

LONG RANGE CAPITAL PLANNING AND UTILIZATION COMMITTEE

MINUTES

February 24, 2025

The Long Range Capital Planning and Utilization Committee met on Monday, February 24, 2025 at 9:30 a.m. in Room 201 of the Legislative Office Building

Members in attendance were as follows:

Representative David Milz  
Representative Charles Melvin  
Representative John Cloutier  
Representative Barry Faulkner  
Senator Timothy Lang (Alternate)  
Senator Howard Pearl

Karen Rantamaki, Department of Administrative Services

Representative Milz called the meeting to order at 9:30 a.m.

ORGANIZATION OF COMMITTEE:

On a motion by Senator Lang, seconded by Senator Pearl, that Representative David Milz be nominated and confirmed as Chairman of the Long Range Capital Planning and Utilization Committee for this biennium. MOTION ADOPTED. (6-Yes; 0-No)

On a motion by Representative Milz, seconded by Senator Lang, that Senator Mark McConkey be nominated as Vice Chairman of the Long Range Capital Planning and Utilization Committee for this biennium. Due to Senator McConkey's absence the vote was **Postponed until the next meeting.**

On a motion by Representative Milz, seconded by Senator Lang, that Representative John Cloutier be nominated and confirmed as Clerk of the Long Range Capital Planning and Utilization Committee for this biennium. MOTION ADOPTED. (6-Yes; 0-No)

COMMITTEE ORIENTATION:

On a motion by Representative Milz, seconded by Senator Lang, that the Committee approve the Long Range Capital Planning and Utilization Committee GUIDELINES AND PROCEDURES 2025-2026 Legislative Session. MOTION ADOPTED. (6-Yes; 0-No)

Christopher Shea, Deputy Legislative Budget Assistant informed Committee Members that LRCP 25-001 – Revised Statutes Annotated for the Long Range Capital Planning and Utilization Committee, February 2025 was distributed for informational purposes.

ACCEPTANCE OF MINUTES:

On a motion by Senator Pearl, seconded by Senator Lang, that the minutes of the November 12, 2024 meeting be accepted as written. MOTION ADOTPED. (2-Yes; 0-No; 4-Abstained)

OLD BUSINESS:

None

NEW BUSINESS:

RSA 4:39-b APPROVAL OF STATE AGENCY LEASES EXCEEDING 5 YEARS:

LRCP 25-003 Department of Administrative Services – Jared Nylund, Real Property Asset Manager, Department of Administrative Services, and Major General David Mikolaities, Adjutant General, Department of Military Affairs and Veterans Services presented the request and responded to questions of the Committee.

The Department of Administrative Services announced that per federal guidelines, the term of the lease cannot be more than fifty (50) years.

On a motion by Senator Lang, seconded by Representative Cloutier, that the Committee approve the request of the Department of Administrative Services, on behalf of the Department of Military Affairs and Veterans Services to lease from the Berlin Airport Authority, for a term of up to ~~fifty five (55) years~~ **fifty (50) years, as verbally revised by the Department**, and fixed annual rent of One Dollar (\$1.00), approximately 5.66 acers of Berlin Regional Airport land located along the easterly side of East Side River Road in the Town of Milan, New Hampshire, together with any site improvements thereon and all rights-of-way, accretions, easements, tenements, hereditaments, appurtenances, rights, privileges and immunities thereto or associated therewith, for the purpose of constructing and operating thereon an Army Aviation Operations Building to be primarily occupied and used by the New Hampshire Army National Guard, subject to the conditions as specified in the request dated January 16, 2025. MOTION ADOPTED. (6-Yes; 0-No)

LRCP 25-004 Department of Justice – Sean Gill, Associate Attorney General, Department of Justice, and Jennie Duval, MD, Chief Medical Examiner, presented the request and responded to questions of the Committee.

On a motion by Senator Lang, seconded by Senator Pearl, that the Committee approve the request of the Department of Justice for a 30-year lease with Concord Hospital, Inc. for a 10,500+ square foot space at 279 Pleasant Street in Concord, NH as premises for the Chief Medical Examiner's offices, morgue, and autopsy suite, which would also include the services of two full time Medical Examiner Assistants (Diener) and .25 manned security, with the lease effective date planned for March 1, 2026, with an end date of February 28, 2056, and a total estimated cost of \$37,259,882 over the lease term, subject to the conditions as specified in the request dated January 28, 2025. MOTION ADOPTED. (6-Yes; 0-No)

LRCP 25-012 Department of Safety – Amy Newbury, Director of Administration, Department of Safety, presented the request and responded to questions of the Committee.

On a motion by Senator Lang, seconded by Senator Pearl, that the Committee approve the request of the Department of Safety to enter into a lease agreement with the City of Concord, Concord, NH for the premises at 91 Airport Rd, Concord for a period of ten (10) years, with the option to renew for two (2) one (1) year periods with an effective lease date of January 1, 2026, subject to the annual payment for each year and conditions as specified in the request dated February 7, 2025. MOTION ADOPTED. (6-Yes; 0-No)

RSA 4:39-c DISPOSAL OF HIGHWAY OR TURNPIKE FUNDED REAL ESTATE:

LRCP 25-005 Department of Transportation – Eric Sargent, Administrator, Bureau of Right-of-Way, Department of Transportation presented the request and responded to questions of the Committee.

On a motion by Senator Lang, seconded by Representative Cloutier, that the Committee approve the request of the Department of Transportation to continue efforts to dispose of two (2) parcels of State-owned land, located at 105 South Main Street and Sexton Avenue in the City of Concord by retroactively extending the listing agreement for a term of one (1) year with NAI Norwood Group for the period of November 20, 2024 to November 20, 2025, and reducing the listing price from \$1,100,000 to \$875,000, assess the \$1,100 Administrative Fee per parcel, and allow negotiations within the Committee's current policy guidelines, subject to the conditions as specified in the request dated January 28, 2025 (Originally approved (LRCP 23-025) September 15, 2023). MOTION ADOPTED. (6-Yes; 0-No)

LRCP 25-006 Department of Transportation – Eric Sargent, Administrator, Bureau of Right-of-Way, Department of Transportation presented the request and responded to questions of the Committee.

On a motion by Senator Pearl, seconded by Representative Cloutier, that the Committee approve the request of the Department of Transportation to sell six (6) parcels consisting of 9.49 +/- acres of State-owned land located on NH Route 16 and US Route 302 (North of the Memorial Hospital) in the Town of Conway, by entering into a listing agreement for a term of one year (1) with Pinkham Real Estate for a listing price of \$1,800,000, which includes all six (6)

parcels, and assess an Administrative Fee of \$1,100, allowing negotiations within the Committee's current policy guidelines, subject to the conditions as specified in the request dated January 27, 2025 (Originally approved (LRCP 24-015) April 12, 2024). MOTION ADOPTED. (6-Yes; 0-No)

LRCP 25-007 Department of Transportation – Eric Sargent, Administrator, Bureau of Right-of-Way, Department of Transportation presented the request and responded to questions of the Committee.

On a motion by Senator Pearl, seconded by Representative Cloutier, that the Committee approve the request of the Department of Transportation to dispose of seven (7) parcels of State-owned land, with four (4) parcels located on the easterly side of Hodge Hill Road and the remaining three (3) located on the westerly side of Hodge Hill Road in the Town of Lisbon, totaling an acreage of 3.83 +/- for unimproved vacant land, by entering into a listing agreement for a term of one-year with Badger, Peabody, and Smith Realty, for a listing prices of \$88,500 (3 parcels) and \$110,000 (4 parcels) for combined parcels, but also market the lots individually and simultaneously in conjunction with the 2 combined cluster listings. An Administrative Fee of \$1,100 will be assessed per sale and negotiations will be allowed within the Committee's current policy guidelines, subject to the conditions as specified in the request dated January 31, 2025. MOTION ADOPTED. (6-Yes; 0-No)

LRCP 25-008 Department of Transportation – Eric Sargent, Administrator, Bureau of Right-of-Way, Department of Transportation presented the request and responded to questions of the Committee.

On a motion by Senator Pearl, seconded by Senator Lang, that the Committee approve the request of the Department of Transportation to sell approximately 1.5 +/- acres of State-owned land located on the northerly side of NH Route 25 and west of NH Route 153 in the Town of Effingham, directly to James Own for \$22,000, and assess an Administrative Fee of \$1,100, subject to the conditions as specified in the request dated February 7, 2025. MOTION ADOPTED. (6-Yes; 0-No)

LRCP 25-009 Department of Transportation – Eric Sargent, Administrator, Bureau of Right-of-Way, Department of Transportation presented the request and responded to questions of the Committee.

On a motion by Senator Lang, seconded by Representative Cloutier, that the Committee approve the request of the Department of Transportation to sell 0.15 +/- acres of State-owned land located on the northwesterly side of NH Route 13 (North Main Street) in the Town of Mont Vernon, directly to the abutter Frank Oudheusden for \$9,800, with an additional Administrative Fee assessment of \$1,100, of which \$500 was previously received, subject to the conditions as specified in the request dated February 7, 2025. MOTION ADOPTED. (6-Yes; 0-No)

RSA 4:40 DISPOSAL OF REAL ESTATE:

LRCP 25-010 Department of Administrative Services – Jared Nylund, Real Property Asset Manager, Department of Administrative Services presented the request and responded to questions of the Committee.

On a motion by Senator Lang, seconded by Senator Pearl, that the Committee approve the request of the Department of Administrative Services, on behalf of the Department of Military Affairs and Veterans Services, 1) to sell on behalf of the State of New Hampshire to the Town of Hillsborough for \$2,694.60 a temporary construction easement over an approximately 1,094 square foot strip of NH Army National Guard Hillsborough Readiness Center land abutting the south side of West Main Street in Hillsborough and a perpetual roadway drainage infrastructure easement over a separate 467 square foot area in the northeasterly corner of the Hillsborough Readiness Center parcel adjacent to West Main Street, and 2) request to waive the Administrative Fee, subject to the conditions as specified in the request dated January 16, 2025. MOTION ADOPTED. (6-Yes; 0-No)

LRCP 25-011 Department of Administrative Services – Brian Young, Assistant Administrator, Bureau of Court Facilities, Department of Administrative Services presented the request and responded to questions of the Committee.

On a motion by Senator Lang, seconded by Representative Cloutier, that the Committee approve the request of the Department of Administrative Services to enter in a Use of Premises Agreement with the County of Rockingham, 119 North Road, Brentwood, NH 03833 for leasing of State-owned property, comprised of 18,053 square feet of office space on the lower level of the Rockingham County Courthouse, located in the Rockingham County Superior Courthouse located at #10 Route 125, Brentwood, NH, from May 1, 2025 to December 31, 2025 for an amount not to exceed \$129,552.72, subject to the conditions as specified in the request dated January 22, 2025. MOTION ADOPTED. (6-Yes; 0-No)

MISCELLANEOUS:

None

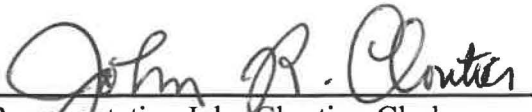
INFORMATIONAL:

The informational materials were accepted and placed on file.

DATE OF NEXT MEETING AND ADJOURNMENT:

The next meeting of the Long Range Capital Planning and Utilization Committee was scheduled for Monday, April 14, 2025 to be held in Room 201 of the Legislative Office Building at 9:30 a.m.

On a motion by Senator Lang, seconded by Senator Pearl, that the meeting adjourn.  
(Whereupon the meeting adjourned at 10:16 a.m.)

  
Representative John Cloutier, Clerk

**LONG RANGE CAPITAL PLANNING AND UTILIZATION COMMITTEE**  
**GUIDELINES AND PROCEDURES**  
**2025-2026 Legislative Sessions**

1. In negotiating the price of a property sale, the final sale should be no more than 10 percent below the amount approved by the Committee.
  
2. The broker commission schedule for vacant land shall be as follows:
  - a. 6 percent for the first \$500,000
  - b. 5 percent from \$500,001 to \$1,000,000
  - c. 4 percent from \$1,000,001 to \$2,000,000
  - d. 3 percent from \$2,000,001 to \$3,000,000
  - e. 2 percent from \$3,000,001 to \$4,000,000
  - f. 1 percent above \$4,000,001
  
3. The broker commission for properties improved with buildings shall be 5 percent.
  
4. All items requiring Committee approval and/or Informational items must be submitted no later than 2 weeks prior to a scheduled meeting by following the outlined procedures;
  - a. Email a scanned copy of the original item for review to [LBA\\_LRCPUC@gc.nh.gov](mailto:LBA_LRCPUC@gc.nh.gov)
  - b. Upon review you will provide an original and 15 copies of the item to the Office of Legislative Budget Assistant, State House-Rm 102

It is very important that you email the scanned request to [LBA\\_LRCPUC@gc.nh.gov](mailto:LBA_LRCPUC@gc.nh.gov)

5. Acceptance of a late item requires the approval of the Committee Chair.