



City of Concord, New Hampshire

PURCHASING DEPARTMENT

CITY HALL, 41 GREEN STREET

CONCORD, NH 03301

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January 16, 2007

ADDENDUM NUMBER ONE

RFP29-07

CONCORD PUBLIC LIBRARY LONG-RANGE PLAN & NEEDS ASSESSMENT

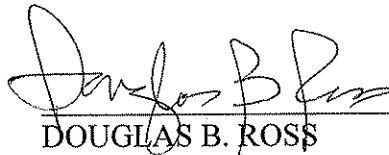
TO ALL FIRMS OF RECORD: This addendum forms a part of and modifies the proposal and contract documents and technical specifications for the project named above. The following additions, changes and clarifications are made to the original proposal documents:

1. **Future Project Phases.** The City reserves the right to utilize the services of the successful Consultant for future phases of this project. The phases of this project are anticipated to be:
 - a. Phase 1: Long Range Plan and Needs Assessment;
 - b. Phase 2: Site Selection and Schematic Design
 - c. Phase 3: Final Design and Preparation of Construction Bid Documents
2. **Project Budget.** The City has a budget, not to exceed \$25,000, for the Long Range Plan and Needs Assessment phase of the Library project. The budget for future phases will be determined at a later date.
3. **Long Range Plan and Needs Assessment Phase.** The City considers this phase to be primarily conceptual in nature. However, the City will be looking for estimated costs associated with all future recommendations. Detailed design work will not be required in this phase.
4. **Library Building Renovations Capital Improvement Program.** The City's current capital improvement program for library building renovations for the period FY2007-FY2012 (CIP #68) is attached. Only funds for FY2007 have been appropriated by City Council.
5. **Tappe Report.** A copy of the executive summary of the comprehensive architectural survey of the Concord Public Library building, provided to the City by Anthony Tappe and Associates, Inc. in September 1995, is attached.
6. **Project Timeline.** The timeline outlined by the City on pages 13 and 14 are critical and must be adhered to.

7. **Concord Library Board of Trustees and the Concord Public Library Foundation.** These entities are advisory to City management and will be represented on the City's proposal review and Consultant selection committee and subsequent long-range planning and needs assessment committees.
8. **Penacook Branch Library.** The Penacook Branch Library, located at 3 Merrimack Street, Penacook, NH 03303 shall be an integral part of this project.
9. **Non-Mandatory Pre-Proposal Meeting Sign-In Sheet.** The sign-in sheet from the non-mandatory pre-proposal meeting conducted on 1/12/07 at 10:00 am is attached.

PLEASE BE ADVISED THAT THE PROPOSER MUST ACKNOWLEDGE RECEIPT OF ADDENDUM ONE, AND ANY AND ALL FUTURE ADDENDA, AS PART OF THE PROPOSAL SUBMISSION.

CITY OF CONCORD, NEW HAMPSHIRE



Handwritten signature of Douglas B. Ross in cursive script, positioned above a horizontal line.

DOUGLAS B. ROSS
PURCHASING AGENT

**2007-2012
CAPITAL IMPROVEMENT PROGRAM
DETAIL PROJECT LISTING BY DEPT**

DEPARTMENT: LIBRARY Project 68

PROJECT TITLE: Library Building Renovations

I. PROJECT TYPE: Public Buildings

II. LOCATION: 45 Green Street

III. PROJECT OBJECTIVES AND BACKGROUND

New Replace Rebuild

NEED SERVED:	<input type="checkbox"/> L	Safety	<input type="checkbox"/> M	Facility Cond.	<input type="checkbox"/> N/A	Productivity	
	<input type="checkbox"/> N/A	Mandates	<input type="checkbox"/> N/A	Service Def.	<input type="checkbox"/> N/A	Tax Base Exp.	<input type="checkbox"/> H City Master Pl.
	<input type="checkbox"/> N/A	O + M Costs	<input type="checkbox"/> N/A	Council Goals	<input type="checkbox"/> M	Timeliness	Public Facilities

DESCRIPTION: Tepe and Associates completed in 1995 a comprehensive architectural survey of the library building. Identified in the architectural survey were needed improvements to the roof of the library, windows, exterior surfaces and mechanical systems designed to protect the integrity of the structure. In addition, ADA related problems were identified and corrections proposed. The replacement of the HVAC system was completed in the spring of 2005. Outstanding projects include phased major renovation/addition to library.

SERVICE IMPACT: Building expansion identified in Master Plan. Improve efficiency of heating system and add AC to this facility.

IMPACT IF NOT FUNDED: Inability of library to expand its service or collection.

IV PREVIOUS FISCAL YEAR AUTHORIZED: PREVIOUS AMOUNT:

V. PROJECT USEFUL LIFE (In Years): 20

VI. PROJECT FUND SUMMARY

**2007-2012
CAPITAL IMPROVEMENT PROGRAM
DETAIL PROJECT LISTING BY DEPT**

DEPARTMENT: LIBRARY Project 68

PROJECT TITLE: Library Building Renovations

Fund	Type	2007	2008	2009	2010	2011	2012	SIX YRS
Other Trust		40,000	0	0	0	0	0	40,000
General Donations		0	0	0	0	1,000,000	1,000,000	2,000,000
General G.O. Bonds		40,000	0	60,000	0	0	8,000,000	8,100,000
	Total	80,000	0	60,000	0	1,000,000	9,000,000	10,140,000

**2007-2012
CAPITAL IMPROVEMENT PROGRAM
DETAIL PROJECT LISTING BY DEPT**

DEPARTMENT: LIBRARY Project 68
 PROJECT TITLE: Library Building Renovations

VII. PROJECT FUND DETAIL

Fiscal Year	Fund Type	Amount	Action
2007	Other Trust	40,000	Retain library building consultant to update library needs assessment done in 1995, in light of the recent improvements which have been made to the building, and in light of the growth of the community. Report to include an evaluation of a range of options for expansion, a recommendation for expansion, preliminary conceptual design for the expansion, cost estimates and phasing. Process to include significant community input.
2007	General G.O. Bonds	40,000	Retain library building consultant to update library needs assessment done in 1995, in light of the recent improvements which have been made to the building, and in light of the growth of the community. Report to include an evaluation of a range of options for expansion, a recommendation for expansion, preliminary conceptual design for the expansion, cost estimates and phasing. Process to include significant community input.
	Subtotal	\$80,000	
2009	General G.O. Bonds	60,000	Repair plumbing system. Repairs identified in the library needs assessment completed in 1995.
	Subtotal	\$60,000	
2011	General Donations	1,000,000	Donation portion of Phase I.
	Subtotal	\$1,000,000	
2012	General G.O. Bonds	4,000,000	Major Building renovations/additions and/or branch library construction Phase II. Initial estimate only.

**2007-2012
CAPITAL IMPROVEMENT PROGRAM
DETAIL PROJECT LISTING BY DEPT**

DEPARTMENT: LIBRARY

Project 68

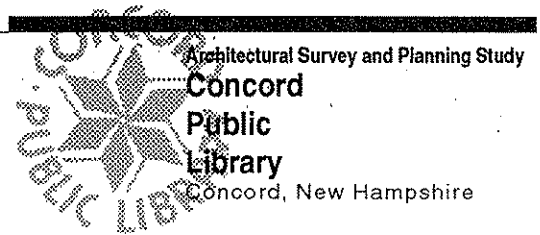
PROJECT TITLE: Library Building Renovations

2012 General G.O. Bonds 4,000,000 Major Building renovations/additions and/or branch
library construction Phase I. Initial estimate only.

2012 General Donations 1,000,000 Donation portion of Phase II.

Subtotal \$9,000,000

TOTAL \$10,140,000



INTRODUCTION

A. Anthony Tappé and Associates was selected by the library building committee in the Fall of 1994 to perform a study of the Concord Public Library. The basic components of the study included:

- Review of the current condition of the physical plant
- Review of library functions & development of a 10 and 20 year library service expansion program
- Development of diagrammatic plan alternatives for expansion
- Development of alternative repair strategies and a prioritized implementation schedule.

The pages that follow summarize the study. The prioritized repair schedule and diagrammatic plan alternatives are attached as appendix to the report.

EXISTING CONDITIONS REVIEW

Background

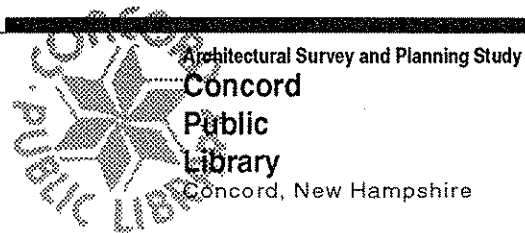
The building is the product of two major phases of construction:

- The initial library building was erected as a Works Projects Administration project in 1938.
- In 1965 a significant addition was made to the West for expanded collection space, staff offices, and bookmobile garage.

The library building has been modified several times to provide better library services to the citizens of Concord.

Structural Review

The building was found to be generally structurally sound and capable of supporting the 150 pounds per square foot load imposed by library bookstacks.



One of the tasks of the study was to evaluate the possibility of establishing additional floor area by infilling the two story high lobby space with an additional floor level. This was not found to be a feasible approach for the following reasons:

- Structural capacity of the foundations is inadequate
- New foundations, beams and columns would likely be more expensive than constructing a comparably sized addition
- The insertion of the floor would create an oppressively low ceiling height for a room of this size, and would eliminate natural light from the center of the building.

However, it was determined that structural design of the 1965 addition does have the capacity for additional loading. Adding a story onto the portion of the addition that is above the highest roof areas would not be particularly useful. However, an addition over the Concord Room (formerly the garage) could be made and become an efficient extension of the second floor.

Review of the Building Shell

Roof

The roofs over the 1938 building is a ballasted membrane roof system, and the roof over the addition is a built-up tar and gravel roof.

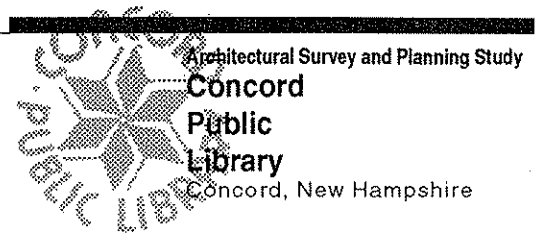
- Termination mechanism at the perimeter of the 1938 building roof has failed & the membrane flashing on the face of the parapet wall has numerous punctures

Evidence of water damage directly associated with roofing system failure was noted in two minor locations:

- 1) Over the juncture between the original building and the addition
- 2) Over the catalog terminals on the main floor

The roofing material on roof area over the main entrance is comprised entirely of copper sheet metal. The joints have deteriorated and the metal has been damaged by stones.

After review of repair options, the selected strategy for corrective action was replacement of the roofing and flashing system, which is at the end of its expected life span.



Exterior Walls

1938 building is typically a 4 inch thick granite veneer over a masonry backup with minor areas of brick veneer. On the 1965 addition there is also granite, on the Prince street side, but the bulk of the addition is brick veneer with concrete block backup. Directly adjacent to the 1938 building, on both the North and South elevations, the 1965 addition has an area of metal and glass curtain wall.

Granite:

- The condition of the granite is generally good
- The joints in the stonework are deteriorated
- The control joints are not completely watertight and are ready for replacement
- Loosened portions of granite project from the face of masonry in various locations

The repair strategy selected for the granite involves complete repointing, new control joints and the periodic application of a waterproofing system.

Brick:

- Brick portions are in generally good shape and do not require overall repointing at this time.
- Some minor evidence of through wall penetration of water

Correction of brick deficiencies can be realized by localized repointing.

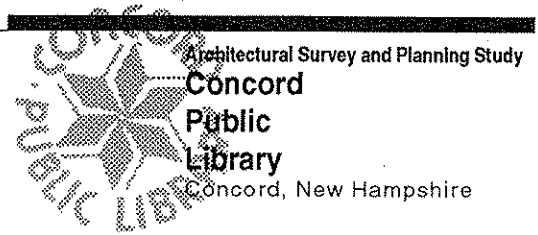
Curtain Wall:

The glass and metal curtain walls have severe paint finish deterioration and areas of advanced surface rust.

Windows

Windows are single glazed steel sash and frames with interior storms. In general, the frames and sash are in good condition, but there are problems of water penetration at the perimeters. Also, thermal performance and air infiltration resistance are well below modern standards.

There is significant damage to the interior finishes caused by through wall water penetration concentrated in wall areas which are adjacent to windows. The damage is often quite severe and the number of locations of damage is extensive. The majority of the damage is in the 1938 building, but some damage is present in the addition as well. Although window repair strategies were considered, the best and most efficient option for correcting all of these deficiencies is complete replacement of the windows, rust removal and rust proofing of the steel lintel, and masonry joint restoration.



Basement Water Penetration

Auditorium

There has been a leak in the auditorium floor, thought to have been precipitated by the vibrations of elevator construction. The library has taken remedial measures, and no further action is required at this time.

Technical Services

Floor tiles are coming loose in Technical Services, either from through wall water penetration collecting on the floor or from water directly penetrating the floor. Application of an exterior foundation waterproofing at this area is recommended.

Elevators

There are two elevators in the library. One is part of the 1938 construction, and the other has been recently added (1994) on the West elevation of the 1967 addition, at the back of the building. The elevator in the WPA portion of the building is no longer approved for transportation of people, but can be used as a dumbwaiter for books.

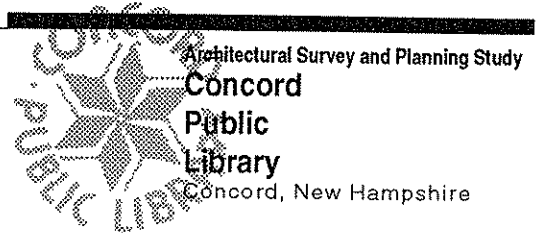
CODE REVIEW

EGRESS

From our review of the building relative to the building code's requirements for emergency egress we note the following deficiencies:

- At the original building, two independent egresses from the basement are not provided.
- The auditorium and art gallery have direct access to only one means of egress.
- Two independent means are not provided from the Second Floor of the 1938 building, since the stair adjacent to the old elevator does not now exit directly to the exterior, as required.
- The two smaller stairs do not meet present building code capacity requirements.
- The second floor corridor at the 1938 wing dead ends into a communicating stair.

The stairs in the 1965 addition meet the general requirements of egress: they are enclosed with fire resistive materials, they lead to exit discharge outside, and provide adequate capacity.



ARCHITECTURAL ACCESSIBILITY REQUIREMENTS

Title I and II of the Americans with Disabilities Act, as well as, the Architectural Barrier-Free Design Code for the State of New Hampshire prescribe accessibility requirements applicable to the Concord Library.

Existing Construction

Readily achievable means of access are required. Examples include adding grab bars, rails, designated parking spaces, ramps. The significant area of non-compliance for the Concord Library is the lack of accessible toilet rooms, for staff and patrons.

Alterations

Additions to existing buildings are regarded as alterations, and the ADAAG apply. Where existing spaces are modified they must conform to the requirements for new construction. Special requirements for alterations and new work include:

- at least 5% of each element of fixed tables, seating or study carrels to be accessible .
- at least one accessible check out lane.
- card catalogs (PAC's) to be accessible.
- aisle at bookstacks to be accessible.

These requirements would also apply to existing facilities if they are readily achievable.

It is our opinion that if extensive renovations were to take place, the emphasis should be on maximizing accessibility in practical terms. Full compliance with the guidelines for new construction might not always be possible within the shell of the existing buildings.

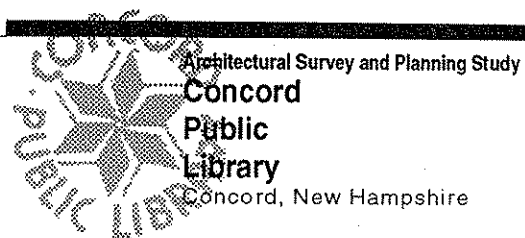
ELECTRICAL SYSTEMS REVIEW

Electrical Power

At the time of our review, in the Winter of 1995, the following conditions were observed.

There are two underground electrical services:

- 300 amp, single phase, utilized at capacity
- 400 amp, three phase, utilized at 32 amps

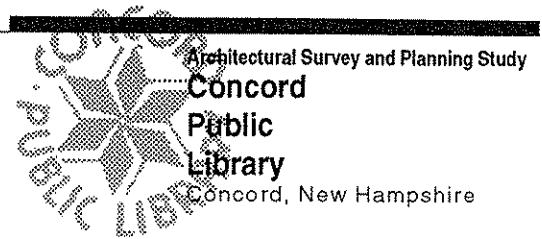


HVAC System

The building has two separate systems, one for the original building and one for the 1965 addition. Air conditioning is provided only to a few portions of the addition. Heating consists of perimeter radiation supplied from a municipal steam line. Zoning is poor and various areas overheat. Existing heating and cooling systems are reportedly unable to maintain reasonable comfort levels.

Ventilation is provided by opening and closing windows when practical. Original equipment has not functioned properly in decades. Humidity is excessive in various parts of the building partly as a result of inadequate ventilation.

Due to limitations inherent in the systems, there is very little that can be done to significantly improve the comfort conditions, and completely new heating ventilating and air conditioning systems and controls are recommended.



New computer equipment will require its own 400 amp three phase service. A library of this size designed today would probably have a 800 to 1000 amp service. Therefore, if the additional 400 amp service is installed, bringing the total at the library site to 1100 amps, the service size will be adequate.

Existing service equipment is at the end of its life and should be replaced, together with the 1938 distribution panels.

Since the time of our review, the new computer system has been installed and the electrical power system upgraded.

Fire Alarm System

Audio/Visual signals do not meet ADA requirements. An alarm system is not required by code, but if no fire suppression system is to be installed, the system should be upgraded.

Egress and Emergency Lighting

Emergency lighting system may require replacement.

Interior Lighting

- Illumination levels are generally adequate in most of the building
- Circulation desk and the basement bookstack area need lighting improvement
- Condition of fixtures is pretty good in the 1938 portion, but those in the 1965 addition had extremely discolored lenses which should be replaced.

MECHANICAL SYSTEMS REVIEW

Plumbing

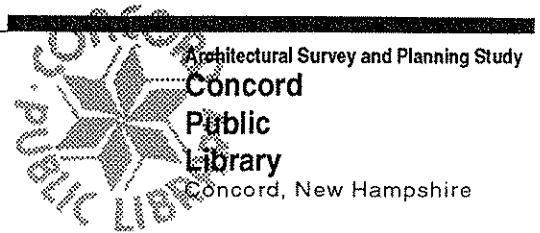
Review of the plumbing system revealed the following pertinent conditions:

- Soil and waste piping in the 1938 building is corroded and needs to be replaced
- 1965 piping appears to be serviceable
- Sewage ejectors for the staff toilets added in 1965 are suitable for reuse
- Fixtures do not meet water conservation or accessibility standards

A near "gut rehab" of the plumbing system should be anticipated if the building is expanded or renovated.

Fire Protection

The library has no existing fire protection system, which would be required under the current code for a building of this construction type and use group.



PROGRAMMING

In developing a strategy for expanding library services we derived both a 10 year and 20 year program document identifying the change in the size of each library department in terms of the size of the collection, the number of seats and the square footage.

Library Review

The initial component of determining projected needs included making a critical review of existing library operations to ascertain any current deficiencies in providing library services to the citizens of Concord. Some of the problem areas are summarized below.

Entrance

- There is one viable entry to the building for library patrons which is the main entrance on Green Street. The 1965 entrance cannot be used, since adequate security cannot be provided at this location given the current arrangement of partitions.
- Currently there is no delivery entrance.

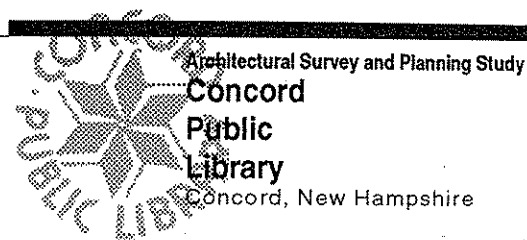
Elevator Access

The building has two elevators, one in the 1938 building and one just added to the back of the 1965 addition.

- The 1938 elevator is no longer used for people.
- The 1994 elevator location is not ideal, having been selected for ease of construction rather than optimal functionality.

Fiction and Non-Fiction Collection

- Majority of the collection housed in inaccessible closed stacks the basement.
- Only 30% of the Fiction collection and 50% of non-Fiction is currently available to be browsed by patrons.
- Stacks that are open to patrons are filled to capacity. As each new book is acquired, older volumes must be discarded.
- Seating area in the Fiction collection is non-existent, although seating in Non-Fiction is almost adequate.



Reference

- Currently, the bookshelves are loaded in excess of recommended density.
- Although not recommended, expansion could be realized by adding up to 2 shelves on each of the freestanding bookstack units.
- The reference desk is remote from the Reference area and occupies space that could be used for periodic displays, space which the library is lacking.
- The Reference Office is located in the Basement.

Children's Library

- Bookshelves are filled to capacity, even window sills are filled with books, and some materials are stored in the basement due to the lack of shelf space.
- Adding bookstacks would reduce the amount of open space and somewhat impair the librarians ability to supervise
- Division of the overall area into separate rooms by immovable partitions limits the ability of the Children's Library sub-areas to expand and contract to meet patron needs over time.
- The Blanchard Room (crafts and presentation room) is remote from the remainder of Children's requiring additional staff to provide supervision. It also lacks a sink and storage for tables and chairs

Art & Music Room

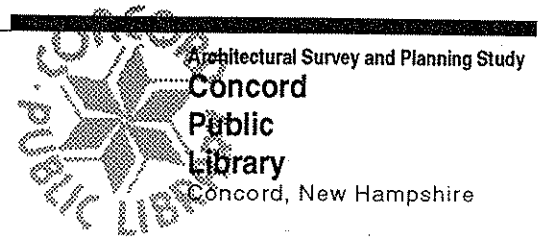
Current circulation statistics indicate that the art print collection is under utilized, suggesting that this space is eligible to be reclaimed for more pressing library service needs.

New Books

Too small, too low, and in spite of its prominent location, is easy to overlook.

Auditorium

- Basement location: access to the auditorium is not possible without passing through the library.
- Wheelchair access has been provided by installation of the elevator, and an inclined platform lift at the stairs within the auditorium.
- No public toilet facilities for auditorium users.



Supervision/Security

- Library is divided into distinct components separated by walls, impairing openness between the departments of the library and supervision of the collection and patrons.
- 1965 entrance is completely unsupervisable & used only as an emergency exit.
- Various areas of the library, including some remote and unsupervisable locations are secured only by means of "Staff Only" signs.
- Relatively new book theft detection system installed at the main entrance.

Staff Work Areas

Several staff areas do not have adequate access to daylight, including the Circulation Office, the Staff Lounge, Technical Services.

Circulation Department

Office/Workroom space is much too small for these combined functions, and book sorting must now be accommodated by setting aside shelving in the Non-Fiction seating and study area.

The Circulation Desk, and Workroom/Office are remote from Technical Services.

Circulation Desk:

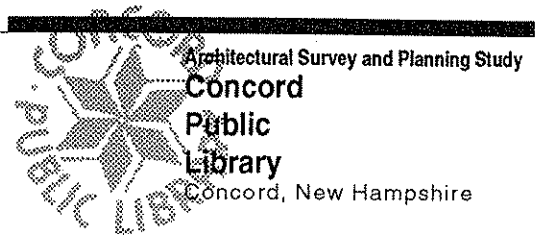
- Insufficient length - there should be four workstations
- Height is not convenient for staff or patrons
- Does not adequately provide for the integration of electrical/data lines
- No desktop area obscured from patron view.

Technical Services

- Housed in basement storage space which was not intended for occupancy. Ventilation is inadequate, humidity excessive.
- Heating is inadequate.
- Location is remote from deliveries, and from the circulation workroom.
- There is no enclosed office for the department head.
- Room serves as a corridor connecting the 1938 building to the addition. An unsupervised stair from Non-Fiction leads directly to Technical Services.

Mailroom

Currently there is no Mailroom.



Staff Room

- Space is substandard, unfinished, and likely has a negative impact on staff morale.
- Staff lockers are located in a portion of the basement bookstack area and are not wheelchair accessible due to reduced aisle width.

Parking

Currently there are 13 parking spaces for library use in the lot directly behind the library. There are no spaces designated for disabled patrons.

For the current library there should be approximately 75 spaces; for the 10 year projection, approximately 85 spaces; and for the 20 year projection, approximately 115 spaces.

Program Development

Both the 10 and 20 year projections include improvements to the library to address the existing deficiencies and then accommodate the growth that can be anticipated in their respective time periods.

The strategy for the 10 year projection of the Library Program assumes working with the existing building.

The 20 year projection could be used as a foundation for expanded library services both at the current library building, or at new site.

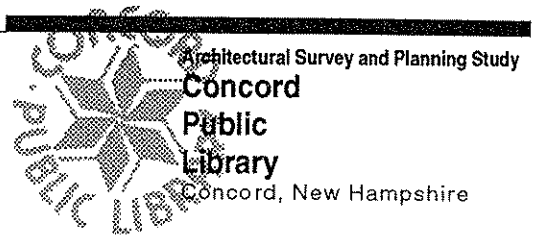
10 year plan

A goal of the 10 year plan was to maintain library services at the existing building. Areas of the library that are under utilized, less essential to basic library services, or unlikely to be continued through the next decade include:

- Art Gallery
- Adult Learning Center
- Art and Music Room
- Auditorium.

Reclaiming the space occupied by these elements (3,500 square feet) to be used to accommodate expansion of other elements, in the 10 year Library Program, it becomes feasible to maintain the library at the current site for the next decade. In pursuit of this goal, these program areas are not included in the 10 year projection.

EXECUTIVE SUMMARY



However, the existing building shell still does not contain sufficient space to meet even the pared down program and some modest addition must be made to the building, as indicated in the diagrammatic floor plans.

A summary of the 10 year projected needs compared with the current configuration is as follows:

	Holdings	Seats	Net Area	Gross Area
Existing	158,850	217	23,200	33,700
10 Year	185,000	238	27,000	38,600

For additional Detail, please refer to the attached Program Summary

20 year plan

Elements usurped in the 10 year projection are once again included in the Library Program, as the program was developed to describe a full service library more or less independent of the constraints of the existing building. This program becomes the foundation for exploring diagrammatic plan alternatives either as a renovation and addition to the existing building, or as a new building project on a separate site.

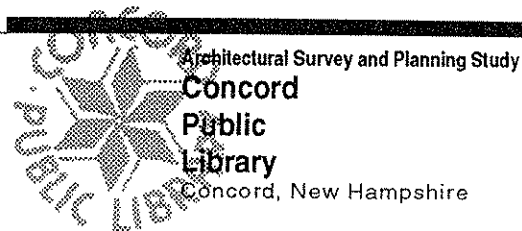
In general, overall collection size will increase by at least 50%, and the building area will need to expand by approximately 60%. A summary of the 20 year projected needs compared with the current configuration is as follows:

	Holdings	Seats	Net Area	Gross Area
Existing	158,850	217	23,200	33,700
20 Year	241,800	294	37,400	53,400

For additional Detail, please refer to the attached Program Summary

DIAGRAMMATIC SCHEMES

A series of diagrammatic plan alternatives were developed and considered. There were two 10 year and four 20 year expansion schemes. A summary of the critical differences between the schemes follows. The diagrams are included in the section of the report titled, "Drawings".



10 yr Scheme A

- Stays within the existing building footprint, only 750 sf added over Concord Room roof
- Eliminates program elements to fit:
 - Auditorium
 - Dedicated Board Room
 - Art Gallery
 - Adult Learning Center
- Some compromise to programmed area requirements. Reduced areas including:
 - Fiction & Non-Fiction.
 - Children's
 - Staff Lounge
- Basement fully utilized
- New Basement windows, egress, light wells

10 yr Scheme B

- 900 sf footprint addition, 3,375 sf total added
- Eliminates program elements, including:
 - Auditorium
 - Dedicated Board Room
 - Art Gallery
- Better satisfaction of program area requirements
- Fiction expands, Periodicals moved to the addition
- New Basement windows, egress, light wells

20 yr Scheme A

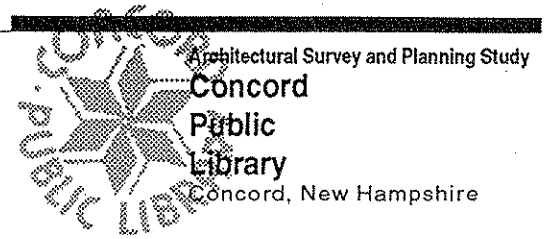
- Intensively uses Basement space for program elements
- Uses existing elevator
- Incorporates a new South side entry
- Uses old 2nd floor for Non-Fiction
- New Basement windows, egress, light wells

20 yr Scheme B

- All new building on a hypothetical site
- Complete satisfaction of programmed area requirements
- Very efficient organization
- Library distributed on only 2 floors

20 yr Scheme C

- Adds a third floor
- Limited use of Basement - just Auditorium & Storage
- Moves most staff up from the basement
- Existing elevator for staff use only - new elevator for patrons
- Consolidates entries
- Uses old 2nd floor for Staff/Services
- New Basement windows, egress, light wells



20 yr Scheme C'

- No program left in the basement
- Expanded Auditorium on top floor could be phased in later

20 yr Scheme D

- Site plan diagram only, as the initial exploration into connecting the library to the Auditorium/City Hall building across Spring Street

20 yr Scheme E

- Connects the library and the Auditorium/City Hall by closing Spring St.
- Uses Basement space for some program elements (Non-Fiction)
- Uses existing elevator
- Uses old 2nd floor for Staff/Services
- New Basement windows, egress, light wells

PREFERRED SCHEME

Ultimately the 20 year Scheme E was selected as the preferred scheme. Principal advantages to this scheme include:

- Requires minimal property acquisition
- Takes advantage of the auditorium to provide meeting space, thereby reducing the area of new construction without compromising library services
- It is the least expensive 20 year scheme
- Creates a plaza between the Library and the Auditorium/City Hall which becomes an attractive entry court for both buildings
- Unites the two buildings to contribute to the establishment of a revitalized civic complex for Concord

CITY OF CONCORD
PURCHASING DIVISION
NON-MANDATORY PRE-PROPOSAL SIGN-IN SHEET
CONCORD PUBLIC LIBRARY LONG-RANGE PLAN & NEEDS ASSESSMENT
RFP NO. RFP 29-07 DATE: 1/12/07 TIME: 10:00 AM

ATTENDEES

PRINTED NAME	COMPANY NAME (Representing)	TELEPHONE #	FAX #	E-MAIL
		(Including area code)		

1. DONG ROSS CITY OF CONCORD - PURCHASING 603-225-8530 603-220-3656 dross@concord.com
Mailing Address: CITY HALL, 41 GREEN STREET, CONCORD, NH 03301

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12. _____
Mailing Address: _____
1/12/07

13. _____
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[Signature]

14. _____
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[Signature]

15. _____
Mailing Address: _____
[Signature]

Mailing Address: _____
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