



THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan  
Commissioner

January 15, 2021

William Cass, P.E.  
Assistant Commissioner

Town of Newington  
Board of Selectmen  
205 Nimble Hill Road  
Newington, NH 03801

**Re: Sale of State owned land in Newington, NH**

Dear Select Board,

The Bureau of Right of Way (ROW) received a request from the Town of Newington dated December 30, 2020, requesting to transfer State owned property located at the northernmost section of the Newington Tax Map 7, Lot 25. This request includes the historic train depot and specifically requests the train depot to be refurbished prior to being transferred to the Town of Newington.

This property has long been connected with the Newington-Dover, 11238 project, which was managed by Keith Cota, until he recently retired from the Department. The new Project Manager is Jennifer Reczek, PE. Her contact information is, (603)-271-3401 and [Jennifer.Reczek@dot.nh.gov](mailto:Jennifer.Reczek@dot.nh.gov). Ms. Reczek will be following up with you within the next few weeks regarding this request and to discuss options moving forward.

In the meantime, ROW is including the enclosed Surplus Property process information. If you have any questions about the disposal process, please feel free to contact Lisa Weir at (603) 271-7128 or [lisa.weir@dot.nh.gov](mailto:lisa.weir@dot.nh.gov).

Sincerely,

Stephen G. LaBonte  
Administrator  
Bureau of Right-of-Way

SGL/LMW/jl  
Enclosure  
Certified Mail

cc: Adam Smith, Assistant Bureau Administrator  
Lisa Weir, Property Management  
Jennifer Reczek, PE, Project Manager, Highway Design

JO Morton Building - Room 100  
7 Hazen Drive  
PO Box 483  
Concord, NH 03302-0483  
Tel: (603) 271-3222 Fax: (603) 271-6915

**REQUEST FOR SURPLUS LAND DISPOSAL  
DEPARTMENT OF TRANSPORTATION  
BUREAU OF RIGHT OF WAY**

I. ADDRESS REQUEST TO: Stephen LaBonte., Administrator  
Bureau of Right-of-Way  
NH Department of Transportation  
PO Box 483  
Concord, NH 03302-0483

II. PROVIDE: "I/We wish to acquire State owned land in the City/Town of ....."

- a) Identify property with sufficient information for the Department to locate on highway plans.
- b) Provide plan or sketch to show abutters and an outline of the property.
- c) Indicate what information was used to show the State as the owner.
- d) Enclose with the request a payment, either by bank check or certified check for the amount of \$500.00 made payable to "Treasurer, State of New Hampshire". This is an Initial Administrative Fee for the processing of your request. Upon receipt of this payment, the Department will begin the disposal process.

NOTE: When a party requests to purchase a parcel and also provides a \$500.00 Initial Administrative Fee, this does not provide the requesting party a first right of refusal to purchase the property, nor does it guarantee that a property will be sold to the requesting party. The requesting party has the burden of monitoring the status of a property as it moves through the State review process.

III. Your request will be acknowledged in writing and a very preliminary indication will be provided on what action(s) will be taken. The Property Management section for the Bureau of Right of Way is the coordinator for all actions listed and can be reached at (603) 271-3222.

IV. State properties under the control of the Department of Transportation are reviewed by several Bureaus within the Department to determine if the property is surplus. This routinely requires investigation by the Divisions of Operations and Project Development. If Federal funds were used in the project, concurrence from Federal Highway Administration may also be required.

V. If the Department determines the requested area is not surplus to the Department's needs, the \$500.00 Administrative Fee will be refunded to the requesting party.

Should land be determined surplus to the Department's needs, the following requirements become necessary depending on the type of ownership.

a. Valuation

The parcel is evaluated to determine fair market value. This evaluation may be completed by an appraiser and/or by real estate professionals. The Department will charge an additional fee for this process based on the costs incurred by the Department (minimum \$600.00 to reach the statutory minimum fee of \$1,100.00 total as stipulated in RSA 4:40 III-(a) Disposal of Real Estate). The requesting party will be provided with an estimated cost of the valuation process prior to this work being completed if it is estimated to exceed this amount.

b. Legislative Screening (Long Range Capital Planning and Utilization Committee)

Pursuant to RSA 4:39-c, the Long Range Capital Planning and Utilization Committee shall review and approve the disposal of State owned property.

c. Notification of Requestor

The requesting party will be notified by mail of the results of the Long Range Capital Planning and Utilization Committee and the other steps remaining in the sale process.

d. Right of Refusal to State Agencies, New Hampshire Housing Finance Authority and Municipalities

In accordance with RSA 204-D, Surplus Land Housing Program, a first right of refusal is offered to the New Hampshire Housing Finance Authority

In accordance with RSA 4:39-c I, Disposal of Highway or Turnpike Funded Real Estate, a first right of refusal is also offered to the municipality-(ies) where the parcel is located.

In accordance with RSA 162-C, the property may also be sold or transferred to another State or county agency.

e. Sale of Parcel

DOT properties can be sold via several means, including: direct sale, sealed bids, or the services of real estate professionals. The requesting party will be notified by mail of the sale of the property. The requesting party is responsible for making timely efforts to comply with the method of sale, and is cautioned that there may be other parties interested in the property.

If the requesting party is not the successful bidder for the property, a refund of all administrative fees paid valuation fees will be made to the requesting party. The successful bidder will be responsible for all administrative fees.

f. Governor and Executive Council

The final proposal is brought before the Governor and Executive Council for authorization to sell the parcel to the successful bidder.

g. Department of Transportation

Upon Governor and Executive Council approval, the sale will be completed.

The above process takes approximately 1 ½ years to complete. This may vary depending on the requirements of the individual parcel.