

R. R. 3 Box 519  
Rennie Road  
Lyme, NH 03768  
August 1, 1988

Clifford Vermilya, Town Manager  
P.O. Box 483  
Hanover, NH 03755

Dear Cliff:

As a follow up to the June 28, 1988 meeting attended in your office by Fran Baschnagel, Ila Douple, and you, may I reiterate and update the items which need attention as per "routine maintenance" for the Hanover Town Library in Etna.

1. Basement windows and frames: replace or brick over
2. Replace outside basement door and jamb
3. Replace and rehang door at bottom of stairs so as not to block possible fire exit
4. Insulate floor (basement ceiling) and heating ducts--upgrade to current building code
5. Relocate emergency shut-off for oil tank as per building code

At the meeting you added:

6. Install drainage tiles around the outside perimeter of the library building

We trustees would like to add:

7. Check on the condition of the rusty fuel oil tank located in the basement
8. Recaulk the windows on the main level

Since our June meeting, we have received a report of David Eckels' fire inspection of the library. Among his recommendations are two items which directly relate to the above list of items. Regarding item #3: "The rear basement exit should not be considered as an exit from the main floor. I do not believe a change in the door swing is warranted." And his report confirms that item #5 in the above list does need attention by writing that "The oil burner emergency shut-off switch should be moved to the same wall as the basement light switch at the bottom of the interior stairs. The current location is very inappropriate."

We would appreciate your updating Dick Hauger concerning these items and having his crew attend to the library maintenance needs as soon as they can be fitted into their work schedule.

Sincerely,

Ila Douple, Chair  
Board of Trustees  
Hanover Town Library  
Etna, NH