ENVIRONMENTAL CONDITIONS SUMMARY

- Egress
  - The current floor plan does not provide a code compliant second means of egress option for all locations.
- Fire protection
  - The current floor plan does not provide fire rated doors, automatic fire sprinkler system, or smoke evacuation.
- ADA Compliance
  - The current floor plan has many clearance issues, bathroom square footage, door swing, lever locks, and door operators are not compliant.
  - A major renovation will require full ADA compliance.
- Air Quality
  - The current floor plan does not provide 20cfm mechanically introduced fresh air ventilation. Unfiltered air is pulled through windows and doors allowing pollen, dust, and other particulates into the building.
  - The hydronic baseboard heating system is blocked by furniture and file cabinets making cleaning difficult. The resulting dust is distributed throughout the room.
  - The employee break room lacks ventilation and exhaust causing distribution of cooking odors. Air sampling has determined elevated carbon dioxide, high relative humidity, and dust particulates contributing to employee discomfort.
- Lead Paint
  - Currently the rooms that have suspended ceilings also have the old plaster ceilings above, and have tested positive for lead paint.
  - The wooden sash windows, frames, and sills have also tested positive.
- Asbestos
  - The basement rear crawlspace was recently found to contain asbestos pipe insulation, and is in the process of remediation.
  - It is believed that piping within the existing walls may contain asbestos as well.
- Mold
  - The Town Office Building is built upon a rubble stone foundation that originally did not have a full basement, but was built as a crawl space beneath. The crawl space was dug out to provide a full basement, in doing so the stone rubble was exposed, and allows ground water to drain through the basement walls. A series of drainpipes and a sump in the basement floor must work to monitor this condition. The dampness causes mold conditions and a strong musty smell to permeate the building. It is recommended that the existing foundation be excavated, waterproofed, and perimeter drain piping added to solve this problem.

Vital Records and Permanent Record Storage

Another area of environmental concern is in record keeping and storage. Currently, the building as a whole has inadequate fire protection and air quality control. The Town Clerk's Report of a Preservation Survey Vital Records, Town of Exeter, NH August 22, 2007, makes specific recommendations for the protection of its permanent record storage from fire and water damage, fluctuations in air temperature and humidity, and unshielded lighting. There are several short term recommendations mostly dealing with preservation methods and materials for records as well as scheduled maintenance and security of the facility. However, the long term recommendations are substantial. Considering that Vital Records must be preserved in perpetuity, the care and conditions of the space housing them should be strictly controlled.

This report also recommends air circulation and light quality standards. Fluctuations in air temperature and humidity affect the aging of paper materials. Any type of light exposure damages paper based products, including the current fluorescent lighting in the Town Clerk's office. Any area where vital records are used should have UV-filtered lighting and the storage vault should be kept dark unless it is being accessed. All of these environmental controls are currently inadequate for the long term preservation of records that must be kept permanently while being accessible to the public.

A wet-pipe sprinkler system and complete HVAC system are recommended not only for life safety and health reasons, but also for the protection of our vital records.

Absolute
AAQ
Air Quality

JOB #:	**13531**
Date of Assessment:	**November 28th, 2007**
Customer:	**Town of Exeter**
Contact	**Kevin Smart**
Customer Address:	**10 Front St.**
Address	**Exeter NH 03833**
Project:	**Lead Surface Assessment**
Site Address:	**10 Front St. Exeter NH. 03833**

All Indoor Environmental Surface and Air Quality Assessments for Lead follow the guidelines and Standards set forth in the references listed below. The ACGIH standard and the NHDES protocols are followed. Further, OSHA standard for surface wipe samples is most applicable and is set at 200ug/Ft2. The conclusions presented in this report represent the best technical judgment of the investigator(s) based on the physical on-site inspection in combination with data results from indoor environmental samples collected.

Guy Sylvester is a Board Certified Microbial Consultant, Board Certified Indoor Environmental Consultant and a State Certified Asbestos Inspector; American Indoor Air Quality Council and State of New Hampshire, (AI-000313). The American Indoor Air Quality Council is an independent non-profit professional association that serves as a certifying body for the multi-disciplinary field of Indoor Air Quality. With our unification partners, the Indoor Environmental Standards Organization (IESO) and the Indoor Air Quality Association (IAQA), we represent the largest professional group in the world dedicated to indoor air quality.

If you have any questions regarding the enclosed report, please contact us at the number listed below and we will be glad to assist you. We appreciate the opportunity to provide you with Indoor Air Quality services.

Sincerely,
Absolute Air Quality, LLC

12-11-07

Guy Sylvester-Principal **Date**
Industrial Hygienist, CMC, CIEC
State Certified Asbestos Inspector AI-000313

124 Heritage Ave. Portsmouth NH 03801
603-373-7373
www.airqualitycounts.com
guys@airqualitycounts.com

Absolute AQ Air Quality

The commercial, municipal assessment was conducted to establish the following:

- Assess the building for lead dust or potential lead containing materials.
- Evaluate physical evidence to assure materials have all potential materials containing lead or lead based paints are identified.
- Collect environmental samples and analyze via ICP for Lead.
- Throughout the process, consult other qualified professionals if necessary or desired.
- Outline follow-up recommendations.

Conducting the assessment via EPA, OSHA and NHDES Requirements:
The materials in the building were positive for low levels of lead, particularly in materials near the exterior windows. Samples are collected using wipes on a 100square cm surface area. Areas which were targeted were window wells where occupants would open and close windows which in turn would scrape paint with potential lead-dust being released. The EPA has standards of 40ug/ft2 on floors and 250ug/ft2 on window seals. The NH-DES has adopted the EPA's standards. The data is a weighted average, meaning that in the current building there is not an exceedence. OSHA compliance is 200ug/ft2 per sample.

There are a few areas of concern. See attached data sheet
The following areas had hits that were just below OSHA and NH-DES Guidelines:

Planning, Round Window
Planning, East Door Jam
Planning, east door jam
Tax Room Window
Accounting West Window
Assessor, East Window
Assessor, North Window
Assessor North window-duplicate
Selectman, Door Jam
Selectman West window

In addition, the Norwalk Room, South East window exceeds the OSHA Guideline. The EPA/HUD guidelines were not exceeded. NH-DES has adopted the EPA's Guidelines.

Note that the areas of concern are around windows. The windows are causing friction with the lead-based paint each time they are opened and closed, causing lead dust to become airborne.

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Absolute AAQ Air Quality

In summary:
The municipal building at 10 Front Street in Exeter, New Hampshire has no exceedance with respect to the NH-DES. However, there are several areas of concern which are the windows. The recommendations are to replace the windows with a non-lead based material. Or, seal the windows with a non-lead based material. This would eliminate the main source of lead dust in the building. I.e., abrasion of lead based paint on the windows.

A second option would be to have the window areas sanded down by a professional lead remediation firm followed by having these areas refinished. This option would minimize, not eliminate, the risk.

Good housekeeping practices such as vacuuming daily with a vacuum cleaner fitted with a HEPA air filter is always a recommendation for buildings with lead based paint.

Limits of Liability:

To the fullest extent permitted by law, the client agrees to limit the Industrial Hygiene Consultant's liability for the Client's damages to the sum no greater than the Industrial Hygiene Consultant's fee(s). This limitation shall apply regardless of the cause of action or legal theory plead or asserted.

The IAQ assessment does not cover concealed areas or items not inspected. The extent of the limited area also depends on the building construction and conditions, weather, building usage and other factors. Due to the nature of the investigation and the limited data available, Absolute Air Quality cannot warrant against undiscovered environmental liabilities.

Any use which a third party makes of this report, or reliance on decisions made based upon it, is the responsibility of such third parties. AAQ dba Resource Laboratories, LLC. accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report.

The conclusions presented in this report represent the best technical judgment of Absolute Air Quality based on the data collected from the work. The conclusions are based on the site conditions encountered by AAQ at the time the assessment was performed. The assessment does not cover concealed area or items not inspected. The assessment does not cover information that was concealed, or information that was not revealed during the assessment.

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Airborne sample collection should be a part of the IAQ assessment when investigating the potential for unwarranted exposure. The consultant cannot be responsible for associated liabilities due to cost restraints or customer requests.

Due to the nature of the investigation and the impact natural conditions may have on the findings and conclusions, the limit of viability for the use of this report to make decisions is limited to 30 days.

References:

a) ACGIH; American Conference of Governing Industrial Hygeniest
b) AIHA; American Industrial Hygiene Association
c) NH-DES New Hampshire DES, Asbestos
d) AIHA/ACGIH Journal of Occupational & Environmental Hygiene.
e) OSHA; Technical Manual

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Absolute AAQ Air Quality

About the Assessor

Guy Sylvester is a practicing Industrial Hygienist, Board Certified Microbial Consultant, Board Certified Indoor Environmental Consultant and State Certified Asbestos Inspector.
www.iaqcouncil.org.

Mr. Sylvester has over 25 years experience in Industrial Hygiene, Environmental Indoor Air Quality and Environmental Analytical Testing beginning in 1982. By 1983 Guy had become the Quality Control Manager for one of the nation's largest publicly held environmental firms in the world, International Technologies Corporation (IT). In this position Guy worked directly with federal, state and military regulatory personnel to develop and implement industry regulations.

In 1988 Guy oversaw the building of and then managed the start up of Med-Tox Laboratories, an American Industrial Hygiene Approved laboratory (AIHA). By 1989 Guy had been promoted to the Vice President and General Manager. Med-Tox managed the Health and Safety of the Industrial Hygienist working aboard the Alaska Valdez after the oil spill. One year later he managed the clean-up, sampling and testing of the BP oil tanker American Trader, when she ran aground in Huntington Beach, California. The regulatory scrutiny and high profile nature of these projects are typical of the events Guy was involved in during his early career.

Three years later Med-Tox was sold and Guy became the Vice President and General Manager of National Environmental Testing (NET), the nations largest chain of environmental laboratories. Guy had full responsibility for the growth in the government sector, strategic business planning, and customer relations.

In 1993 Guy became the President and General Manager of Groundwater Technologies Environmental Testing Laboratories, (GTEL), a $25 million dollar firm. GTEL was a division of Groundwater Technologies, (GTI) a $200 million dollar publicly held environmental consulting firm.

For several years Guy served on the Board of Directors of the International Association of Environmental Testing Laboratories, (IAETL). In this capacity Guy and other board members helped shape much of what the environmental, industrial hygiene and indoor air quality testing industry is today.

In 2000, Guy and Sue Sylvester acquired Absolute Air Quality, LLC of Portsmouth, New Hampshire. Absolute Air Quality, LLC is an environmental, industrial hygiene and indoor air quality consulting and testing firm.

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Absolute AAQ Air Quality

In 2007, due to the demand for indoor air quality services and a need to focus resources, the Principals of the company established a new division of the business, Absolute Air Quality (AAQ). Guy Sylvester is the General Manager of this division and will use his vast experience, regulatory background, practical judgment and qualifications/certifications to provide results oriented indoor air quality assessments and services in the New England Indoor Air Quality and Industrial Hygiene Market. The staff at AAQ have over 100 years of experience and with that experience comes expertise in depositions, court work , commercial and residential indoor air quality consultations and assessments.

What is a Microbial Consultant?
CMC; Council-certified Microbial Consultant, 8 Years Field Experience
If the Environmental Consultant is a general practitioner, the Microbial Consultant is a specialist – a professional who concentrates on diagnosis and treatment in a single area of expertise: microbial contamination. Though mold is only one of many potential causes of IAQ problems, it presents unique challenges to building owners and facilities managers, and is therefore a crucial area of concern. The Microbial Consultant relies on detailed scientific knowledge of microbial agents to identify and account for microbial contamination and to recommend appropriate remediation strategies. His field experience in the design and execution of sampling regimens and his ability to interpret their results responsibly allow him to conduct meaningful microbial investigations and to verify the results of remediation projects.

What is an Environmental Consultant?
CIEC; Council-certified Indoor Environmental Consultant, 8 Years Field Experience
An Environmental Consultant is a professional who can identify the causes of poor indoor air quality – even when problems seem vague or unrelated to visible causes. The Environmental Consultant is trained to see a building the way a general practitioner sees the body of his patient – as an organic whole with dozens of inter-related systems contributing to overall health. In order to diagnose the patient properly, the Consultant must be able to gather and interpret data from various systems operating in a building. His experience and training must therefore come from a wide range of disciplines:

Industrial Hygiene – The Environmental Consultant understands the sources and potential effects of chemicals and other substances in the indoor environment, from asbestos to formaldehyde to VOCs.

Building Sciences – The Environmental Consultant understands the building envelope and has experience in the disciplines related to the design, construction and operation of buildings. These disciplines include architecture, building codes, HVAC, plumbing, insulation, concrete and building materials, weather proofing, facilities maintenance, acoustics, ergonomics, air and moisture flows, pressure relationships, temperature and humidity monitoring, infrared thermograph and diagnostic air sampling.

Environmental Risk Assessment – The Environmental Consultant understands the consequences (intended and unintended) of building design, operation and maintenance decisions and their potential to impact overall environmental quality.

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Absolute Air Quality
Guy Sylvester, Principal
CIEC, CMC,
Asbestos Inspector

Town of Exeter, 10 Front St

Assessed November 28th, 2007

Sample ID	Area	Raw data	ug/Ft2
-1	Norwalk Room	0.03	0.16
-2	Planning, Round Window	2.89	15.56
-3	Planning, East Door Jam	2.93	15.78
-4	Planning, North-East	3.33	17.93
-5	Welfare, Round Window	0.91	4.92
-6	Blank	0.01	0.07
-7	Norwalk, S/E window	44	236.94
-8	Accounting, West	0.20	1.09
-9	Tax Room Window	26.8	144.32
-10	Tax Room Shelf	0.06	0.34
-11	Tax Room Door Jam	0.07	0.39
-12	Accounting, West Window	13.5	72.70
-13	Accounting, East Window	0.91	4.92
-14	Acounting, East Door Jam	0.07	0.36
-15	Assessing, Book Shelf	0.02	0.10
-16	Assessing, West Window	2.07	11.14
-17	Assessing, Hallway Door Jam	0.30	1.63
-18	Blank	0.01	0.03
-19	Assessing, Hallway Door Jam-D	0.07	0.35
-20	Assessor, East Window	15.7	84.54
-21	Assessor, Desk	0.05	0.28
-22	Assessor, North Window	19.84	106.84
-23	Assessor, North Window-Dup	26.04	140.23
-24	Selectman, Door Jam	11.5	61.93
-25	Selectaman, West Window	14.94	80.45
-26	Blank	0.02	0.11
-27	Selectman, Table	0.17	0.89

OSHA Guidelines	(invididual results)	200u/Ft2
HUD/EPA Guidelines	(wipe samples-total average)	250ug/Ft2
HUD/EPA Guidelines	(wipe samples-floors only)	40ug/Ft2

Guy Sylvester-Principal

Date
Board Certified: CMC, CIEC,
Asbestos

13531

1 of 3

Absolute AAQ Air Quality

124 Heritage Avenue #10
Portsmouth, NH 03801

Office: 603-373-7373
Cell: 603-966-6791
Website: www.airqualitycounts.com
Email: guys@airqualitycounts.com

SAMPLE COLLECTION-CHAIN OF CUSTODY FORM

Client Name: Exeter Town				Payment:	Check__ Cash__ Credit Card__ Invoice__					
Client Address:				Invoice to:						
Client Phone:										
Sampled By:	Guy Sylvester-Principal, Industrial Hygienist			Site Address						
Lab Number:	Sample ID	Date	Time	Analyses Requested: (circle)						
(laboratory)	(Location @ residence)	Sampled	Sampled	Sampling Time, Start-Finish	Flow Rate	Wipe	Bulk	Cassette	Analysis	Pump ID
13531 #1	Nowak Room	11-28-07	0735		5-10-15 L/M	X			(Pb) Asbestos	
- #2	Planning Round Window	11-28-07	0745		5-10-15 L/M	X			(Pb) Asbestos	
- #3	Planning East Door Jam	11-28-07	0750		5-10-15 L/M	X			(Pb) Asbestos	
- #4	Planning Northeast Window	11-28-07	0755		5-10-15 L/M	X			(Pb) Asbestos	
- #5	Welfare Round Window	11-28-07	0815		5-10-15 L/M	X			(Pb) Asbestos	
- #6	Blank	11-28-07	0815		5-10-15 L/M	X			(Pb) Asbestos	
- #7	Nowak E/S Window	11-28-07	0825		5-10-15 L/M	X			(Pb) Asbestos	
- #8	Accounting West	11-28-07	0840		5-10-15 L/M	X			(Pb) Asbestos	
- #9	[illegible]	11-28-07	[illegible]		5-10-15 L/M	X			Pb Asbestos	
Charges	Consulting, Reporting, Travel Hours 4.3.1			@ $95/hr.						
	More than 4 samples for a residential assessment will incur a $95/sample charge; Additional sample charges 32 [illegible] 72									450
	1 Week TAT 27 @ $35ea.			Legal Work: Preparation, Deposition, Court, Meetings @ $190/hr.						945
	1 Day TAT @ $75ea.			Total						1455

Special Instructions/Notes: [illegible]

LIMITS OF LIABILITY: To the fullest extent permitted by law, the client agrees to limit the Industrial Hygiene Consultant's liability for the Client's damages to the sum no greater than the Industrial Hygiene Consultant's fee(s). This limitation shall apply regardless of the cause of action or legal theory pleaded or asserted.

Client's Signature:

Relinquished By: [signature] Date: 11/28/07

Received by: [signature] Date: 11/28/07

[illegible] @ 23°C

Absolute AAQ Air Quality

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Email: guys@airqualitycounts.com

13531

SAMPLE COLLECTION-CHAIN OF CUSTODY FORM

Client Name:			**Payment:**	Check__ Cash__ Credit Card__ Invoice__					
Client Address:			**Invoice to:**						
Client Phone:									
Sampled By:	Guy Sylvester-Principal, Industrial Hygienist		**Site Address**						
Lab Number: (laboratory)	**Sample ID** (Location @ residence)	**Date Sampled**	**Time Sampled**	**Analyses Requested: (circle)** Sampling Time, Start-Finish Flow Rate	Wipe	Bulk	Cassette	Analysis	Pump ID
- #10	[illegible]	11/28/07	[illegible]	5-10-15 L/M	✓			Pb Asbestos	
- #11	[illegible]	11/28/07	[illegible]	5-10-15 L/M	✓			Pb Asbestos	
- #12	Accounting west window	11/28/07	0905	5-10-15 L/M	X			Pb Asbestos	
- #13	Accounting East window	11/28/07	0905	5-10-15 L/M	X			Pb Asbestos	
- #14	Accounting Fl book TAA	11/28/07	0910	5-10-15 L/M	X			Pb Asbestos	
- #15	Assessing Book Shelf	11/28/07	0915	5-10-15 L/M	X			Pb Asbestos	
- #16	Assessing west window	11/28/07	0920	5-10-15 L/M	X			Pb Asbestos	
- #17	Assessing Hallway Door Jam	11/28/07	0925	5-10-15 L/M	X			Pb Asbestos	
- #18	BLANK	11/28/07	0925	5-10-15 L/M	X			Pb Asbestos	
Charges	Consulting, Reporting, Travel Hours @ $95/hr.								
	More than 4 samples for a residential assessment will incur a $95/sample charge; Additional sample charges								
	1 Week TAT @ $35ea.			Legal Work: Preparation, Deposition, Court, Meetings @ $190/hr.					
	1 Day TAT @ $75ea.			**Total**					

Special Instructions/Notes:

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Client's Signature:

Relinquished By: [signature] Date: 11-28-07

Received by: [signature] Date: 11/28/07

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13531 3 of 3

SAMPLE COLLECTION-CHAIN OF CUSTODY FORM

Client Name: Exeter Town			**Payment:**	Check__ Cash__ Credit Card__ Invoice__					
Client Address:			**Invoice to:**						
Client Phone:									
Sampled By: Guy Sylvester-Principal, Industrial Hygienist			**Site Address**						
Lab Number:	**Sample ID**	**Date**	**Time**	**Analyses Requested: (circle)**					
(laboratory)	**(Location @ residence)**	**Sampled**	**Sampled**	Sampling Time, Start-Finish Flow Rate	Wipe	Bulk	Cassette	Analysis	Pump ID
- #19	Assessing Housing Director/32	11/28/07	0925	5-10-15 L/M	X			Pb Asbestos	
- #20	Assessors Secretary	11/28/07	0935	5-10-15 L/M	X			Pb Asbestos	
- #21	Assessors Desk	11/28/07	0940	5-10-15 L/M	X			Pb Asbestos	
- #22	Assessor's Window	11/28/07	0950	5-10-15 L/M	X			Pb Asbestos	
- #23	Assessors Window/top	11/28/07	0950	5-10-15 L/M	X			Pb Asbestos	
- #24	Selectman Desk Top	11/28/07	0955	5-10-15 L/M	X			Pb Asbestos	
- #25	Selectman Window sill	11/28/07	1000	5-10-15 L/M	X			Pb Asbestos	
- #26	Blank	11/28/07	1015	5-10-15 L/M	X			Pb Asbestos	
- #27	Table Selectmen	11/28/07	1010	5-10-15 L/M	X			Pb Asbestos	
Charges	Consulting, Reporting, Travel Hours @ $95/hr.								
	More than 4 samples for a residential assessment will incur a $95/sample charge; Additional sample charges								
	1 Week TAT @ $35ea.			Legal Work: Preparation, Deposition, Court, Meetings @ $190/hr.					
	1 Day TAT @ $75ea.			**Total**					

Special Instructions/Notes:	LIMITS OF LIABILITY: To the fullest extent permitted by law, the client agrees to limit the Industrial Hygiene Consultant's liability for the Client's damages to the sum no greater than the Industrial Hygiene Consultant's fee(s). This limitation shall apply regardless of the cause of action or legal theory pleaded or asserted.
	Client's Signature:
Relinquished By: [signature] Date: 11/28/07	Received by: [signature] Date: 11/28/07

STATE OF NEW HAMPSHIRE DEPARTMENT OF SAFETY
John J. Barthelmes, Commissioner

Division of Fire Safety
Office of the State Fire Marshal
J. William Degnan, State Fire Marshal
Bureau of Electrical Safety and Licensing
Office: 110 Smokey Bear Boulevard, Concord, NH
Mailing Address: 33 Hazen Drive, Concord, N.H. 03305
603-271-3748, FAX 603-271-2257

1/30/2008

Arthur French
Town of Exeter
10 Front St.
Exeter, NH 03833

Re: Licensing & Town Hall

Dear Mr. French:

I'm writing this letter in regards to our meeting on January 30, 2008, at the Exeter Town Hall. Present at the meeting were you, Mr. Kevin Smart, Maintenance Superintendent, Mr. Maurice Norris, license #3431M, town employee, and myself. One of the items we discussed was the licensing requirements for the State of New Hampshire. Please be advised that electrical installations as defined in RSA 319-C:2 III "Electrical installations" performed on, or within, Town buildings are required to be performed by a New Hampshire licensed master electrician, either in the employment of the Town or as a sub-contractor. A New Hampshire master electrician, whether employed by or a sub-contractor to the Town, is required to follow Elec. 404.01 compliance the current adopted edition of the National Electrical Code. Also while in the process of performing the electrical installation any person providing assistance to the master must be supervised in accordance with Elec. 404.03 "Supervision" (a) (b) or (c).

The other item of discussion was the compliance of the wiring in the basement or lower level of the Town Hall. The inspection performed was a limited visual inspection and the areas of concern were not limited to the electrical wiring, but also the data, communication and similar wiring. Most of the wiring run on the surface of the lower level ceiling is supported by raceways and pipes that are not associated with that wiring. These wires are required to be supported by the structure as indicated in the 2005 National Electric Code 300.11(B) for the electrical wiring and 725.8 and 800.24 for the data, communication or similar wiring. Although only one item is listed, there were other areas of non-compliance; however the one listed was the most prevalent.

If I can be of further assistance please feel free to call me at 603-271-3748.

Dean Sotirakopoulos
Dean Sotirakopoulos
State of New Hampshire Electrical Inspector

PC: Town of Exeter
File

State of New Hampshire

JOHN J. BARTHELMES
COMMISSIONER OF SAFETY

VIRGINIA C. BEECHER
DIRECTOR OF MOTOR VEHICLES

DEPARTMENT OF SAFETY
DIVISION OF MOTOR VEHICLES
23 HAZEN DRIVE, CONCORD NH 03305
Tel: (603) 271-2371 TDD Access Relay NH 1-800-735-2964

May 6, 2008

Linda Hartson
10 Front Street
Exeter, NH 03833

Dear Linda Hartson:

As you are aware the State is scheduled to install MAAP laser printers to produce new registration certificates containing AAMVA compliant PDF 417 bar codes. These printers are scheduled to be installed between June 2, 2008 and September 9, 2008. Each registration related PC will have its own dedicated printer (non-networked). Your existing registration/validation printers will remain in place for some period of time to produce CTA applications, financial receipts, short slips, credit memos and all validations. Eventually MAAP related printing will be migrated off the validation printers and onto the new laser printers.

We request that you verify the number of registration related PCs in your office. According to our records you have 2 PC(s) and so you will be receiving 2 Printer(s).

The MAAP team wants to ensure that you provide appropriate location (s) for these new printers before installation commences. The printers are 16.6 inches wide x 19.6 inches deep x 17.1 inches high. You might want to use cardboard and duct tape to construct a printer model of the dimensions provided.

Please provide ample space for the installation of the State provided laser printers using the following guidelines:

- Avoid placing the printer where the right-hand side is exposed to bright light, especially sunlight. Light can enter the printer through the vent and degrade the print quality. The printer may apply a line of toner, usually vertical, down the page or one side of the page may appear black. If the printer must be placed where there is bright light on the right side the light must be blocked from shining on the printer.

- The printer requires a minimum of two inches (2") of space on all sides.

(turn over please)

- Do not place the printer on the floor – the printer must have proper ventilation.
- Keep vents free of dust and debris.
- Be sure the surface where the printer is placed can support the weight of the printer (about 50 pounds), is level, and is not subject to vibration.
- The printer must be plugged into a surge protector which will be provided.
- If the printer is plugged into a UPS (Uninterrupted Power Supply) it is recommended that laser printers, scanners, and fax machines not be plugged into the same surge protectors as PCs. The power surge required to start these machines can cause electrical problems with the attached computers.
- Printers will include either 7' or 14' power cords and 10'or 15' USB cables for connection to the workstation. Please consider these cable lengths and take cable routing into account when selecting printer locations.

DMV plans to conduct training for the new registration printer for all agents as well as MAAP application training for MAAP browser users between May 12, 2008 and September 9, 2008.

Sincerely,

Virginia C. Beecher

Virginia C. Beecher, Director
Division of Motor Vehicles

Town of Exeter
Public Works Department

MEMO

To: Russell Dean, Town Manager

Thru: Jennifer Perry, Public Works Director

From: Kevin Smart, Maintenance Superintendent

Date: 29 May 2008

Re: Town Office Environmental Concerns

- Egress The current floor plan does not provide a code compliant second means of egress option for all locations.
- Fire protection The current floor plan does not provide fire rated doors, automatic fire sprinkler system, or smoke evacuation.
- ADA Compliant The current floor plan has many clearance issues, bathroom square footage, door swing, lever locks, and door operators are not compliant. A major renovation will require full ADA compliance.
- Air Quality The current floor plan does not provide 20cfm mechanically introduced fresh air ventilation. Unfiltered air is pulled through windows and doors allowing pollen, dust, and other particulates into the building. The hydronic baseboard heating system is blocked by furniture and file cabinets making cleaning difficult. The resulting dust is distributed throughout the room. The employee break room lacks ventilation and exhaust causing distribution of cooking odors. Air sampling has determined elevated carbon dioxide, high relative humidity, and dust particulates contributing to employee discomfort.
- Lead Paint Currently the rooms that have suspended ceilings also have the old plaster ceilings above, and have tested positive for lead paint. The wooden sash windows, frames, and sills have also tested positive.
- Asbestos The basement rear crawlspace was recently found to contain asbestos pipe insulation, and is in the process of remediation. It is believed that piping within the existing walls may contain asbestos as well.
- Mold The Town Office Building is built upon a rubble stone foundation that originally did not have a full basement, but was built as a crawl space beneath. The crawl space was dug out to provide a full basement, in doing so the stone rubble was exposed, and allows ground water to drain through the basement walls. A series of drainpipes and a sump in the basement floor must work to monitor this condition. The dampness causes mold conditions and a strong musty smell to permeate the building. It is recommended that the existing foundation be excavated, waterproofed, and perimeter drain piping added to solve this problem.