey them to community recycling centers.
3. Recycled products shall be collected by the Tenant in the following manner:
 - a. Approximately once (one time) per week the Tenant's janitorial service provider ("Provider") or staff members shall gather waste products for recycling from the Premises, these items shall be properly sorted and deposited into garbage bags.

Landlord Initials: 

Date: 2/14/11

- b. The Provider shall ascertain the weight of such bags documenting the approximate average weight of full or partially full bags per commodity.
- c. Upon each collection the Provider shall document via notation ("tick marks on a clipboard will suffice) the number of bags collected per commodity and whether the bags are full or partially full.
- d. At the end of each month the Provider shall tally the number of bags (detailed by full or partially full) collected per commodity and multiply that sum by the average weight of such bags.
 - i. On a Quarterly basis the Provider shall send the results of these monthly volume tallies to the Tenant's "Contact Person" (listed in section 23.2 herein) in order to provide conformance with State of New Hampshire recycling reporting requirements.

Landlord Initials: 

Date: 5/14/11

Exhibit D Part III:
TENANT IMPROVEMENT SPECIFICATIONS

The Landlord shall supply any supplemental drawings, specifications, permits, labor and materials necessary to provide for the complete installation and proper operation of all improvements outlined in the following provisions and as shown in attached site sketch titled:

- Site Sketch: 646 Union Street, Littleton NH; Parking lot improvements to be provided by the Landlord

The Tenant shall review any of the Landlord's proposed deviations from the site sketch, details or specifications herein in advance, allowing and agreeing to such deviation only when it complies with program functions and applicable building and safety codes

A. GENERAL PROVISIONS:

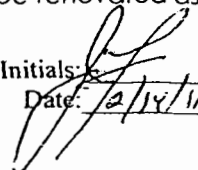
A.1. Basic Definitions

- A.1.1. The "Landlord" shall mean either the contractual Landlord and/or their authorized designees.
- A.1.2. The "Tenant" shall mean "New Hampshire Employment Security" and/or their authorized designees.
- A.1.3. The Build-out Documents consist of the Lease, Drawings, Specifications, and any other documents listed in the Lease, all modifications issued prior to execution of the Lease and all modifications issued after execution of the Lease.
 - A.1.3.1. A Modification is (1) a written amendment to the Documents signed by both parties, or (2) a written order for a minor change in the Work issued by the Tenant.
- A.1.4. The Documents shall not be construed to create a contractual relationship of any kind between any persons or entities other than the Landlord and the Tenant. The Tenant shall be entitled to performance and enforcement of obligations under the Documents.
- A.1.5. The Drawings are the graphic and pictorial portions of the Documents showing the Tenant's design intent, location and dimensions of the Work to be performed.
- A.1.6. The Specifications are that portion of the Documents consisting of the written requirements for materials, equipment, systems, standards and workmanship for the Work and performance of related services.

B. Permits and Testing: The Landlord shall be solely responsible for applying for and obtaining any and all required permits and tests. All work shall be completed in compliance with all applicable codes, including but not limited to the Architectural Barrier-Free Design Code for the State of New Hampshire (IBC 2006 and 2003 ANSI A117.1) , the NH State Building Code (IBC 2009, ICC/ANSI-2003, and NFPA 101 citations) and the Americans with Disabilities Act Standard for Accessible Design (ADAAG citations). The costs of said permits and testing shall be borne solely by the Landlord.

C. RESTROOMS: The existing rest rooms shall be modified as follows to provide conformance with current and prevailing codes.

- C.1. the single occupancy "Men's room" locate in the "common area" public rest rooms shall be renovated as follows:
 - C.1.1. The existing toilet seat is too low, it shall be modified (or replaced) to provide a conforming seat height which shall be between 17" to 19" above the floor.
 - C.1.2. The men's room toilet shall be altered (replaced) to provide a flush lever located on the approach side of the toilet. Note: provision of an automated flush device is an acceptable alternative.
- C.2. Provide and install a heavy duty rubber mat which shall be no more than 1/2" high with a beveled edge placed directly beneath the drinking fountain located adjacent to the public rest rooms. This mat will provide a "touch on cane" detectable means of warning of the fountain's greater than 4" protrusion into the path of pedestrian travel.
- C.3. Existing multi-stall Staff Rest Rooms (located adjacent to staff lounge) : shall be renovated as follows:

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Date: 2/12/11

- C.3.1. Provide and install supplement door pull handles (operable with single hand and preferably by a closed fist) on both sides of each stall door;
- C.3.2. Provide supplemental (or relocate existing) coat hooks installed at 48" high on the inside surface of the wheelchair accessible stall doors.

D. Kitchen Area: The counters in the staff lounge kitchen area shall be modified as follows:

- D.1. The portion of counter – which is a 45 degree angle inset – that supports the sink shall be lowered to provide code conforming wheelchair accessibility. The portion of counter (which measures approx. 42" wide) that supports the sink shall be modified (cut out and re-attached) to provide the sink at 34" high above the floor. The "apron" (no cabinets below) below the sink shall be modified (if required) to provide a clear knee space of at least 27" clear.
 - D.1.1. The pipes below the sink shall be insulated
- D.2. Existing two burner range top, Provide one of the following alternations:
 - D.2.1. A 36" wide section of the existing counter in which the two burner range-top is installed shall be lowered to provided wheelchair accessible clearances (as specified in D.1 above) with the lower cabinets removed to provide said clearances, OR
 - D.2.2. The range-top unit shall be removed, and the resulting hole in the counter patched.

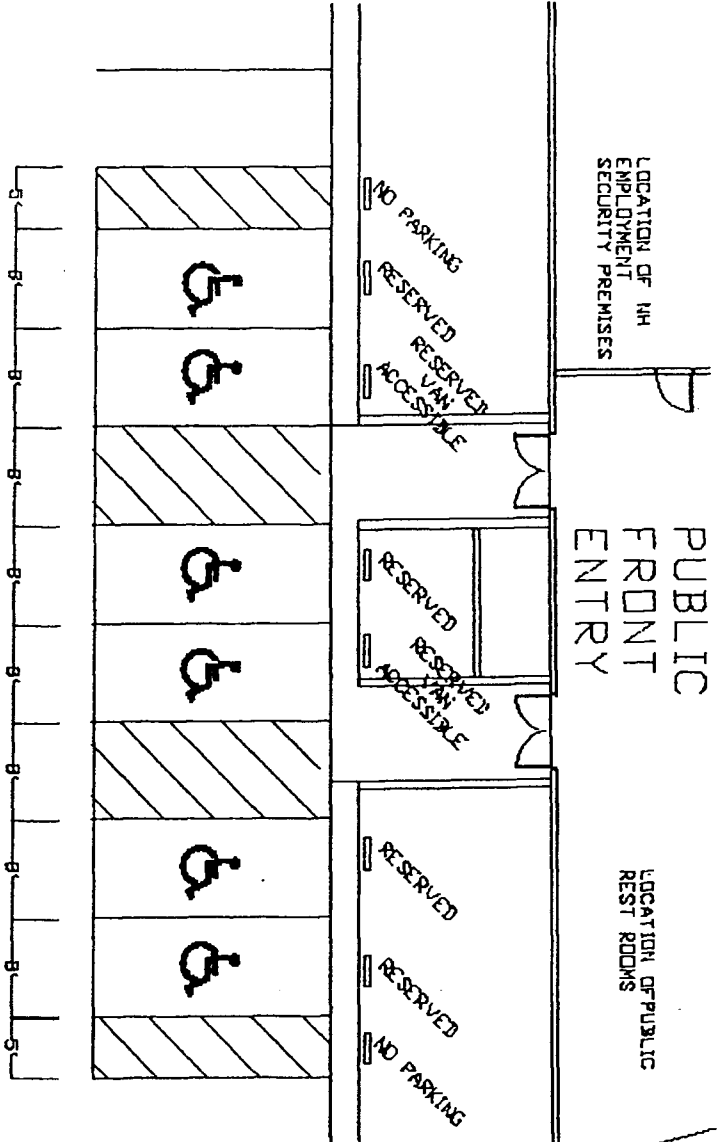
E. PARKING & SITE Alternations: NOTE: The following alterations shall be provided in conformance with all barrier-free design code requirements (see part B), and shall be completed no later than June 30 2011. As a service to the Landlord and Tenant the State of New Hampshire's "Bureau of Planning and Management" shall visit the Premises in the spring of 2011 - prior to inception of any work - to verify existing site dimensions and thereafter either confirm the varsity of the attached site sketch or amend it as needed; it shall be provided to the Landlord thereafter for his use in implementing the required changes.

- E.1. Parking Lot: Provide and install conforming "barrier-free" parking spaces, access aisles and paths of travel, this requirement shall include but not be limited to the following:
 - E.1.1. Provision of at least one "barrier-free" parking space (8' wide) and access aisle (5' wide) per every twenty five (25) parking spaces of the total parking lot capacity.
 - E.1.2. Provision of at least one "van accessible" parking space (8' wide) and access aisle (8' wide) per every six (6) of the regular "barrier-free" parking spaces.
 - E.1.3. Provision of a sign mounted with the lower edge at 60" above the ground directly in front of each "barrier-free" parking space and access aisle.
 - E.1.3.1. The Signs in front of each access aisle shall read: NO PARKING
 - E.1.3.2. The signs in front of each barrier-free parking space shall read: RESERVED which shall be printed below the universal symbol of accessibility (wheelchair symbol).
 - E.1.3.3. The signs in front of each barrier-free parking space shall read: RESERVED VAN ACCESSIBLE which shall be printed below the universal symbol of accessibility (wheelchair symbol).
 - E.1.4. Provide a designated pedestrian "path of travel" leading from the furthest access aisle to the public (accessible) entry. This path shall be designated with painted yellow diagonal lines delineating a path of at least 36" wide.
 - E.1.5. Repair all chipped, cracked or uneven surfaces within the accessible parking area, path of travel and public entry.

Landlord Initials:

Date: 2/19/11

SITE SKETCH: 646 UNION
 STREET, LITTLETON NH
 PARKING LOT IMPROVEMENTS
 TO BE PROVIDED BY
 LANDLORD



Landlord Initials: *[Signature]*
 Date: 2/14/11

**EXHIBIT E
SPECIAL PROVISIONS**

The parties' agreements concerning modifications or additions to the foregoing standard provisions of this lease shall be as set forth below or attached hereto and incorporated by reference:

The Standard Provisions of section 15, Insurance, are deleted replaced by the following:

Insurance: During the Term and any extension thereof, the Landlord shall at it's sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance with respect to the Premises and the property of which the Premises are a part: comprehensive general liability insurance against all claims of bodily injury, death or property damage occurring on, (or claimed to have occurred on) in or about the Premises. Such insurance is to provide minimum insured coverage conforming to: General Liability coverage of not less than one million (\$1,000,000) per occurrence and not less than two million (\$2,000,000) general aggregate; with coverage of Excess/Umbrella Liability of not less than two million (\$2,000,000) each occurrence and not less than two million (\$2,000,000) aggregate. The policies described herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance and issued by insurers licensed in the State of New Hampshire. Each certificate(s) of insurance shall contain a clause requiring the insurer to endeavor to provide the Tenant no less than ten (10) days prior written notice of cancellation or modification of the policy. The Landlord shall deposit with the Tenant certificates of insurance for all insurance required under this Agreement, (or for any Extension or Amendment thereof) which shall be attached and are incorporated herein by reference. During the Term of the Agreement the Landlord shall furnish the Tenant with certificate(s) of renewal(s) of insurance required under this Agreement no later than fifteen (15) days prior to the expiration date of each of the policies.

Landlord Initials: 

Date: 2/14/11



STATE OF NEW HAMPSHIRE

GOVERNOR'S COMMISSION
ON DISABILITY

ARCHITECTURAL BARRIER-FREE
DESIGN COMMITTEE

John H. Lynch, Governor
Paul Van Blarigan, Chairman
John W. Richards, MSW, MBA, Executive Director

David Gleason, Chair
Cheryl Killam, Vice Chair

57 Regional Drive
Concord, NH 03301-8518
(603) 271-2773
1-800-852-3405 Toll Free } Voice or TTY
(603) 271-2837 FAX

Direct Line (603) 271-4177
Website: www.nh.gov/disability/abcommittee.html

January 25, 2011

To The Honorable Governor John Lynch and Members of the Executive Council:

Requested Action
Recommendation Regarding Lease Approval

Tenant: New Hampshire Employment Security
Location: 646 Union Street, Littleton Area Learning Center, Littleton, NH 03561
Landlord: Littleton Area Learning Center LLC, c/o NCIC 347 Portland Street, St. Johnsbury VT, 05819
Term: May 1, 2011 – April 30, 2016

The Architectural Barrier-Free Design Committee respectfully recommends that the subject renewal lease for approximately 5,445 square feet be approved with the following conditions:

1. Any renovations must be completed in compliance with Exhibit D of the Lease Agreement and with all applicable building codes, including but not limited to the Code for Barrier-Free Design for the State of New Hampshire (IBC 2006 and ICC/ANSI A117.1-2003 (ANSI) citations), the State Building Code (IBC 2009 and ICC/ANSI A117.1-2003 (ANSI), and NFPA 101 v.2003 citations), and the Americans with Disabilities Act Standards for Accessible Design (ADAAG citations). As directed by the Architectural Barrier-Free Design Committee, renovation plans shall be submitted to the local authority having jurisdiction (i.e. the Building Inspector) for prior approval.

The Landlord shall, no later than thirty (30) days after the inception of the renewal lease term:

2. In the existing public single-use toilet room identified as the "Men's Room" install a new water closet that complies with the following conditions or modify the existing water closet to comply with the following conditions:
 - (a) Provide a water closet seat height of 17 inches to 19 inches above the floor, in compliance with ANSI 604.4. The existing water closet seat is too low, at 15 inches above the floor. *This is an unmet condition from the previously submitted letter of recommendation dated February 21, 2006.*
 - (b) Provide a water closet flush lever that is located on the open side of the room, rather than at the current wall site, in compliance with ANSI 604.6. *Note: Provision of an automated flush device is an acceptable alternative for this condition.*

3. At the existing drinking fountain located adjacent to the public rest rooms provide a "touch on cane" detectable warning in compliance **ANSI 307.2** by installing a heavy duty rubber mat placed directly below the drinking fountain. The height of the mat shall be no more than ¼-inch with a beveled edge. The drinking fountain protrudes more than 4" into the path of travel. A "detectable warning" is required so that individuals who are blind will be made aware of the fountain protruding into the path of travel. ***This is an unmet condition from the previously submitted letter of recommendation dated February 21, 2006.***
4. In the existing multi-stall staff toilet rooms, the accessible toilet stalls shall be modified to provide the following:
 - (a) Door pull handles, operable by a single hand per **ANSI 309**, and preferably by a closed fist, shall be provided and installed within **ANSI 308** reach range on the interior and exterior of each of the wheelchair accessible stall doors.
 - Lower the existing coat hooks provided on the inside surface of each of the doors to the wheelchair accessible stalls or install additional coat hooks so that each coat hook is mounted no higher than 48 inches from the floor, in compliance with **ANSI 308**.
5. In the staff kitchen/break room:
 - (a) Lower the sink so that the top of the sink, or the counter it is mounted in, is no higher than 34 inches from the floor per **ANSI 606.2**.
 - i. Insulate the pipes beneath the sink, in compliance with **ANSI 606.6**.
 - (b) If the cooktop is to remain, it must comply with **ANSI 804.6.4**.

Not later than June 30, 2011 the Landlord shall modify the parking lot and path of travel to the public entry per conditions #6 and #7, below. Prior to commencement of work the Landlord shall provide a dimensioned or to-scale drawing depicting the proposed design of the parking lot to the State of New Hampshire Architectural Barrier-Free Design Committee for their review and approval.


6. Provide and install accessible parking spaces with access aisles and appropriate signage:
 - (a) Per **IBC 1106.5**, provide at least one accessible parking space for every twenty-five (25) parking spaces in the parking lot. At least one in every six accessible spaces provided must be designed as a "van accessible" parking space.
 - i. Provide at least one "van accessible" parking space that is at least 8 feet wide with an adjacent access aisle that is at least 8 feet wide and located on the "passenger side" of the van-accessible parking space. ***NOTE: One 8-foot wide access aisle may be shared by two accessible parking spaces.***
 - (1) Per the requirements of **ANSI 502.7** provide a sign that is mounted on a post with the bottom edge at least 60 inches above the parking lot and located directly in front of each accessible parking space. The sign shall read "RESERVED" and "VAN-ACCESSIBLE" with the universal symbol of accessibility (wheelchair symbol) located between these two terms. ***This is an unmet condition from the previously submitted letter of recommendation dated February 21, 2006.***
 - (2) Directly in front of each access aisle post a sign that reads "NO PARKING."

- ii. Provide at least one standard accessible parking space that is at least 8 feet wide with an adjacent access aisle that is at least 5 feet wide and located on the "driver's side" of the standard accessible parking space. *NOTE: One 5-foot access aisle may be shared by two accessible parking spaces.*
 - (1) Per the requirements of **ANSI 502.7** provide a sign that is mounted on a post with the bottom edge at least 60 inches above the parking lot and located directly in front of each accessible parking space. The sign shall read "RESERVED" which shall be printed above the universal symbol of accessibility (wheelchair symbol).
 - (2) Directly in front of each access aisle post a sign that reads "NO PARKING."
 - iii. Per the requirements of **ANSI 502.4.1** provide a designated pedestrian "path of travel" leading from the furthest access aisle to the accessible public entrance. This path shall be designated by diagonal lines painted on the ground that delineate a path of travel that is at least 36 inches wide.
7. For the surface of the accessible parking spaces and their adjacent access aisles, and the walking surface from the access aisles to the entrance door, repair any cracks or gaps or uneven surfaces to comply with **ANSI 302**. *This is an unmet condition from the previously submitted letter of recommendation dated February 21, 2006.*

These recommendations are based upon the site-survey submitted to the Architectural Barrier-Free Design Committee and the assurances of the leasing agency's designated contact person that this facility will be accessible upon compliance with the above conditions.

Should future inspection prove that areas of non-compliance exist, the agency should seek advisory assistance from the Architectural Barrier-Free Design Committee and contact the Bureau of Planning and Management for any necessary assistance negotiating and/or providing remedy for any non-complying areas.

Respectfully Submitted and Approved by the **Architectural Barrier-Free Design Committee:**



David Gleason, Chair

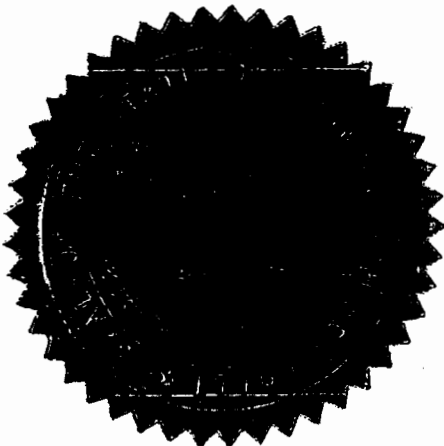


cc: Mary Belec, Administrator II, Bureau of Planning and Management

State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that LITTLETON AREA LEARNING CENTER LLC is a New Hampshire limited liability company formed on October 2, 2000. I further certify that it is in good standing as far as this office is concerned, having filed the annual report(s) and paid the fees required by law; and that a certificate of cancellation has not been filed.



In TESTIMONY WHEREOF, I hereto
set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 3rd day of January, A.D. 2011

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State

CERTIFICATE OF AUTHORITY FOR CORPORATIONS

I, Greg Eastman, am the Secretary of the Littleton Area Learning Center, LLC, and do hereby certify:

1. I am a duly elected and acting Secretary for the Corporation documented above, which is incorporated in the State of New Hampshire;
2. I maintain and have custody of, and am familiar with the minute books of the Corporation;
3. I am authorized to issue certificates with respect to the contents of such books;
4. The following is a true, accurate and complete copy of the resolution adopted during a meeting of the Board of Directors of the Corporation. Said meeting was held in accordance with the laws and by-laws of the State in which the Corporation is incorporated, upon the following date: January 20, 2011.

RESOLVED: That this Corporation shall enter into a contract with the State of New Hampshire, acting by and through the New Hampshire Department of Employment Security, providing for the performance by this Corporation of certain services as documented within the foregoing Lease, and that the President, Jon Freeman, on behalf of this Corporation, is authorized and directed to enter into the lease contract with the State of New Hampshire, and that he is to take any and all such actions that may be deemed necessary, desirable or appropriate in order to execute, seal, acknowledge and deliver any and all documents, agreements and other instruments on behalf of this Corporation in order to accomplish the same.

RESOLVED: That the signature of the above authorized party of this Corporation, when affixed to any instrument of document described in, or contemplated by, this resolution, shall be conclusive evidence of the authority of said party to bind this Corporation, thereby:

5. The foregoing resolutions have not been revoked, annulled, or amended in any manner what so ever, and remain in full force and effect as of the date hereof;
6. The following person or persons have been duly elected to, and now occupy, the Office or Offices indicated:
 President: Jon Freeman
 Treasurer: Ed Hennessey
 Secretary: Greg Eastman

IN WITNESS WHEREOF: I sign below as the Secretary of the Corporation, and have affixed its' corporate seal (if applicable) upon this date: 2/1/2011

Secretary Signature: Gregory C. Eastman

In the State and County of: Grafton, New Hampshire.

NOTARY STATEMENT: As Notary Public and/or Justice of the Peace, REGISTERED IN THE STATE OF:

New Hampshire COUNTY Grafton

UPON THIS DATE 2/1/2011 appeared before me (full name of notary)

Teresa A. Dodge the undersigned officer personally appeared

Gregory C. Eastman who acknowledged himself to be the

Secretary Littleton Area Learning Center LLC (title, and corporation name), and that being authorized to do so he executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation.

In witness whereof, I hereunto set my hand and official seal. (Provide signature, seal, and expiration of commission) Teresa A. Dodge

TERESA A. DODGE

Notary Public - New Hampshire
My Commission Expires March 26, 2013

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/07/2011

PRODUCER
Hunkins & Eaton Agency, Inc.
93 Main Street

Littleton NH 03561

INSURED Littleton Area Learning Center, LLC
347 Portland St
St Johnsbury, VT 05819

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Peerless Insurance Co.	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR/ADD'L LTR/INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	CBP9535877	10/18/2010	10/18/2011	EACH OCCURRENCE \$ 1,000,000. DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000. MED EXP (Any one person) \$ 5,000. PERSONAL & ADV INJURY \$ 1,000,000. GENERAL AGGREGATE \$ 2,000,000. PRODUCTS - COMPROP AGG \$ 2,000,000.
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	CBP9535877	10/18/2010	10/18/2011	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000. BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC AGG \$
A	EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000.	CU9587977	10/18/2010	10/18/2011	EACH OCCURRENCE \$ 2,000,000. AGGREGATE \$ 2,000,000. \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

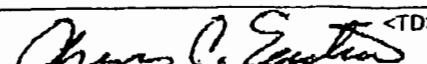
CERTIFICATE HOLDER

Employment Security
32 South Main St

Concord, NH 03301

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE  <TD>

NH Employment Security
LITTLETON LEASE

BID OPENING 07/02/10 4:00 PM

3 RFPs Distributed 2 Ad Responses 1 NHES Database Responses
3 Bids Submitted for Consideration

Vendor & Bid Ascertained Via	Address	Telephone/BID	Walk Through/Reason for Not Bidding
Esterhill Boat Service Corp Newspaper Ad	561 Easton Valley Road Franconia, NH, 03580	603-823-8090 \$22 per sq. ft.	NHES visited site - problem with available space and with opening date.
Mount Eustis Commons Newspaper Ad	262 Cottage Street, Ste A Littleton, NH, 03561	802-748-1953 \$12 per sq. ft. yr. 1	NHES visited site - Costs increases 3% per year in years 2-4 of proposed contract.
Littleton Area Learning Center NHES Database	347 Portland Street Saint Johnsbury, VT, 05819	802-748-5101 \$12 per sq. ft. 5 yrs.	NHES visited site, which we are currently housed in; bid price is static for each of 5 yrs.

**DEPARTMENT OF ADMINISTRATIVE SERVICES
SYNOPSIS OF ENCLOSED LEASE CONTRACT**

FROM: Mary Belec, Administrator II
Department of Administrative Services
Bureau of Planning and Management

DATE: March 8, 2016

SUBJECT: Attached Lease Amendment;
Approval respectfully requested

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

LESSEE: NH Employment Security, 45 South Fruit Street, Concord NH 03301

LESSOR: Littleton Area Learning Center, LLC, 347 Portland Street, St. Johnsbury VT 05819

DESCRIPTION: Lease Amendment: Approval of the enclosed will extend the term of the current lease by six months allowing continued occupancy of Employment Security's current regional office comprised of 6,510 square feet of space located in the building known as the "Littleton Area Learning Center", 646 Union Street, Littleton NH. During the extended term the Department will complete a competitive RFP process and submit any subsequent lease to all authorizing parties.

TERM: Six (6) months: April 1, 2016 termination extended to October 31, 2016.

RENT: 0% escalation: current annual rent of \$78,120.00 (approx. \$12.00 per SF) shall be prorated to monthly rate of \$6,510.00. Total (6 month) Rent: \$39,060.00

JANITORIAL: additional cost, approx. \$7,400 annually (approx. \$1.14 per SF)
UTILITIES: included in annual rent

TOTAL TERM COST: \$39,060.00 rent + \$3,700.00 janitorial = \$42,760.00

PUBLIC NOTICE: Sole-Source amendment of current lease, however any subsequent proposed long term lease will conform to all required competitive RFP processes

CLEAN AIR PROVISIONS: None applicable to an amended term

BARRIER-FREE DESIGN COMMITTEE: No review required for an amended term

OTHER: Approval of the enclosed is recommended

The enclosed contract complies with the State of NH Division of Plant and Property Rules
And has been reviewed & approved by the Department of Justice.

Reviewed and recommended by:
Bureau of Planning and Management


Mary Belec, Administrator II

Approved by:
Department of Administrative Services


Michael Connor, Deputy Commissioner