



STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS
DIVISION OF ADMINISTRATION

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

603-271-5610 FAX: 1-888-908-6609
TDD Access: 1-800-735-2964
www.nh.gov/nhdoc

Helen E. Hanks
Commissioner

Robin H. Maddaus
Director

June 23, 2020

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

REQUESTED ACTION

Authorize the NH Department of Corrections (NHDOC) to enter into a two-year lease Agreement with NEST, LLC d/b/a Nest Wolfeboro (VC # 316426), 401 S. Albany Avenue, Tampa, FL 33606, in the amount of \$57,600.00, for the continued occupancy of probation/parole district office space located at 10 Center Street 1st Floor, Wolfeboro, NH 03894, with three (3) one (1) year renewal options, effective upon Governor and Executive Council approval for the period beginning August 1, 2020 through July 31, 2022. 100% General Funds

Funds are available in the following account, District Offices: 02-46-46-464010-8302-022-500248 for Fiscal Year 2021, and are anticipated to be available in future fiscal years, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust encumbrances amongst Fiscal Years within the price limitation through the Budget Office, if necessary and justified. Funds for FY 2022-2023 are contingent upon the availability and continued appropriation of funds.

North Haverhill Probation/Parole District Office					
Account	Description	FY 2021	FY 2022	FY 2023	Total
02-46-46-464010-8302-022-500248	Rents to Non-State	26,400.00	28,800.00	2,400.00	57,600.00
Total Lease Agreement Amount					\$ 57,600.00

EXPLANATION

The NHDOC is seeking approval to enter into a two (2) year lease agreement commencing August 1, 2020 and ending July 31, 2022, with three (3) one (1) year renewal options, for the continued provision of approximately 2,200 square feet of probation/parole office space, located at 10 Center Street 1st Floor, Wolfeboro, NH 03894 for the Department's Division of Field Services.

The NHDOC is currently leasing office space on a short term lease with NEST, LLC d/b/a Nest Wolfeboro in this locale to meet with probation and parole clientele. The Department moved this office space from the previous location, 19 Old Route 28 (ground level suite), Ossipee, NH, as the previous lease expired and the landlord did not wish to renew the lease with the Department.


As required by Administrative Rule Adm. 610.06 Public Notice, the NHDOC conducted a space search soliciting "letters of interest" for a leased space in the greater Carroll County area for a five or ten year term through two publications of a Request for Proposal (RFP) in the Conway Daily Sun. The first publication was in the spring of 2019 on May 4, 2019 and May 9, 2019 and the second publication was in the fall of 2019 on October 25, 2019 and November 2, 2019. Concurrently, the Department of Administrative Services, Bureau of Planning and Management also posted the RFP on their website to broaden exposure. As a result of the publications, the NEST, LLC d/b/a Nest Wolfeboro was the only respondent to the Public Notice.

The total two (2) year lease cost will be \$57,600.00 provided at a "gross" rate of \$13.09 per square foot which is \$28,800.00 annually with no escalation. These rates include the Landlord's provision of heat, electricity, water, sewer, air conditioning, building/site maintenance, insurance and property taxes except for telecommunication and janitorial services.

Due to the COVID-19 situation, normal state business procedures and processes have been disrupted. The Department requested a waiver of the provision of the *Letter of Opinion* required from the Governor's Commission on Disability (GCD) prior to submittal of the lease to the Governor and Executive Council for approval. The waiver was requested in order to renew the current lease that is set to terminate on July 31, 2020. In addition, as a stipulation to an approved waiver of the *Letter of Opinion*, the GCD has the right to follow up with a site visit and submission of the required Americans with Disability Act (ADA) check list.

Approval of the enclosed agreement will allow the Division of Field Services to continue providing Probation and Parole services to the greater Carroll County area and provide the continued and coordinated public safety efforts.

Respectfully Submitted,



Helen E. Hanks
Commissioner

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

FROM: Gail Rucker, Administrator II
Department of Administrative Services
Bureau of Planning and Management

DATE: June 23, 2020

SUBJECT: Attached Lease;
Approval respectfully requested

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

LESSEE: Department of Corrections, P.O. Box 1806, Concord, NH 03302

LESSOR: Nest, LLC d/b/a NEST Wolfeboro, 401 S. Albany Avenue, Tampa, Florida 330606

DESCRIPTION: New Lease: Approval of the enclosed will authorize a new lease of the Department's Wolfeboro area Probation and Parole reporting office comprised of 2,200 square feet of first floor space located at 10 Center street, Wolfeboro, NH. They are occupying the space now on a short term lease that will terminate July 31, 2020

TERM: Two (2) years: commencing August 1, 2020, ending July 31, 2022
Note: the lease has three one year options for renewal

RENT:

Year 1: \$28,800.00 (\$13.09 SF, 0% increase)

Year 2: \$28,800.00 (\$13.09 SF, 0% increase)

2-YEAR TOTAL RENT: \$57,600.00

JANITORIAL: Provided by Tenant at approx. \$1,100.00 annually (\$00.50 per SF)

UTILITIES: Included in annual rent

2 YEAR TOTAL COST: \$57,600.00 + 2,200.00= 59,800.00

PUBLIC NOTICE: RFP was sent out. The only response was the current landlord. This has subsequently become a Two (2) year term lease with three (1) year options.

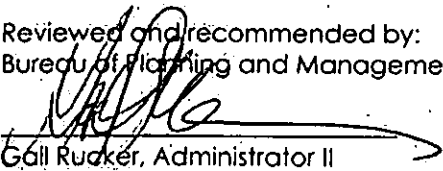
CLEAN AIR PROVISIONS: The space will be re-tested to assure continued conformance after authorization of the enclosed lease.

BARRIER-FREE DESIGN COMMITTEE: Wavier was submitted for GCD letter requirements due to the COVID -19 situation and business functions of the committee are currently not available.

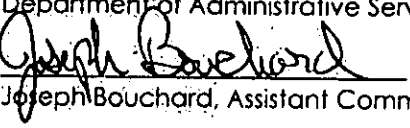
OTHER: Approval of the enclosed is recommended

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


Gail Rucker, Administrator II

Approved by:
Department of Administrative Services


Joseph Bouchard, Assistant Commissioner

6/24/20

Seven Eagles to be inducted into the KHS Sports Hall of Fame Nov. 9

CONWAY — Sut Marshall, Class of 1959; Mandi Manoo-gian, '01; Sarah (Martin) Keyser, '01; Jennifer (Luoma) McCracken, '02; Ricky Gaudreau, '10; Allison Wagner, '11; and coach Phil Haynes, a member of the Class of 1970, make up the 27th group chosen for Kennett High's Sports Hall of Fame. They will be inducted Saturday, Nov. 9, in a ceremony at the Red Jacket Mountain View Resort in North Conway.

The festivities at the Red Jacket begin at 6 p.m., followed by a dinner at 7 p.m., with induction to begin at about 8 p.m. Tickets, which include dinner and a social hour, are \$39 per person and can be obtained by calling Bob Russell at (603) 447-5257.

Tickets must be purchased by Nov. 4. There will be no sales at the door.

Over the next two weeks, the Sun will highlight each of the inductees.

Sut Marshall, Class of 1959
Marshall lives in Madison, with wife, Margaret, and they have three grown children, Kim, Daryl and Todd and four grandchildren.

While at Kennett, Marshall played four years of basketball, lettering in three; two years of football, lettering his senior year; and four years of baseball, lettering his junior and senior years.

Marshall, who was the young-

est student in the Class of 59, and recalls being the shortest boy in his class as a freshman, hit a growth spurt the spring before his senior year. That helped to make him a force on the basketball hardwood.

In his senior year, Marshall led the Eagles in scoring and helped Kennett to the 1959 Class M State Championship, giving legendary coach Karl "Crush" Seidenstuecker the third of five state championships (1942, '50, '59, '60, '61). Kennett went 14-3 during the regular season with the lone losses coming at Berlin, at Fryeburg Academy and at home against Brewster Academy by three to a team that featured only post-graduate players.

After winning the Class M title (beat Charlestown 49-43), the Eagles got the opportunity to challenge the top teams in Class L. Kennett beat Stevens, 51-50, to earn the right to play Keene, the No. 1 ranked team in the Granite State at the time and the Class L champs. Kennett played the Blackbirds tough before losing by eight, 51-43. "I still believe we could have beat them," Marshall said.

In football, Marshall was a sure-handed wide receiver with good speed.

In baseball, Marshall played under Kennett icon George T. Davidson.

Marshall went on to attend and graduate from the Univer-



Sut Marshall, Class of 1959, plays defense against Keene. (COURTESY PHOTO)

sity of New Hampshire. He went on to teach in Alton but eventually returned back to the family business, Abbott's Dairy.

There has arguably been no bigger supporter of youth sports in the valley than Marshall, who has coached youth basketball for more than 40 years. He calls it his passion. He has been a member of the Kennett High Sports Hall of Fame Selection Committee since its creation.

PUBLIC NOTICE

Wanted to rent in Carroll County (the greater Ossipee and Wolfeboro area) NH for a term of up to five (5) years or (10) year, commencing as soon as possible, approximately 1,200 - 1,700 SF of space for the State of NH Department of Corrections (DOC) Division of Field Services to provide a regional Probation and Parole reporting office. The space offered must meet or be renovated to meet the Tenant's program specifications, which must be reviewed in advance of submitting a Letter of Interest in response to this solicitation. To obtain a copy of these specifications please contact: Division of Field Services, PO Box 1806, 105 Pleasant Street, Concord, NH 03302, attention Jason Smith, Assistant Director, (603) 271-5652 or email: jason.smith@doc.nh.gov. Alternately the specifications may also be obtained on the State's WEB site at: <https://das.nh.gov/bpm/index.asp>. Any and all Letters of Interest regarding this request must be received by 2:00 p.m. on Friday, November 8, 2019. The State of NH reserves the right to accept or reject any or all proposals.

PUBLIC NOTICE RE RSA 7:19-a, II (D)

Pursuant to the requirements of RSA 7:19-a, II(d), notice is hereby given that pecuniary benefit transactions which in an aggregate amount exceed \$5,000 have occurred will occur between the Mt. Washington Valley Economic Council (the "Council") and each of the following organizations, for the respective services identified: HEB Engineers, engineering services in a total amount to be determined. Joshua McAllister, Vice President of HEB Engineers serves as Chairman of the Council's Board of Directors. Cooper Cargill Chant, PA, legal services in a total amount to be determined. Andrew Dean, an attorney at Cooper Cargill Chant, serves on the Council's Board of Directors. Pinkham Real Estate and Greydon Turner, real estate sale transactions in a total amount to be determined. Greydon Turner serves on the Council's Board of Directors.

ATTEST: Mt. Washington Valley Economic Council
53 Technology Lane, Conway, NH 03818

By: Joshua McAllister, Chairperson
Board of Directors
October 23, 2019

PUBLIC NOTICE RE RSA 7:19-a, II(D)

Pursuant to the requirements of RSA 7:19-a, II(d), notice is hereby given that pecuniary benefit transactions which in an aggregate amount exceed \$5,000 have occurred/will occur between the Technology Village Realty Management Corp. (the "TVRMC") and each of the following organizations, for the respective services identified: HEB Engineering, engineering services in a total amount to be determined. Joshua McAllister, Vice President of HEB Engineers, serves on the TVRMC Board of Directors and is the Chairman of the Mt. Washington Valley Economic Council's (the "Council") Board of Directors, the sole member of TVRMC. Pinkham Real Estate and Greydon Turner, real estate sale transactions in a total amount to be determined. Greydon Turner serves on the Council's Board of Directors. Cooper Cargill Chant, PA and Andrew Dean, legal services in an amount to be determined. Andrew Dean serves on the TVRMC Board of Directors and is a member of the Council's Board of Directors.

ATTEST: Technology Village Realty Management Corp.
53 Technology Lane, Conway, NH 03818

By: Ted Kramer, President
Board of Directors
October 23, 2019

**55 Plus MODEL HOME
OPEN SUNDAY 12 to 2**

\$169,995
Come and take a look!

Garage, Porch, Appliances
*10% down - 25 years at 6%
Call Kevin - 603-387-7483
Manchester Woods, 10 North, Rt. 132, New Hampton, NH
Directions: Rt. 93, east #23. Right for 1/2 mile, left at post office for 800'

AFFORDABLE SNOW REMOVAL

603-730-2521

rockybranchbuilders@gmail.com
SERVING MADISON TO BARTLETT

BARTLETT PLANNING BOARD PUBLIC NOTICE

Notice is hereby given that a public hearing will be held by the Bartlett Planning Board on Monday, November 4, 2019, at 6:00 pm at the Bartlett Town Hall, 56 Town Hall Road, Intervale to hear the following application:

- BBSK Properties, LLC, Route 16A, Intervale. File: 2019-1259. Application for a 2-lot subdivision of the 12.82-acre Swiss Chalet property to establish a 1.20-acre lot for an existing residence. Tax Map 1RT16A, Lot 227L00.

This hearing may be continued to other meetings without further notice, provided that the date and time of the continuation is specified at this hearing. Public comment will be taken at this time.

Scott Grant, Chairman

UPCOUNTRY
PROPERTY SERVICES
www.upcountrypropertieservices.com

Need help with your fall cleanup?
Contact Us!
603-662-0645

**WINNER OF MWV BEST OF 2019 —
CLEANING & PROPERTY SERVICES**

HIKING from page 11a

approached the open summit ledges. Clouds were slowly moving in, but the ledges remained sunlit for our lunch.

A few tall white pine poked up in the view, but the vista of Green Mountain over Danforth Bay was great. To the south the bulk of Ossipee Lake was visible, partly obscured by bare branches. To the east was the Scarboro Ridge and Mount Prospect in Freedom. It was a great place to be on an Indian summer day.

It was our first time exploring the Freedom Town Forest and likely not our last. We want to hike another longer section of the Mary's Mountain Trail that starts to the west and climbs the mountain from that direction, and also visit Trout Pond.

Brochures with a map are available at three kiosks on the property, and the map is online at townoffreedom.net/wp-content/uploads/2015/11/Trailmap.pdf.

COLD RIVER from page 12a

Her music can be heard on over 500 radio stations nationally and internationally as well as cable and internet music outlets. Her most recent release is entitled "Dragonfly," featuring her scorching soulful cover of the Brenda Lee classic, "All Alone Am I."

Based in Portland, Maine, the Jason Spooner Band keeps a busy touring schedule from coast to coast, sharing stages with and opening for artists such as Grace Potter & the Nocturnals, Taj Mahal, the Del McCoury Band, the David Grisman Sextet and others.

The band just announced a tour through the western U.S. with Ryan Montbleau.

Maine comedian Susan Poulin's alter ego Ida LeClair has been called "the funniest woman in Maine." She shares humorous insights on love, friendship and the Pine Tree State's state of mind, all designed to put audience members in touch with their "Innah Moose."

Davey Armstrong and Dennis O'Neil perform regularly throughout

the region and have appeared annually on the stage as part of the Arts Jubilee summer concert series held at the base of Cranmore Mountain. In the author segment, Butler will talk about her new book of historical Maine Christmas Stories, "All is Calm."

Following the show, there will be an artist meet-and-greet in the theater lobby sponsored by White Birch Books, with an after hours open to the public at the Wildcat Inn and Tavern in Jackson, where there will be entertainment, and the kitchen will remain open to accommodate late diners.

Sarty has indicated plans for a video version of the show and the possibility of taking it to other venues throughout New England.

"The Mount Washington Valley is the birthplace of this show, and it is not only a place I think of as home but a critical part of the show's identity and particular brand," said Sarty. "In my opinion, it's easier to get where you want to go if you can remember where you are coming from."

In 2017, the Cold River Radio Show

received New Hampshire Magazine's Editors' Pick Best of NH Award for "Best Radio Show in NH," and in 2019, Sarty received the same award for "Best Bandleader in NH."

Sarty was invited to produce a version of the show at the Delta Dental Stadium in Manchester in June as part of the Best of NH Celebration and has been invited to return in 2020 for another performance.

The Cold River Radio Show can be heard on 93.5 WMWV on Sundays at 9 a.m. The show is held live in the theater five or six times each year and is sponsored by the Wildcat Inn and Tavern and by Mason and Mason Insurance.

Tickets are \$30 per person, and seating is general admission.

Tickets are available at J-Town Deli in Jackson, White Birch Books in North Conway, Spice and Grain Natural Foods in Fryeburg, Maine; at the door of the theater on the night of the performance; or online. For more information, or to get tickets go to coldriverradio.com.

ECOLOGY from page 11a

areas, especially around dusk and dawn, to hunt their favorite prey, the European rabbit.

Only when the rabbit population crashes due to viral outbreaks, do they look to other prey such as small rodents, birds, the young of wild boar, red deer, fallow deer and wild sheep. Leaves, soil and other debris are scraped over large kills to be consumed later.

The majority of den sites have been found at the base of an old, hollow cork oak tree, indicating how important these trees are to the female. The peak birthing season is March and April in central and southern Spain. Kittens stay in the natal den for the

first 20 days, after which their mother moves them to as many as three or four other dens.

This may give them more room as they begin to develop their motor skills, as well as help protect them against being discovered by predators as fecal material and smells build up. It may also help avoid parasite build up in any single den.

Their numbers were decimated by rapid habitat loss, with scrublands converted to agriculture and pine and eucalyptus plantations. Human development such as dams, highways and railways also encroached on their native habitat.

I have previously come across magazine articles attesting to all this valuable existing habitat, but it still impresses me as a byproduct of our continuing use of real corks in wine bottles which we must get out with a cork screw, as inconvenient that is to do, along with needing some considerable skill.

If we stopped using the natural sustaining corks from the oaks because of increased use of plastic or

aluminum bottle stoppers, these biologically diverse woodlands would be replaced with mono crops or cleared for cattle farms or shopping malls.

Defenders of wildlife discuss the life cycle of cork as providing the carbon offset equivalent to 17 solar panels per 1,000 cases of wine versus aluminum and plastic wine closures. And production of synthetic corks generates 10 times more CO2 when compared to natural cork.

Aluminum screw tops produce up to 24 times more CO2 per cap than cork does. A simple choice of tops can make a big difference for endangered wildlife a world away.

Furthermore, plastic stoppers are not biodegradable and are therefore not being recycled anywhere in the United States. The metal screw tops are difficult to recycle because of their small size which means municipal sorting facilities usually miss them.

So, consumer demand for cork products (flooring, footwear, and these wine stoppers) have long preserved ecologically important cork forests. It keeps them around. The specialized industry is a great incentive for locals to maintain their particular economy, supporting tens of thousands of jobs. It makes them want to plant more oaks, too, as well as maintaining them.

Cork trees are evergreen members of the oak family and anchor the soil with their roots, which helps to defend against desertification in the Mediterranean. And every year they effectively capture some 20 million tons of carbon dioxide, a major greenhouse gas causing climate change. And we all know we have to take all we can get these days in that regard.

Because CO2 is stored in the cork bark as it regrows, these trees can absorb three to five times more CO2 than trees that are not stripped. Throughout the trees' remarkable 200- to 300-year lifetime, hand harvesters sustainably remove the bark every nine years — perhaps up to 16 times without damage to the tree. Defenders mention in their surprising article, "cork oak trees are one of the world's most eco-friendly natural resources." So says Patrick Spencer who is the executive director of the Cork Forest Conservation Alliance.

Dave Eastman also broadcasts "Country Ecology" four times weekly over WMWV 93.5 FM. As vice president of the Lakes Region Chapter/ASNH, he welcomes you to monthly programs at the Loon Center in Moultonborough. He is available at: cebirdman@yahoo.com (or) countryecology.com for consultation.



PUBLIC NOTICE TOWN OF LOVELL, MAINE

The Lovell Town Office will be closed on
Tuesday November 5, 2019
for the State Referendum Election.

PUBLIC NOTICE

Wanted to rent in Carroll County (the greater Ossipee and Wolfeboro area) NH for a term of up to five (5) years or (10) year, commencing as soon as possible, approximately 1,200 – 1,700 SF of space for the State of NH Department of Corrections (DOC) Division of Field Services to provide a regional Probation and Parole reporting office. The space offered must meet or be renovated to meet the Tenant's program specifications, which must be reviewed in advance of submitting a Letter of Interest in response to this solicitation. To obtain a copy of these specifications please contact: Division of Field Services, PO Box 1806, 105 Pleasant Street, Concord, NH 03302, attention Jason Smith, Assistant Director, (603) 271-5652 or email: jason.smith@doc.nh.gov. Alternately the specifications may also be obtained on the State's WEB site at: <https://das.nh.gov/bpm/index.asp>. Any and all Letters of Interest regarding this request must be received by 2:00 p.m. on Friday, November 8, 2019. The State of NH reserves the right to accept or reject any or all proposals.

INVITATION TO BID TREE REMOVAL

The Conway School District is soliciting bids for the removal of five (5) large pine trees behind the John Fuller Elementary School in North Conway. For specifications and further information please contact Jim Hill, Director of Administrative Services, c/o SAU #9, 176A Main St., Conway, NH 03818 by calling (603)-447-8368.

The bid deadline is noon, on Thursday, November 14, 2019.

BARTLETT PLANNING BOARD PUBLIC NOTICE

Notice is hereby given that a public hearing will be held by the Bartlett Planning Board on Monday, November 4, 2019, at 6:00 pm at the Bartlett Town Hall, 56 Town Hall Road, Intervale to hear the following application:

• BBSK Properties, LLC, Route 16A, Intervale. File: 2019-1259. Application for a 2-lot subdivision of the 12.82-acre Swiss Chalet property to establish a 1.20-acre lot for an existing residence. Tax Map 1RT16A, Lot 227L00.

This hearing may be continued to other meetings without further notice, provided that the date and time of the continuation is specified at this hearing. Public comment will be taken at this time.

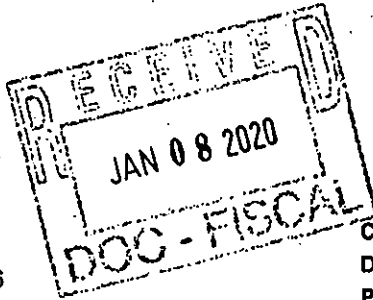
Scott Grant, Chairman

ADVERTISING INVOICE/STATEMENT

1/1

Conway Daily Sun
P.O. Box 1940
64 Seavey Street
N. Conway, NH 03860
(603) 733-5808

State of NH - Corrections
PO Box 1806
Concord, NH 03302-1806



156592✓
3001✓

Cust #: b0108224
Date: 12/31/2019
Phone: (603)271-5650

TERMS: DUE ON RECEIPT

Trans #.	Type	Start	Stop	Runs	Description	Amount	Balance
301043230	i	10/25/2019	10/25/2019	1	PN: Wanted to Rent In Carroll -	52.00	52.00
301044330	i	11/02/2019	11/02/2019	1	PN: Wanted to Rent In Carroll -	52.00	104.00
301046631	s				Service Charge, December 2019	1.56	105.56

8302
6249

Sylvia Haage
1/17/20

D.O. Advertising + Pub.

Please return the portion below with your payment

If you desire to charge this amount to your credit card, please complete the following information:

☐ VISA ☐ Mastercard

Card # _____ Exp. _____

Signature _____

Cust #: b0108224



0 - 0	1.56	1 - 30	52.00	31 - 60	52.00	61 - 90	0.00	91 - 120	0.00
-------	------	--------	-------	---------	-------	---------	------	----------	------

A service fee of 1.5% will be added for all past due invoices.

608

MB 1/24/20

PUBLIC NOTICE

Wanted to rent in Carroll County (the greater Ossipee and Wolfeboro area) NH for a term of up to five (5) years or (10) year, commencing June 1, 2020, approximately 1,200 – 1,700 SF of space for the State of NH Department of Corrections (DOC) Division of Field Services to provide a regional Probation and Parole reporting office. The space offered must meet or be renovated to meet the Tenant's program specifications, which must be reviewed in advance of submitting a Letter of Interest in response to this solicitation. To obtain a copy of these specifications please contact: Division of Field Services, PO Box 1806, 105 Pleasant Street, Concord, NH 03302, attention Jason Smith, Assistant Director, (603) 271-5652 or email: jason.smith@doc.nh.gov. Alternately the specifications may also be obtained on the State's WEB site at: <https://das.nh.gov/bpm/index.asp>.

Any and all Letters of Interest regarding this request must be received by 2:00 p.m. on Friday, May 24, 2019. The State of NH reserves the right to accept or reject any or all proposals.

ADVERTISING INVOICE/STATEMENT

1/1

Conway Daily Sun
P.O. Box 1940
64 Seavey Street
N. Conway, NH 03860
(603) 733-5808

156592
B001

State of NH - Corrections
PO Box 1806
Concord, NH 03302-1806

Cust #: b0108224
Date: 06/30/2019
Phone: (603)271-5650

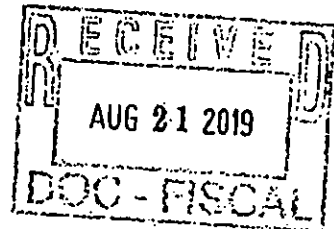
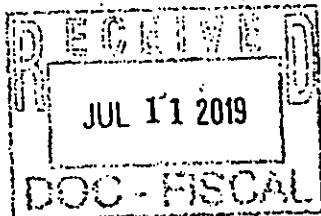
TERMS: DUE ON RECEIPT

Trans #	Type	Start	Stop	Runs	Description	Amount	Balance
301024107	1	05/04/2019	05/09/2019	2	PN: Wanted to Rent in Carroll -	104.00	104.00

Please
Approve
for
payment

OK to pay

8302
0247



Please return the portion below with your payment

If you desire to charge this amount to your credit card, please complete the following information:

☐ VISA ☐ Mastercard

Card # _____ Exp. _____

Signature _____

Cust #: b0108224



0 - 0	0.00	1 - 30	104.00	31 - 60	0.00	61 - 90	0.00	91 - 120	0.00
-------	------	--------	--------	---------	------	---------	------	----------	------

A service fee of 1.5% will be added for all past due invoices.

09/11/19

704

"Public Notice" for publication

Wanted to rent in Carroll County (the greater Ossipee and Wolfeboro area) NH for a term of up to five (5) years or (10) year, commencing June 1, 2020, approximately 1,200 – 1,700 SF of space for the State of NH Department of Corrections (DOC) Division of Field Services to provide a regional Probation and Parole reporting office. The space offered must meet or be renovated to meet the Tenant's program specifications, which must be reviewed in advance of submitting a Letter of Interest in response to this solicitation. To obtain a copy of these specifications please contact: Division of Field Services, PO Box 1806, 105 Pleasant Street, Concord, NH 03302, attention Jason Smith, Assistant Director, (603) 271-5652 or email: jason.smith@doc.nh.gov. Alternately the specifications may also be obtained on the State's WEB site at: <https://das.nh.gov/bpm/index.asp>. Any and all Letters of Interest regarding this request must be received by 2:00 p.m. on Friday, May 24, 2019. The State of NH reserves the right to accept or reject any or all proposals.

Ad for DOC use in posting "public notice" - BPM will concurrently post RFP specifications (until closing date) on State website



STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS
DIVISION OF FIELD SERVICES

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

603-271-5610 FAX: 1-888-908-6609
TDD Access: 1-800-735-2964
www.nh.gov/nhdoc

Helen M. Hanks
Commissioner

Robert A. Oxley
Director

May 20, 2020

Charles M. Arlinghaus, Commissioner
Department of Administrative Services
25 Capitol Street
Concord, NH 03301

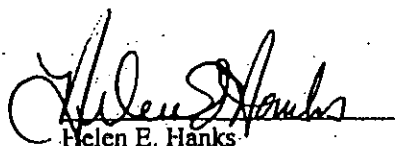
Dear Commissioner,

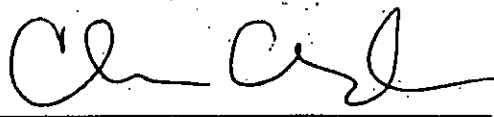
The NH Department of Corrections is currently leasing office space at 10 Center Street, 1st Floor, Wolfeboro, NH 03894 on a short term lease with NEST, LLC d/b/a NEST Wolfeboro for the Field Services "Probation and Parole" office for this region, to meet with clientele. This lease is for three months at 2,200 rentable square foot office space housing approximately 5 staff. The staff moved to this location since the previous lease expired and the landlord did not want to renew the lease. The Department has also posted two Public Notices for space in this region. This landlord with this building was the only response to the Public Notice.

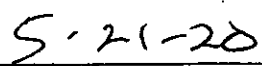
Due to the COVID-19 situation, currently halting many business procedures and process, the NH Department of Corrections is requesting a waiver of the provision of the *Letter of Opinion* required from the Governor Commission on Disability. This *Letter of Opinion* is necessary prior to submittal to Governor and Executive Council. The waiver is requested in order to renew the lease that terminates July 30, 2020. The Department understands that should this waiver be approved, the Governor's Commission on Disability will be provided a copy. In addition, the Governor's Commission on Disability has the right to follow up with a site visit with a 24 hour notice (once buildings are open to the public). This is a five year lease; therefore, it is not required to be submitted to the Long Range Capital Planning and Utilization Committee for approval.

The approval of the waiver will allow the NH Department of Corrections, to move forward with the new lease of this location. Your approval of the waiver is respectfully requested.

Respectfully,


Helen E. Hanks
Commissioner


Approval Signature


Date

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

Table of Contents

1. Parties to the Lease:	5
1.1 The Lessor:	5
1.2 The Lessee:	5
2. Demise of the Premises:	5
3. Effective Date; Term; Delays; Extensions; and Conditions upon Commencement:	5
3.1 Effective Date:	5
3.2 Occupancy Term:	6
3.3 Delay in Occupancy and Rental Payment Commencement:	6
3.4 Extension of Term:	6
3.5 Conditions on the Commencement and Extension of Term:	6
4. Rent:	6
4.1 Rent:	6
4.2 Taxes and Assessments:	6
5. Conditional Obligation of the State:	7
6. Utilities:	7
6.1 General Provisions:	7
6.2 Sewer and Water Services:	7
6.3 Electrical and Lighting:	8
7. Use of Premises:	8
8. Maintenance and Repair by the Landlord:	8
8.1 General Provisions:	8
8.2 Maintenance and Repair of Broken Glass:	8
8.3 Recycling:	8
8.4 Window Cleaning:	8
8.5 Snow Plowing and Removal:	8
8.6 Parking Lot Maintenance:	9
8.7 Site Maintenance:	9

Landlord Initials:

Date:

[Handwritten Signature]
6-23-21

8.8	Heating, Ventilation and Air Conditioning (HVAC):	9
8.9	Maintenance and Repair of Lighting , Alarm Systems, Exit Signs, etc:	10
8.10	Interior Finishes and Surfaces:	10
8.11	Janitorial Services:	10
8.12	Failure to Maintain, Tenant's Remedy:	10
9.	Manner of Work, Compliance with Laws and Regulations:	11
9.1	Barrier-Free Accessibility:	11
9.2	Work Clean Up:	11
9.3	State Energy Code:	11
9.4	Alterations, etc:	11
9.5	Ownership, Removal of Alterations, Additions or Improvements:	11
10.	New Construction, Additions, Renovations or Improvement to the Premises:	11
10.1	Provision of Work, etc:	12
10.2	Schedule of Completion:	12
10.3	Landlord's Delay in Completion; Failure to Complete, Tenant's Options:	12
11.	Quiet Enjoyment:	12
12.	Signs:	12
13.	Inspection:	13
14.	Assignment and Sublease:	13
15.	Insurance:	13
15.1	Workers Compensation Insurance:	13
16.	Indemnification:	13
16.1	Acts or Omissions of Landlord:	13
16.2	Landlord's Failure to Perform Obligations:	13
16.3	Tenant's Acts or Omissions Excepted:	13
17.	Fire, Damage and Eminent Domain:	14
17.1	Landlord's Repair:	14
17.2	Tenant's Remedies:	14
17.3	Landlord's Right to Damages:	14
18.	Event of Default: Termination by the Landlord and the Tenant:	14
18.1	Event of Default: Landlord's Termination:	14
18.2	Landlord's Default: Tenant's Remedies:	14
18.3	Rights Hereunder:	14
19.	Surrender of the Premises:	15
20.	Hazardous Substances:	15

Landlord Initials: 

Date: 1-25-20

20.1	Disclosure:	15
20.2	Maintenance/Activity Compliance:	15
20.3	Action to Remove/Remediate:	15
20.4	Non-Permitted use, Generation, Storage or Disposal:	15
20.5	Asbestos:	15
20.6	Material Safety Data Sheets (MSDS):	15
21.	Broker's Fees and Indemnification:	16
22.	Notice:	16
23.	Required Property Management and Contact Persons:	16
23.1	Property Management:	16
23.2	Tenant's Contact Person:	16
24.	Landlord's Relation to the State of New Hampshire:	16
25.	Compliance by Landlord with Laws and Regulations/Equal Employment Opportunity:	16
23.1	Compliance with Laws, etc:	16
23.2	Discrimination:	16
23.3	Funding Source:	16
26.	Personnel:	17
27.	Bankruptcy and Insolvency:	17
28.	Miscellaneous:	17
28.1	Extent of Instrument, Choice of Laws, Amendment, etc:	17
28.2	No Waiver or Breach:	17
28.3	Unenforceable Terms:	17
28.4	Meaning of "Landlord" and "Tenant":	17
28.5	Headings:	17
28.6	Entire Agreement:	17
28.7	No Waiver of Sovereign Immunity:	17
28.8	Third Parties:	17
28.9	Special Provisions:	17
28.10	Incompatible use:	17
	Signatures, Notary, Approvals:	18
	Exhibit A – Schedule of Payments	19
	Exhibit B – Janitorial Services	20
	Exhibit C – Provisions for Architecturally Barrier-Free Accessibility, "Clean Air" Compliance, Improvements, Recycling, and Energy Conservation	21
	Exhibit D – Special Provisions	25

Landlord Initials: OK
Date: 6-23-20

ATTACHMENTS REQUIRED PRIOR TO SUBMITTAL FOR FINAL APPROVALS:

1. Letter of Opinion regarding lease issued by State of New Hampshire "Architectural Barrier-Free Design Committee".
2. Certificate of Insurance issued by landlord's insurance provider documenting provision of coverage required under the lease (section 15).
3. "Vendor Number" assigned to landlord by the Bureau of Purchase and Property; number must be provided prior to lease submittal to Governor and Executive Council.

SUPPLEMENTAL PLANS AND SPECIFICATION REQUIRED PRIOR TO SUBMITTAL FOR FINAL APPROVALS:

1. "Demise of Premise" floor plan(s): Authorized Landlord and Tenant signature with date of signature required on each.
 - a. Provide plans specifying 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 plans shall show the location of the demised premises within the building to which it is a part, depiction of the location of the demised premises within the building to which it is a part, depiction of the public and staff entrances, windows, rest rooms, and description of the basic functional areas such as office, storage, conference or reception space.
 - b. In the instance provision of parking is included in the terms of the lease, provide detailed site sketch or detailed description of any parking areas designated for the use of the Tenant during the Term. 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 requirement for the Premises and/or the building to which the Premises is a part.
2. "Design-Build" floor plan(s) and specifications: Authorized Landlord and Tenant signatures with date of signature required on each:
 - a. In the event renovation, new construction or improvements are to be made under the terms of the Lease, provide all final/agreed drawings and specifications describing the work, which shall include but not be limited to:
 - i. Tenant's "Design-Build floor plan(s)"
 - ii. Tenant's "Design-Build Fit-Up Specifications"
3. The documents listed in items 1 & 2 above shall be part of the finding agreement, therefore provide minimum three originals, one each distrusted to :
 - a. Tenant
 - b. Landlord
 - c. State of New Hampshire, Department of Administrative Services, Bureau of Planning and Management.

SUPPLEMENTAL DOCUMENTATION REQUIRED FOR SUBMITTAL FOR FINAL APPROVALS:

1. Office of Secretary of State "Certificate of Good Standing" (CGS): needed by business organizations and trade names. Individuals contracting in their own name do not need a "CGS".
2. Certificate of Vote/Authority (CVA): needed by business entities, municipalities and trade names. Individuals contracting in their own name do not need a "CVA".

Landlord Initials: 

Date: 6-23-10

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 by the following parties:

| NEST, LLC d/b/a/ NEST Wolfeboro and NH Department of Corrections, Field Services 'Probation and Parole' |

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

Name: | NEST, LLC d/b/a/ NEST Wolfeboro |

(individual or corporate name)

State of Incorporation: | Delaware |

(if applicable)

Business Address: | 401 S. Albany Avenue |

Street Address (principal place of business)

| Tampa, FL 33606 (813) 350-9399 Ext |

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: | New Hampshire Department of Corrections |

Address: | PO Box 1806, 105 Pleasant Street |

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

| Concord, NH 03302 (603) 271-5600 |

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: | 10 Center Street, First Floor |

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

| Wolfeboro NH 03894 |

City

State

Zip

The demise of the premises consists of: | approximately 2,200 SF including common area allocations |

(provide square footage of the leased space)

The 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. "Demise Documentation" has been provided which includes accurate floor plans depicting the Premises showing the extent of the space for the Tenants' exclusive use and all areas to be used in common with others, together with site plan showing all entrance to the Premises and all parking areas for the Tenant's use; these documents have been reviewed, accepted, agreed-to and signed by both parties and placed on file, and shall be deemed as part of the lease document.

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 August, in the year 2020, and ending on the 31st day of July, in the year 2022, unless sooner terminated in accordance with the Provisions hereof.

Landlord Initials: 

Date: 6-15-20

3.2 Occupancy Term: Occupancy of the Premises and commencement of rentals payments shall be for a term (hereinafter called the "Term") of 2 year(s) commencing on the 1 day of August, in the year 2020, unless sooner terminated in accordance with the Provisions hereof.

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 A". 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.

3.4 Extension of Term: The Tenant shall have the option to extend the Term for (number of options) (3) three Additional term(s) of (1) one 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) August 1, 2020

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 A".

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: 6-23-20

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 ninety (90) 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 ninety (90) 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 D" 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: | Tenant solely responsible for telephone, data and security surveillance services with direct monthly payments to provider thereof |

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: 6-19-2020

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 client services office for the NH Department of Corrections, Field Services, "Probation and Parole"

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.

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:

Landlord Initials: OK

Date: 6-23-2020

- 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 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:

OK
6-23-10

- 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.

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 B" hereto.

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

OR:

☒ Janitorial Services shall be provided by the Tenant, as defined and specified in the schedule of services attached as Exhibit B 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: 6-23-20

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 floor plans, specifications, and schedules; which together shall be called the "Tenant's Design-Build Documents". The Tenant's finalized version of the Design-Build Documents shall be reviewed, accepted, agreed-to and signed by both parties and shall be deemed as part of the lease document.
- 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 Design-Build specifications and plans which shall be reviewed, accepted, agreed-to and signed by both parties and shall be deemed as part of the lease document. It shall be the Landlord's responsibility to provide any and all necessary 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: 

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 A "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 "Tenant's Design-Build Documents" which shall be reviewed, accepted, agreed-to and signed by both parties and shall be deemed as part of the lease document, 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 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 A 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: DRK
Date: 6-23-20

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.

Delete: Standard provisions of Section 15. Insurance; see Exhibit D herein for text replacing the standard provisions.

~~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: 

Date: 6-25-20

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.

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 statutes, 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 performed 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: 

Date: 

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: Tim Runnel
Title: Property Manager
Address: 370 College Road, Wolfeboro, NH 03894 Phone: 603-651-9503
Email Address: CampPatrol@gmail.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: Robert Oxley
Title: Director of Field Services
Address: 105 Pleasant Street, Concord, NH 03301 Phone: 603-419-0639
Email Address: Robert.Oxley@doc.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 books, records and accounts for

Landlord Initials: OR

Date: 6-25-22

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


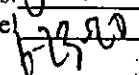
26. Personnel:

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 D 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: 

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 Corrections, Field Services

Authorized by: (full name and title) Helen E. Hanks, Commissioner

[Signature]

LANDLORD: (full name of corporation, LLC or individual) NEST, LLC d/b/a NEST Wolfeboro

Authorized by: (full name and title) _____

[Signature]

Signature

Print: Nelson C. Steiner, Owner
Name & Title

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

OF: NEW HAMPSHIRE COUNTY OF: CARROLL

UPON THIS DATE (insert full date) JUNE 13, 2020, appeared before

me (print full name of notary) KAYLIE D. TEKELENBURG the undersigned officer personally

appeared (insert Landlord's signature) *[Signature]*

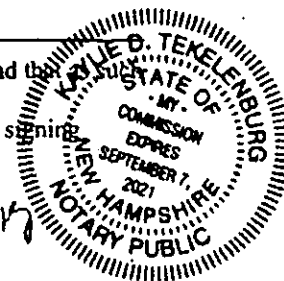
who acknowledged him/herself to be (print officer's title, and the name of the corporation) Landlord

and the

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]



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: 7/1/2020

Approving Attorney: Erik Bal

Approved by the Governor and Executive Council:

Approval date: _____

Signature of the Deputy Secretary of State: _____

Landlord Initials: *[Initials]*

Date: 6-23-20

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

EXHIBIT A 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. |

NH Department of Corrections Field Services - Wolfeboro

DOC- Wolfeboro 2020-2025					
YEARS	SQ.FT.	MONTHLY	ANNUAL	SF RATE	
First Year	2,200	\$ 2,400.00	28,800.00	13.09	0% inc.
Second Year	2,200	\$ 2,400.00	28,800.00	13.09	0% inc.
TOTAL			57,600.00		

	FY1-2021	FY2 -2022	FY3 -2023			
July		\$ 2,400.00	\$ 2,400.00			
Aug	\$ 2,400.00	\$ 2,400.00				
Sept	\$ 2,400.00	\$ 2,400.00				
Oct	\$ 2,400.00	\$ 2,400.00				
Nov	\$ 2,400.00	\$ 2,400.00				
Dec	\$ 2,400.00	\$ 2,400.00				
Jan	\$ 2,400.00	\$ 2,400.00				
Feb	\$ 2,400.00	\$ 2,400.00				
March	\$ 2,400.00	\$ 2,400.00				
April	\$ 2,400.00	\$ 2,400.00				
May	\$ 2,400.00	\$ 2,400.00				
June	\$ 2,400.00	\$ 2,400.00				
FY Total	\$26,400.00	\$28,800.00	\$2,400.00			
				GRAND TTL	\$57,600.00	

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. |

No additional payments shall be due or payable under the terms of this agreement |

Landlord Initials: 

Date: 

EXHIBIT B

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.*


General cleaning/ janitorial services will be provided by the Tenant in the Tenants rental space. All common area cleaning, sanitizing and/or janitorial services shall be provided by the Landlord. Common area shall be kept clean and maintained on a daily basis, Monday through Friday with the exception of State holidays and/or other building closures.

Tenants Responsibilities:

1. The Tenant shall provide janitorial services to the Tenant lease space only, the cost of such provision shall be contracted directly by the Tenant; under a separate contract.
2. The Schedule of Services shall be as follows:
 - a. The Tenant or their janitorial services provider shall provide the following services in the Tenant space, at least once per week:
 - i. Vacuum all floors
 - ii. Empty all waste baskets
 - iii. Lawfully dispose of all rubbish from waste baskets
 - iv. Dust all exposed surfaces other than desks and any other piece of furniture that is covered with paper work for such paper work shall not be disturbed,
 - b. The Tenant or their janitorial services provider shall provide the following services in the Tenant space daily:
 - i. Rest Rooms (which are shared in common with other tenants) shall be cleaned daily
 - ii. All consumable goods in Rest Rooms (such as paper towels) shall be checked and supplied daily

Landlord Responsibilities:

3. The Landlord shall provide janitorial services to the Common Areas and parking lot only, the cost of such provision shall be the Landlords responsibility and no charge to the tenant.
4. The Schedule of Services shall be as follows:
 - a. The Landlord or their janitorial services provider shall provide the following services in the Common areas, at least once per week:
 - i. Vacuum and/or mop all floors in the common areas of the building
 - ii. Empty all waste baskets and bins
 - iii. Lawfully dispose of all rubbish from the common area
 - iv. Dust all exposed surfaces,
 - b. The Landlord or their janitorial services provider shall provide the following services in the common area if there are common area restrooms; daily:
 - i. Rest Rooms (which are shared in common with other tenants) shall be cleaned daily
 - ii. All consumable goods in Rest Rooms (such as paper towels) shall be checked and supplied daily
 - c. Landlords' provision of Maintenance to the Premises shall be in conformance with provisions of the Agreement herein.

Landlord Initials: 

Date: 6-23-20

EXHIBIT C

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.

Provisions for Architecturally Barrier – Free Accessibility, "Clean Air" compliance, Improvements, Recycling, and Energy Conservation follow:

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.

1. Landlord shall Stripe, paint and add signage for an ADA compliant parking space and access aisle, including correct "Van parking" and "no parking" signage at correct ADA height. This work to be done summer of 2020.

2. Landlord shall provide a Path of Travel walking surface is to be 1:48 ratio, have no variance or cracks over 1/4" and be the closest accessible path to the entrance of the Tenant space. This work to be done summer of 2020.

3. Tenant to provide and install all accessible signage for the inside of the building.

Part II Air Testing Requirements – No later than thirty (30) days after the commencement of the Term herein the air quality of the Premises shall be tested in accordance with the requirements of the Agreement herein.

1. Definitions:

- a) "Initial lease" means the lease of space within a building, executed on behalf of a state agency when no prior lease for the rental of that particular space by the agency exists.
- b) "Office space" means an area within a building occupied for 4 or more hours each workday by one or more state employees whose primary functions include supervision, administration, clerical support, retail sales, or instruction. "Office space" does not include laboratories, vehicle repair facilities, machine shops, or medical treatment areas, and does not include any other areas where the department determines that the air quality contaminants created by the activity in the area are appropriately regulated by other state or federal authorities.
- c) "Owner or operator" means the builder, seller, lessor, donor, or the donor's executor of a building, or portion of a building, which is leased, rented, sold or bequeathed to, or which will be or has been built for, the state for use as office space.
- d) "Previously certified space" means an office space that was demonstrated to have passed the air quality tests subsequently described in this section when it was leased by the state for the first time.
- e) "Renewal lease" means the agency's previous lease has expired and a new lease agreement for the same space has been agreed upon.
- f) "Short-term lease" means a lease for any building area less than or equal to one year in duration.
- g) "Small space" means any leased building area whose total net usable square footage is equal to or less than 1,000 square feet.

2. An owner or operator who is leasing office space to the state shall demonstrate compliance with the following clean air industry standards if the space is:

- a) A space not previously occupied by the State requiring complete testing as specified; or
- b) A previously certified space subject to a renewal lease requiring modified testing; or

Landlord Initials: 

Date: 6-25-20

- c) A small space or area within a building whose total net usable square footage is equal to or less than 1,000 square feet, occupied for less than four (4) hours each workday by one or more state employees, shall be exempt from clean air testing standards.
3. Required tests and indoor air standards:
- a) Sampling and Analysis – General:
- Samples shall be collected by or under the direction of a certified industrial hygienist or an individual who is accredited by the American Board of Industrial Hygiene.
 - Samples to be tested for asbestos and formaldehyde shall be analyzed by laboratories accredited by the American Industrial Hygiene Association.
- b) Ventilation:
- Standard:** The ventilation requirement shall be a minimum of 20 cubic feet per minute (cfm) of fresh air per person occupying the space.
- c) Noise Testing:
- All state tenant noise sources turned off; such as printers and copiers; and
 - Air handling systems in operation.
 - Standard:** Noise levels shall not exceed:

Frequency (Hz)	Noise Level (dBA)
63	67
125	60
250	54
500	49
1000	46
2000	44
4000	43
8000	42

- d) Radon Testing:
- Standard:** The maximum allowable concentration of radon shall be 4.0 picocuries of radon per liter of air.
 - Radon testing shall be done on the lowest level that will be occupied as office space.
 - If a passive radon monitoring device is used, duplicate samples shall be collected for every 2,000 square feet of office space.
 - Radon testing devices shall be approved by the National Radon Safety Board (NRSB) or the national Environmental Health Association (NEHA) and analyzed by a laboratory accredited by the NRSB or certified by the NEHA.
 - Radon shall be measured in accordance with the NRSB or NEHA radon measurement protocol.
- e) Formaldehyde Testing:
- Standard:** The maximum allowable concentration of formaldehyde shall be 0.1 parts of formaldehyde per million parts of air.
- f) Asbestos Testing:
- Standard:** The maximum allowable concentration of asbestos shall be 0.1 fibers per cubic centimeter of air as determined by phase contrast optical microscopy, performed as described in "Asbestos and Other Fibers by PCM: Method 7400, Issue2" NIOSH Manual of Analytical Methods (NMAM) Fourth Edition, 8/15/94.
 - Office space that will be subject to a renewal lease shall be retested for asbestos except when the owner or operator can document that either:
 - The building or space has been previously certified as asbestos-free by the building contractor; or
 - The building or space has been inspected by an accredited asbestos inspector and determined to be asbestos-free.
- g) Carbon Dioxide Testing:

Landlord Initials: 

Date: 6-23-20

- i. **Standard:** The maximum allowable concentration of carbon dioxide shall be:
 - 800 parts of carbon dioxide per million parts of air in unoccupied office spaces; or
 - 1,000 parts of carbon dioxide per million parts of air in occupied office spaces.
 - h) **Carbon Monoxide Testing:**
 - i. **Standard:** The maximum allowable concentration of carbon monoxide shall be 5 parts of carbon monoxide per million parts of air.
 - ii. Carbon monoxide testing shall be conducted with the heating, ventilating, and air conditioning system on.
- 4. **Modified tests and indoor air standards:**
 - a) A previously certified space shall demonstrate compliance with clean air standards for 3f Asbestos, 3g Carbon Dioxide, and 3h Carbon Monoxide testing only.
- 5. **Certification of Clean Air Standards**
 - a) The owner or operator shall certify the quality of the indoor air present in a building, or portion(s) of a building to be used as office space.
 - b) Certification by the owner or operator shall be deemed complete upon written receipt by the department of one of the following two statements:
 - i. "I hereby affirm that sampling and analyses conducted were performed in accordance with the best professional practice and that all tests were within normal limits"; or
 - ii. "I hereby affirm that sampling and analysis conducted were performed in accordance with best professional practice and that all tests were not within normal limits."
 - c) The owner or operator shall attach a copy of all test results as described above to the written statement completed in 8.8.3.2 above.
- 6. **Waiver Procedure:**
 - a) An owner or operator has an option to request a waiver by providing an explanation of why they can't meet the air testing standards as described in Part II, 3 above.
 - b) The State of New Hampshire reserves the right to grant/not grant an exemption.

The Landlord or 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 above mentioned requirements, specify which party will be responsible for providing and paying for the alterations and repairs necessary to remedy the non-conformity, the time frame to be allowed for providing remedy, and which party shall bear the cost of re-testing and repair required.

Part III Improvements, Renovations or New Construction ("work"): In the event that the Agreement herein includes provisions for such "work" to be provided, the Tenant's finalized version of Design-Build floor plans, specifications and any supplemental defining documents depicting all "work" shall be reviewed, accepted, agreed-to and signed by both parties and shall be deemed as part of the lease document. The Tenant and the Landlord shall both retain copies of these documents. Tenant shall provide complete copies to the State of New Hampshire, Department of Administrative Services, Bureau of Planning and Management.

No additional repairs are required for this lease other than the noted ADA requirements listed in Part 1 of this Exhibit.

All construction work shall be complete and finished for the (P-45) short-term lease, in place until July 31, 2020, is to be complete for this contract and tenant space to be building code compliant.

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.*

Tenant shall have the option to recycle and provide their own containers to recycle. Landlord and Tenant shall agree on type and placement for any recycle containers outside of the Tenant space. Tenant shall be responsible for all additional expenses for recycling and the proper containers

Landlord Initials

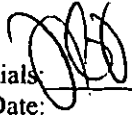
Date:

[Handwritten Signature]
6-23-20

Part V

Energy Conservation: *The extent to which a landlord can share information on the facility's energy consumption shall be documented below. When possible, the landlord shall share information such as energy audit results, energy scores, and monthly energy invoices.*

||

Landlord Initials: 

Date: 6-23-20

EXHIBIT D
SPECIAL PROVISIONS

The parties' agreement concerning modifications (if any) to the foregoing standard provisions of this lease are set forth below: *document any and all modifications, deletions or additions to, the standard text of the lease.*

Conditional Obligation of the State: the standard provision of "Section 15. Insurance" have been deleted; they shall be replaced by the following:

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~~^{two} million (\$2,000,000) per occurrence and not less than ~~three~~^{four} million (\$4,000,000) general 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.

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.

NBS
07/01/20
12:33 PM EDT
dotloop verified

NBS
07/01/20
12:33 PM EDT
dotloop verified

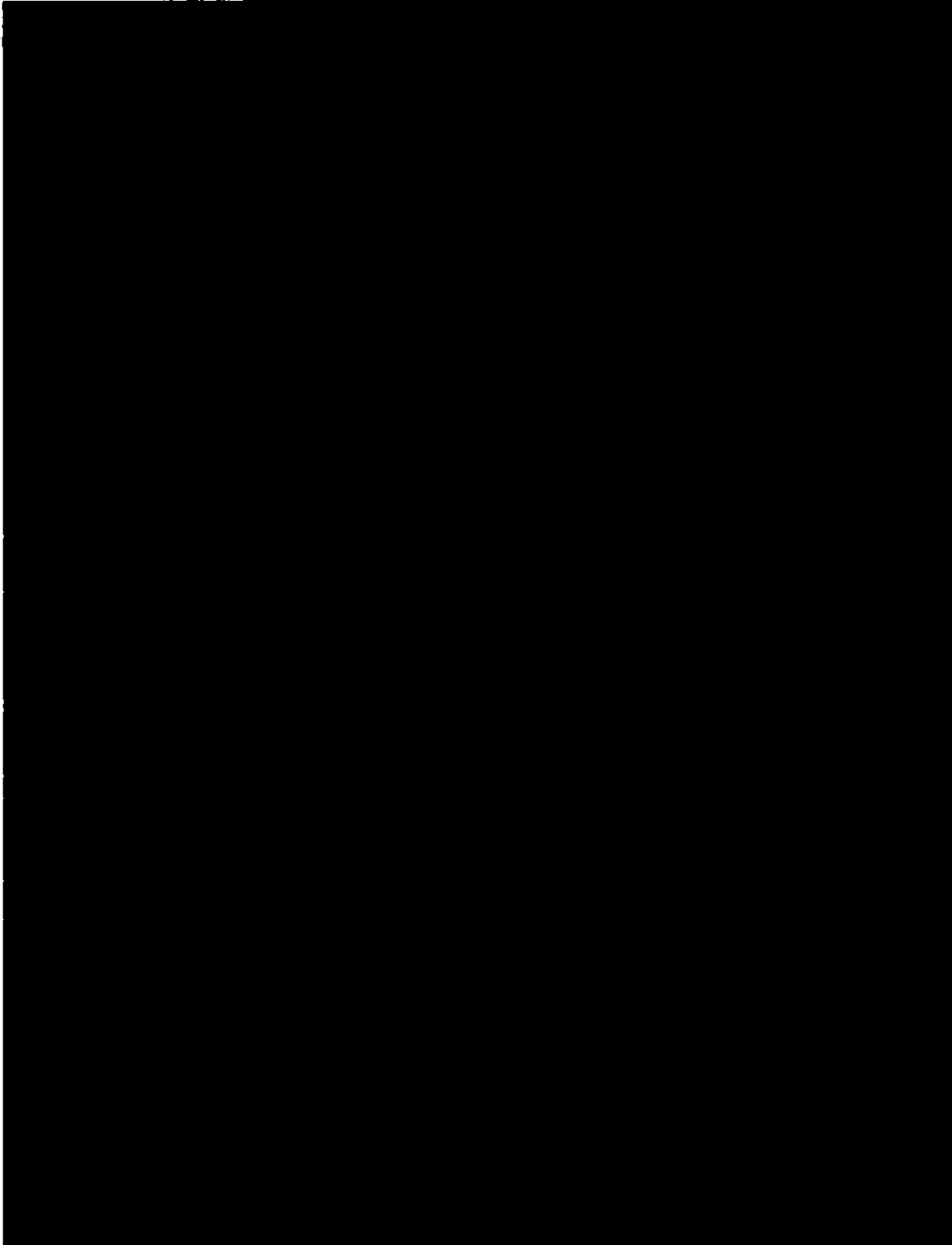
Landlord Initials:

Date:

6-15-20

**EXHIBIT E
SPECIFICATIONS AND FLOOR PLANS**

Floor Plan of Tenant space:



2,200 Sq rentable square footage plus parking

Landlord Initials:
Date:

Handwritten initials and date:
Landlord Initials: OP's
Date: 6-28-20



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/10/2020

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 have ADDITIONAL INSURED provisions or 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 Avery Insurance 21 South Main Street PO Box 1510 Wolfeboro NH 03894-1510		CONTACT NAME: Karyn Granger PHONE (A/C, No, Ext): (603) 569-2515 FAX (A/C, No): (603) 569-4266 E-MAIL ADDRESS: karyng@averyinsurance.net	
INSURED NEST, LLC dba NEST Wolfeboro 401 S ALBANY AVE TAMPA FL 33606		INSURER(S) AFFORDING COVERAGE INSURER A: Citizens Insurance Co of America INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 31534	

COVERAGES**CERTIFICATE NUMBER:** CL2031009745**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 INSD	SUBR 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 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			OBVH096696	12/15/2019	12/15/2020	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 Hired Auto (BOP) \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Coverage as per terms and conditions of policy. State of New Hampshire is additional insured in accordance with the policy provisions if required by written contract. Lease of office space at 10 Canlar St, Wolfeboro, NH 03894

CERTIFICATE HOLDER**CANCELLATION**

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 REPRESENTATIVEState of New Hampshire NH Department of Corrections
PO Box 1806

Concord

NH 03302

© 1988-2015 ACORD CORPORATION. All rights reserved.

State of New Hampshire

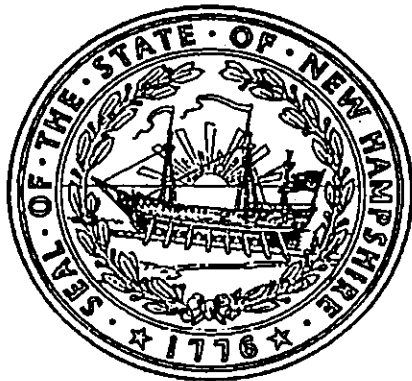
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that NEST, LLC is a Delaware Limited Liability Company registered to do business in New Hampshire as NEST WOLFEBORO on March 09, 2020. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 838294

Certificate Number : 0004834564



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 10th day of March A.D. 2020.

A handwritten signature in black ink, appearing to read "Wm Gardner".

William M. Gardner
Secretary of State

NEW HAMPSHIRE
DEPARTMENT OF STATESECRETARY OF STATE
WILLIAM M. GARDNER

Back to Home

Business Information**Business Details**

Business Name: NEST WOLFEBORO	Business ID: 838294
Business Type: Foreign Limited Liability Company	Business Status: Good Standing
Business Creation Date: 03/09/2020	Name in State of Formation: NEST, LLC
Date of Formation in Jurisdiction: 11/23/2010	
Principal Office Address: 401 South Albany Avenue, Tampa, FL 33606, USA	Mailing Address: 401 South Albany Avenue, Tampa, FL 33606, USA
Citizenship / State of Formation: Foreign/Delaware	
	Last Annual Report Year: N/A
	Next Report Year: 2021
Duration: Perpetual	
Business Email: NCS@SteinerMHC.com	Phone #: 813-350-9399
Notification Email: NONE	Fiscal Year End Date: NONE

Principal Purpose

S.No	NAICS Code	NAICS Subcode
1	OTHER / Property Management	

Page 1 of 1, records 1 to 1 of 1

Principals Information

No Principal(s) listed for this business.

Registered Agent Information

Name: C T Corporation System

State of New Hampshire

Filing fee: \$50.00
Use black print or type.

Filed
Date Filed : 03/09/2020 04:30:00 PM
Effective Date : 03/09/2020 04:30:00 PM
Filing # : 4833944 Pages : 1
Business ID : 838295
William M. Gardner
Secretary of State
State of New Hampshire
RSA 349

APPLICATION FOR REGISTRATION OF TRADE NAME

(PLEASE TYPE OR PRINT CLEARLY)

1. Business name: NEST Wolfeboro
(Name cannot include "INC." or other corporate designation)
2. Business address: 401 South Albany Avenue Tampa FL 33606
No. & Street City / town State Zip
- Mailing address (if different): _____
No. & Street City / town State Zip
3. Brief description of kind of business to be carried on (and if known, list the NAICS Code and Sub-Code): Property Management

4. Date business organized: November 23, 2010

5-A. **BUSINESS APPLICANT:** If the applicant is a corporation or other entity, list corporation's or entity's exact name and include title of person signing. If more space is needed for additional entity applicants, please attach additional sheet(s).

Entity name (type or print) NEST, LLC
401 South Albany Avenue
No. Street
Tampa FL 33606
Town/City State Zip

Nelson C. Steiner, Managing Member
AUTHORIZED SIGNATURE
Signer's name and title (type or print)

5-B. **INDIVIDUAL APPLICANTS:** Please type or print applicants' name(s), address(es) and include signature. If more space is needed for additional individual applicants, please attach additional sheet(s).

1. Type or print name _____ No. Street _____
SIGNATURE _____ Town/City State Zip
2. Type or print name _____ No. Street _____
SIGNATURE _____ Town/City State Zip

Business E-Mail: _____

Business Phone: _____

____ Please check if you would prefer to receive the Reminder Notice by email.

DISCLAIMER: All documents filed with the Corporation Division become public records and will be available for public inspection in either tangible or electronic form.

Mailing Address - Corporation Division, NH Dept. of State, 107 N Main St, Rm 204, Concord, NH 03301-4989
Physical Location - State House Annex, 3rd Floor, Rm 317, 25 Capitol St, Concord, NH

From: Mary Anne Wunderler [REDACTED]

Subject: print

Date: Jun 22, 2020 at 2:38:56 PM

To: Nelson Steiner [REDACTED]

Certificate of Authority #4

(Limited partnership or LLC with Manager)

Limited Partnership or LLC Certification of Authority

I, Nelson C. Steiner
(Name)

hereby certify that I am the Sole Member of

NEST, LLC d/b/a NEST WOLFEBORO
(Name of Partnership or LLC)

a limited liability partnership under RSA 304-B or a

limited liability company under RSA 304-C

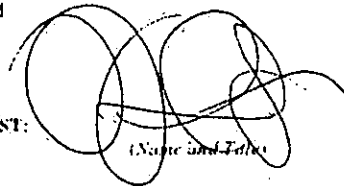
I certify that I am authorized to bind the partnership or LLC.

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 they have full authority to bind the partnership or LLC and that this authorization has not expired

DATED:

6-23-2020

ATTEST:


(Name and Title)

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

OF: New Hampshire COUNTY OF: Carroll

UPON THIS DATE (insert full date) June 23, 2020

appeared before

me (print full name of notary) KAYLIE D. TEKELENBURG the undersigned officer personally

appeared (insert Landlord's signature) 

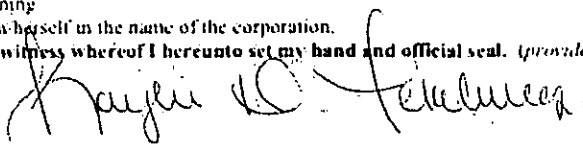
who acknowledged him/herself to be (print officer's title, and the name of the corporation) Owner, NEST, LLC

d/b/a NEST Wolfeboro

and that as such

Officer, they are authorized to do so, executed the foregoing instrument for the purposes therein contained, 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)





NEST, LLC
d/b/a NEST Wolfeboro

March 11, 2020

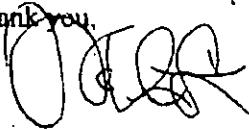
NH Department of Corrections
P.O. Box 1806
Concord, NH 03302-1806

Re: Workers' Compensation Insurance Requirement

To Whom It May Concern:

As I, Nelson C. Steiner, am self-employed and the sole owner of the rental property of 10 Center Street, Wolfeboro, NH 03894, with no employees, I am not required to carry workers' compensation insurance.

Thank you,



Nelson C. Steiner
NEST, LLC d/b/a NEST Wolfeboro
401 S. Albany Avenue
Tampa, Florida 33606