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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF CORRECTIONS  
DIVISION OF ADMINISTRATION

William L. Wrenn  
Commissioner

P.O. BOX 1806  
CONCORD, NH 03302-1806  
603-271-5610 FAX: 603-271-5639  
TDD Access: 1-800-735-2964

Doreen Wittenberg  
Director

February 3, 2016

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

**REQUESTED ACTION**

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

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

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

**EXPLANATION**

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

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

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

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

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

Respectfully Submitted,



William L. Wren  
Commissioner

# NEW HAMPSHIRE UNION LEADER

100 William Loeb Dr., Manchester, NH 03109 • 603-668-4321 • www.unionleader.com

**Inv#**

Ad #: 0001606550

## Receipt

08/17/2015

NH DEPARTMENT OF CORRECTIONS 105 PLEASANT ST CONCORD NH 03302 Phone: (603)271-5652	153642	Salesperson: LEGAL ADVERTISING Description: WANTED TO RENT-DOVER MICHAEL MCALISTER, (603)271-5652 mmcalister@nhdoc.state.nh.us
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Promo Code:	Size: 1.00 x 2.67	Color:	Number of Days: 1
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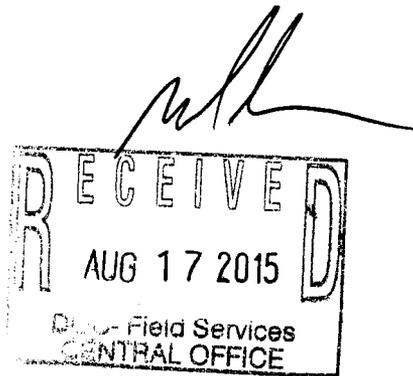
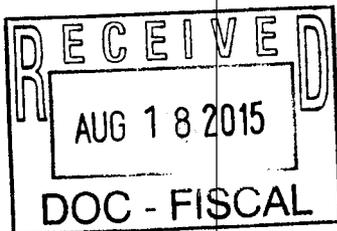
Product	Category	Classification	Insertions Period
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UL LEGALS 10    LEGAL14    LEGALS    08/21/15

<b>Pricing Information:</b>	<b>Base Cost:</b>	77.72
	<b>Sub Total:</b>	77.72
	<b>Total:</b>	77.72

**Total Due:** 77.72

Ad Taker: CAROL STEVENS



CO 10 PROC 04800 VENDOR		177155 R001	
INV. DESCR: NHDOC 153642			
PO	Ln	\$	Ln \$
AU	8302	Acct	0247 \$
AU		Acct	\$
POA	RH	Date	8/21/15

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## Legal Notice

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### **PUBLIC NOTICE**

Wanted to rent the greater Dover NH area for up to five years commencing April 1, 2016 approx. 2,250 to 2,500 square feet of office space for the State of NH Dept. of Corrections, for use as a Probation and Parole reporting office. The space offered must conform to the agency's specifications which are posted on the State's WEB site at: <http://admin.state.nh.us/bpm/index2.asp>. Alternately to obtain specifications contact: Mary Belec, Bureau of Planning and Management, 25 Capitol Street, Rm 111, Concord, NH 03301, or phone: (603) 271-0090. Any and all Letters of Interest regarding this request must be received at the address listed above by 3:00 p.m. on **Friday, September 4, 2015**. The State of New Hampshire reserves the right to accept or reject any or all proposals.  
(UL - Aug. 21)

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

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

**DATE:** February 18, 2016

**SUBJECT:** Attached Lease Amendment;  
Approval respectfully requested.

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

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

**LESSOR:** Strafford County Commissioners, Suite 204, 259 County Farm Road, Dover, NH 03820

**DESCRIPTION:** Lease Renewal. Approval of the enclosed will authorize continued use of 2,250 square feet of office space located on the ground floor of the "Justice & Administration Building" Suite 104, 259 County Farm Road, Dover NH. The Department has leased this space for the past 15 years and finds it serves well as their regional probation and parole reporting office.

**TERM:** Five (5) years, commencing April 1, 2016 terminating March 31, 2021.

**ANNUAL RENT:** Year 1: 4/01/2016 – 3/31/2017; 0% escalation \$32,130.00 Annual (\$14.28 per SF)  
Year 2: 4/01/2017 – 3/31/2018; 1% escalation \$32,451.00 Annual (\$14.42 per SF)  
Year 3: 4/01/2018 – 3/31/2019; 1% escalation \$32,778.00 Annual (\$14.57 per SF)  
Year 4: 4/01/2019 – 3/31/2020; 1.5% escalation \$33,267.00 Annual (\$14.79 per SF)  
Year 5: 4/01/2020 – 3/31/2021; 1% escalation \$33,600.00 Annual (\$14.93 per SF)  
TOTAL: \$164,226.00

**JANITORIAL:** Included in annual rent

**UTILITIES:** Provision of utilities included in annual rent

**TOTAL TERM COST:** \$164,226.00

**PUBLIC NOTICE:** Complied with all RFP requirements, only offer received was from current landlord (Strafford County) with whom a competitive lease rental schedule was negotiated.

**CLEAN AIR PROVISIONS:** The Tenant shall re-test the space for continued conformance to standards after commencement of renewal term.

**BARRIER-FREE DESIGN COMMITTEE:** Positive recommendation received from the Committee contingent upon provision of certain improvements and "program access", these matters have either been incorporated into leasehold obligations or provided directly by Department of Corrections.

**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

Approved by:  
Division of Plant and Property MGMT

Mary Belec, Administrator II

Michael Connor, Deputy Commissioner

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

1. Parties to the Lease:

This indenture of Lease is made this 27th day of January 2016, by the following parties:

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

Name: Strafford County Commissioners

(individual or corporate name)

State of Incorporation: N/A

(if applicable)

Business Address: Justice & Administration Building, 259 County Farm Road, Suite 204

Street Address (principal place of business)

Dover	NH	03820	(603) 516-7100
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: 105 Pleasant Street, PO Box 1806

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

Concord	NH	03302-1806	(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: Justice & Admin. Building, 259 County Farm Road, lower level, Suite 104  
(street address, building name, floor on which the space is located, and unit/suite # of space)

Dover	NH	03820
City	State	Zip

The demise of the premises consists of: 2,250 square feet

(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 April, in the year 2016, and ending on the 31 day of March, in the year 2021, unless sooner terminated in accordance with the Provisions hereof.

Landlord Initials: gml  
Date: 1-27-16

**3.2 Occupancy Term:** Occupancy of the Premises and commencement of rentals payments shall be for a term (hereinafter called the "Term") of Five (5) year(s) commencing on the 1st day of April, in the year 2016, 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*) N/A Additional term(s) of N/A year(s), upon the same terms and conditions as set forth herein. Notice from the Tenant exercising their option to extend the term shall be given by the Tenant delivering advance Written notice to the Landlord no later than thirty (30) days prior to the expiration of the Term, or any extensions thereof.

**3.5 Conditions on the Commencement and Extension of Term:**

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

**4. Rent:**

**4.1 Rent:** During the Term hereof and any extended Term, the Tenant shall pay the Landlord annual rent (hereinafter called the "Rent") payable in advance at the Landlord's address set forth in Section 1 above, in twelve equal monthly installments. The first such installment shall be due and payable on the following date: (*insert month, date and year*) April 1st, 2016

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: gm  
Date: 1-6-16

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

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

**6. Utilities:** *Select one of the following standard clauses specifying the party(s) responsible for the provision of utilities indicating the applicable clause with an "x". If neither clause provides an adequate or accurate explanation provide a detailed explanation as a "Special Provision" in "Exhibit 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 shall be solely responsible for provision of telecommunications and data services and for making direct payments related to such services directly to the provider.

**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: gn  
Date: 1-27-16

**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:

Department of Corrections, Division of Field Services district "Probation and Parole"  
reporting office.

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 1<sup>st</sup> 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 1<sup>st</sup> of each year.

Landlord Initials: gmm

Date: 1-27-16

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

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

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

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

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

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

Landlord Initials: gm  
Date: 1-27-16

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: gm  
Date: 1-27-16

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: GM  
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**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.

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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.

**Deleted: 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

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contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State.

**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.

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

20. **Hazardous Substances:**

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

20.2 **Maintenance/Activity Compliance:** In the event hazardous materials are present, the Landlord further warrants that all custodial, maintenance or other activities on the Premises will be conducted in compliance with applicable 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.

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**21. Broker's Fees and Indemnification:** The Landlord agrees and warrants that the Tenant owes no commissions, fees or claims with any broker or finder with respect to the leasing of the Premises. All claims, fees or commissions with any broker or finder are the exclusive responsibility of the Landlord, who hereby agrees to exonerate and indemnify the Tenant against any such claims.

**22. Notice:** Any notice sent by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by registered or certified mail, postage prepaid, in a United States Post Office, addressed to the parties at the addresses provided in Section 1 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: Raymond Bower

Title: County Administrator

Address: 259 County Farm Road, Dover NH

Phone: (603) 516-4100

Email Address: rbower@co.strafford.nh.us

**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: Mike McAlister

Title: Director, Division of Field Services

Address: 105 Pleasant Street, Concord NH 03301 Phone: (603) 271-5652

Email Address: mmcalister@nhdoc.state.nh.us

**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

Landlord Initials: am

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regulations. The Landlord further agrees to permit the State or United States access to any of the Landlord's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

**26. Personnel:**

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

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

**28. Miscellaneous:**

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

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

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

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

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

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

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

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

**28.9 Special Provisions:** The parties' agreement (if any) concerning modifications to the foregoing standard provisions of this lease and/or additional provisions are set forth in Exhibit 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: GM  
Date: 1-22-16

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 \_\_\_\_\_

DEPARTMENT OF CORRECTIONS

Authorized by: (full name and title) William L. Wrenn, Commissioner

*William L. Wrenn*

LANDLORD: (full name of corporation, LLC or individual) Strafford County Commissioners

Authorized by: (full name and title) \_\_\_\_\_

*George Magleras Chairman*

Signature

Print: George Magleras, Chairman  
Name & Title

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

OF: New Hampshire COUNTY OF: Strafford

UPON THIS DATE (insert full date) 1-27-16, appeared before

me (print full name of notary) Jean L. Miccolo the undersigned officer personally

appeared (insert Landlord's signature) *George Magleras*

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

County Commission Chairman and that as such

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

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

*Jean L. Miccolo*



**APPROVALS:**

Recommendation(s) regarding the approval of the Agreement herein issued by the "Architectural Barriers 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: 2/11/16

Approving Attorney: *Suzanne Casad*

**Approved by the Governor and Executive Council:**

Approval date: \_\_\_\_\_

Signature of the Deputy Secretary of State: \_\_\_\_\_

Landlord Initials: GM

Date: 1-27-16

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.*

Rent for the Premises shall be due and payable in accordance with the rental schedule below. The approximate cost per "Square Foot" (SF) documented below is based on the 2,250 square foot demise of the Premises located in the lower level of the Justice & Administration Building, 259 County Farm Road, Dover, NH.

**5-YEAR RENTAL SCHEDULE**

Year	EFFECTIVE DATES	SQ. FT.	MONTHLY COST	ANNUAL COST	Approx. SF COST	Approx. % INCREASE
1	April 1, 2016 – March 31, 2017	2,250	\$2,677.50	\$32,130.00	\$14.28	
2	April 1, 2017 – March 31, 2018	2,250	\$2,704.25	\$32,451.00	\$14.42	1%
3	April 1, 2018 – March 31, 2019	2,250	\$2,731.50	\$32,778.00	\$14.57	1%
4	April 1, 2019 – March 31, 2020	2,250	\$2,772.25	\$33,267.00	\$14.79	1.5%
5	April 1, 2020 – March 31, 2021	2,250	\$2,800.00	\$33,600.00	\$14.93	1%
<b>5 YEAR TOTAL</b>				<b>\$164,226.00</b>		

**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.*

N/A: no additional payments shall be due or payable during the term.

Landlord Initials: GM  
Date: 1-27-16

**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.*

Landlord's Scope of Duties: the Landlord or their service provider shall be responsible for provision of janitorial services to all areas of the Premises whether they are "common areas" or designated for the Tenant's exclusive use.

1. Landlords' schedule for provision of janitorial service to the Premises shall be no less than the following:
  - a. Tuesday and Thursday of every week:
    - i. Clean and sanitize all restrooms serving the Premises, supplying and restocking all "consumable" products such as toilet paper, paper towels and soap.
    - ii. Spot vacuum all carpeted areas, providing intensive vacuuming when/if needed.
    - iii. Provide high, low and vertical dusting of walls, ceilings, fixtures, vents, desks and tabletops as needed
    - iv. Empty all refuse containers
    - v. Empty all recycling containers
    - vi. Spot Clean entrance glass @ Reception area
  - b. Once Weekly:
    - i. Vacuum all carpeted surfaces
    - ii. Spot clean walls
    - iii. Dust all horizontal surfaces within hand height
    - iv. Clean entrance (reception area) glass thoroughly
  - c. Annual:
    - i. Shampoo/Clean all carpets
2. The Tenant agrees that provision of janitorial services is subject to reasonable interruptions due to the making of repairs, alterations, improvements, or to causes beyond the landlord's control.

Landlord Initials: GM  
Date: 1-27-16

**EXHIBIT C**

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

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

- 1) Tenant shall:
  - a) Due to tight circulation space within the Premises the Tenant shall, if circumstances should require, meet with any person which may require greater space clearances in an alternate, more readily accessible area within the building, such as the cafeteria. The Tenant shall provide the Governor's Commission on Disability a written plan advising staff of this required "Program Access" by February 1, 2016.
  - b) Upon next scheduled facility construction project or parking lot re-stripping the Tenant shall consult with appropriate persons/professions to determine the safest possible parking lot layout that maximizes provision of barrier-free accessibility and minimizes overlapping vehicular travel with pedestrian travel. Tenant shall provide the Landlord with this information and request Landlord to incorporate provision into their scope of parking lot work.
  - c) The Tenant shall submit photos of the "Pedestrian Crossing" signs provided by the Landlord to the Governor's Commission on Disability as proof of provision; such submittal shall be completed no later than ninety (90) days after the commencement of the Term.
- 2) Landlord shall: No later than ninety (90) days after the commencement of the Term, the landlord shall provide and install two (2) "Pedestrian Crossing" signs, one shall be located at the crosswalk from the "accessible" parking area and the other shall be located at the beginning (opposite end) of such parking. Signs shall conform to DOT standard signage guidelines.

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

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

No later than thirty (30) days after commencement of the Term herein, the Tenant shall have the Premises tested for compliance with "Clean Indoor Air" standards, for performance of testing they shall hire technicians which meet the State of New Hampshire Department of Environmental Services (NHDES) criteria of professional accreditation to perform NHDES "Clean Indoor Air" tests in the Premises as set forth in

Landlord Initials: gm  
Date: 1/27/16

Administrative Rules Chapter Env – A2200. No more than five (5) days of receipt of the air quality and lead tests results the Tenant shall submit a copy to the Landlord, and a notarized copy to NHDES, the copy addressed to NHDES shall be delivered to: "Indoor Air Quality Program", Hazen Drive, P.O. Box 95, Concord, NH 03302-0095. In the instance of testing results showing deficiency in any criterion, the Landlord shall consult with the State of New Hampshire and the accredited consultant that performed the testing to gain their recommendation of "best practice" for provision of remedy, and thereafter implement provision of such remedy through repair/alteration to the Premises. Any and all required repairs or alterations determined to be necessary under this provision shall be completed within a reasonable time frame, in no instance exceeding thirty (30) days after report of the deficiency. After the completion of all repairs the Landlord shall provide air-quality testing for the previously deficient area to prove remedy has been provided, the results shall be sent to the Tenant as proof of conformance. The Landlord shall be obligated to comply with the forgoing protocol until such time the Premises conform to Environmental Services "ENV-A2200" standards.

**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.

N/A: no scheduled renovations or improvements required during the Term

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

1. The State of New Hampshire requires the Tenant to recycle all waste products for which markets are available, which include: mixed paper, including boxboard, corrugated cardboard, shredded paper and containers (plastic, tin, cans, bottles and glass).
2. Supportive of Tenant recycling requirements the Landlord or the Landlord's janitorial service provider shall collect recycling products from appropriately designated collection bins (which shall be provided by Tenant) at least twice per week.
3. The Tenant shall provide quarterly detailed reports to the Department of Administrative Services Division of Plant and Property that identifies the type of waste or recycled waste products by type and quantity (weight).

Landlord Initials: GM  
Date: 1-27-16

**EXHIBIT D  
SPECIAL PROVISIONS**

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

Insurance: The Standard provisions 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 it's sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance with respect to the Premises and the property of which the Premises are a part: comprehensive general liability insurance against all claims of bodily injury, death or property damage occurring on, (or claimed to have occurred on) in or about the Premises. Such insurance is to provide minimum insured coverage conforming to: General Liability coverage of not less than one million (\$1,000,000) per occurrence and not less than two million (\$2,000,000) general aggregate. 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.

Landlord Initials: gm  
Date: 1-27-16



**COMMISSIONERS**  
GEORGE MAGLARAS, *Chairman*,  
ROBERT J. WATSON, *Vice Chairman*  
LEO E. LESSARD, *Clerk*

**TREASURER**  
PAMELA J. ARNOLD

**COUNTY ADMINISTRATOR**  
RAYMOND F. BOWER

# **STRAFFORD COUNTY COMMISSIONERS**

**WILLIAM A. GRIMES**  
Justice & Administration Building  
259 County Farm Road, Suite 204  
Dover, New Hampshire 03820  
Telephone: (603) 516-7100  
Fax: (603) 743-4407



**NOTICE AND AGENDA**  
**STRAFFORD COUNTY COMMISSIONERS PUBLIC MEETING**  
**WEDNESDAY, JANUARY 27, 2016, 4:00 P.M.**  
**COMMISSIONERS' CONFERENCE ROOM**

1. Approve Minutes of January 8 and January 14, 2015 Meetings
2. Update on Narcan Training: Lynn Devlin, Nurse Practitioner
3. Update Re: Police Departments on the Dispatch Center System: Sheriff Dubois & Skip Christenbury
4. Award Postage Meter Bid
5. Approve NH Department of Corrections Lease Agreement 2016-2021 (5 years)
6. Discuss Visit and Tour for New Hampshire Association of Counties Executive Director Ron White
7. Upcoming Events:
  - Wednesday, January 27, 2016, 7:00 p.m.: Delegation Public Hearing and Meeting, Courtroom II
  - Friday, January 29, 2016, 12:00 to 1:00 p.m.: Criminal Justice Council Meeting, Courtroom II
  - Tuesday, February 23, 2016, 3:00 to 6:00 p.m.: Judge Cassavechia's Farewell Party, Probate Court
  - Friday, March 4, 2016, 9:00 a.m.: Executive Committee Meeting to Review and Approve 2016 Budget
  - Saturday, March 12, 9:00 a.m.: Delegation Meeting to Review and Approve 2016 Budget
  - Sunday, May 15, 1:00 to 3:00 p.m. (tentative): Family Memorial Service/Brick Walkway Dedication, Hyder House
8. Old Business:
  - a. NACO Dues for 2016
  - b. Old Cell Phones
  - c. CAP Agreement
  - d. Judge Cassavechia's Retirement Party
  - e. Grievance Hearing Date
  - f. Other
9. New Business
10. Questions and Comments from the Public Related to this Agenda
11. Adjournment

STRAFFORD COUNTY COMMISSIONERS PUBLIC MEETING MINUTES  
THURSDAY, JANUARY 27, 2016, 4:00 P.M.

A public meeting of the Strafford County Commissioners was held Thursday, January 27, 2016 at 4:00 p.m., in the Strafford County Commissioners' Conference Room, Justice and Administration Building 259 County Farm Road, Dover, New Hampshire. Present were Commissioners Maglaras, Watson, and Lessard, Administrator Ray Bower, Sheriff David Dubois, Lynn Devlin, Nurse Practitioner, and Jean Miccolo, Administrative Assistant.

1. **Approve Minutes of January 8 and January 14, 2016 Meeting:** Commissioner Lessard motioned to accept the minutes of the January 8, 2016 meeting as presented; Commissioner Watson seconded and it was accepted unanimously by voice vote 3 to 0. Commissioner Lessard motioned to table the minutes of the January 14, 2016 meeting until the next meeting. The motion was seconded by Commissioner Watson and accepted unanimously by voice vote 3 to 0.
2. **Update on Narcan Training:** Lynn Devlin, Nurse Practitioner: The Commissioners received an update on the recent training held on the use of Narcan in incidents of heroin overdose. The training was very well attended and extremely educational. Nurse Devlin thanked the Commissioners for sponsoring the training. There were 36 participants and it was decided that another training will be offered as there is so much interest. She reported that Carrie Conway, Criminal Justice Program Coordinator got the Narcan kits for free that were distributed and will be kept in cruisers, as well as in vital locations around the County. Carrie put together the Power Point presentation for the training and Lynn did the medical piece. A policy for usage is being written and will be ready in the next couple of weeks which will address subjects such as when Narcan is to be administered and how. It takes effect immediately and bonds to opiates that are in the body, and knocks it off, thereby ending the effects of the heroin (or other opiate) that has been taken, and hopefully, ending the overdose. Sometimes two doses are necessary.

There was some discussion regarding the opioid epidemic that is occurring in the county, as well as throughout the country and its ramifications. There have been a few incidents at the Transitional Housing where participants in the program have returned from work (or other) under the influence of drugs and begin to overdose. Narcan has been administered after calling 911 and on these occasions, it worked. There are two doses in each kit. Mrs. Devlin gave a demonstration of how easy it is to administer for the Commissioners. There is also a debriefing for those who have had to administer the drug, as it can be traumatic, both in seeing someone going through the effects of an overdose, and in saving a life, or in some cases, not. ☹ There are social workers at Riverside that could assist with this type of counseling.

The policy will be ready for approval at the next meeting.

3. **Update Re: Police Departments on the Dispatch Center System:** Sheriff Dubois gave an update on upgrades for the towns utilizing the Dispatch Center. He reported the following information:

The following police agencies are currently connected to the Dispatch server: Durham, Lee, Barrington, and Strafford. Next week the following towns should be connected: Milton and Rollinsford, with Middleton and Farmington to be added in February. The Office will start work with New Durham soon and expects them to be in place in a few months. Work to connect with Durham and Farmington Fire Departments has started, although no completion date has been set as yet.

The following police agencies have deployed lap tops through the Sheriff's Office: Durham, Lee, Barrington and Middleton. Strafford, Rollinsford and Farmington should be set over the next few months. It is expected that close to 40 laptops will be deployed by the time this project is done.

In addition, the Sheriff's office, together with the HOC/Jail, Community Corrections, Farmington, and Lee Police Departments, are connected to the GPS monitoring system to track vehicles and it is anticipated that there will be more added in the future.

The Sheriff thanked the staff of the County's IT department for all their assistance in getting these projects completed; his Office could not have done this work without their assistance. He also commended Administrator Bower for his assistance in working with the towns to get them on board with this project. There are several other towns interested in getting on board with the GPS tracking system, along with County departments.

Sheriff Dubois also reported that Deputy Bob Fitzsimmons will be serving as the Acting Police Chief for the Town of New Durham, in response to their request for our assistance. He feels that Deputy Fitzsimmons has the experience and educational background to be of great benefit to the town. He will work for New Durham on an interim basis for approximately six (6) months, until a new Chief is found and hired. There are currently three (3) police officers, a sergeant, and the chief that serve New Durham's police department. The County will provide personnel for the

STRAFFORD COUNTY COMMISSIONERS PUBLIC MEETING MINUTES

WEDNESDAY, JANUARY 27, 2016

Page 2

department and will receive reimbursement equal to that of our costs only. We will not be involved in any of the hiring process or town's activities. The Sheriff has every confidence is Deputy Fitzsimmons and believes he will serve New Durham very well and remain impartial to any internal matters that may be going on.

The security camera project in the building is also going very well. It has been very helpful in a couple of incidents that have occurred in the building. They are still working on getting it set up for Community Corrections' Transitional Housing program.

Sheriff Dubois reported that the town of Barrington wants to have his office provide prosecution services for them and we are working on a Memorandum of Understanding (MOU).

4. Award Postage Meter Bid: This matter was tabled until the next meeting so the bids could be reviewed further.
5. Approve NH Department of Corrections Lease Agreement 2016-2021 (5 years): Administrator Bower noted that this was discussed and continuation of the lease for another five years was brought up and discussed at a previous meeting. The Commissioners need to sign the lease agreement and accompanying documents. The Commissioners agreed unanimously to renew the lease with the New Hampshire Department of Corrections for five (5) years.
6. Discuss Visit and Tour for New Hampshire Association of Counties Executive Director Ron White: The Commissioners agreed to invite the NHAC Executive Director Ron White to visit Strafford County. We will send the invitation for Thursday, February 11<sup>th</sup>.
7. Upcoming Events: The Commissioners reviewed the following upcoming events:
  - Wednesday, January 27, 2016, 7:00 p.m.: Delegation Public Hearing and Meeting, Courtroom II
  - Friday, January 29, 2016, 12:00 to 1:00 p.m.: Criminal Justice Council Meeting, Courtroom II
  - Tuesday, February 23, 2016, 3:00 to 6:00 p.m.: Judge Cassavechia's Farewell Party, Probate Court
  - Friday, March 4, 2016, 9:00 a.m.: Executive Committee Meeting to Review and Approve 2016 Budget
  - Saturday, March 12, 9:00 a.m.: Delegation Meeting to Review and Approve 2016 Budget
  - Sunday, May 15, 1:00 to 3:00 p.m. (tentative): Family Memorial Service/Brick Walkway Dedication, Hyder House
8. Old Business:
  - a. National Association of Counties (NACo) Dues for 2016: The Commissioners agreed to pay these dues at this time as Commission Chairman Maglaras will be attending a NACo conference later this month and we want to be sure our dues are in. Usually, the payment is made once the budget is finalized and approved; however, this will be an exception. It is \$800.
  - b. Administrator Bower noted that we received \$185 for five (5) old cell phones, in varying amounts depending upon the condition of the phone. He requested permission to donate this money to the Memorial Fund for the residents' at RRH. The Commissioners agreed unanimously to this request.
  - c. On a motion by Commissioner Lessard, the Commissioners signed the agreement with the Community Action Partnership to give them permission to study the use of County land adjacent to Covered Bridge Manor to build a low-income congruent care housing facility. The motion was seconded by Commissioner Watson and agreed to unanimously on voice vote 3 to 0. It was noted that County Attorney Velardi reviewed the document prior to the Commissioners agreeing to sign.
  - d. The Commissioners agreed unanimously with some additional expenses in relation to the retirement party for Probate Judge Gary Cassavechia.
  - e. The Commissioners were notified that the grievance hearing on the Bromfield matter was scheduled to be held Thursday, February 18, 2016 at 10:00 a.m.
  - f. The Commissioners noted that they would be attending the Delegation Public Hearing this evening at 7:00 p.m.
9. New Business: There was no new business to discuss.

**STRAFFORD COUNTY COMMISSIONERS PUBLIC MEETING MINUTES**  
**WEDNESDAY, JANUARY 27, 2016**

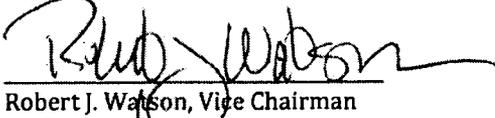
Page 3

10. Questions and Comments from the Public Related to this Agenda: There were no questions or comments.
11. Adjournment: The Commissioners noted that the next meeting will be held on Friday, February 5, 2016 at 12:00 p.m. (NOTE: This was subsequently changed to Thursday, February 11, 2016 at 9:00 a.m.). With no further business, Commissioner Lessard motioned to adjourn the meeting; seconded by Commissioner Watson and approved unanimously on voice vote 3 to 0 at approximately 5:00 p.m.

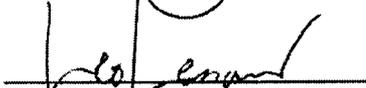
Respectfully submitted,



George Maglaras, Chairman



Robert J. Watson, Vice Chairman



Leo E. Lessard, Clerk



**New Hampshire  
Governor's Commission on Disability**

"Removing Barriers to Equality"



Margaret Wood Hassan, Governor  
Paul Van Blarigan, Chair  
Charles J. Saia, Executive Director

**To: Mrs. Mary Belec, Administrator II  
Bureau of Planning and Management**

**Date: November 17, 2015**

**Re: LETTER OF OPINION,  
Pursuant to the New Hampshire Code of Administrative Rules, ADM 610.16 (e) (3)**

**Location:** Justice and Administration Building, 259 County Farm Road, Suite 204,  
Dover NH 03820, 2,250 square feet.

**Term:** Renewal Lease, Five (5) year term  
Commencement: April 1, 2016. Expiration: March 31, 2021.

**Lessee:** New Hampshire Department of Corrections, 105 Pleasant Street, PO Box 1806,  
Concord NH 03302-1806

**Lessor:** Stafford County Commissioners, Justice and Administration Building,  
259 County Farm Road, Suite 204, Dover NH 03820

In accordance with the New Hampshire Code of Administrative Rules, codified in Adm. 610.16 (e) (3), The Governor's Commission on Disability's (GCD) Architectural Barrier Free-Design Committee (ABFDC) has opined that the location referenced above and referred to herein, meets or will meet barrier free requirements, subject to the conditions listed below. The subject lease was reviewed during the ABFDC's November 17, 2015 meeting.

This Letter of Opinion, pursuant to ADM 610.16 (e) (3); The Administrative Rules of the Department of Administrative Services; is issued with the following conditions referenced in EXHIBIT A, and is subject to the limitations stated herein.

Upon completion, all renovations specified in the Lease agreement and supportive Design-Build Specifications and drawings, must comply with the provisions set forth in this letter and with the applicable New Hampshire Code for Barrier-Free Design. Although no comment or opinion is expressed regarding the New Hampshire State Building Code and the New Hampshire State Fire Code, and/or any other code; it is highly recommended, when applicable, relevant documentation be submitted to the local or State authority having jurisdiction, for any necessary approvals.

**EXHIBIT A - CONDITIONS:**

1. Due to the use of the leased space and requirement only for program access, reasonable modifications will be made through the provision of providing an alternative space for client/staff meetings, on an as needed basis, within the facility. The lessee will provide a written plan for this unlikely circumstance and submit a copy to the Governor's Commission on Disability by February 1, 2016.
2. Upon next scheduled facility construction project, or required parking lot re-striping, Tenant will consult with an architect, civil engineer, or accessibility specialist, to determine the safest possible parking lot layout, which maximizes ADA code requirements; including, but not limited to; access aisles, accessible routes, and minimization of overlapping vehicular way with pedestrian travel. Tenant will provide proof of completion, when available, and within ninety (90) days of completion.
3. Facility will add signage stating, "pedestrian crossing", or similar, and per Department of Transportation standard signage guidelines, including installation, to each end of accessible parking area, in an effort to minimize vehicular rate of speed, and aid individuals with disabilities to cross the vehicular way safely. Tenant will provide proof of completion within ninety (90) days of lease commencement date.

A representative for the Lessee or a designee of the Lessee must provide to the Governor's Commission on Disability proof of completion via photographs, invoices, or as outlined above, for the items listed above, and shall certify to the Governor's Commission on Disability that the conditions outlined herein and as set forth in the Lease Agreement and related attachments have been satisfied.

This recommendation is based upon the Accessibility Specialist's thorough review of all provided documentation regarding the premises, and this Letter of Opinion is based on the assurances of the Lessee's ADA Coordinator. The Governor's Commission on Disability and/or the Architectural Barrier Free Design Committee cannot survey all state leased properties for compliance with the New Hampshire Code for Barrier Free Design or for compliance with the conditions stated in this Letter of Opinion. However, as a safeguard for the State of New Hampshire, for the citizens of New Hampshire, and to assure access for persons with disabilities; random surveys may be performed on an as needed basis for compliance regarding accessibility.

Respectfully submitted and approved by the **Architectural Barrier-Free Design Committee** on this day of Tuesday, November 17, 2015.


Mark Weir, Acting Chairperson  
Architectural Barrier Free Design Committee

Cc:  
Charles J. Saia, Esq., Executive Director  
Governor's Commission on Disability



## CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex<sup>3</sup> is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex<sup>3</sup> is entitled to the categories of coverage set forth below. In addition, Primex<sup>3</sup> may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex<sup>3</sup>, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex<sup>3</sup> Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only. Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex<sup>3</sup>. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

<i>Participating Member:</i> Strafford County 259 County Farm Road Dover, NH 03820	<i>Member Number:</i> 605	<i>Company Affording Coverage:</i> NH Public Risk Management Exchange - Primex <sup>3</sup> Bow Brook Place 46 Donovan Street Concord, NH 03301-2624		
Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not:	
<input checked="" type="checkbox"/> <b>General Liability (Occurrence Form)</b> <b>Professional Liability (describe)</b> <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	1/1/2016	1/1/2017	Each Occurrence	\$ 5,000,000
			General Aggregate	\$ 5,000,000
			Fire Damage (Any one fire)	
			Med Exp (Any one person)	
<input checked="" type="checkbox"/> <b>Automobile Liability</b> Deductible    Comp and Coll: \$1,000 <input type="checkbox"/> Any auto	1/1/2016	1/1/2017	Combined Single Limit (Each Accident)	\$5,000,000
			Aggregate	\$5,000,000
<input checked="" type="checkbox"/> <b>Workers' Compensation &amp; Employers' Liability</b>	1/1/2016	1/1/2017	<input checked="" type="checkbox"/> Statutory	
			Each Accident	\$2,000,000
			Disease – Each Employee	\$2,000,000
			Disease – Policy Limit	
<input checked="" type="checkbox"/> <b>Property (Special Risk includes Fire and Theft)</b>	1/1/2016	1/1/2017	Blanket Limit, Replacement Cost (unless otherwise stated)	Deductible: 1,000
<b>Description:</b> Proof of Primex Member coverage only.				

<b>CERTIFICATE HOLDER:</b>	<b>Additional Covered Party</b>	<b>Loss Payee</b>	<b>Primex<sup>3</sup> – NH Public Risk Management Exchange</b>
NH Dept of Corrections PO Box 1806 Concord, NH 03302-1806			<b>By:</b> <i>Tammy Denver</i>
			<b>Date:</b> 1/21/2016    tdenver@nhprimex.org
			Please direct inquires to: <b>Primex<sup>3</sup> Claims/Coverage Services</b> 603-225-2841 phone 603-228-3833 fax