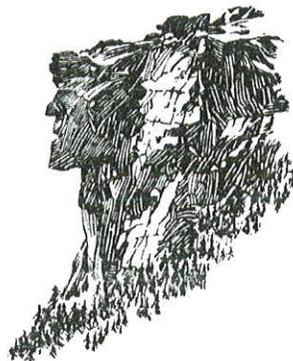


# New Hampshire Council on Resources and Development



NH Office of Energy and Planning  
107 Pleasant Street, Johnson Hall  
Concord, NH 03301  
Phone: 603-271-2155  
Fax: 603-271-2615

TDD Access: Relay NH  
1-800-735-2964

## MEMORANDUM

**TO:** CORD Members and Other Interested Parties  
Belknap County Board of Commissioners  
34 County Drive  
Laconia, NH 03246

Scott Myers, City Manager  
45 Beacon Street East  
Laconia, NH 03246

Jeffrey Hayes, Executive Director  
Lakes Region Planning Commission  
103 Main Street, Suite 3  
Meredith NH 03253

**FROM:** Susan Slack, <sup>Susan Slack</sup> NH Office of Energy and Planning

**DATE:** December 4, 2014

**SUBJECT:** *State Owned Land, Surplus Land Review, City of Laconia, NH  
SLR 15-001*

**RESPONSE DATE:** **January 5, 2015**

Please review the attached information to determine if your organization has any interest in this transaction. If there is an interest, please notify this office of your intent in writing by the response date indicated above. Responses may be emailed to [susan.slack@nh.gov](mailto:susan.slack@nh.gov). The Council on Resources and Development will consider the request at the *next meeting scheduled for January 15, 2015*. Further information regarding upcoming CORD meetings may be obtained at: <http://www.nh.gov/oep/programs/CORD/>.

The Department of Cultural Resources is asked to review this request in accordance with RSA 227-C:9.

Members of the Public Water Access Advisory Board are asked to review this request in accordance with RSA 233-A.

The Lakes Management and Protection Program, through the Lakes Coordinator, is asked to review this request in accordance with RSA 483-A:5, II.

The Rivers Management and Protection Program, through the Rivers Coordinator, is asked to review this request in accordance with RSA 483:8, VII and 14.



**New Hampshire  
Employment  
Security**

[www.nhes.nh.gov](http://www.nhes.nh.gov)

*"We're working to keep New Hampshire working"*

ADMINISTRATIVE OFFICE

45 SOUTH FRUIT STREET  
CONCORD, NH 03301-4857



GEORGE N. COPADIS, COMMISSIONER

RICHARD J. LAVERS, DEPUTY COMMISSIONER

December 2, 2014

Meredith Hatfield, Director  
NH Office of Energy & Planning  
Governor Hugh J. Gallen Office Park  
Johnson Hall, 3<sup>rd</sup> Floor  
107 Pleasant Street  
Concord, NH 03301

**Re: Lease of State Office Space to My Turn, Inc., NH Works Partner  
426 Union Avenue, Laconia, New Hampshire**

Dear Director Hatfield:

Pursuant to RSA 162-C:2 and RSA 4:40, New Hampshire Employment Security ("NHES") proposes to enter into a Lease Agreement with My Turn ("the Lessee") for the use and occupancy of approximately 2,000 square feet of space in the NHES-owned office building located at 426 Union Avenue, Laconia, NH 03246. It is anticipated that, subject to all necessary approvals and the conditions of the Lease Agreement, the lease will be effective for an initial period of up to three years, from approximately February 1, 2015 to January 30, 2018.

NHES acquired title to 426 Union Avenue in Laconia on February 21, 2000. The two-story building encompasses 9,560 square feet of finished office space. The first floor of the building houses the NHES Laconia Local Office. The second floor formerly housed a Benefit Adjudication Unit (BAU) and the NHES Legal Department. The BAU and Legal Department have since been relocated. Thus, the second floor is currently unoccupied and the space is ideal for the type of classroom settings sought by My Turn.

My Turn is a not-for-profit organization that will use the property for a federally funded (Workforce Investment Act) out of school youth program. The use will create a public benefit by supporting local youth who will receive academic and employment training geared to help them achieve self-sufficiency. My Turn's mission and proposed use of the space is consistent and compatible with the services provided by the Laconia Local Office in the same building. In addition, My Turn is a NH Works partner of NHES. As such, similar to the space sharing agreements with the Community Action Program ("CAP") agencies, NHES will base the rent for the property on its premises-related costs plus a mark up. Based on this approach, it is estimated that the rent will be in an amount not to exceed a total of \$20,000.00 per year.

I respectfully request that you submit the enclosed Request for Surplus Land Review Action to the Council on Resources and Development for consideration at its next meeting.

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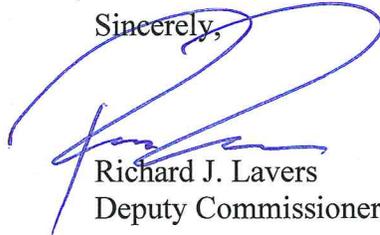
*NHES is a proud member of America's Workforce Network and NH Works. NHES is an Equal Opportunity Employer and complies with the Americans with Disabilities Act. Auxiliary aids and services are available upon request of individuals with disabilities*

Telephone (603) 224-3311 Fax (603) 228-4145 TDD/ TTY Access: Relay NH 1-800-735-2964 Web site: [www.nhes.nh.gov](http://www.nhes.nh.gov)

Letter to Director Hatfield  
December 2, 2014  
Page 2

If you have any questions or concerns, please feel free to contact Karen Levchuk,  
Counsel, at 228-4084.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Richard J. Lavers', is written over the word 'Sincerely,'. The signature is stylized and fluid.

Richard J. Lavers  
Deputy Commissioner

Enclosures

cc: Maria Dalterio, General Counsel

**Council on Resources and Development**  
**REQUEST FOR SURPLUS LAND REVIEW ACTION**

**Name of Requesting Agency:** NH Employment Security

**Agency Contact Person:** Karen A. Levchuk, Counsel  
Address: 45 S. Fruit Street, Concord, NH 03301  
Phone Number: 603-228-4084  
E-Mail: Karen.A.Levchuk@nhes.nh.gov

**Applicant Contact Person:** (Same as agency contact)  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**Location of Property:** 426 Union Avenue, Laconia, NH 03246

**Acreage:** n/a

**Requested Action:** Approval of Lease Agreement

**Term of Lease or Easement:** Up to 3 Years, Subject to Appropriation of Funds

.....

Please complete ALL questions below, submit one digital copy, one hardcopy original, and three photocopies of the complete application to the Office of Energy and Planning, Johnson Hall, 3<sup>rd</sup> Floor, 107 Pleasant Street, Concord, NH 03301, susan.slack@nh.gov.

**1. What is the current use of this property?**

The entire first floor of the building is used as the New Hampshire Employment Security (NHES) Laconia Local Office. The second floor, which previously housed a Benefit Adjudication Unit and the Legal Department, is currently vacant.

**2. What is the proposed use of this property if surplused?** Please note if proposed use is intended to create a public benefit.

The proposed tenant, My Turn, plans to use the property for a (WIA) federally funded out of school youth program. The use will create a public benefit by supporting local youth who will benefit from the academic and employment training geared to help them achieve self-sufficiency. The area to be leased is a portion of the second floor.

- 3. Does the proposed use of this property entail new development?**  Yes  No
- a. If yes, is it consistent with adjacent and existing development?  Yes  No
- b. Please describe how the proposed new development differs from or is similar to its surroundings. Also indicate how it may initiate a future change in the property or surroundings use.

\_\_\_\_\_

**4. Are there any structures located on this property?**  Yes  No

- a. If yes, please describe the structures including how many and what kind?

There is one commercial building on the property which houses the Laconia Local Office.

**5. Are there historical architectural or archaeological resources identified on this site?**

Yes       No

a. If yes, describe the resource(s)?

b. If no, contact the NH Division of Historical Resources prior to application submission.

6. Is there any existing development or structures on adjacent sites?  Yes       No

a. If yes, describe the use and number of structures of adjacent sites.

If no, where is the nearest development? (Describe distance, use, and number)

The property is located in downtown Laconia. Adjacent buildings and structures are consistent with the Business District in which the property is located.

7. Does the site represent the entire state property in this location?  Yes       No

a. If no, please describe its relationship to the entire state holding (percentage of total acreage, percentage of overall rail length, etc).

8. Is access to this property available?  Yes       No

a. If yes, how is the site accessed? (from rail, water, across applicant's property, etc)

The property may be accessed from Union Avenue.

b. If yes, is there a potential for public access interruption?  Yes       No

9. Are there water resources related to this property such as:

Lakes/Ponds -  Yes       No      OR      Rivers -  Yes       No

a. If yes to either, please indicate the size or extent of such resources.

N/A

b. If there are water resources, please describe current public or private access from the site to the water body?  Public       Private       No Access Available

Description:

c. How would the proposal affect the access opportunities described in b?

N/A

10. Please identify any other significant resources or sensitive environmental conditions known to be located on or adjacent to this property.

	Yes (property)	Yes (adjacent property)	No
a. Steep slopes.....	<input type="checkbox"/>	<input type="checkbox"/>	X
b. Wetlands (Prime and NWI) .....	<input type="checkbox"/>	<input type="checkbox"/>	X
c. Threatened or endangered species.....	<input type="checkbox"/>	<input type="checkbox"/>	X
d. Wildlife Action Plan Critical Habitats.....	<input type="checkbox"/>	<input type="checkbox"/>	X
e. Increased impervious surface.....	<input type="checkbox"/>	<input type="checkbox"/>	X
f. Potential stormwater flow changes.....	<input type="checkbox"/>	<input type="checkbox"/>	X
g. Agricultural soils of prime, statewide, or local importance.....	<input type="checkbox"/>	<input type="checkbox"/>	X
h. Potential river channel change.....	<input type="checkbox"/>	<input type="checkbox"/>	X

i. Other special designations .....  .....  ..... X

Please provide a description for any "yes" responses to question #10.

**11. Attach photographs and maps of the property. Maps should highlight the requested property location and help to adequately place the property within the town.**

- a. Municipal tax map copy showing all abutters
- b. General location map with scale, north arrow, nearby roads, and water bodies/features\*
- c. Aerial Photograph\*
- d. Any site plans for new or proposed development prepared at the time of application
- e. Maps depicting rail lines, wetlands, conservation lands, rare species and exemplary natural communities, or topographic features are welcome but not required

\* Maps can be created with GIS, Google, Mapquest, GRANIT data mapper, or any other readily available mapping service.

*Please paste any maps and photographs submitted as part of this application here.*

**See Exhibit #1 hereto.**

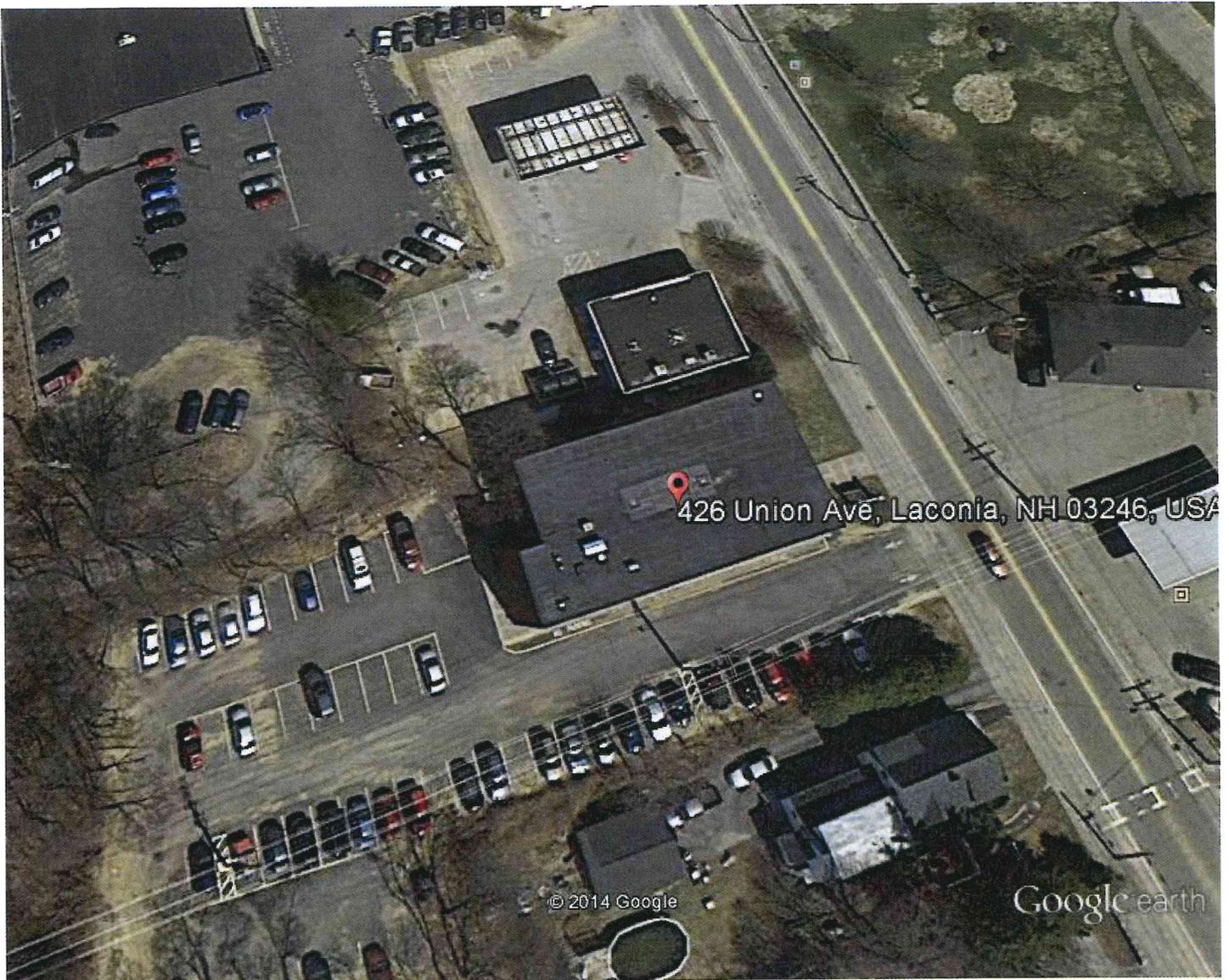
**Council on Resources and Development  
REQUEST FOR SURPLUS LAND REVIEW ACTION**

**Exhibit #1 – Maps and Photographs**

426 Union Avenue, Laconia, New Hampshire



426 Union Avenue  
Laconia, NH  
Building Photo from Route 106

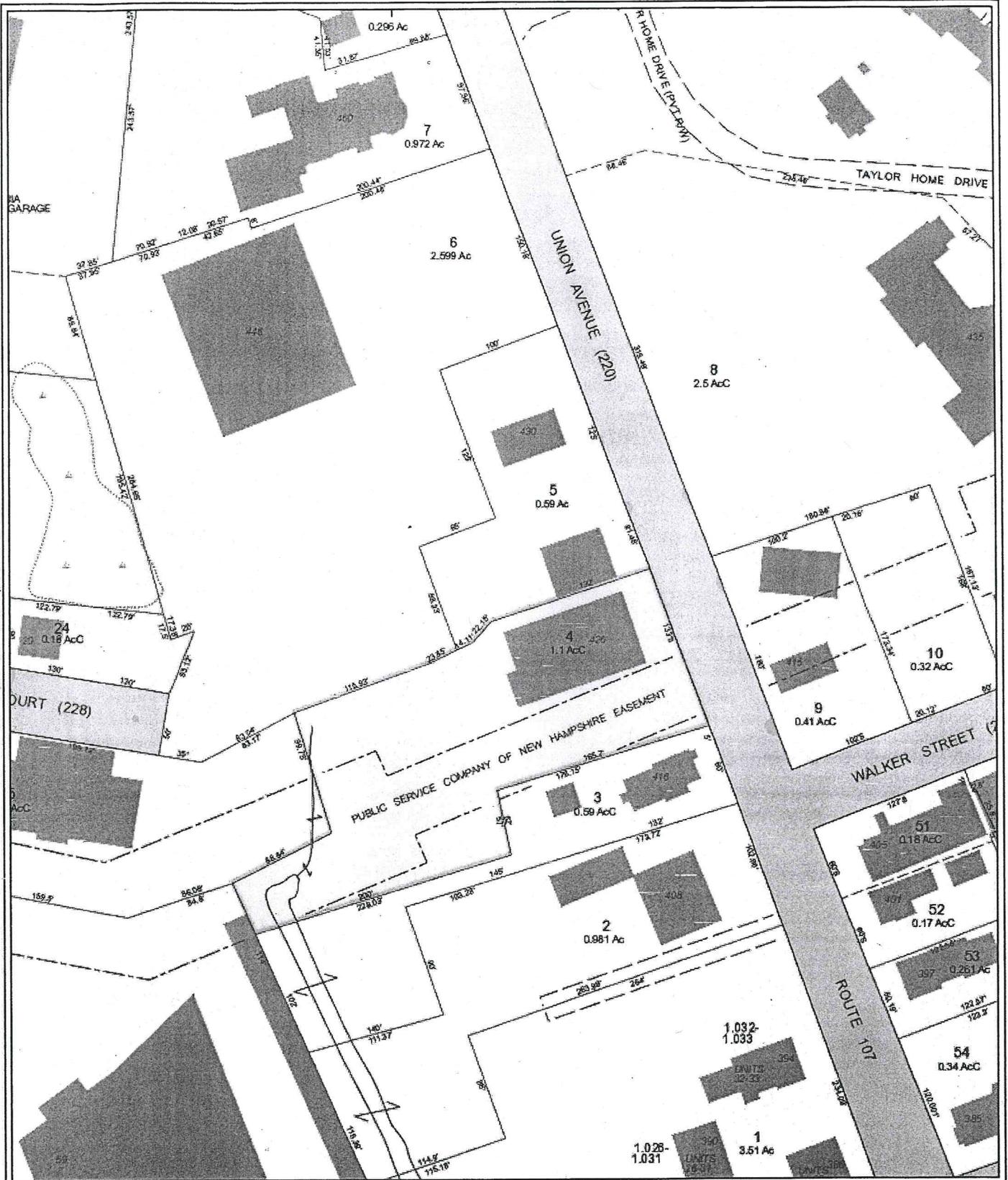


Google earth



426 Union Avenue  
Laconia, NH  
Aerial View  
Google Earth






 426 Union Avenue  
 Laconia, NH  
 General location map with scale

Laconia, NH  
 1 Inch = 106 Feet  
 November 06, 2014



D:  
nc

all purposes only. The municipality and CAI Technologies are representation of this map.

[www.cai-tech.com](http://www.cai-tech.com)





Office

Entrance &  
Lobby

Office

Area to be Leased Shown  
in Yellow

Printer & Fax

2<sup>nd</sup> Fl. Layout

File Room

Kitchen

Mechanical Room

Men's

Ladies

Maint  
Office