

**Town of Moultonborough  
Board of Selectmen  
Meeting Agenda  
Tuesday, May 20, 2025  
5:00 P.M.  
6 Holland St. Moultonborough, NH**

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. REVIEW / APPROVAL OF MINUTES**
  - A. 5/6/25 + 5/6/25 NP
- IV. CONSENT AGENDA**
  - A. PA-29 NH Department of Revenue Administration Form(s)
    - i. Charitable Exemption(s)
  - B. Certification of Yield Taxes Assessed and Yield Tax Levy Form
  - C. Disposal Agreement: 6 Knoll Point Drive (Renewal)
  - D. Cemetery Purchase: Shannon Cemetery Lot #105
  - E. Personnel Action Form – Seasonal Recreation Rehire
- V. NEW BUSINESS**
  - A. Action Re: Reappointment - Heritage Commission Full Member (3/31/28)
  - B. Action Re: Reappointment - Heritage Commission Alternate Member (3/31/28)
  - C. Action Re: Appointment - Trustees of the Trust Funds Alternate Member (3/31/28)
  - D. Presentation: Library Strategic Plan
  - E. Action Re: Operating Mobile Retail and Rental business from Town Properties
  - F. Action Re: Sandwich Fair Association – Permission to have temp fairground signs at Rt 25 & 109S and Rt 25 & Bean Road Intersection
  - G. Action Re: Application for Permit to Conduct a Raffle
    - i. Moultonborough Lions Club: 12/6/25 at 1pm, Moultonborough Central School
  - H. Action Re: Municibid Surplus Fire Boat Motors
  - I. Action Re: MP Municipal Prosecutor Agreement
  - J. Action Re: Invitation for Bids: FY2026 One-Ton 4x4 Truck w/Dump Body, Plow and Sander
  - K. Action Re: Invitation for Bids: FY2026 Highway Garage Sand Shed Roof Replacement
  - L. Action Re: Contract Award Re: Engine 1 Replacement
  - M. Action Re: Wage Discussion Continuation
- VI. OLD BUSINESS**
  - A. Overnight Parking Request: Little Gansy Island at States Landing (Tabled from 3/6/25)
  - B. Action Re: Action Re: FY2026 CIPC: Highway Pole Shed (Tabled from 5/6/25)
- VII. CITIZEN INPUT**
- VIII. NON-PUBLIC SESSION**
  - A. RSA 91-A: 3, II (b,c,d)
- IX. RE-ENTER INTO PUBLIC SESSION AT 6:30 PM**
  - A. Joint Meeting with School Board Committee Re: Advisory Budget Committee & Other Matters of Mutual Interest
- X. ADJOURNMENT**

*Any person with a disabling condition who would like to attend this public meeting and needs to be provided reasonable accommodations to participate please contact the Moultonborough Town Hall at 603-476-2347 so accommodations can be made. Interested parties may view this meeting by going to Town Hall Streams.*

**Town of Moultonborough  
Board of Selectmen  
May 6, 2025**

**MEETING MINUTES**

**Present:** Chairman of the Board Kevin D. Quinlan and members present were Selectman Jonathan W. Tolman, Selectman Karel A. Crawford, Selectman James F. Gray and Selectmen Charles M. McGee. Interim Town Administrator, Carter Terenzini, Administrative Assistant, Alanna Schiller.

- I. **CALL TO ORDER:** Chairman of the Board Kevin D. Quinlan called the meeting to order at 5:00 p.m. at the Moultonborough Town Hall in the Ernest Davis meeting room.
- II. **PLEDGE OF ALLEGIANCE:** The Board recited the Pledge of Allegiance.
- I. **REVIEW / APPROVAL OF MINUTES:**
  - A. 4/15/25 + 4/15/25 NP  
**Motion:** Selectman Crawford  
*To approve the meeting minutes of 4/15/25 , and the non-public 4/15/25.*  
**Seconded:** Selectman McGee  
**Vote:** 5-0  
**Motion passed.**
- II. **CONSENT AGENDA:**
  - A. PA-29 NH Department of Revenue Administration Form(s)
    - i. Elderly Exemptions – New & Approved of 2025 Tax Year (2)
    - ii. Charitable Exemption (2)
    - iii. Veterans Credit & Elderly Exemption (1)
    - iv. Veterans Credit & Solar Exemption (1)
    - v. Veterans Credit (2)
    - vi. All Veterans Credit (1)
    - vii. Application for Current Use Assessment (3)
    - viii. Response to 2024 Tax Exemption Application (multiple lots)
  - B. Shannon Cemetery Deed (#391 & 392)
  - C. Lees Mills Lease Agreement Slip 2-B
  - D. Lees Mills Lease Agreement Slip 4-A
  - E. Disposal Agreement: 567 Red Hill Road, 1222 Whittier Highway, 1204 Whittier Highway
  - F. Personnel Action Form(s)
  - G. Notification of Annual Library Book Sale July 11<sup>th</sup> 4-7pm; July 12<sup>th</sup> 9am-3pm

**Motion:** Selectman Crawford  
*To approve the consent agenda items.*  
**Seconded:** Selectman Gray  
**Vote:** 5-0  
**Motion passed.**

### III. NEW BUSINESS:

- A. Introduction: Julie Sorrell, Full-time Transfer Station Attendant  
Interim Town Administrator Terenzini introduced Julie Sorrell as the newest addition to the Transfer Station staff. Julie has been with the Town prior as a part-time transfer station attendant as well as a bus driver for the Recreation Department. Welcome Julie!

- B. Action Re: Appointment Library Trustee Alternates (1 year term expiring 3/31/26)

**Motion:** Selectman McGee

*To appoint Kim LeFebvre & Robert LaFlamme to the position of Alternate Library Trustee for a term of one year.*

**Seconded:** Selectman Crawford

**Vote:** 5-0

**Motion passed.**

- C. Action Re: Approval of the 2025 Summer Newsletter

Chairman Quinlan requested verification on the Community Housing Open House date of June 11<sup>th</sup> for possible conflicts on that date.

**Motion:** Selectman Tolman

*To approve the 2025 Summer Newsletter.*

**Seconded:** Selectman Gray

**Vote:** 5-0

**Motion passed.**

- D. Action Re: Application for Permit to Conduct a Raffle

- i. Friends of the Moultonborough Library – June 11, 2025, at 3:30 PM

**Motion:** Selectman Tolman

*To approve the Raffle Permit for Friends of the Moultonborough Library – June 11, 2025, at 3:30 PM.*

**Seconded:** Selectman McGee

**Vote:** 5-0

**Motion passed.**

- ii. Friends of the Moultonborough Library – July 12, 2025, at 3:30 PM

**Motion:** Selectman Crawford

*To approve the Raffle Permit for Friends of the Moultonborough Library – July 12, 2025, at 3:30 PM.*

**Seconded:** Selectman McGee

**Vote:** 5-0

**Motion passed.**

- E. Action Re: Transfer Station request to close the facility on Monday, May 19<sup>th</sup> for staff training.

DPW Director Theriault spoke to the reason for the request to close the Transfer Station on May 19<sup>th</sup> and expressed the importance of this training for their staff. Interim TA Terenzini noted a previous discussion with DPW Director Theriault about possibly sending a few attendants on May 19<sup>th</sup> as a way to not have to close the facility however the certification courses being offered did not allow this option.

Chairman Quinlan expressed his concerns for closing the facility and questioned why all 9 staff needed to go. Transfer Station Supervisor Filpula spoke to the importance of the in-person effect, collaboration, and new topics of importance in the Transfer Station world of this conference and the benefits of the staff going all together.

Selectman Tolman, Crawford, and Gray expressed their support for education and team morale that would come with this training. Selectman Crawford expressed her support for in-person conferences rather than online conferences.

**Motion:** Selectman Gray

*To approve the Transfer Station request to close the facility on Monday, May 19<sup>th</sup> for staff training.*

**Seconded:** Selectman Crawford

**Vote:** 3-2

**Motion passed.**

- F. Action Re: Bid Award: FY2026 Road Program – Crack Sealing

DPW Director Theriault presented on the four bids that were opened. H.W. DOW LLC was the selected bid.

Selectman Tolman had questions about the time to completion.

TA Terenzini verified details on parking lot.

DPW Director reminded board members this is FY 26.

**Motion:** Selectman Crawford

*To Motion to accept the proposal from H.W. Dow of Pembroke, NH for the purpose of pavement preservation via crack sealing with hot rubberized crack sealer at a rate of \$4,700.00 per day and authorize the Town Administrator to sign with a not to exceed \$24,675."*

**Seconded:** Selectman Tolman

**Vote:** 5-0

**Motion passed.**



**G. Action Re: FY2026 CIP: Highway Garage Pole Shed- TABLED TO 5/20 MEETING**

DPW Director Theriault presented on item. Discussion ensued with comments from the Board, DPW Director Theriault, and present Fire Chief Bengtson. The Board recommended DPW Director Theriault and Fire Chief Bengtson meet with each other to discuss respective pole shed proposals and re-present at the next board meeting (5/20). Item Tabled for the next BOS meeting on 5/20

**Motion:** N/A

*To "Motion to waive the bidding requirement and accept the ClearSpan Quote No.1056528 for the Metal Clad Monoslope Structure in the amount of \$105,417.47 and authorize the Town Administrator to sign."*

**Seconded:** N/A

**H. Action Re: FY2026 Road Program – Road Surface Management**

DPW Director Theriault presented a few Road Surface Management Systems proposals. StreetScan/Street Logic was the chosen proposal. The board inquired about logistics.

**Motion:** Selectman Crawford

*To "Motion to accept the proposal from StreetScan/Street Logix for \$34,066 for a 3 year program for the purpose of updating the Road Surface Management System and authorize the Town Administrator to sign."*

**Seconded:** Selectman Grey

**Vote:** 5-0

**Motion passed.**

**I. Action Re: Sale of Tax Deed Land Bids**

Interim Town Administrator Carter Terenzini presented the recent opening of bids for the Sale of Tax Deeded Land. Gave update on the process and made a motion to continue the process with the abutters.

**Motion:** Selectman Tolman

*To approve "I move to provide notice to all bidding parties that the Town has accepted the high bids on all parcels as were offered for sale, subject to the Right of First Refusal of others, that we have begun the process of notification to those with a Right of First Refusal at 30 days for the Homeowners Associations and 15 days for others, that failing their execution of the Right of First Refusal or failing a higher bidder completing their purchase we will move down the list of bidders in descending order, that we are proceeding to close upon properties that are not subject to a Right of First Refusal, and further to authorize the Town Administrator to proceed with all such notifications and further to authorize the Chairman to*

*execute all deeds and documents as he shall deem reasonable, necessary, and in the best interest of the Town in completing the sales."*

**Seconded:** Selectman Grey

**Vote:** 5-0

**Motion passed.**

J. Action Re: Application for Street Excavation Permit

DPW Director Theriault presented on a Street Excavation permit and waiver for Hanson drive. The board had a discussion with DPW Director Theriault about the risks of the waiver.

**Motion:** Selectman Tolman

*To deny request for the waiver of a \$5,000 bond and to approve of the Street Excavation permit for Hanson Drive and authorize the Town Administrator to sign."*

**Seconded:** Selectman Gray

**Vote:** 5-0

**Motion passed.**

**IV. OLD BUSINESS:**

A. Assessor's Response to Russell Wakefield re: Pilot for West Wynde (Referred 3/6/25)

Interim Terenzini spoke about the Assessors' findings. The Board's consensus was to agree with the Assessor's findings.

B. Overnight Parking Request: Little Ganzy Island at States Landing (Tabled from 3/6/25)- Miscommunication- tabled to 5/20/25

The board allowed Catherine Callais to speak regarding the overnight parking request. Discussion ensued.

**Motion:** N/A

*Tabled to 5/20*

**Seconded:** N/A

**Vote:** N/A

C. Organization Chart (Tabled from 4/15/25)

HR Director Reade presented on the current Organizational Chart. Selectman Tolman asked about the location of the HR Director's position on the chart. Discussion ensued. The board decided to leave HR Director where it is.

**Motion:** Selectman Tolman

*To approve organizational chart as presented. Adopted 5.6.25*

**Seconded:** Selectman Crawford

**Vote: 5-0**  
**Motion passed.**

D. Wages & Scales

HR Director Reade presented on her findings for the Wage Study. Discussion ensued. Market Analysis to be discussed at the 5/20 meeting.

**Motion:** Selectman Tolman  
*To approve a 3.5% COLA for non-union employees.*  
**Seconded:** Selectman Gray  
**Vote: 5-0**  
**Motion passed.**

V. **CITIZEN INPUT:**

Joseph Cormier thanked the Assessing department for thorough work on a recent personal project.

VI. **NON-PUBLIC SESSION:**

A. RSA 91-A: 3, II (b,c)

**Motion:** Selectman Crawford  
*To enter into non-public session at 6:22 p.m. coming out only to adjourn.*  
**Seconded:** Selectman Tolman  
**Vote: 5-0**  
**Motion passed.**

III. **ADJOURNMENT:** meeting adjourned at 6:56 p.m.

**Motion:** Selectman Tolman  
*To adjourn the meeting.*  
**Seconded:** Selectman Gray  
**Vote: 5-0**  
**Motion passed.**

*Written on behalf of the Selectmen by Alanna Schiller, Administrative Assistant.*

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Approved  
Kevin D. Quinlan, Chairman

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Date

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**MEMORANDUM – MOULTONBOROUGH HERITAGE COMMISSION**

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**TO:** Moultonborough Board of Selectmen  
**FROM:** Cristina Ashjian  
**RE:** Heritage Commission Appointments  
**DATE:** March 15, 2025  
**CC:** Carter Terenzini, Interim Town Administrator

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I am writing to request two reappointments to the Heritage Commission for expiring terms. Both Steve Buy (regular member) and Michelle Fram (alternate) are valuable contributors.

Thank you for your ongoing support of our town-wide Historical Resources Survey project, with the Community Survey Report and individual surveys now posted on the Town website. We anticipate that the related GIS mapping / Heritage layer will be online soon.

I ask that you act on this request at your upcoming meeting, so that the work of the Commission may continue without interruption. Thank you for your attention to this matter.

## Alison Kepple

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**From:** Paul Daisy <ecadv4pd@aol.com>  
**Sent:** Sunday, April 27, 2025 1:51 PM  
**To:** Carter Terenzini  
**Subject:** Fwd: Application

Carter,  
Please present the following resume and volunteer application to BOS to consider Frederick Van Magness as an alternate to the Trustee of Trust Funds.

Thanks,  
Paul Daisy

### Frederick Van Magness

37 Blackey Cove Road  
Moultonborough, NH 03254  
603-253-9890 / Cell 781-771-8603  
fvanmagness@gmail.com

#### **PROFILE**

Retired Manager Finance - General Electric Aviation Manufacturing (Executive Mgmt.)

#### **EXPERIENCE**

-

#### **SUMMARY**

##### **General Electric - Aviation - Lynn, MA - 1968-2002**

Hired after college into GE Financial Management Training Program. For the period 1968 through 2002, held numerous positions in GE Finance with increasing degree of management responsibility. Effective 1994, named Manager of Finance for the eastern US GE Aviation Manufacturing Operations, including facilities in Lynn, Everett, and Medford MA, Hooksett NH, Rutland VT, Durham, NC, and Bromont Quebec Canada. Responsible for capital investment, product cost, payroll for over 5000 employees, compliance with government regulations and company policies, local real estate taxation, business restructuring, cash management, and overall manufacturing plant financial management. Managed Manufacturing Finance operation consisting of 54 finance professionals. Also managed 50 MW on site electric power plant and was GE principal representative for a 300MW Co-generation power plant project.

##### **Municipal Government - Town of Reading MA (26,000 residents)**

Town of Reading, MA - 15+ year elected member - representative Town Meeting, 9 years service as Vice Chairman-Reading Finance Committee, Town of Reading Citizen Advisory Board member for local municipal electric power business covering 4 towns, appointed to numerous ad hoc committee assignments. Facilitator of town financial forums.

#### **Education**

Boston University - BA Business Administration / Corporate Finance. Graduate of GE Financial Management Program

#### **Skills**

Government Accounting, Cost Accounting, Capital Investment, Contract Negotiations, Auditing, Effective Cash Management Instructor, Six Sigma Certified Green Belt, Lean Manufacturing, Data Warehousing.

#### **Military**

US Army National Guard - 26th Infantry "Yankee" Division - 101st Combat Engineer Battalion, Staff Sergeant. Presented Wilson award (1970) by Gov. Francis Sargent as Outstanding Soldier of the year in the MA 26th ".



## Town of Moultonborough

6 Holland Street - P.O. Box 139  
Moultonborough, NH 03254  
(603) 476-2347 \* Fax: (603) 476-5835

### VOLUNTEER TO SERVE YOUR TOWN

Good government starts with you! Volunteers are the lifeblood of small towns. They bring talent, energy, and vision to our many Boards and Commissions which deliver services to our citizens. If you are interested in serving your community in any capacity, please fill out this form and return it to the Administration office, Town of Moultonborough, P.O. Box 139, Moultonborough, NH 03254. Thank you for your interest!

### Moultonborough Board of Selectmen

.....  
Name FREDERICK VAN MAGNESS Home/Cell Phone 781-771-8603  
Address 37 Blackey Cove Rd Work Phone \_\_\_\_\_  
Moultonborough E-Mail FVANMAGNESS@GMAIL.COM

I am interested in the following areas (check as many as apply):

Planning, Zoning, Development	<input type="checkbox"/> Check Box	Senior Citizens	<input type="checkbox"/> Check Box
Conservation & Open Space	<input type="checkbox"/> Check Box	Library	<input type="checkbox"/> Check Box
Public Works & Transportation	<input type="checkbox"/> Check Box	Heritage	<input type="checkbox"/> Check Box
Fire or Emergency Management	<input type="checkbox"/> Check Box	Recycling	<input type="checkbox"/> Check Box
Finance & Administration	<input checked="" type="checkbox"/> Check Box	Parks & Recreation	<input type="checkbox"/> Check Box
Health & Human Services	<input type="checkbox"/> Check Box	Police	<input type="checkbox"/> Check Box

Other: ALTERNATE - BOARD of Trustees

Amount of Time Available: 2-4 Hours / week

Present Business Affiliation and Work: RETIRED

Business Experience: See Attached

Education or Special Training: See Attached

Other Volunteer Efforts: CIPC

Previous Town Offices Held

CIPC

Date Appointed

NOV 2022

Term Expired

NOV 2026

Feel free to attach anything that will help us carefully consider how to match your experience and interests with the needs of the Town. Thank you for thinking of serving your town.

EST



1897

# MOULTONBOROUGH PUBLIC LIBRARY

## 2025 - 2030 Strategic Plan

### Mission

The Moultonborough Public Library serves as the heart of the community providing access to resources and opportunities for learning, enjoyment, and community connections.

### Community Needs

The strategic goals and actions outlined in this plan reflect the needs and desires of the Moultonborough Community, as identified through a survey completed by the University of New Hampshire Survey Center in 2024.

[Survey: Executive Summary](#)

[Survey: Full Results](#)

Adopted by the Moultonborough Public Library Board of Trustees and Library Director

John Buckley, Chair  
Sally Bartlett, Vice Chair  
Sherry Wakefield, Treasurer  
Nancy Cole, Member  
Jane Harrington, Member

Peter Olsen, Member  
Jack Weekes, Member  
Bob Laflamme, Alternate Member  
Kim LeFebvre, Alternate Member  
Brittany Durgin, Library Director

# Goals

## 1) Provide outstanding service to the community

### A. Hire, train, reward, retain, and empower a highly qualified staff

#### Actions:

- Provide quality professional development opportunities for staff
- Promote staff participation in professional associations
- Provide regular safety training for all staff
- Explore ways to motivate staff
- Gather staff input on space needs and working environment
- Explore new ways to attract and retain staff
- Evaluate staffing levels and ensure adequate staffing for both front line customer service and background projects
- Explore improved ways for the public to connect with staff

### B. Enhance access to library services in ways that are meaningful to patrons

#### Actions:

- Identify ways for patrons to access to all of the library's services or resources in their preferred method or ability
- Explore ways to identify and reach non-library users to address unmet community needs
- Explore programs and services provided in a variety of means, including out in the community, in-person, and virtually
- Explore efficient and effective means for patrons to request loans from other libraries
- Consider other offerings, including new (most effective) hours of operation, disaster preparedness, and after-hours pick-up lockers

### C. Provide an inclusive, welcoming, accessible environment

#### Actions:

- Evaluate and optimize accessibility for those with disabilities and requiring special accommodations
- Provide inclusive displays, exhibits, speakers, and programs
- Emphasize staff focus on providing a friendly, welcoming library experience for patrons
- Evaluate, and amend if needed, library policies and procedures to ensure inclusivity and accessibility
- Assess equipment needs for staff or public access
- Evaluate space usage, and signage
- Update decor to be attractive and harmonious, while accommodating all needs



## **2) Provide access to a rich collection of library materials**

### **A. Continually optimize the quality and selection of materials in the library's collection**

#### **Actions:**

- Offer patrons unfettered access to a wide variety of information in varying formats in accordance with the library's circulation policy
- Ensure an up-to-date collection through regular purchasing and weeding of all collections
- Endeavor to provide adequate funding to create and maintain a current and engaging collection, taking into consideration the rising costs of materials

### **B. Monitor and respond to preference trends for material formats**

#### **Actions:**

- Identify areas of the collection that need to be updated more frequently given patron needs and interests
- Provide resources for different reading preferences and abilities - print, audio, digital, and others
- Provide education on using technologies to access the collection

### **C. Increase access to and usage of library resources**

#### **Actions:**

- Explore new ways to advertise and promote databases and digital services to current and potential library users, and provided educational opportunities
- Provide education to staff and patrons about state and national services for the blind
- Evaluate shelving condition and space needs

### **D. Provide new ways to connect readers to books through professional recommendations**

- Advertise reading recommendations resources and hold informational and instructional classes
- Explore reading recommendations newsletter services
- Utilize ILS book discovery aspects
- Provide displays with a variety of perspectives

### **E. Evaluate and improve access to Moultonborough History materials**

#### **Actions:**

- Update catalog records for Heritage Room and Vertical Files items
- Digitize local history materials
- Promote local history materials available through the library

### **F. Evaluate Library of Things collection**

#### **Actions:**

- Improve promotion of Library of Things collection
- Strengthen the Library of Things collection

### 3) Offer relevant programming reflecting a broad range of topics to enhance learning, enjoyment, and connection

- A. Offer programs with varied subject matter that appeal to different patron audiences, including educational programs and series that support lifelong learning

Actions:

- Focus on gardening and the outdoors, literature and authors, wellness, local history and local issues, and technology
- Strengthen programs for youth, in particular those for middle school and teens audiences
- Continue to expand collaboration with local organizations to offer locally-relevant programming
- Expand live arts entertainment events

- B. Host events that encourage socialization and engagement among community members

Actions:

- Facilitate local issue discussions and candidate forums
- Evaluate and strengthen library programs that encourage dialogue

- C. Conduct ongoing process for reviewing and offering programs with community appeal

Actions:

- Create intentional, proactive process for selecting programs that reflect the interests of various audience groups
- Regularly solicit feedback from program attendees in order to refine future programming

### 4) Enhance communications and engagement with the community

- A. Identify and implement communication that increases engagement and usage of library services and programs

Actions:

- Explore the use of emerging technologies for outreach and communication
- Identify enhancements to existing communication including monthly newsletter, website, and exterior signage
- Explore opportunities to collaborate with the Town to provide access to wifi and technology throughout town
- Enhance promotion of upcoming programs to maximize awareness and attendance

- B. Engage in outreach that communicates library services to underrepresented groups

Actions:

- Identify new locations for promotion of services (places and media)
- Explore programming to reach underrepresented groups, including young families, remote workers, and new adults

- C. Provide donor opportunities and implement a recognition program

Actions:

- Create "How to Give" narrative that is communicated broadly through multiple channels
- Create a recognition program featured in a variety of communications channels
- Consider installation of a major donor board
- Liaise with the Friends of the Moultonborough Library in targeted fundraising efforts
- Appoint responsibility for soliciting donations

## 5) Continually maintain and optimize the library building and grounds

### A. Facilitate major component repairs and replacements

#### Actions:

- Maintain an up-to-date Capital Improvement Plan to replace major components, including HVAC, and the roof
- Carry out infrastructure and energy audit
- Perform a safety and accessibility assessment
- Develop a plan for interior and exterior painting

### B. Complete facility enhancements

#### Actions:

- Consider installing a backup generator
- Evaluate and ensure adequate workspace for staff
- Evaluate need for public-use technology and locate in the best location
- Refurbish the four public toilet rooms, ensuring full ADA compliance where possible
- Soundproof meeting and program spaces where feasible
- Evaluate and eliminate potential safety concerns, including lighting, heating and cooling, air quality, and prevention of hazards

### C. Track regular maintenance and cleaning

#### Actions:

- Evaluate current routine cleaning services
- Ensure annual and biannual cleanings are completed, including windows, floors, carpet washing, air duct cleaning, and power-washing of exterior

### D. Improve welcoming environment and use of space

#### Actions:

- Evaluate staff desk in the Fireplace Room and how space can be best utilized
- Make cosmetic updates, including new furniture, fresh paint, and new carpeting
- Evaluate lighting in the youth area to ensure adequate lighting in all spaces
- Consider 'temperature' change of LED lighting to a warmer tone, if feasible
- Update program room furniture and improve the room's lighting and audio-visual equipment

### E. Enhance curb appeal and usage of the library's grounds and outdoor space

#### Actions:

- Research the options for a more permanent outdoor venue for presentations and other programs that is reservable in warmer months
- Consider installation of additional shade under the existing pergola and/or the addition of a hardtop pergola to protect from sun and light showers
- Add additional exterior outlets for computers, phone chargers, AV equipment etc.
- Evaluate parking needs and address limitations including the possibility of adding 1 or 2 accessible spaces
- Correct the issue of puddles and ice forming at the bottom of the wheelchair ramp
- Replace exterior lighting on original building entrance

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Select Board

**FROM:** Carter Terenzini, Interim Town Administrator

**RE:** Request for Use of Town Property

**DATE:** May 16, 2025

*Carter*



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### Recommended Motion:

*"I move to inform the requesting party that we do not approve his request for the use of Town lands as requested."*

**OR**

*"I move to (a) inform the requesting party that we have approved his request for the use of Town lands as requested (b) direct the Town Administrator to work with Town Counsel and the appropriate Department Heads to work out the conditions of a license to use said premises for Calendar Year 2025, and (c) authorize the Chairman to execute the license as developed by said team of individuals."*

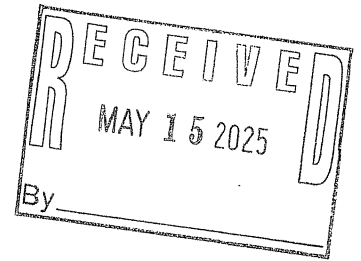
**Background:** Justin Chapman of Adventure Squam, LLC at 539 Bean Rd in Moultonborough has submitted a request to "... rent recreational equipment (kayaks, paddle boards, etc.), guide outdoor adventures (kayaking/paddleboarding/flyboarding/hiking and sell refreshments from registered trailers on town and state property within the town limits of Moultonborough. The requested permitted locations for operation include (but ideally would not be limited to) the following:

- 1) the commercial state landing at the end of Long Island Road
- 2) The town beach and town boat launch on Long Island
- 3) States Landing Beach/Parking Lot
- 4) Lee's Mills Boat Launch
- 5) [Playground Drive](#)/Kraime Meadow Park

Setting aside the timeline upon which his requests were dealt with and setting aside what permits may be required, it all would start with a decision by this board as to whether or not it will grant permission to the requesting party to use the lands as identified above.



May 8, 2025



Board of Selectmen  
Town of Moultonborough  
POB 139  
Moultonborough, NH 03254

Dear Selectmen:

The Sandwich Fair Association requests permission to have temporary "FAIRGROUNDS" sign(s) at the following location(s) in the Town of Moultonborough:

Rt 25 & Rt 109S, two way sign at the intersection  
Rt 25 & Bean Road intersection

The sign(s) are approximately 14" X 22" in size with the words "Sandwich Fair" and a directional arrow. Sign(s) are in conformance with sec. 2H-16 of the MUTC. Sign(s) are intended to help traffic flow during the annual fair, October 11 - 13, 2025. Sign installation to be handled by Sandwich Fair volunteers up to 3 days before the fair; removal up to but will not exceed 3 days after the fair.

Respectfully,

Bryan Peaslee,  
President, Sandwich Fair Association

Date \_\_\_\_\_  
License granted by Town of Moultonborough

\_\_\_\_\_  
Selectman

\_\_\_\_\_  
Selectman

\_\_\_\_\_  
Selectman



**TOWN OF MOULTONBOROUGH  
APPLICATION FOR A PERMIT  
TO CONDUCT A RAFFLE**

ATTACHMENT A

**NOTICE: Application Must be Filled Out Completely to be Processed**

1. Name and address of the organization: Moultonborough Lions Club, PO Box 215 Moultonborough NH
2. Name, address and capacity of the person requesting the permit: Dawn Law, co-chair of raffle 121 Redding Lane Moultonborough NH 03254
3. The organization is organized under the laws of the State of New Hampshire as a non-profit organization: Yes ☒ No ☐
4. Date of organization: November 26, 1963
5. The organization is registered to do business within the State of New Hampshire as a non-profit organization: Yes ☒ No ☐
6. The organization was registered on November 20, 2005
7. The organization's IRS non-profit Federal ID number: 02-6014792
8. Names and address of the organization's principal officers:

<u>Jay Hawthorne, President</u>	<u>PO Box 215, Moultonborough NH 03254</u>
<u>Sally Sibulkin, Secretary</u>	<u>PO Box 215, Moultonborough NH 03254</u>
<u>Dawn Law, Treasurer</u>	<u>PO Box 215, Moultonborough NH 03254</u>
9. Location, date and time where the raffle is to be conducted: Moultonborough Central School, December 6, 2025, 1pm
10. Name and address of the owner of the property where the raffle is to be conducted: Moultonborough Central School  
916 Whittier Hwy, Moultonborough NH 03254
12. A sample of the raffle ticket must be submitted for review. Yes ☒ No ☐
13. List the last time a permit was issued to the applicant for a raffle within the Town of Moultonborough: May 2024

The applicant hereby swears and takes oath that the information contained in this application is true and accurate and acknowledges having received and read a copy of the rules and regulations of the Town of Moultonborough and agrees to abide by the provisions thereof in all respects.

Dated: May 9, 2025

Applicant's Name: Dawn Law

Date Received: \_\_\_\_\_

Date Processed: \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

\_\_\_\_\_  
Town Administrator or Designee

cc: Board of Selectmen  
Chief of Police

*Moultonborough*



*Lions Club*

Benefit Local Lions Community Projects

**\$5000 Cash Prize**

**\$5 each or 5 for \$20**

Drawing to be held Saturday, December 6, 2025, 1pm at the  
Moultonborough Central School in Moultonborough.

*Need not be present to win.*

TELEPHONE NO.

ADDRESS

NAME

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Select Board

**FROM:** Carter Terenzini, Interim Town Administrator *Carter*

**RE:** Agenda Report Re: Sale of Surplus Personal Property

**DATE:** May 16, 2025



---

**Recommended Motion:** *"I move to (a) declare the two (2) 2012 Honda 150 Horsepower Out-board Motors salvaged from the MFD's Fire Boat as surplus, provide notice that the Town has accepted such high bid as may be received on these motors, as advertised on the web side Municibid, that failing a higher bidder completing their purchase we will move down the list of bidders in descending order, and further to authorize the Town Administrator to proceed with all such notifications and execution of execute all Bills(s) of Sale and such documents as he shall deem reasonable, necessary, and in the best interest of the Town in completing the sales.*

**Background:** In March of this year, you authorized me to use the website Municibid to offer the sale of the surplus Ford Explorer and execute the bill of sale and other related necessary documents to complete the sale. With 64 bids the winning bid was \$7,400. Following on that success we posted the two motors salvaged from the Fire Boat after the insurance company settled all claims.

We made our proposal to use Municibid in the hopes that we might (a) reduce the costs of advertising, (b) avoid the nuisance of tying up space in the DPW garage bay(s) awaiting the sale, (c) eliminate the costs of overtime required to cover the showing times for the public and (d) increase the likelihood of periodic sales of surplus by using this avenue.

**Fiscal Impact:** As of this writing, the high bid on these surplus motors will yield revenue of \$550 with three bidders and 4 days remaining in the bid cycle. This was done without any cost for advertisements.

**Lessons Learned:** We believe that we achieved all of our hoped for results. While Municibid remains relatively unknown to the general public, it has earned a near nationwide exposure to those accustomed to buying municipal surplus with entities from twenty (20) states now using the platform. Some Towns consistently offer surplus items as they are surplus right down to pool filtration parts (\$5.00) and desk chairs (\$1.00) table lamps.

We believe that going forward we could advertise any item as it is declared surplus and we need not await a large collective sale as has been done previously (and often not done due to resistance of the staff to the negatives we cited above).



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Select Board

**FROM:** Carter Terenzini, Interim Town Administrator *Carter*

**RE:** Approval of Contract Re: MPD Prosecutor's Services

**DATE:** May 16, 2025



---

### Recommended Motion:

*"I move to authorize the Interim Town Administrator to execute a contract for services with Sea-coast Law PLLC in the FY '26 amount of Thirty-Seven Thousand Five Hundred Dollars (\$37,500.00)".*

**Background:** This contract was part of the approved FY '26 budget for the Police Department and follows on your approval of the appointment of a Case Review Officer. The amount is within budget and services would commence ASAP to help reduce workload on the understaffed MPD. It was the subject of a request for proposals process with no other proposals being submitted.

**POLICE DEPARTMENT**  
**AGREEMENT FOR MUNICIPAL PROSECUTOR**

THIS AGREEMENT, dated this \_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_, is by and between the \_\_\_\_\_ Police Department (the "Department") and Seacoast Law, PLLC (the "Prosecutor").

**R E C I T A L S**

- A. The \_\_\_\_\_ Police Department is responsible for prosecuting violations, misdemeanors and juvenile delinquency petitions in the \_\_\_\_ Circuit Court – \_\_\_\_\_ District Division.
- B. The Prosecutor is a licensed attorney.
- C. The Department wishes, pursuant to RSA 41:10-a, to retain the Prosecutor to prosecute offenses on its behalf before the \_\_\_\_ Circuit Court – \_\_\_\_\_ District Division.
- D. The Prosecutor is willing to provide these services to the Department as an independent contractor on the terms and conditions herein.

NOW THEREFORE, the parties hereto hereby agree as follows:

1. **Term.** Subject to the provisions for termination as hereinafter provided, the term of this Agreement shall begin on \_\_\_\_\_ and end on \_\_\_\_\_. Notwithstanding any provision to the contrary, this contract will automatically renew upon the same terms and conditions upon the expiration of the term for an additional one-year term, subject to the inflation adjustment outlined in Section 2.
2. **Compensation.** For the services rendered under this Agreement, the Department shall pay the Prosecutor a monthly fee of \_\_\_\_\_ for the legal services provided in arrears and invoiced monthly. For the purposes of this contract, any partial month may be pro-rated. Upon the automatic renewal of this contract, the compensation shall be adjusted upward based upon the annual increase in the Consumer Price Index as published for the Northeast Region for the month of June immediately preceding the renewal.
3. **Responsibilities of Prosecutor.** The Prosecutor agrees to represent the State of New Hampshire in prosecuting violations, non-domestic violence misdemeanors and juvenile delinquency petitions before the 3rd Circuit Court – Ossipee District Division. The Department acknowledges that the Prosecutor may engage in other business activities during the term of this Agreement, provided that any such activities undertaken are not in conflict with prosecution on behalf of the Department, and that the work does not involve criminal defense work by the Prosecutor.
4. **Victim Assistance.** The Prosecutor shall also provide victim assistance and advocacy through an experienced Advocate who will offer support services to victims affected by the cases handled by the Prosecutor. Such services shall include communication regarding case status, answering case specific questions, obtaining input for plea offers, testimony preparation, and providing guidance toward outside victim services, as needed.

5. **Responsibilities of Department.** The Department shall provide administrative support to the Prosecutor through the Department's existing support staff as needed to facilitate information sharing, fulfill requests for information, and perform related administrative functions as requested.
6. **Independent Contractor.** The Prosecutor shall be considered an independent contractor and as such shall not be entitled to any benefits of an employee, unless otherwise outlined herein.
7. **Termination.** At any time and with or without cause, the Department or Prosecutor may terminate this Agreement upon thirty (30) days written notice to the other. In such case, the Prosecutor shall continue to render services and shall be paid the agreed upon compensation up to the date of termination, but no severance allowance shall be paid.
8. **Notices.** Any notice required or permitted to be given under this Agreement shall be sufficient if in writing and if sent by certified mail to the business address of the Prosecutor, or to the business address of the Department. Notice of Termination by the Department may be sent via e-mail.
9. **Indemnification.** The Department hereby agrees to indemnify, defend, and hold the Prosecutor harmless from any claims, damages, or actions of any kind arising from the Department's operation of the Department or any actions or inactions of any employee of the Department which give rise to any such claims, damages, or actions.
10. **Waiver of Breach.** The waiver by either party of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach of the same.
11. **Entire Agreement.** This instrument contains the entire Agreement of the parties. Except pursuant to paragraph 7 herein, this Agreement may not be changed orally, but only by Agreement in writing, signed by the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement on this \_\_\_\_, day of

\_\_\_\_\_, \_\_\_\_\_.

---

Andrea K. Mitrushi, Esq.  
Seacoast Law, PLLC

**INVITATION FOR BIDS**  
**TOWN OF MOULTONBOROUGH, NH**

Carter Terenzini, Interim Town Administrator



**BID DOCUMENTS AND SPECIFICATIONS**  
**for**  
**FY2026 ONE-TON 4x4 TRUCK w/DUMP BODY,**  
**PLOW, AND SANDER**

**DATED: MAY 20, 2025**

Prepared for, and in coordination with the

**PUBLIC WORKS DEPARTMENT**

**BID DUE DATE/TIME: JUNE 10, 2025, NOT LATER THAN 2:00 PM**

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## TOWN OF MOULTONBOROUGH

### Invitation for Bids

#### **FY2026 One-Ton 4x4 Truck w/Dump Body, Plow, and Sander**

The Town of Moultonborough Office of the Select Board, 6 Holland Street, P.O. Box 139, Moultonborough, NH 03254 will receive sealed Bids for the **FY2026 One-Ton 4x4 Truck w/Dump Body, Plow, and Sander** until 2:00 PM on **Tuesday, June 10, 2025**, at which time and place they will be opened and publicly read. The sealed envelope should be plainly marked:

#### **“FY2026 One-Ton 4x4 Truck w/Dump Body, Plow, and Sander”**

**Truck #1:** Current Model Year 14,000 GVW 4X4 DRW 84” CA, 6.7L I6 Cummins Turbo diesel engine, Aluminum Flatbed Dump Body, Plow, and Sander.

This is a cash purchase. A detailed package with information on the equipment to be delivered, the conditions thereof, and bid forms, is available at [www.moultonboroughnh.gov](http://www.moultonboroughnh.gov) (Request for Proposals) or said offices during normal business hours.

The Town reserves the right to reject any and all bids, and waive any minor or non-material informalities, if deemed to be in its best interests.

Carter Terenzini, Interim Town Administrator  
Board of Selectmen

Posted: Town Bulletin Boards (7)  
Advertised: Meredith News & Laconia Sun (Week of May 20th)  
Mailed: Vendors List  
Web: NHMA

## **Scope of Work or Specifications and Conditions**

### **1. General Description of the Project, Materials and Quantities:**

The Town will have the selected company provide the following Item(s):

**Truck #1:** Current Model Year 14,000 GVW 4X4 DRW 84" CA, 6.7L I6 Cummins Turbo diesel engine, Aluminum Flatbed Dump Body, Plow, and Sander.

### **2. Specifications & Certification:**

**Truck #1:** See Attachment A

#### **\*Important Notes:**

- 1) If you are submitting a bid that varies in any of the equipment or accessories asked for, you must submit an explanation of this. Explain which Item # you vary on and why.
- 2) If the specification sheet calls for you to fill in the particulars on any of the equipment so that we may compare manufacturers, you must do so.

### **3. Delivery Location and Timing:**

All items fully furnished and equipped as specified are to be delivered to the Moultonborough Highway Garage off of Moultonboro Neck Road.

You must specify the number of calendar days, from placement of our order, it will take you to deliver the item. Please note below if any equipment is to remain in continued use until the time it is traded in.

### **4. Term of Contract: N/A**

### **5. General Conditions:**

- a) If you are in default of this contract you will be given ten (10) days' notice to cure the default. You will have an additional ten (10) days to cure the default. If you do not do so we may cancel the contract.
- b) Any cash payment due to you will be paid upon delivery and acceptance of the vehicle.
- c) The term "days" shall mean calendar days.
- d) Unless otherwise specified, you must provide the standard factory warranty as specified by the manufacturer.
- f) You must have a factory approved service facility within 50 miles of Moultonborough for all items.

6. **Questions and Supplements:**

Any questions with respect to this invitation must be received, in writing by mail (above address), fax (603.476.5835) or email ([ctheriault@moultonboroughnh.gov](mailto:ctheriault@moultonboroughnh.gov)), by Chris Theriault, Public Works Director, no later than 12:00 p.m. on Tuesday, May 3, 2025.

**\*Important Note:** The answers, and any other changes or supplements to this document, will be posted on the Town's web site as an Addendum no later than 4:00 p.m. on Wednesday, May 4, 2025. It is the bidder's responsibility to check and verify any such changes in order to account for them in their bid.

7. **Description, Continued Use, and Viewing of Trade-In:**

**Truck #1 Trade-In:** (DPW Vehicle #11): 2016 11K GVW Ford F350 Pick-up (VIN: 1FDRF3HT9GEB71537), with 87K miles, 6.7L V8 Diesel, 6 Speed Automatic transmission, AM & FM radio, AC, 2yd Swenson electric sander, 9' Fisher plow. Truck is currently in service, available upon award.

8. **Authority to Bid:**

If you exist in a different legal form than a sole proprietorship, you must submit the equivalent of a Clerk's Certificate or Direct Consent certificate showing that you may act upon behalf of your Partnership LLC, or corporation.

9. **Bid Due Date and Methods of Delivery:**

Bids will be accepted until 2:00 p.m. on Tuesday, June 10, 2025 in the Offices of the SelectBoard, 6 Holland Street, PO Box 139, Moultonborough, NH 03254 at which time they will be opened and publicly read aloud.

The bid on each item is to be submitted in a separate, sealed envelope marked, "Bid for FY2026 One-Ton 4x4 Truck w/Dump Body, Plow, and Sander, June 10, 2025". If mailed, each bid should be in a separately sealed envelope marked, similarly marked to protect against the actual bid being opened in error.



**Town of Moultonborough**  
**FY2026 One-Ton 4x4 Truck w/Dump Body, Plow, and Sander**

**Bid Form**  
(Please Print or Type)

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_

Email

**ATTENTION:**

Mr. Carter Terenzini, Interim Town Administrator  
Board of Selectmen  
PO Box 139  
Moultonborough, NH 03254

Dear Mr. Terenzini:

Having examined the documentation provided with the subject Invitation for Bids the undersigned proposes to furnish all materials as requested in accordance with the subject documents.

The undersigned acknowledges Addenda # \_\_\_\_\_  
(If none, write none)

If I am notified my proposal is accepted within forty-five (45) days of the bids having been opened, I will execute a contract for the work within fourteen (14) days thereafter.

I propose to provide the following Items for the following unit pricing: \_\_\_\_\_

**Important Note:** If you are not bidding on one of the items write the words "No Bid" In each of the appropriate blank spaces.

**A. Truck #1: Current Model Year 14,000 GVW 4X4 DRW 3500 Cab & Chassis:**

A. As specified \$ \_\_\_\_\_  
(In Figures)  
\_\_\_\_\_  
(In Words) \_\_\_\_\_ Dollars and \_\_\_\_\_ Cents

**B. Truck #1: Aluminum Flatbed Dump Body, Plow, and Sander:**

B: As specified \$ \_\_\_\_\_  
(In Figures)  
\_\_\_\_\_  
(In Words) \_\_\_\_\_ Dollars and \_\_\_\_\_ Cents

**C. Total of A through B Above:**

C: As specified \$ \_\_\_\_\_  
(In Figures)  
\_\_\_\_\_  
(In Words) \_\_\_\_\_ Dollars and \_\_\_\_\_ Cents

**D. Trade-In Allowance (DPW Vehicle #11, 2016 Ford F350):**

D: As specified \$ \_\_\_\_\_  
(In Figures)  
\_\_\_\_\_  
(In Words) \_\_\_\_\_ Dollars and \_\_\_\_\_ Cents

**E. Truck #1: Total Amount (C) Less Trade-In (D):**

E: As specified \$ \_\_\_\_\_  
(In Figures)  
\_\_\_\_\_  
(In Words) \_\_\_\_\_ Dollars and \_\_\_\_\_ Cents

**Time for Delivery:** The equipment will be delivered within \_\_\_\_\_ days (In Figures) of the Town's placement of the order.

**Note: In the event there is a discrepancy between the written bid amount and the numerical bid amount, the written amount will be recorded.**

I understand that the Town may hold my bid for forty-five (45) days prior to awarding a contract.

I certify, under the penalties of perjury, that (1) I have had an opportunity to view the full bid package and am aware it was my responsibility to perform my own due diligence appropriate to submitting this proposal, (2) I am fully authorized to submit this bid, (3) I have not engaged in discussions, negotiations, or collusion with any person to determine what my bid will be and (4) that I, to the best of my knowledge and belief, have paid all taxes, fees, assessments, betterments or other municipal charges that I owe to the Town of Moultonborough or have payment agreement in place or have filed an appeal over the same.

\_\_\_\_\_  
Signature of Bidder

Corporate Seal

\_\_\_\_\_  
Title of Bidder

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**CLERK'S CERTIFICATE**

At a duly authorized meeting of the Board of Directors of \_\_\_\_\_ was held on \_\_\_\_\_ at which a suitable majority voted that, \_\_\_\_\_ (Name), the \_\_\_\_\_ (Title) of this company, be and he hereby is authorized to submits bids, execute contracts and bonds in the name and behalf of said Company, and affix its corporate Seal thereto and such execution of any bid, contract or obligation in this Company's name on its behalf by such person under seal of the Company, shall be valid and binding upon this Company.

A true copy,

ATTEST: \_\_\_\_\_  
(Clerk Signature)

\_\_\_\_\_  
Typed or Printed Name of Clerk

Place of Business: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of this bid or contract: \_\_\_\_\_

I hereby certify that I am the Clerk of \_\_\_\_\_ and that \_\_\_\_\_ is the duly elected or appointed \_\_\_\_\_ of said Company, and that the above vote has not been amended or rescinded and shall remain in full force and effect as of the date of this bid submission and/or contract execution.

Corporate Seal

\_\_\_\_\_  
Clerk's Signature

**Or**

**DIRECT CONSENT**

The undersigned, being all the Directors of \_\_\_\_\_, a  
\_\_\_\_\_ (State) (the “Corporation”), hereby consent to and authorized the  
following actions by the Corporation:

RESOLVED: That the corporation shall provide a bid and enter into a certain contract with  
the Town of Moultonborough, NH for \_\_\_\_\_  
\_\_\_\_\_

RESOLVED: That \_\_\_\_\_ (Name), \_\_\_\_\_  
\_\_\_\_\_ (Title) of the Corporation, is authorized and  
directed to execute on behalf of the Corporation the foregoing bid, contract and other  
documents of any kind or nature necessary to affect the purposes of the preceding  
resolution.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Title

## ATTACHMENT A (Truck #1)

Compliance			<b>FY2026 14K GVW 4x4 DRW Truck w/Flatbed Dump Body, Plow &amp; Sander</b>
			<b>Cab &amp; Chassis Specifications:</b>
Item #	Yes	No	
1			Current Year 3500 Tradesman Chassis DRW, Regular Cab 4x4 84"CA (or Equal)
2			6.7-Liter I6 Cummins Turbo Diesel Engine (or Equal)
3			Heavy Duty 6-Speed Automatic Transmission (or Equal)
4			Electric Shift-on-the-Fly Transfer Case
5			4.10 Axle Ratio
6			GVW Rating – 14,000 Pounds
7			HD Work Grade Vinyl 40/20/40 Bench Seat
8			Black/Diesel Gray Interior Colors
9			Bright White Clear Coat Exterior Paint
10			Heavy-Duty Snow-Plow Prep, Cold Weather Group, and Max Tow Packages
11			Tradesman Level 1 Equipment Group and Electrical Accessory Group Packages
12			17-inch x 6-inch Black Painted Steel Wheels
13			LT235/70R17E BSW All-Season Tires with Full-Size Spare Tire
14			Manual DPF Regeneration
15			Trailer Brake Control
16			Black Tubular Side Steps
17			Bluetooth/Hands Free Ready, AM/FM Stereo w/Clock (Uconnect 5.0)
18			Red Seat Belts and DOT Certified Roadside Safety Kit
19			Dual Alternators (480 Amp), 2.4kW On-Board Power System
20			Up Fitter Switches and 115-Volt Auxiliary Power-Outlet
21			Trailer Ready, 7-pin wiring , Rear Backup Alarm
			<b>Flatbed Dump Body, Plow, and Sander Specifications:</b>
22			TruckCraft TC-520 Starlifter 9'x 8' Aluminum Dumping Flat Bed w/Headboard (Or Equal)
23			High Strength 6061 T6 & T5 Extruded Aluminum Alloy Flat & Sides Construction
24			All Steel Sub-Frame with Double Acting Hoist: 50-degree dump angle
25			Reliable Bucher <sup>TM</sup> Hydraulic Unit Powered by Truck Electrical System
26			Mud flaps front and rear of rear tires
27			Safety prop/back-up alarm
28			ICC Lights and reflectors
29			Strobe/LED light package (front 360 degrees, 2-rear facing)
30			Pintle Plate w/ combo receiver hitch, D-rings, and 7-Pin plug
31			9'-6" PC Fisher XV2 V-Plow with deflector kit and dash-mounted joystick control
32			Swenson 2.0 yd stainless steel "V" box electric sander (or Equal)
33			TruckCraft TC-600 Space-Pak 4-Door Alum. Tunnel Box (24D x 87W x 60H) (Or Equal)
34			Double-panel doors with rubber door seal in door (26.75"H x 20.5"W clear door openings)
			<b>WARRANTY ITEMS</b>
1			Extended Warranty Options including term and pricing

**NOTE: If you check No on any item you must attach an explanation, with the item number of what your variance is and what the advantage is.**

# INVITATION FOR BIDS

## TOWN OF MOULTONBOROUGH, NEW HAMPSHIRE

Carter Terenzini, Interim Town Administrator



**CONTRACT DOCUMENTS AND SPECIFICATIONS  
for  
FY2026 HIGHWAY GARAGE SAND SHED  
ROOF REPLACEMENT**

**DATED: MAY 20, 2025**

Prepared for, and in coordination with the

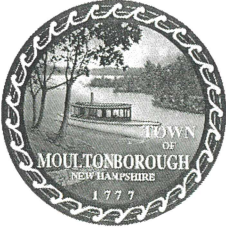
**PUBLIC WORKS DEPARTMENT**

**BID DUE DATE/TIME: JUNE 10, 2025, NOT LATER THAN 2:00 PM**

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**TOWN OF MOULTONBOROUGH  
BOARD OF SELECTMEN**  
P.O. Box 139  
Moultonborough, NH 03254

**INVITATION FOR BIDS**

The Town of Moultonborough Office of the Select Board, 6 Holland Street, P.O. Box 139, Moultonborough, NH 03254 will receive sealed Bids for the **FY2026 Highway Garage Sand Shed Roof Replacement until 2:00 PM on Tuesday, June 10, 2025**, at which time and place they will be opened and publicly read. The sealed envelope should be plainly marked:

**“FY2026 Highway Garage Sand Shed Roof Replacement”**

The work includes providing all labor, equipment, and materials necessary to complete a full-service installation, removal and disposal of all existing roofing materials, repair of roof decking on an as needed basis, and the installation of new drip edge, snow & ice and/or felt and roofing shingles together with a daily clean-up.

A detailed package with information on project delivery, conditions thereof, and bid forms, is available at [www.moultonboroughnh.gov](http://www.moultonboroughnh.gov) (Paid, Volunteer & Contract Openings) or said offices during normal business hours.

## **Scope of Work, Specifications, and Conditions**

### **1. General Description of the Project:**

The Town is soliciting proposals for the roofing replacement of the Moultonborough Highway Garage Sand Shed to include the removal of existing roofing and associated materials and installation of new materials as required.

Your bid price is all inclusive of the material, labor, and equipment required for the removal and replacement of the roofing.

### **2. Specifications & Certification:**

The Contractor shall provide all material, labor and equipment required to remove existing roofing and associated materials and install the new materials as required here in. In general, the contractor shall:

1. Complete field reconnaissance of the work areas to become fully familiar with the existing conditions.
2. Remove all roofing and associated materials.
3. Remove all waste and excess material and by-products of the work. Clean up the site daily, receiving prior approval from the Town for any staging area of materials, dumpsters and the like. Disposal of materials is permissible at the Town's Solid Waste Facility at no charge to contractor during normal hours of Facility operation or by prior arrangement with the Town of Moultonborough.
4. Notify the Town immediately of any damage, rot or other failure of the roof decking, soffit, and the like. Repair cost shall be determined prior to initiating the work and all work shall be approved by the Owner in advance.
5. Furnish and install new drip edge, flashing, and associated roof materials per the specifications.
6. The contractor is responsible for the protection of the roof from fire and moisture penetration at all times. The wood sheathing must be completely dry before the installation of any materials. Metal surfaces must be completely cleaned of all potentially corrosive materials before the application of shingles or the weather barrier.

### **3. Delivery Location and Timing:**

All work is to be completed at the Moultonborough Highway Garage, 68 Highway Garage Road, Moultonborough, NH.

### **4. Term of Contract:**

The contract end will be determined based on the agreed upon work schedule.

## 5. General Conditions:

- a) Upon the execution of the contract the contractor must produce a certificate of insurance, naming the Town, its officers, employees, and assigns, as Certificate Holder and Additionally Named Insured, for the following types and levels of coverage:

- Workers Compensation	Statutory
- Automobile and Equipment	\$1 Million/\$2 Million
- Property Damage	\$1 Million/\$2 Million
- General Liability	\$1 Million/\$2 Million

If a sub-contractor is used for any portion of the work, the contractor must obtain from them and provide the Town with a similar certificate in similar amounts. You may not use a subcontractor without our approval.

- b) Payments will be made within thirty (30) days of the submission of a bill showing conformance with all work requirements. Any progress payments made on each item will have a 15% retainage until all work is completed and fully certified by the permitting authorities and end user as represented by the Public Works Director/Highway Agent. You may substitute a 100% performance bond covering all labor and materials for the 15% retainage if you desire. In this instance the retainage shall be reduced to 5%.
- c) The term “days” shall mean calendar days.

## 6. Site Inspection, Questions and Supplements:

- a) A pre-bid conference and site inspection will be held **Tuesday, June 3, 2025**, at 10:00 AM at the Highway Garage, 68 Highway Garage Rd, Moultonborough, NH 03254.
- b) Any explanation regarding the meaning or interpretation of contract drawings, specifications or other contract documents must be requested in writing not later than **Wednesday, June 4, 2025** at 12:00 PM to Chris Theriault, Public Works Director, 6 Holland Street, P.O. Box 139, Moultonborough, NH 03254, Fax:(603) 476-5835; [ctheriault@moultonboroughnh.gov](mailto:ctheriault@moultonboroughnh.gov).
- c) Any such explanations or interpretations shall be made in the form of an addendum to the documents and shall be posted on the Town’s website as an Addendum no later than 4:00 p.m. on **Thursday, June 5, 2025**. It is the bidder’s responsibility to check and verify any such changes to account for them in their bid. You must acknowledge issued addenda on your bid form. Oral explanations and interpretations made prior to the bid opening shall not be binding.
- d) You must submit the Statement of Qualifications as part of your Bid.

**7. Bid Due Date and Methods of Delivery**

Bids will be accepted until 2:00 p.m. on **Tuesday, June 10, 2025**, in the Offices of the Select Board, 6 Holland Street, PO Box 139, Moultonborough, NH 03254 at which time they will be opened and publicly read aloud.

Your bid envelope must be marked with the name of the project, item or service being sought by the Town, and the date the bids are due. If the bid is submitted by mail, it should be put into a separate sealed envelope, marked as required, inside the mailing envelope to safeguard against it being opened in error.

**Town of Moultonborough  
FY2026 Highway Garage Sand Shed Roof Replacement**

**Bid Form**

(Please Print or Type)

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_

Email

**ATTENTION:**

Mr. Carter Terenzini, Interim Town Administrator  
Board of Selectmen  
PO Box 139  
Moultonborough, NH 03254

Dear Mr. Terenzini:

Having examined the documentation provided with the subject Invitation for Bids the undersigned proposes to furnish all materials as requested in accordance with the subject documents.

Bidder acknowledges receipt of the following Addenda (List Addenda by Addendum Number and Date):

Number	Date

If I am notified my proposal is accepted within thirty (30) days of the bids having been opened, I will execute a contract for the work within fourteen (14) days thereafter.

**1. BASE BID:**

I propose to provide the total work required for the lump sum price of:

In Words: \_\_\_\_\_

In Numbers: \$ \_\_\_\_\_

**Note: In the event there is a discrepancy between the written bid amount and the numerical bid amount, the written amount will be the bid amount recorded.**

I understand that the Town reserves the right to reject any and all bids, and waive any minor or non-material informalities, if deemed to be in its best interests. I understand that the Town may hold my bid for thirty (30) days prior to awarding a contract.

I certify, under the penalties of perjury, that (1) I have had an opportunity to view the full bid package and am aware it was my responsibility to perform my own due diligence appropriate to submitting this proposal, (2) I am fully authorized to submit this bid, (3) I have not engaged in discussions, negotiations, or collusion with any person to determine what my bid will be and (4) that I, to the best of my knowledge and belief, have paid all taxes, fees, assessments, betterments or other municipal charges that I owe to the Town of Moultonborough or have a payment agreement in place or have filed an appeal over the same.

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Title of Bidder

Corporate  
Seal

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

## STATEMENT OF BIDDERS QUALIFICATIONS

### GENERAL INFORMATION

A. Name: \_\_\_\_\_

Principal Office Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

B. If a Corporation, answer the following:

When incorporated: \_\_\_\_\_

In what State: \_\_\_\_\_

Director's names (s) \_\_\_\_\_

President's Name: \_\_\_\_\_

Vice President's Name: \_\_\_\_\_

Secretary's Name: \_\_\_\_\_

Treasurer's Name: \_\_\_\_\_

C. If a partnership, answer the following:

Date of Organization: \_\_\_\_\_

State whether partnership is general or limited: \_\_\_\_\_

Name and Address of Partners: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### EXPERIENCE

A. How many years has your organization been in business as a contractor under your present business name? \_\_\_\_\_

B. What are the prior names of your organization? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- C. How many years of experience does your organization have as a prime contractor in the type of work specified in the Contract Documents? \_\_\_\_\_  
As a sub-contractor? \_\_\_\_\_

- D. List below the largest projects your organization has completed.

	<u>Contract Amount</u>	<u>Project Title</u>	<u>Owner</u>	<u>When Completed</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Name and address of references for respective projects listed above:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

- E. List other references: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- F. List below two (2) completed projects which agree most similar to the proposed work.

	<u>Contract Amount</u>	<u>Project Title</u>	<u>Owner</u>	<u>When Completed</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

- G. Have you ever failed to complete any work awarded to you? If yes, give name of Owner, name of Bonding Company and circumstances: \_\_\_\_\_  
\_\_\_\_\_

- H. State the largest dollar volume of work your organization has completed in any one year and the year that it was completed in: \_\_\_\_\_  
\_\_\_\_\_



## FINANCIAL REFERENCES

A. Name one (1) banking institution reference:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

B. Name two (2) credit references other than the bank listed above.

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Attach OSHA-10 Certificate**

## CERTIFICATION

I hereby certify that the information submitted herewith, including any attachment, is true to the best of my knowledge and belief.

\_\_\_\_\_  
Firm Name

By: \_\_\_\_\_

Signature

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## SECTION 07 3113 - ASPHALT SHINGLES

### PART 1 - GENERAL

#### 1.1 SUMMARY

##### A. Section Includes:

1. Asphalt shingles.
2. Underlayment.

#### 1.2 SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Samples: For each exposed product and for each color and blend specified.
- C. Maintenance data.
- D. Warranties: Sample of special warranties.

#### 1.3 WARRANTY

- A. Special Warranty: Standard form in which manufacturer agrees to repair or replace asphalt shingles that fail in materials or workmanship within specified warranty period.
  1. Material Warranty Period: 30 years from date of Substantial Completion, prorated, with first three years (minimum) non-prorated.

### PART 2 - PRODUCTS

#### 2.1 GLASS-FIBER-REINFORCED ASPHALT SHINGLES

- A. Laminated-Strip Asphalt Shingles: ASTM D 3462, laminated, multi-ply overlay construction, glass-fiber reinforced, mineral-granule surfaced, and self-sealing.

Manufacturers: Subject to compliance with requirements, provide products by one of the following:

- a. CertainTeed Corporation.
  - b. GAF Materials Corporation.
  - c. Owens Corning.
2. Color and Blends: As selected by the Owner from manufacturer's full range. IKO shingles will not be considered as a substitution for the town building roofs.
- B. Hip and Ridge Shingles: Manufacturer's standard units to match asphalt shingles or site-fabricated units cut from asphalt shingle strips. Trim each side of the lapped portion of unit to taper approximately 1 inch.

## 2.2 UNDERLAYMENT MATERIALS

- A. Felt: ASTM D 226 or ASTM D 4869, Type I and II as indicated, asphalt-saturated organic felts, non-perforated.
- B. Self-Adhering Sheet Underlayment, Polyethylene Faced: ASTM D 1970, minimum of 40-mil-thick, slip-resisting, polyethylene-film-reinforced top surface laminated to SBS-modified asphalt adhesive, with release paper backing; cold applied.
  - 1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
    - a. Carlisle Coatings & Waterproofing, Inc.
    - b. Grace, W. R. & Co. - Conn.
    - c. Owens Corning.
    - d. GAF Materials Corporation
  - 2. IKO ice and water shield self-adhering underlayment will not be considered as a substitution for the town building roofs.

## 2.3 RIDGE VENTS

- A. Rigid Ridge Vent: Manufacturer's standard, rigid section high-density polypropylene or other UV-stabilized plastic ridge vent with nonwoven geotextile filter strips; for use under ridge shingles.

## 2.4 ACCESSORIES

- A. Asphalt Roofing Cement: ASTM D 4586, Type II, asbestos free.
- B. Roofing Nails: ASTM F 1667; aluminum, stainless-steel, copper, or hot-dip galvanized-steel wire shingle nails, minimum 0.120-inch-diameter, sharp-pointed, with a minimum 3/8-inch-diameter flat head and of sufficient length to penetrate 3/4 inch into solid wood decking or extend at least 1/8 inch through OSB or plywood sheathing.
  - 1. Where nails are in contact with metal flashing, use nails made from same or compatible metal as flashing.
  - 2. **STAPLES ARE NOT PERMITTED.**
- C. Felt Underlayment Nails: Aluminum, stainless-steel, or hot-dip galvanized-steel wire with low-profile capped heads or disc caps, 1-inch minimum diameter.

## 2.5 METAL FLASHING AND TRIM

- A. General: Comply with requirements in Division 07 Section "Sheet Metal Flashing and Trim."
- B. Fabricate sheet metal flashing and trim to comply with recommendations in SMACNA's "Architectural Sheet Metal Manual" that apply to design, dimensions, metal, and other characteristics of the item and as follows:
  - 1. Apron Flashings: Fabricate with lower flange a minimum of 4 inches over and 4 inches beyond each side of downslope asphalt shingles and 6 inches up the vertical surface.

2. Step Flashings: Fabricate with a head lap of 2 inches and a minimum extension of 4 inches over the underlying asphalt shingle and up the vertical surface.
3. Cricket Flashings: Fabricate with concealed flange extending a minimum of 18 inches beneath upslope asphalt shingles and 6 inches beyond each side of chimney and 6 inches above the roof plane.
4. Drip Edges: Fabricate in lengths not exceeding 10 feet to match profile of the Lamb & Ritchie Company, Inc. Positive "Right Flow" roof edging, [www.lambritchie.com](http://www.lambritchie.com).

## EXECUTION

### 2.6 UNDERLAYMENT INSTALLATION

- A. General: Comply with underlayment manufacturer's written installation instructions applicable to products and applications indicated unless more stringent requirements apply.
- B. Single-Layer Felt Underlayment: Install on roof deck parallel with and starting at the eaves. Lap sides a minimum of 2 inches over underlying course. Lap ends a minimum of 4 inches. Stagger end laps between succeeding courses at least 72 inches. Fasten with felt underlayment nails, for alternate #02.
  1. Install felt underlayment on roof deck not covered by self-adhering sheet underlayment. Lap sides of felt over self-adhering sheet underlayment not less than 3 inches in direction to shed water. Lap ends of felt not less than 6 inches over self-adhering sheet underlayment.
  2. Install fasteners at no more than 36-inch o.c.
- C. Self-Adhering Sheet Underlayment: Install, wrinkle free, on roof deck. Comply with low-temperature installation restrictions of underlayment manufacturer if applicable. Install at entire roof for base bid, lapped in direction to shed water. Lap sides not less than 3-1/2 inches. Lap ends not less than 6 inches staggered 24 inches between courses. Roll laps with roller. Cover underlayment within seven days. Install as indicated on Drawings or, if not indicated, as follows:
  1. Eaves: Extend from edges of eaves 72 inches beyond interior face of exterior wall.
  2. Rakes: Extend from edges of rake 72 inches beyond interior face of exterior wall.
  3. Valleys: Extend from lowest to highest point 36 inches on each side.
  4. Hips: Extend 36 inches on each side.
  5. Ridges: Extend 36 inches on each side without obstructing continuous ridge vent slot.
  6. Sidewalls: Extend beyond sidewall 36 inches and return vertically against sidewall not less than 18 inches.
  7. Dormers, Chimneys, Skylights, and Other Roof-Penetrating Elements: Extend beyond penetrating element 36 inches and return vertically against penetrating element not less than 36 inches.
  8. Roof Slope Transitions: Extend 36 inches on each roof slope.

### 2.7 METAL FLASHING INSTALLATION

- A. General: Install metal flashings and other sheet metal to comply with requirements in Division 07 Section "Sheet Metal Flashing and Trim."
  1. Install metal flashings according to recommendations in ARMA's "Residential Asphalt Roofing Manual" and asphalt shingle recommendations in NRCA's "The NRCA Roofing and Waterproofing Manual."
- B. Apron Flashings: Extend lower flange over and beyond each side of downslope asphalt shingles and up the vertical surface.

- C. Step Flashings: Install with a head lap of 2 inches and extend over the underlying asphalt shingle and up the vertical surface. Fasten to roof deck only.
- D. Cricket Flashings: Install against the roof-penetrating element extending concealed flange beneath upslope asphalt shingles and beyond each side.
- E. Rake Drip Edges: Install rake drip edge flashings over underlayment and fasten to roof deck.
- F. Eave Drip Edges: Install eave drip edge flashings below underlayment and fasten to roof sheathing.
- G. Pipe Flashings: Form flashing around pipe penetrations and asphalt shingles. Fasten and seal to asphalt shingles as recommended by the manufacturer.

## 2.8 ASPHALT SHINGLE INSTALLATION

- A. General: Install asphalt shingles according to manufacturer's written instructions and asphalt shingle recommendations in NRCA's "The NRCA Roofing and Waterproofing Manual."
- B. Distribute load of shingle bundles across roof so as not to create any point loads on roof framing.
- C. Install starter strip along lowest roof edge, consisting of an asphalt shingle strip with tabs removed with self-sealing strip face up at roof edge.
- D. Install first and remaining courses of asphalt shingles stair-stepping diagonally across roof deck with manufacturer's recommended offset pattern at succeeding courses, maintaining uniform exposure.
- E. Fasten asphalt shingle strips with a minimum of six roofing nails located according to manufacturer's written instructions. Do not puncture shingles with nails.
  - 1. When ambient temperature during installation is below 50 deg F, seal asphalt shingles with asphalt roofing cement spots.
- F. Closed-Cut Valleys: Extend asphalt shingle strips from one side of valley 12 inches beyond center of valley. Use one-piece shingle strips without joints in valley. Fasten with extra nail in upper end of shingle. Install asphalt shingle courses from other side of valley and cut back to a straight line 2 inches short of valley centerline. Trim upper concealed corners of cut-back shingle strips.
- G. Ridge Vents: Install continuous ridge vents over asphalt shingles according to manufacturer's written instructions. Fasten with roofing nails of sufficient length to penetrate sheathing.
- H. Ridge and Hip Cap Shingles: Maintain same exposure of cap shingles as roofing shingle exposure. Lap cap shingles at ridges to shed water away from direction of prevailing winds. Fasten with roofing nails of sufficient length to penetrate sheathing.
  - 1. Fasten ridge cap asphalt shingles to cover ridge vent without obstructing airflow.

END OF SECTION 07 3113

## SECTION 07 6200 - SHEET METAL FLASHING AND TRIM

### PART 3 - GENERAL

#### 3.1 SUMMARY

##### A. Section Includes:

1. Formed steep-slope roof sheet metal fabrications.

#### 3.2 SUBMITTALS

##### A. Product Data: For each type of product indicated.

1. Include identification of material, thickness, weight, and finish for each item and location in Project.

#### 3.3 QUALITY ASSURANCE

##### A. Sheet Metal Flashing and Trim Standard: Comply with SMACNA's "Architectural Sheet Metal Manual" unless more stringent requirements are specified or shown on Drawings.

### PART 4 - PRODUCTS

#### 4.1 SHEET METALS

##### A. Aluminum Sheet: ASTM B 209, alloy as standard with manufacturer for finish required, with temper as required to suit forming operations and performance required.

##### 1. Exposed Coil-Coated Finishes:

- a. Siliconized Polyester: Epoxy primer and silicone-modified, polyester-enamel topcoat; with a dry film thickness of not less than 0.2 mil for primer and 0.8 mil for topcoat.
- b. Color: As selected by the Owner from manufacturer's full range.

2. Concealed Finish: Pretreat with manufacturer's standard white or light-colored acrylic or polyester backer finish, consisting of prime coat and wash coat with a minimum total dry film thickness of 0.5 mil.

#### 4.2 UNDERLAYMENT MATERIALS

##### A. Polyethylene Sheet: 6-mil-thick polyethylene sheet complying with ASTM D 4397.

##### B. Felt: ASTM D 226 or ASTM D 4869, Type I and II as indicated, asphalt-saturated organic felts, non-perforated.

##### C. Self-Adhering Sheet Underlayment, Polyethylene Faced: ASTM D 1970, minimum of 40-mil-thick, slip-resisting, polyethylene-film-reinforced top surface laminated to SBS-modified asphalt adhesive, with release paper backing; cold applied.

1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
    - a. Carlisle Coatings & Waterproofing, Inc.
    - b. Grace, W. R. & Co. - Conn.
    - c. Owens Corning.
  2. IKO ice and water shield self-adhering underlayment will not be considered as a substitution for the town building roofs.
- D. Slip Sheet: Building paper, 3-lb/100 sq. ft. minimum, rosin sized.

#### 4.3 MISCELLANEOUS MATERIALS

- A. General: Provide materials and types of fasteners, solder, welding rods, protective coatings, separators, sealants, and other miscellaneous items as required for complete sheet metal flashing and trim installation and recommended by manufacturer of primary sheet metal unless otherwise indicated.
- B. Fasteners: Wood screws, annular threaded nails, self-tapping screws, self-locking rivets and bolts, and other suitable fasteners designed to withstand design loads and recommended by manufacturer of primary sheet metal.
  1. General: Blind fasteners or self-drilling screws, gasketed, with hex-washer head.

#### 4.4 FABRICATION, GENERAL

- A. General: Custom fabricate sheet metal flashing and trim to comply with recommendations in SMACNA's "Architectural Sheet Metal Manual" that apply to design, dimensions, geometry, metal thickness, and other characteristics of item indicated. Fabricate items at the shop to the greatest extent possible.
  1. Obtain field measurements for accurate fit before shop fabrication.
  2. Form sheet metal flashing and trim without excessive oil canning, buckling, and tool marks and true to line and levels indicated, with exposed edges folded back to form hems.
  3. Conceal fasteners and expansion provisions where possible. Exposed fasteners are not allowed on faces exposed to view.
- B. Sealed Joints: Form non-expansion but movable joints in metal to accommodate elastomeric sealant.
- C. Expansion Provisions: Where lapped expansion provisions cannot be used, form expansion joints of intermeshing hooked flanges, not less than 1 inch deep, filled with butyl sealant concealed within joints.
- D. Seams: Fabricate nonmoving seams with flat-lock seams. Tin edges to be seamed, form seams, and solder.

## PART 5 - EXECUTION

### 5.1 UNDERLAYMENT INSTALLATION

- A. Felt Underlayment: Install felt underlayment with adhesive for temporary anchorage. Apply in shingle fashion to shed water, with lapped joints of not less than 2 inches, for alternate #02.
- B. Self-Adhering Sheet Underlayment: Apply primer if required by manufacturer. Comply with temperature restrictions of underlayment manufacturer for installation. Apply at locations indicated, wrinkle free, in shingle fashion to shed water, and with end laps of not less than 6 inches staggered 24 inches between courses. Overlap side edges not less than 3-1/2 inches. Roll laps with roller. Cover underlayment within seven days.
  - 1. Refer to Division 07 Section "Asphalt Shingles."

### 5.2 INSTALLATION, GENERAL

- A. General: Anchor sheet metal flashing and trim and other components of the Work securely in place, with provisions for thermal and structural movement so that completed sheet metal flashing and trim shall not rattle, leak, or loosen, and shall remain watertight. Use fasteners, solder, welding rods, protective coatings, separators, sealants, and other miscellaneous items as required to complete sheet metal flashing and trim system.
  - 1. Install sheet metal flashing and trim true to line and levels indicated. Provide uniform, neat seams with minimum exposure of solder, welds, and sealant.
  - 2. Install sheet metal flashing and trim to fit substrates and to result in watertight performance. Verify shapes and dimensions of surfaces to be covered before fabricating sheet metal.
  - 3. Install exposed sheet metal flashing and trim without excessive oil canning, buckling, and tool marks.
  - 4. Torch cutting of sheet metal flashing and trim is not permitted.
- B. Metal Protection: Where dissimilar metals will contact each other or corrosive substrates, protect against galvanic action by painting contact surfaces with bituminous coating or by other permanent separation as recommended by SMACNA.
  - 1. Underlayment: Where installing metal flashing directly on cementitious or wood substrates, install a course of felt underlayment and cover with a slip sheet or install a course of polyethylene sheet.
- C. Expansion Provisions: Provide for thermal expansion of exposed flashing and trim. Space movement joints at a maximum of 10 feet with no joints allowed within 24 inches of corner or intersection. Where lapped expansion provisions cannot be used or would not be sufficiently watertight, form expansion joints of intermeshing hooked flanges, not less than 1 inch deep, filled with sealant concealed within joints.
- D. Fastener Sizes: Use fasteners of sizes that will penetrate wood sheathing not less than 1-1/4 inches for nails and not less than 3/4 inch for wood screws.
- E. Seal joints as shown and as required for watertight construction.



### 5.3 ROOF FLASHING INSTALLATION

- A. General: Install sheet metal flashing and trim to comply with performance requirements and SMACNA's "Architectural Sheet Metal Manual." Provide concealed fasteners where possible, set units true to line, and level as indicated. Install work with laps, joints, and seams that will be permanently watertight and weather resistant.
  - 1. Fabricate all exposed-to-view flashing from continuous enameled aluminum, unless otherwise indicated. Fabricate concealed-from-view flashing from aluminum.
- B. Roof Edge Flashing: Anchor to resist uplift and outward forces according to recommendations in SMACNA's "Architectural Sheet Metal Manual" and as indicated. Interlock bottom edge of roof edge flashing with continuous cleat anchored to substrate at staggered 3-inch centers.
  - 1. Fabricate drip edges from enameled aluminum.
- C. Pipe or Post Counterflashing: Install counterflashing umbrella with close-fitting collar with top edge flared for elastomeric sealant, extending a minimum of 4 inches over base flashing. Install stainless-steel draw band and tighten.
- D. Counterflashing: Coordinate installation of counterflashing with installation of base flashing. Insert counterflashing in reglets or receivers and fit tightly to base flashing. Extend counterflashing 4 inches over base flashing. Lap counterflashing joints a minimum of 4 inches and bed with sealant.
- E. Roof-Penetration Flashing: Coordinate installation of roof-penetration flashing with installation of roofing and other items penetrating roof. Seal with clamp flashing to pipes that penetrate roof.

### 5.4 CLEANING AND PROTECTION

- A. Clean exposed metal surfaces of substances that interfere with uniform oxidation and weathering.
- B. Clean off excess sealants.

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PRODUCT CATALOGUE > FR8W

## FR8W

Drip Edge Aluminum White Rite-Flow 8", .013 Gauge

**Manufacturer**  
Lamb & Ritchie  
Company

**Part Number**  
3516

**Retail UPC**  
Unknown

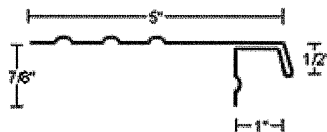
### Packaging Units:

FT	1,0000
CTM	500,0000

### Product Availability:

Sterling, MA:

Please log in for product availability or **call us at 800-732-5473 for a dealer application.**



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*Office of Selectmen*  
Town of Moultonborough  
6 Holland Street - PO Box 139  
Moultonborough, NH 03254  
(603) 476-2347 \* Fax (603) 476-5835

**Board of Selectmen Agenda Report**

**Date:** May 2, 2025

**To:** Board of Selectmen

**From:** Fire Chief David Bengtson

**Subject:** Sales Agreement with Alexis Fire Equipment for the replacement of Engine 1

**Recommended motion:** *"For the Select Board to accept the recommendation of the fire chief and sign the sales agreement with Alexis Fire Equipment Co., for the replacement of Engine 1 and purchase an Alexis fire pumper as specified by the Moultonborough Fire Department for the sum of \$1,071,375.00 (One million, seventy-one thousand and three hundred and seventy-five dollars) and include a Change Order for \$7,553.00 (Seven Thousand and five hundred and fifty-three dollars) for "fill thief" component that was omitted in the specifications for a total expenditure of \$1,078,928.00 (One million, seventy-eight thousand and nine hundred and twenty-eight dollars). \$432,594.00 (Four hundred and thirty-two thousand and five hundred and ninety-four dollars) payable when the chassis is delivered to Alexis Fire Equipment."*

**Background:** 2025 Town Warrant Article 13 raised and appropriated the funding of One million, three hundred and fifty thousand dollars (\$1,350,000.00) for the replacement of Engine 1.

**Issue:** The price listed in the sales agreement is based upon the Fire Department using, with the authorization of the Select Board, the cooperative purchasing of the HGAC Buy. All contracts available to HGAC members are awarded through a competitive public procurement process compliant with state statutes. It is the recommendation of the fire chief that the Select Board authorize and sign the sales agreement for the purchase of an Alexis Fire Equipment pumper as specified by the fire department for the sum of \$1,071,375.00 using Lakes Region Fire Apparatus of Tamworth, New Hampshire as the authorized dealer/vendor for Alexis Fire Equipment.

**Fiscal Impact (If any):** Town Meeting authorized the funding up to \$1,350,000.00 for the replacement of Engine 1 using the Fire Fighting Equipment Fund (CRF 106). Four hundred and thirty-two thousand and five hundred and ninety-four dollars (\$432,594.00) will be payable for the chassis, the balance of the money will be payable upon delivery and acceptance of the apparatus. The estimated delivery of the apparatus is 775 days after the approval of the signed sales agreement, though this time is only approximate and may be affected by delays related to tariffs, supply chain disruptions, and issues with suppliers or subcontractors.

It is my recommendation that the Select Board approve and sign the sales agreement with Alexis Fire Equipment for a purchase price of \$1,071,375.00. The balance of the \$1,350,000 approved in the warrant article should be used as a contingency to cover any cost increases due to any tariffs affecting the manufacture of the apparatus. \$18,000 of the balance will need to be applied for the purchase of mobile

radios, which are not part of the apparatus specifications because the Town can obtain them for less cost than Alexis Fire Equipment using NH State Bid.

## **State of New Hampshire Statutes enabling the use of HGAC BUY**

Title III Towns, Cities, Village Districts and Unincorporated Places  
Chapter 53-A Agreements Between Government Units

### **53-A:1 Purpose.**

It is the purpose of this chapter to permit municipalities and counties to make the most efficient use of their powers by enabling them to cooperate with other municipalities and counties on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities.

### **53-A:2 Public Agency Defined.**

For the purposes of this chapter, the term "public agency" shall mean any political subdivision of this state or of any adjoining state and any quasimunicipal corporation, including but not limited to school districts, village districts, regional water districts, and special districts.

### **53-A:3 Joint Exercise of Powers.**

Any power or powers, privileges or authority exercised or capable of exercise by a public agency of this state may be exercised jointly with any other public agency of this state. Such authority shall include, but not be limited to, the power to enter into agreements to share tax revenues resulting from local economic development efforts and with respect to cities and towns, the power to form the entities and conduct the activities provided for in RSA 162-G.

I. Any 2 or more public agencies may enter into agreements with one another for joint or cooperative action pursuant to this chapter. Appropriate action by ordinance, resolution or other action pursuant to law of the governing bodies of the participating public agencies shall be necessary before any such agreement may enter into force.

## **H-GAC & HGACBuy**

Houston-Galveston Area Council (H-GAC) is a nationwide, government procurement service striving to make the governmental procurement process more efficient. Units of local government, including non-profits providing governmental services, are eligible to become participating members of the HGACBuy Cooperative. All contracts available to participating members of HGACBuy have been awarded by virtue of a public competitive procurement process compliant with state statutes.

Here's how it works in New Hampshire:

1. **Eligibility:** Units of local governments, state governments, state agencies, and nonprofits providing governmental services in New Hampshire can join HGAC Buy if their state's laws allow participation in other states' cooperative purchasing programs.
2. **Competitive Bidding:** HGAC Buy contracts are awarded through competitive bidding or requests for proposals (RFPs), ensuring a fair and transparent procurement process.
3. **Broader Vendor Participation:** HGAC Buy encourages participation from a wide range of vendors, offering a diverse selection of products and services.

4. Streamlined Process: HGAC Buy aims to simplify the procurement process, potentially reducing the need for extensive documentation and time-consuming steps.
5. Volume Purchasing Discounts: HGAC Buy provides access to volume purchasing discounts, offering potential cost savings for participating entities.
6. Customization: While the process is streamlined, HGAC Buy often allows for customization of vehicles and other products to meet specific service needs.
7. Contract Management: HGAC Buy manages the vendor contracts awarded through the competitive bidding process.

In essence, HGAC Buy acts as a middleman, negotiating contracts with vendors and making them available to participating public entities, saving time and potentially money through volume purchasing and streamlined processes"



## Change Order A

109 East Broadway

Alexis, IL 61412

800-322-2284 / 309-937-3801 fax

Customer: Moultonborough

Job Number:

Drawing No:

Date: 05/06/25

### Routing

☐ Engineering

☐ Shop

☐ Purchasing

☐ Shipping

ITEM	PAGE	DESCRIPTION	CUSTOMER COST
1		A custom manually controlled fill thief system shall be provided on the driver side 6" suction. It shall have 2½" piping and valved with a 2½" ball valve. The fill thief shall be controlled with a Trident 4" handwheel control mounted on the pump panel.	\$7,553.00
0		0	\$0.00
0		0	\$0.00

Accepted By:

TOTAL

\$7,553.00

Customer Representative

DATE:

Alexis Representative

*Glenn Davis*

DATE:

5/06/25

NOTE: The contracted delivery date on the apparatus will be extended based upon the receipt of the approved change order



📍 Alexis Fire Equipment  
109 East Broadway  
Alexis, IL 61412  
☎ 800-322-2284  
✉ sales@alexisfire.com  
🌐 AlexisFire.com

## **SALES AGREEMENT ALEXIS FIRE EQUIPMENT CO.**

This Sales Agreement ("Agreement") is made and entered into, in duplicate on this \_\_\_\_\_ day of April, 2025, by and between **ALEXIS FIRE EQUIPMENT CO.**, an Illinois corporation (the "Company"), and

---

(the "Buyer").

### **WITNESSETH**

**WHEREAS**, the Company and the Buyer desire to enter into this Agreement subject to the terms and conditions hereto;

**NOW, THEREFORE**, for and in consideration of the foregoing recital and the undertakings and agreements hereinafter provided, the parties agree as follows:

### **ARTICLE 1: SALE**

The Company agrees to sell to the Buyer, upon the conditions which are below written, the vehicle(s) and equipment, according to the specifications attached and incorporated by reference herein as Exhibit A (collectively, the "Products").

### **ARTICLE 2: ACCEPTANCE**

The Agreement shall be binding on the Company only after written acceptance at the Company's Home Office in Alexis, Illinois by an officer of the Company. Written notice of acceptance shall be given to the Buyer. When requested by the Company, the Buyer shall furnish an attorney's opinion as to the power of the Buyer's representatives to enter into the Agreement, and that this Agreement is a valid, legal and enforceable obligation of the Buyer.



Alexis Fire Equipment  
109 East Broadway  
Alexis, IL 61412  
800-322-2284  
sales@alexisfire.com  
AlexisFire.com

### ARTICLE 3: PAYMENT

3.1 The Buyer agrees to pay as the purchase price of the Products specified in Exhibit A the sum of One Million, Seventy One Thousand, Three Hundred

Seventy Five

DOLLARS (\$1,071,375.00) to ALEXIS FIRE EQUIPMENT CO., in the manner described below.

Chassis Payment of \$432,594.00 when chassis is delivered  
To Alexis. Balance +/- any changes upon delivery & acceptar  
At the Moultonborough Fire - Rescue Department

Note: Exhibit A; Is the chassis & body specifications dated  
3/21/25

Interest shall begin to accrue on the unpaid balance at the rate of 1-1/2% per month on the day after each payment is due.

3.2 Buyer shall pay all amounts payable to the Company when due, time being of essence, and shall pay all of Buyer's expenses, if incurred by the Company, for taxes, insurance, freight and warehousing relating to the Products. The Company reserves the right to modify, change or withdraw credit terms at any time without notice and to require guarantees, security or payment in advance. In the event legal proceedings or other action is necessary for the collection of past due accounts, Buyer agrees to pay all expenses incurred by the Company in enforcing Buyer's obligations hereunder, including, without limitation, attorney's fees.

3.3 If, during the contract term, any existing orders are changed by the manufacturer's (Alexis) supplier after the issuance of a purchase order; or any new laws or regulations are enacted that require Alexis Fire Equipment to make substantial and unanticipated expenditures (whether capitalized or otherwise) with respect to the components ordered or with respect to the services provided hereunder, Alexis Fire Equipment may, subject to the terms of this Section impose a surcharge (a "Surcharge") to cover the customer's pro rata share of the cost of complying with these increase costs, laws or regulations. Subject regulations include but are not limited to EPA regulations resulting in charges that are passed on to Alexis Fire Equipment by engine manufacturers and/or chassis manufacturers.

INITIAL  
Salesman Customer





Alexis Fire Equipment  
109 East Broadway  
Alexis, IL 61412  
800-322-2284  
sales@alexisfire.com  
AlexisFire.com

#### **ARTICLE 4: TAXES**

Buyer shall pay all taxes, whether presently or hereafter applicable, assessed or arising out of this transaction, whether in the nature of an occupation, property, excise, sales or use tax imposed upon the Company, Buyer or the Products. Whenever possible the Company shall add such taxes to the invoice as a separate charge. However, the Company shall have the right at anytime to separately bill Buyer for any such taxes which the Company may be required to pay. If the Products are exempt from taxes upon the proper execution of an exemption certificate, it is the duty of the Buyer to furnish such properly executed exemption certificate to the Company.

#### **ARTICLE 5: RISK OF LOSS AND INSURANCE**

All risk of loss shall pass to the Buyer when the Products are delivered to the carrier. Buyer shall insure the Products against "all risks" subject to the normal exclusions, from the time the Products are placed in the possession of the carrier, during transit, during unloading and continuously thereafter until all amounts payable by Buyer are paid in full to the Company for no less than the total amount owing to the Company, with loss first payable to the Company shall be submitted by Buyer prior to shipment, or the Company may procure such insurance at Buyers expense.

#### **ARTICLE 6: COMPLETION**

The Products shall be completed by the Company as outlined in Exhibit A. This date is only approximate and is subject to delays caused by war, fire strike, Acts of God, shortages of materials, failure of suppliers or subcontractors to satisfactorily meet scheduled deliveries or any other fact or event beyond the Company's control, none of which factors or events shall give rise to any liability on the part of the Company, whether for general, incidental or consequential damages. Any such delay shall not constitute grounds for cancellation by Buyer.



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109 East Broadway  
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## **ARTICLE 7: SHIPMENT**

All shipments will be made F.O.B. Alexis, Illinois. In the absence of specific instructions, the Company will select the carrier. Buyer shall accept shipment within ten (10) days after notification by the Company the Products are ready for shipment, or the Company is authorized either to have the Products transported and warehoused, at Buyers expense and risk, which act shall constitute shipment, or to defer the shipment. Complete operation instructions and handling instructions relating to the Products shall be furnished by the Company at the time of delivery of the Products to the Buyer.

## **ARTICLE 8: MULTIPLE PIECES**

If more than one vehicle or more Products are ordered under this Agreement and the Products are shipped at different dates, the terms of payment stated herein shall apply to each shipment and an invoice covering each shipment shall be rendered.

## **ARTICLE 9: LIMITED WARRANTY**

The Company warrants exclusively to the Buyer that at the date of delivery to the Buyer, the Products shall be free from defects in material and workmanship under the use and service as specified in the operation and handling instructions. Any component of a Product manufactured by any supplier other than the Company shall bear only the warranty, if any, made by the manufacturer of such component. The Buyer shall notify the Company of any defect in any Product covered by this Limited Warranty no later than thirty (30) days after the defect is discovered and before any repairs are performed. If any repairs are made before the Company is notified, these repairs shall void this Limited Warranty in its entirety. NOTE: Warranty appendix for exclusive warranty details.



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Defective parts will not be accepted for return or replacement without the prior written authorization of the Company. Upon receipt of such written authorization, and in accordance with instructions from the Company, the defective parts may be returned to the Company or its authorized agent at the expense of the Buyer. Return shipment of repaired/replaced part or parts covered by this Limited Warranty shall be at the expense of the Company. Unauthorized alteration and/or repair of the Products by anyone other than the Company or its authorized agent which causes failure of the Products or associated components will void this Limited Warranty in its entirety.

This Warranty shall not specifically apply to the following:

To normal maintenance services or adjustments.

To Products which shall have been replaced or altered outside of the Company's factory in any way so as to affect its stability, or which has been used in a manner other than that specified in the operation and handling instructions provided by the Company, or involved in an accident, or to Products made by the Company which has been operated at a speed exceeding the factory rated speed, or loaded beyond the factory rated load capacity.

To the chassis associated equipment furnished with chassis, signaling devices, generators, batteries, tires, pumps, and all purchased parts or other trade accessories.



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🌐 AlexisFire.com

#### **ARTICLE 10: LIMITATION OF REMEDIES AND DAMAGES**

THE SOLE AND EXCLUSIVE REMEDY OF THE BUYER AGAINST THE COMPANY SHALL BE FOR THE REPAIR OR REPLACEMENT OF DEFECTS IN THE PRODUCTS AS SET FORTH ABOVE. THE BUYER SHALL HAVE NO CLAIM AGAINST THE COMPANY FOR SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES WHICH MAY BE SUSTAINED BY THE BUYER, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM THE USE, INABILITY TO USE, MAINTENANCE OR REPAIR OF THE PRODUCTS UNDER ANY THEORIES OF LAW OR EQUITY, OR THOSE DAMAGES ARISING FROM LOST PROFITS, LOST SALES, INJURY TO PERSON OR PRODUCTS, OR ANY OTHER INCIDENTAL OR CONSEQUENTIAL LOSS, OR FOR DAMAGES BASED UPON NEGLIGENCE. The sole purpose of the exclusive remedy shall be to provide the Buyer with repair or replacement of defective Products. This exclusive remedy shall not be deemed to have failed of its essential purpose so long as the Company is willing and able to repair or replace defective Products in the manner prescribed. The maximum liability of the Company under the Limited Warranty shall not in any case exceed the purchase price for the Products claimed to be defective. Any action for breach of warranty must be commenced within the warranty period after the cause of action arises.

#### **ARTICLE 11: WARRANTY DISCLAIMER**

THERE ARE NOT WARRANTIES WHICH EXTEND BEYOND THE DESCRIPTION OF THE FACE HEREOF EXCEPT AS EXPRESSLY SET FORTH HEREIN. THE LIMITED WARRANTY GRANTED BY THE COMPANY TO THE BUYER HEREIN SHALL BE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED. THE COMPANY DISCLAIMS ANY IMPLIED WARRANTY OF FITNESS OF THE PRODUCTS FOR A PARTICULAR PURPOSE. NO PROMISE OR AFFIRMATION OF FACT SHALL CONSTITUTE WARRANTY BY THE COMPANY OR GIVE RISE TO ANY LIABILITY OR OBLIGATION OF THE COMPANY.



 Alexis Fire Equipment  
109 East Broadway  
Alexis, IL 61412  
 800-322-2284  
 sales@alexisfire.com  
 AlexisFire.com

11.1 Following thirty (30) days after the date of delivery, all warranty claims shall be submitted by the customer to the Company on the Warranty Claim form supplied by the Company at delivery.

Upon receipt of the respective Warranty Claim forms, the Company will act in a timely manner in accordance with the Limited Warranty to expedite said claims. If, however, the apparatus is deemed to be out of service during the warranty period the Customer shall notify the Company in writing and appropriate action will be taken in accordance with the Limited Warranty.

## **ARTICLE 12: ASSIGNMENT**

Buyer shall not assign any of its rights or delegate any of its obligations hereunder without the prior written consent of the Company.

## **ARTICLE 13: TRADEMARKS**

13.1 All Products sold to the Buyer by the Company may bear a trademark owned by the Company. Any trademark affixed to the Products by the Company shall remain the sole property of the Company. The Buyer hereby acknowledges the Company's exclusive right, title and interest in and to any such trademark of the Company; and the Buyer shall not at anytime do or cause to be done any act or thing in anyway contesting or in anyway impairing or tending to impair any part of such right, title and interest. The term "trademark" as used herein, includes any trademark or trademark rights of the Company, whether the trademark is registered pursuant to the laws of the federal government of the United States of America, or exists pursuant to the common law or the laws of any state or nation.

13.2 In the event of any infringement of the rights of the Company to any trademark coming to the notice of the Buyer, the Buyer shall promptly notify the Company, in writing, and the Buyer shall join with the Company, if required by the Company and at the expense of the Company, in taking such steps as the Company may deem advisable against the infringement or otherwise for the protection of the rights of the Company.



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 sales@alexisfire.com  
 AlexisFire.com

## **ARTICLE 14: GENERAL PROVISIONS**

14.1 Titles to Articles herein are for informational purposes only.

14.2 The provisions of this Agreement shall be binding upon and inure to the benefit of the parties hereto, and their successors and assigns, subject to the provisions of Article 12.

14.3 This Agreement shall be construed, enforced and governed in all respects, in accordance with the laws and the statutes of the State of Illinois, excluding any choice of law rules which may direct the application of the laws of any other jurisdiction. Buyer consents to venue and personal jurisdiction in the United States District Court for the Central District of Illinois and the Ninth Judicial Circuit Court of the State of Illinois, Warren County, Illinois with regard to any cause of action relating to this Agreement.

14.4 If any provision of this Agreement is deemed invalid, illegal or unenforceable in any jurisdiction, (i) such provision will be deemed amended to conform to applicable laws of such jurisdiction so as to be valid and enforceable, or if it cannot be so amended without materially altering the intention of the parties, it will be stricken, (ii) the validity, legality and enforceability of such provision will not in any way be affected or impaired thereby in any other jurisdiction, and (iii) the remainder of this Agreement will remain in full force and effect.

14.5 This Agreement constitutes the entire understanding and agreement between the parties relating to the sale of the Products by the Company to the Buyer and supersedes any and all prior agreements, whether written or oral, that may exist between the parties regarding the sales of Products. This Agreement may be amended only by a written instrument signed by each party.

14.6 Any notice required by the terms of this Agreement shall be given in writing whether by actual delivery of the notice to the party thereunto entitled, or by the mailing of the notice in the United States mail, first class postage prepaid, to the address of the party entitled thereto, registered or certified mail, return receipt requested. The notice shall be deemed to be received on the date of its actual receipt, if delivered by hand, and on the date of its mailing, if delivered by mail. All notices demands or other communications to any of the parties to this Agreement shall be addressed as follows:



📍 Alexis Fire Equipment  
109 East Broadway  
Alexis, IL 61412  
☎ 800-322-2284  
✉ sales@alexisfire.com  
🌐 AlexisFire.com

To The Company:

Alexis Fire Equipment Company  
PO Box 549  
109 E. Broadway  
Alexis, Illinois 61412

With a Copy to:

Keith J. Braskich  
Davis and Campbell, L.L.C.  
401 Main Street  
Suite 1600  
Peoria, Illinois 61602-1241

Buyer's Legal name and address:  
Town of Moultonborough - Fire Rescue  
Department  
1035 Whittier Highway  
Moultonborough, NH 03254

Buyer's billing address:  
Town of Moultonborough - Fire Rescue  
Department  
PO Box 446  
Moultonborough, NH 03254

14.7 Any waiver by a party hereto of a breach of any term or condition of this Agreement shall not be considered as a waiver of any subsequent breach of the same or any other term or condition hereof.

14.8 The Company may provide a copy of this Agreement to other potential buyers for their review and use with respect to the purchase of similar Products from the Company.



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IN WITNESS WHEREOF, the Buyer and the Company have caused this Agreement to be executed by their duly authorized representatives this \_\_\_\_\_ day of April, 2025.

\_\_\_\_\_  
ALEXIS SALESMAN

\_\_\_\_\_  
Town Of Moultonborough, NH

\_\_\_\_\_  
BUYERS REGISTERED NAME

\_\_\_\_\_  
AUTHORIZED SIGNATURE & TITLE

\_\_\_\_\_  
AUTHORIZED SIGNATURE & TITLE

\_\_\_\_\_  
AUTHORIZED SIGNATURE & TITLE

\_\_\_\_\_  
Chief David Bengtson

\_\_\_\_\_  
603.476.5658

\_\_\_\_\_  
CONTACT PERSON & PHONE NUMBER

\_\_\_\_\_  
02-6000574

\_\_\_\_\_  
TAX EXEMPT NUMBER

\_\_\_\_\_  
F.E.I.N. NUMBER

**ACCEPTED:**      **ALEXIS FIRE EQUIPMENT CO.**  
                         **109 EAST BROADWAY**  
                         **ALEXIS, ILLINOIS 61412**

**BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



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## MEMORANDUM – OFFICE OF THE HUMAN RESOURCE DIRECTOR

---

**TO:** Board of Selectmen  
**FROM:** Robin Reade, HR Director  
**RE:** Market & Wages  
**DATE:** May 20, 2025  
**CC:** Carter Terenzini, Interim Town Administrator



As you now know, during the preparation of the FY '26 budget we had two collective bargaining agreements come due, and we had requests from several departments to upgrade the pay of certain positions within their units. Those positions are:

DEPARTMENT	POSITION	REQUESTS/JUSTIFICATION
Fire	Firefighter/AEMT	Position Grade Reclassification
Police	Community Service Officer PT Officers Sergeant Lieutenant	Never placed on scale Market Adjust Market Adjust Market Adjust
Town Clerk	Town Clerk Deputy Town Clerk PT & FT Clerk	Account for Certification Market Adjust Market Adjust
Tax Collector	Deputy Tax Collector	Market Adjust
Assessing	Assessor Technician	Cola & Merit Market Adjust
Finance	Finance Director	Cola & Merit

As previously discussed, we have not done a comprehensive wage study since 2014 and have seemingly agreed that we should pursue that in the 2027 Fiscal Year. Also, a significant number of our positions within Police and DPW are controlled by the collective bargaining process.

Also, as we discussed in my memo from May 6, 2025, (with some “comparable communities” submitted by various staff members being as far away as Portsmouth and Bedford) we remained convinced that “commuting distance was the deciding factor, especially for elected positions.

Let’s review the several positions and their standing in the Market place. We did our original comparison for FY ’25 and then all positions were updated to the FY ’26 step and grade schedule and compared to Market FY ’26 with the assumption of 3.50% COLA.

Let's start with the list above. In reviewing these requests and the marketplace I submit to you the following findings.

The Firefighter/AEMT positions are considerably out of range with the marketplace as well as outside of their current grade now that we have added AEMT to their job requirements.

GRADE	POSITION	MARKET FY '26	MBORO FY '26	AVG
IX	FIREFIGHTER/AEMT	27.19	23.76	MIN
		30.74	25.97	MID
		34.56	31.01	MAX
XII	FIREFIGHTER/AEMT	27.19	27.07	MIN
		30.87	29.58	MID
		35.02	34.56	MAX

The Police positions of CSO and Part-time Patrol Officers do need to be addressed.

No Data on CSO position. Did not have ranges on part-time officers. Just the current salary amount. The Sergeant and Lieutenant positions are within market range.

TOWN CLERK: We now need to differentiate between no certification and certification without having two different grades. This situation also applies to the Tax Collector.

The other administrative positions within Town Clerk and Tax Collector offices are modestly below market.

GRADE	POSITION	MARKET FY '26	MBORO FY '26	AVG
VI	Office Clerks	20.07	20.32	MIN
		24.18	22.20	MID
		28.59	26.51	MAX

ASSESSOR: We appear to be within market for this position itself and in fact the position is currently compensated above the maximum on our own grid.

GRADE	POSITION	MARKET FY '26	MBORO FY '26	AVG
XXII	Assessor	35.74	38.67	MIN
		42.41	42.26	MID
		49.33	50.46	MAX

Assessing Technician position it is currently at a Step 10 on our Grade and Step scale.

Finance has requested a 5% increase in their budget for the Finance Director position. This position is slightly below the Max for Grade XXII.

Based upon all of the information above, I recommend the following actions:

Firefighter/AEMT: Upgrade to Grade XII from Grade IX.

Police: Place CSO into the Grade Position Scale at VII. Place in appropriate step.

Town Clerk & Tax Collector: Base Pay plus 3% for Certification.

Finance Director: COLA as decided meeting of May 6.

With respect to the Firefighters, the major issue that always confronts us when recognizing the need for changes of this magnitude (three full grades) is how to carry out the change. Many would suggest we simply bite the proverbial bullet and do it all at once. Some communities do it one grade a year. Making such changes over a period of time is not uncommon in collective bargaining where the Town recognizes the CBA is out of step with the marketplace but has both fiscal and image constraints. The Fire Chief informs me that the salary range for the original hires was consistent with the marketplace of the time. However, as the applicant pool has continued to narrow, the salaries have accelerated at a dramatic rate. He is very concerned that we might lose some of our staff if we do not make this transition as quickly as possible.

Cost data will be available for the Board on Tuesday May 20, 2025.

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Select Board

**FROM:** Carter Terenzini, Interim Town Administrator *Carter*

**RE:** Agenda Report Re: Requested Parking for Little Gansy

**DATE:** April 29, 2025

**AMENDED:** May 15, 2025



---

**Recommended motion:** *"I move that the Select Board (a) designate the five eastern most parking spots for overnight parking only by an annual "Overnight Parking Pass" to be issued by action of this Board, (b) approve the request of Ms. Zina Talis for the issuance of such a pass, (c) direct the Director of Public Works to install appropriate signage to effect such action and (d) Authorize the Town Administrator to notify the owners of Spring Island that there shall not be a single specific space reserved for them within this group of spaces."*

**Background:** In 2024 the SB approved a request from the owner of Spring Island for a reserved parking space at this facility. The attached request follows seeking similar approval. We do anticipate that an approval of this request may generate additional requests. The SB did not initially act and inquired whether or not the applicant might park on States Landing Road itself. I did confer with the Police Chief and DPW Director and we came to agree that using that approach might encourage others to do so as well thus compounding the issue.

Designating this area in general will allow the SB to act without each such action requiring

**Fiscal Impact:** Each such sign as you installed for Spring Island costs roughly \$85 plus the staff time for installation. Installing the suggested signage (Sample below) would cost about \$175 but this accommodates three additional future requests. In addition, as noted by the citizen comment of your last meeting, should you find these spaces are not fully utilized you can, with some degree of judgment, issue more than the five passes.

**Long Term Suggestion:** The Overnight Pass (at \$10) and the "Guest Pass" (at \$10) are very low priced in comparison to their value and should be reviewed in conjunction with your FY '27 budget package.

## 2 Little Ganzy Island



Zina Talis <zinatalis@comcast.net>

To: Alison Kepple  
Cc: Jonathan Young

Follow up. Start by Thursday, May 15, 2025. Due by Thursday, May 15, 2025.



Wed 1/15/2025 1:19 PM

[You don't often get email from [zinatalis@comcast.net](mailto:zinatalis@comcast.net). Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Dear Alison & Board of Selectman & Women

My name is Zina Talis and our family purchased Little Ganzy in 2022. We absolutely love and enjoy the visits but it has its challenges for overnight parking. We purchase the seasonal decal for parking and also purchase guest permit but still can not stay overnight because of the parking restrictions. Spring Island has an overnight spot since island living does not allow for them to park near their property. I am hoping this same concession and parking spot can be made available to our family for use of the island. We generally launch and paddle to the island. We would be grateful if we are allowed a spot for one vehicle for overnight stays at our happy little cabin on Little Ganzy.

Thank You for your consideration

Zina Talis & Jonathan Young



## SAMPLE AT EACH END OF THE PARKING BAY





**Town of Moultonborough  
Public Works**

P.O. Box 139, 68 Highway Garage Rd  
Moultonborough, NH 03254  
603-253-7445- Office  
e-mail: [ctheriault@moultonboroughnh.gov](mailto:ctheriault@moultonboroughnh.gov)

**Chris Theriault  
Director of Public Works**

April 15, 2025

RE: FY2026 CIP: Highway Garage Pole Shed

**Background:** As part of the FY2026 Capital Improvements Program, the Public Works Department is scheduled to complete the construction of the Highway Garage Pole Shed.

**Discussion:** As is the Town, ClearSpan is a member of Sourcewell. Through this membership, ClearSpan customers that are also part of Sourcewell receive a streamlined project process to forego the bidding process.

Sourcewell is a municipal contracting agency that provides its members with purchasing contracts under the guidance of the Uniform Municipal Contracting Law. Sourcewell has created this successful cooperative by creating a business and service alliance between members and Sourcewell contracted suppliers. Members of Sourcewell can work more efficiently by selecting to work with suppliers from Sourcewell's extensive database.

The ClearSpan 30W (Deep) by 120L Metal Clad Monoslope Structure Quote No.1056528 is provided under the Sourcewell Contract No.071223-CSS for a total of \$105,417.47 (including freight).

Note: Final engineering plans will be completed upon approval of the Quote. Delivery and installation of the ClearSpan structure is about 14-16 weeks from time of order placement. We will need final design plans in order for East Coast Foundations to provide a foundation design and estimate to support the structure.

**Fiscal Impact:** Approved as part of the 2025 Town Meeting Warrant Article 14: Funding the FY'26 Capital Improvements Program (\$200,000), partially funded by CR104 (\$150k).

**Recommendation:** The Board of Selectmen approve the request as follows: "Motion to waive the bidding requirement and accept the ClearSpan Quote No.1056528 for the Metal Clad Monoslope Structure in the amount of \$105,417.47 and authorize the Town Administrator to sign."



Corporate  
703 Hebron Avenue, Floor 3, Glastonbury, CT 06033  
p 1 860 760 0046 • f 1 888 958 1393 • www.clearspan.com



Customer ID: 8983138  
Quote Number: 1056528

## QUOTE

Sourcewell Contract #: 071223-CSS  
110822-CSS

Page: 1 of 2

### Quote To:

CHRIS THERIAULT  
TOWN OF MOULTONBOROUGH  
68 HIGHWAY GARAGE RD  
PO BOX 139  
MOULTONBOROUGH NH 03254-0139  
UNITED STATES

Phone: (603) 253-7445

CTHERIAULT@MOULTONBOROUGH.NH.GOV

Sales Person: BRAD WILLIAMS

Office Phone: 800-603-4445 x1241

BWILLIAMS@CLEARSPAN.COM

### Ship To:

TOWN OF MOULTONBOROUGH  
68 HIGHWAY GARAGE RD  
PO BOX 139  
MOULTONBOROUGH, NH 03254-0139

Date: 4/14/2025

Valid for 10 Days

Quote Total

105,417.47

USD					
Line	Part	Description	Expected Qty	Unit Price	Ext. Price
2	100110	30W (DEEP) BY 120L METAL CLAD MONOSLOPE STRUCTURE WITH 15.5' LOW EAVE 1:12 PITCH PAINTED STEEL CLADDING 15'OC W ADDITIONAL STEEL TO HANG SPREADERS INCLUDED	1.00	46,650.00	46,650.00
3	700011	CUSTOM BEAM DESIGN AND ENGINEERING BUILDING	1.00	5,000.00	5,000.00
5	700000	BUILDING INSTALLATION - 30X120 ON FOUNDATION BY OTHERS	1.00	46,620.00	46,620.00

Installation estimate for a metal clad beam building 30x120. This will be a monoslope structure attached to an existing building. There will be 9 frames with closed end walls. Both side walls are expected to remain open without any cladding applied.

The foundation is expected to be concrete at grade installed by others.

Installation Assumptions: Full site access for crew and equipment, Open site free from obstructions, No foundation work included in estimate, Sufficient room on site to unload and stage materials, Standard wages and working hours expected.

### QUOTE - Miscellaneous Charge -

Description	Ext. Price
1.) Freight	7,147.47



Corporate  
703 Hebron Avenue, Floor 3 Glastonbury, CT 06033  
p 1 860 760 0046 • f 1 888 958 1393 • www.clearspan.com



Customer ID: 8983138  
Quote Number: 1056528

## QUOTE

Sourcewell Contract #: 071223-CSS  
110822-CSS

Page: 2 of 2

*Please Note:*

*\*Additional Sales Tax will apply for materials and installation if the project is not tax exempt.*

*\*Freight Rate shown is estimated. Buyer is responsible for final freight charges that are calculated at time of shipment*

*\*Anchor Hardware not included for Designed and Engineered Structures unless listed on the quote. Customer may provide the anchor bolts or ClearSpan will quote them once engineering is completed*

Lines Total	98,270.00
Line Miscellaneous Charges	0.00
Quote Miscellaneous Charges	7,147.47
<b>Quote Total</b>	<b>105,417.47</b>



# Beam Building LIMITED WARRANTY

## A. Limited Warranty

Engineering Services & Products Company (herein referred to as ESAPCO) warrants, on the terms set forth in this Beam Building Limited Warranty (the "Limited Warranty"), solely to the original Building Owner (herein referred to as the Building Owner), which Limited Warranty shall be non-transferable, that under normal use, proper installation, maintenance, and the satisfaction of the conditions of this Limited Warranty, the new main building frame and end frame components of the beam building manufactured by ESAPCO, and certain other components of the beam building described herein, shall be free from manufacturing and material defects as follows:

- **Main Building Frame (50-Year):** Beams, braces, purlins, and manufactured brackets only and specifically excluding all cable, cable assemblies, clamps, winches, ratchets, strapping, fasteners, PVC conduit, and other small parts.
- **End Frame (5-Year):** Vertical beams, horizontal braces and frame members, and manufactured brackets only and specifically excluding all cable, cable assemblies, clamps, winches, ratchets, strapping, fasteners, PVC conduit, and other small parts.
- **Metal Roof and Sidewall Cladding:** Metal sheets used to cover roof and/or sidewalls are warranted under the original equipment manufacturer's (OEM) warranty. These are *not warranted* by Engineering Services & Products Company (ESAPCO). Consult the OEM warranty for details and restrictions.
- **Main Building Frame Cover (30-Year for 29 oz Vinyl):** Panel(s) for the main building frame only and specifically excluding any components used to secure cover panel(s) to the main building frame, roll-up panels separate from the main cover and that can be removed independent of the main cover, and any portion of the main cover that may roll up.
- **End Frame Panels (5-Year):** Panel(s) used to cover an end frame that was designed, manufactured, and approved by ESAPCO, used to cover an end frame only and specifically excluding all components used to secure end panel(s) to the end frame, zippered end panels, and those panels covering an end frame not manufactured and approved by ESAPCO.
- **Fabric Doors (1-Year):** Door membrane only and specifically excluding all door hardware, conduit, and related components used to secure or raise and lower the door.
- **Small Components (1-Year):** Cable, clamps, cable thimbles, turnbuckles, winches, ratchets, fasteners, strapping, PVC conduit, and other small parts.

The time periods of this Limited Warranty are pro-rated over the applicable period, which time periods shall in all cases begin on the date of the initial shipment of the applicable component.

THIS LIMITED WARRANTY IS IN LIEU OF ANY AND ALL OTHER WARRANTIES, WHETHER EXPRESSED OR IMPLIED, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. THERE IS NO GUARANTEE AS TO SNOW LOAD OR WIND LOAD RATINGS UNLESS THE BEAM BUILDING OWNER HAS RECEIVED FROM ESAPCO STAMPED ENGINEERED DRAWINGS WITH THE BEAM BUILDING. IF STAMPED ENGINEERED DRAWINGS ARE NOT RECEIVED FROM ESAPCO WITH THE BEAM BUILDING, ESAPCO DOES NOT WARRANT THAT THE FRAME WILL COMPLY WITH LOCAL OR STATE BUILDING CODES IN THE LOCATION WHERE THE BEAM BUILDING IS ERECTED. THIS LIMITED WARRANTY IS INTENDED BY BOTH PARTIES TO BE THE COMPLETE AND EXCLUSIVE EXPRESSION OF THE WARRANTY PROVIDED BY ESAPCO WITH RESPECT TO THE BEAM BUILDING.

ESAPCO WITH RESPECT TO THE BEAM BUILDING:

Notwithstanding any other provision of this Limited Warranty to the contrary, this Limited Warranty does not apply to damage or defects resulting from any of the following: a) improper installation or installation that is not in accordance with the drawings or instructions provided by ESAPCO; b) failure to maintain the beam building according to any applicable maintenance and care documents; c) improper anchoring of the beam building; d) failure of the footings or foundation, or improperly designed footings or foundation, of the beam building; e) unapproved modification of the original design of the beam building; f) misuse or neglect of the beam building; g) accident; h) damage from falling objects, punctures or tears, exposure to harmful chemicals, fumes or other substances (foreign or natural); i) "Acts of God", including but not limited to hail, flooding, ice, snow, or wind;

# Beam Building LIMITED WARRANTY

j) failure to clean the beam building, or using unapproved cleaning methods or materials; k) use of harmful chemicals or solvents for cleaning the beam building; l) normal wear and tear; m) unauthorized repair or modification the beam building; n) use, or integration, of the beam building with products or systems not manufactured or approved by ESAPCO; o) exposure of the beam building to conditions that exceed the wind and snow load specifications; p) improper storage of the building components before and during assembly; q) product upgrade or product recall; r) corrosion of beam building components caused by any source or use other than a defect affecting that components protection; s) the beam building, roof covers, end panels, or roll-up panels are no longer in the possession of the original Building Owner. This Limited Warranty does not apply to foundations.

## **ESAPCO specifically calls Building Owner's attention to the following:**

- Metal sheets used to cover roof and/or sidewalls are subject to any warranty provided by the original equipment manufacturer (OEM) thereof and are expressly excluded from the scope of this Limited Warranty. ESAPCO recommends that Building Owner consult the OEM warranty for all applicable details and restrictions.
- This Limited Warranty does not apply to foundations.
- ESAPCO is not responsible for damages incurred during the assembly of the beam building even when the approved instructions and drawings are followed.
- During production, ESAPCO applies a primer coat to all primary and secondary beam building frame members. This primer coat is intended to protect the steel frame members for only a short period of exposure to ordinary atmospheric conditions. Unlike a field-applied finish coat of paint, this primer coat does not provide a uniform finished look, nor is it as durable or corrosion resistant, and is expressly excluded from the scope of this Limited Warranty. ESAPCO advises the Building Owner that handling, loading, shipping, unloading, and erecting of these components will cause abrasion to the primer coat that is unavoidable. Any touch-up or cleaning of the primer coat is the responsibility of the Building Owner.

## **B. Registration and Requirements**

This Limited Warranty is valid only for the Building Owner and only when all of the following conditions are met:

- The beam building has been erected according to the instructions and drawings provided by ESAPCO;
- Contractors assembling the beam building are qualified and experienced in erecting structures similar in design and size;
- Completed Limited Warranty registration card and required photographs reflecting the correct installation of the beam building have been returned and received within **60 days** of the substantial completion of the installation of the beam building;
- All required photographs have been approved by ESAPCO.
- The Delivery Certificate for the beam building has been signed, and returned, by Building Owner to ESAPCO within **21 days** of its receipt of beam building.

When the aforementioned conditions are satisfied, a Certificate of Warranty will be made available. If a review of the submitted photographs reveals incorrect component installation or other deficiencies, a Certificate of Warranty will be withheld until the deficiencies are corrected and additional photographs confirming correction of all installation and other deficiencies have been submitted to ESAPCO. Once the photographs reflecting the correct installation of the beam building and the cure of any other deficiencies are approved by ESAPCO, a Certificate of Warranty will be made available. The Certificate of Warranty applies to the original Building Owner and is non-transferable.

## **C. Building Owner's Sole and Exclusive Remedy**

In the event that there is a claim under this Limited Warranty, ESAPCO will, at its sole option, repair the defect or replace the defective component with a new, used, or rebuilt component. If it is determined by ESAPCO that a repair or replacement of the defective component is required, ESAPCO will have sufficient and reasonable time to do so.

The Building Owner is responsible for these costs to resolve the defect:

- Costs to return the defective component to ESAPCO for repair or replacement;
- Cost of the repair if an on-site repair is deemed necessary by ESAPCO;

# Beam Building LIMITED WARRANTY

- Cost of the replacement component pro-rated per year following the Limited Warranty starting date as recorded on the Certificate of Warranty;
- Cost to deliver the replacement component; and
- Cost to install the replacement component.

If ESAPCO concludes that a component requires replacement or repair under this warranty, the repaired or replaced component will be subsequently warranted only for the unexpired warranty period of the original component. When an original component is no longer available due to changes in design and/or materials, ESAPCO reserves the right to replace components with those that are comparable in quality, design, and function. In cases where main cover panels, end frame panels, or roll-up panels are repaired or replaced, ESAPCO will not be liable if the repaired or replaced membrane varies in appearance from the original or is manufactured from different materials comparable in quality and function.

## D. Securing Warranty Service

To submit a warranty claim, the Building Owner must complete each of the following:

- Send all warranty claims to the ESAPCO contact information printed on the Certificate of Warranty;
- All warranty claims must be received in writing by ESAPCO within the applicable warranty period;
- All warranty claims must include supporting photographs that clearly identify the claimed defect.

In the event of a warranty claim, ESAPCO reserves the right to request the return to it of the component claimed to be defective prior to resolving the warranty claim. In such cases, the Building Owner must return to ESAPCO the component, shipping paid. The returned component must include the return authorization code provided by ESAPCO. Any new, repaired, or replacement components will be shipped from ESAPCO to the Building Owner at Building Owner's expense.

## E. Limits of Liability

In no event will ESAPCO be liable to the Building Owner for any direct, indirect, incidental, punitive, special or consequential damages (including, but not limited to loss of profit, loss of time, or inconvenience) incurred by the Building Owner as the result of a defect covered by this Limited Warranty or ESAPCO's actions under this Limited Warranty, even if ESAPCO has been put on notice that the Building Owner could sustain such damages. Without limiting the foregoing, ESAPCO shall not be liable for personal injury, or loss of use of the beam building for any purpose. This disclaimer of damages shall apply even in the event that the Building Owner's sole and exclusive remedy shall fail of its essential purpose, and shall apply regardless of the basis of the Building Owner's claim, be it in contract, warranty, tort, product liability, or otherwise.

In no event shall ESAPCO be liable to the Building Owner for more than the cost to repair or replace defective components. This limitation of liability shall apply even in the event that the Building Owner's sole and exclusive remedy shall fail of its essential purpose, and shall apply regardless of the basis of the Building Owner's claim, be it in contract, warranty, tort, product liability, or otherwise. The Building Owner is responsible for all installation and labor costs related to the repair or replacement of defective components.

## F. Miscellaneous

By registering for and receiving the Certificate of Warranty, the Building Owner accepts this Limited Warranty voluntarily and expressly confirms its awareness of, and agreement with, all the terms and conditions set forth in this Limited Warranty.

ESAPCO is not responsible for damages incurred during the assembly of the beam building even when the approved instructions and drawings are followed.

This warranty gives the Building Owner specific legal rights. The state law of the Building Owner may not permit the limitation of warranty and disclaimer of damages set forth above, so some of the limitations and exclusions may not apply.

Only ESAPCO is authorized to modify this Limited Warranty. No ESAPCO dealer or distributor is authorized to make any changes to this Limited Warranty provided by ESAPCO or to make any representations on behalf of ESAPCO. If the Building Owner has any questions concerning Limited Warranty issues, he or she should call 1-800-528-0508.

Rev. 6.20.2022

# Central-Loc®

## Standing Seam Roof Panel



## A *structural* standing seam panel, with *easy installation*

Central-Loc is a structural standing seam profile. It is a durable and economical solution for both commercial and industrial applications. The Central-Loc profile has a snap lock-joint for ease of installation.

Floating clips allow for thermal roof expansion and contraction during extreme temperature changes and factory-applied sealant ensures a secure, weather-tight lap.

- Self-engaging backup plates and optional pre-punched panels and for ease of installation.
- Is UL580 class 90 uplift approved, and is ASTM tested for both air and water infiltration.
- Add DripX for condensation control and vapor barrier elimination.



RECOMMENDED  
**1/4:12**  
PITCH  
AND ABOVE

**24**  
GAUGE

**18"**  
OR **24"**  
OVERALL  
COVERAGE

**3"**  
MAXIMUM  
RIB HEIGHT

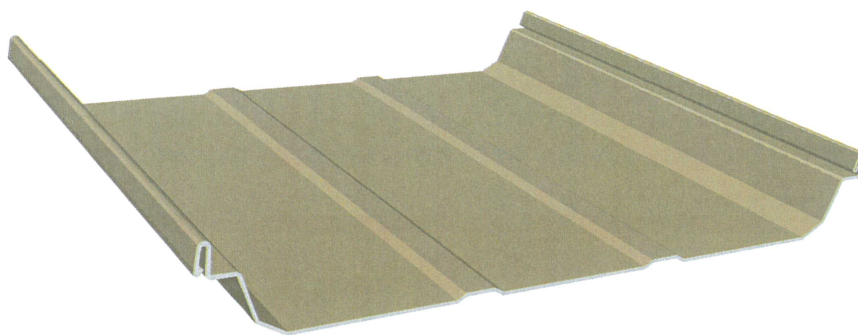


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## Choose an energy efficient finish.

Solar Reflectivity is the metal panel's ability to reflect sunlight. This characteristic of metal roofing is the most important in terms of energy savings. Cool metal roofing reflects much of the sun's rays, making the surface of the metal much cooler than material with a lower solar reflectivity rating.

Emissivity is the metal panel's ability to release absorbed heat. A low emissivity rating means the material will be hot to the touch (it doesn't release the heat), while material with a higher emissivity rating will be cooler to the touch. Therefore, metal with a low emissivity rating retains heat and may be more desirable for a cooler climate, while a high emissivity rating reflects heat and is more effective for saving energy in a warmer climate.

COLOR	INITIAL SOLAR REFLECTIVITY	INITIAL EMISSION
Ash	0.32	0.83
Autumn	0.21	0.87
Brite	0.55	0.83
Bronze	0.25	0.83
Dark Bronze	0.25	0.83
Evergreen	0.27	0.85
Galvalume® (Acrylic Coated)	0.77	0.08
Sand	0.35	0.75
Slate Gray	0.18	0.87
Smoke	0.25	0.83
Terratone	0.32	0.83
Tudor	0.29	0.88
Verdigris	0.32	0.83

Solar reflectance values are determined by means of a solar spectrum reflectometer in accordance with ASTM C 1549. Thermal emittance values are determined in accordance with ASTM C 1371. Laboratory and Exposure site are ISO 17025 Accredited, Laboratory is also EPA Accredited. Panels are unwashed. Values are correct at time of printing. Ratings may change as paint technologies change. Check our website for details.

## MINIMUM SPECIFICATIONS FOR PRIME PAINTED PANELS

**GAUGE**  
24 ga.

**STEEL THICKNESS**  
0.023"

**PAINT THICKNESS**  
Top coat paint: .70 mil  
Top coat primer: .30 mil  
Bottom coat backer: .35 mil  
Bottom coat primer: .20 mil

**TOTAL THICKNESS**  
0.02455"

**RUST PROTECTANT SUBSTRATE**  
Galvalume® AZ50

**STEEL STRENGTH**  
50,000 PSI min

**PAINT SYSTEM**  
Fluropon®

**WARRANTY**  
Lifetime limited paint adhesion  
30-yr. chalk and fade  
20-yr. Galvalume perforation

## TESTING & APPROVALS

### TESTING

ASTM-E1680 Air Leakage Test Through Exterior Metal Roof Panel  
ASTM-E1646 Water Leakage Test of Exterior Metal Roof Panel

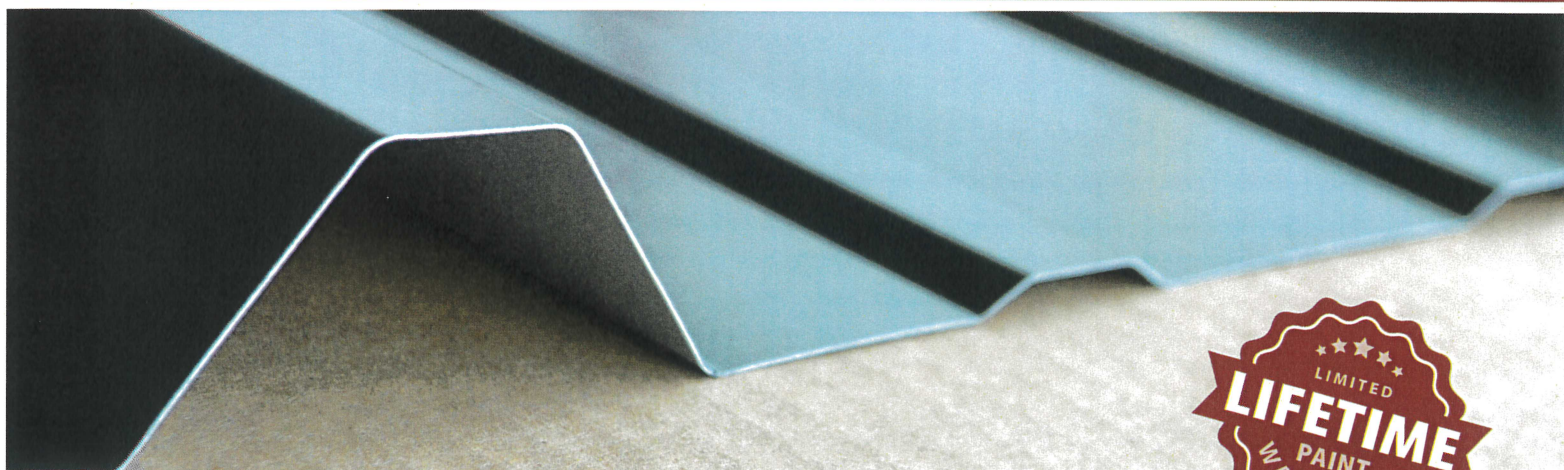
### APPROVALS

UL2218 UL Approval, Impact Resistance, Class 4  
UL580 UL Approval, Uplift Resistance, Class 90  
UL790 UL Approval, Fire Resistance, Class A  
FL14016 Florida Approval, 24 ga. Roof Panel Over Open Supports (NON-HVHZ)

Find more information at  
**centralstatesmfg.com**

# R-Loc™

## Commercial Roof and Wall Panel

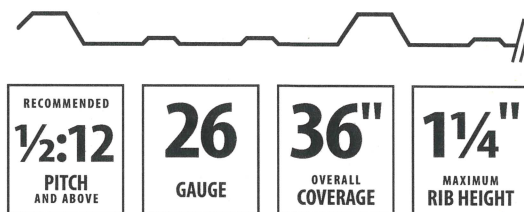


# *Strong and durable, for today's commercial market*

Commonly referred to as PBR-panel, this 26-gauge commercial panel is an outstanding choice for any project that requires commercial-grade performance. R-Loc is designed to maximize the potential of your structure, specifically the steel frame.

With the added purlin bearing leg, R-Loc provides easier installation and a more pleasing appearance.

- Industry standard configuration allows maximum purlin spacing for a cost-effective building.
- Ideal for low-pitch commercial roofs.
- Matching trims and accessories are available.



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Galvalume® is a registered trademark of BIEC International, Inc.

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# Choose CentralGuard® for the best protection and a lifetime warranty.

CentralGuard is our specific combination of everything that goes into making the highest-quality metal panels. Available on our Prime panels, the CentralGuard name is a guarantee that you have the best protection and a lifetime paint warranty.

Choose CentralGuard for the perfect balance of fade protection, rust blocking, and dent resistance.

	THRIFTY	OUR BEST SELLER! <b>PRIME</b> CentralGuard
<b>FADE PROTECTION</b>		
Paint Warranty	20-YEAR	LIFETIME
Paint Thickness	THIN .70 mil	THICK 1.0 mil
Fade Warranty	—	30-YEAR
Fade Protection	✓	✓✓
<b>RUST BLOCKING</b>		
Advanced Rust Blocking	—	✓
Perforation Warranty	—	20-YEAR
Substrate Thickness	1.12 mil	1.60 mil
<b>DENT RESISTANCE</b>		
Advanced Dent Resistance	—	✓✓
Steel Thickness	THIN	THICK
Steel Gauge	26 ga.	26 ga.
<b>INSTALLATION</b>		
Purlin Bearing Leg	—	✓



## MINIMUM SPECIFICATIONS FOR PRIME PAINTED PANELS

### GAUGE

26 ga. | 24 ga.\*

### STEEL THICKNESS

26 ga. 0.0185" | 24 ga. 0.023"

### PAINT THICKNESS

Top coat paint: .70 mil  
Top coat primer: .30 mil  
Bottom coat backer: .35 mil  
Bottom coat primer: .35 mil

### TOTAL THICKNESS

26 ga. 0.0202" | 24 ga. 0.0247"

### RUST PROTECTANT SUBSTRATE

Galvalume® AZ50

### STEEL STRENGTH

80,000 PSI (26 ga.) | 50,000 PSI (24 ga.)

### PAINT SYSTEM

SMP

### WARRANTY

Lifetime limited paint adhesion  
30-yr. chalk and fade  
20-yr. Galvalume perforation

## TESTING & APPROVALS

### TESTING

AISI S907	Diaphragm Shear Cantilever Test, 26 ga.
ASTM-E455	Diaphragm Shear Standard Test, 26 ga.
ASTM-E1592	Structural Test for Roof Systems Over Open Purlin, 26 ga.
ASTM-E1592	Structural Test for Roof Systems Over Solid Decking, 26 ga.
ASTM-E1646	Water Leakage Test of Exterior Metal Roof Panel, 26 ga.
FM4471	Foot Traffic Resistance Test, 26 ga.

### APPROVALS

UL2218	UL Approval, Impact Resistance, Class 4
UL580	UL Approval, Uplift Resistance, Class 90
UL790	UL Approval, Fire Resistance, Class A
RC-424	Texas Windstorm Approval, 26 ga. min. Over Steel Purlins
RC-576	Texas Windstorm Approval, 26 ga. min. Over Plywood Deck, OSB Deck, or Wood Purlins
FL14024	Florida Approval, Wall Panel 26 ga. min. Over Steel Purlins (NON-HVHZ)
FL14016	Florida Approval, Roof Panel 26 ga. min. Over Steel Purlins (NON-HVHZ)
FL14026	Florida Approval, Roof Panel 26 ga. min. Over 1½" Plywood (NON-HVHZ)

\* 24 ga. available in Polar and Galvalume, acrylic-coated bare in select plants

Find more information at  
[centralstatesmfg.com](http://centralstatesmfg.com)

## **Moultonborough Advisory Budget Committee**

### **Charge & Composition**

#### **Authority & Purpose:**

The Moultonborough Advisory Budget Committee operates under the authority of and appointment by the Select Board and School Board, as per recommendation of the Budget Committee Study Group Report issued on September 27, 2007. The Advisory Budget Committee is designed to provide the community with an additional review of the Town and School District budgets. The Advisory Budget Committee will follow all requirements in RSA 91:A (Right-to-Know).

#### **Membership:**

- Membership will consist of five (5) individuals: One School Board member, one Select Board member and three (3) members appointed at-large. There shall be one (1) alternate member from the community at large. The alternate member shall be seated to participate in any matter where a permanent member has excused himself over a matter in which he has a conflict or in the case of an absence. The minutes shall reflect any alternate member seated to act in the stead of a permanent member and the reason therefore. A seated alternate member shall have all the rights and voting privileges of a permanent member.
- Before any vacancy is filled, all applicants, including the prior incumbent as well as current alternate, shall be interviewed by two members of the Board of Selectmen and two members of the School Board before a vote is taken. Each applicant will be encouraged to provide an overview of their qualifications, past experience, and how they might contribute with their knowledge and experience. Upon completion of the interviews, the Board of Selectmen shall discuss the applicant's qualifications, recommendations of the relative board or Committee chair, and hear reports from the interviewers in public session and then vote.
- All at-large members and alternate members will be appointed by a combined majority vote of the Select Board and School Board members in joint session.
- The terms of the at-large members shall be three years, ending on March 31<sup>st</sup> of the year and staggered so as to each expire in a separate year. The term of the alternate member shall also be three years and expire on March 31<sup>st</sup>. The terms of the ex-officio members shall expire annually upon the date of the Town Election.
- No Selectman, member of the School Board, or employee thereof shall serve as a member-at-large. Every member at-large shall be domiciled in the Town and shall cease to hold office immediately upon ceasing to be so domiciled.
- One of the members-at-large shall be elected by the Advisory Budget Committee as chair. The Committee may elect other officers as it sees fit.



Advisory Budget Committee  
Charge & Composition

**Orientation:**

- Upon appointment, the Committee will meet respectively with the Town Administrator, superintendent of schools to:
  - a) Develop an understanding of the processes, procedures and timelines used by the Town, School District and Library to develop their annual budgets.
  - b) Review the current year budgets to gain an understanding of the budget expenditures and revenues, as well as budget subdivisions and line items.
- The Committee will meet no less than quarterly with the Town Administrator, superintendent of schools to review monthly/quarterly financial reports.

**Duties of the Committee:**

- The at-large Committee members will be invited to attend and observe all public School Board, Select Board and Library Trustee budget development Committee meetings, work sessions, and similar such meetings. This allows Committee members to develop an understanding of budget recommendations/decisions being made by each body.
- Review all budget proposals made by the Town Administrator, Select Board and/or Select Board Committees, and make recommendations directly to the full Select Board.
- Review all budget proposals made by the superintendent of schools, School Board and/or School Board Committees, and make recommendations directly to the full School Board.
- As per RSA 273-A, the Governing Bodies (i.e. School Board and Select Board) negotiate the terms of Collective Bargaining Agreements (CBAs) for their respective entities. CBAs will be provided to the Advisory Budget Committee no later than ten (10) days after finalization by the Collective Bargaining parties for review and comment. The ABC will complete its review and related comments on all Collective Bargaining Agreements (CBAs) within 30 days of receipt of the respective agreements.
- Four weeks in advance of their respective Budget Hearings, the Select Board and School Board will finalize the budget to be presented at their respective budget hearings.
- Two weeks prior to the Town and School District Budget Hearings, the Committee will make recommendations regarding said budgets in writing to the Select Board and School Board. Said recommendations shall include a rationale for any recommendations that differ from the proposed budgets to be presented during the budget hearings.
- After the School Board and Select Board approve a budget to be voted on during the annual meetings, the Advisory Budget Committee will review said budgets and make recommendations to the public to be presented during the School District and Town Budget Annual Meetings.

Advisory Budget Committee  
Charge & Composition

- The Committee will make a recommendation regarding each warrant article appearing on the Town and School District warrants.
- The Committee may also make recommendations regarding financial procedures, budgeting processes, proposed studies, operation and maintenance contracts, service contracts, shared services, and other Town, School District and Public Library fiscal matters.

**Reporting to the School District/Town:**

- The Committee shall have the right to produce their own report for Town and/or School District Meeting.
- The positions of the Select Board or School Board, and the Advisory Budget Committee, will both appear following each appropriation warrant article on both the Town and School District warrants.
- The Select Board and the School Board will present the proposed budget during their respective Annual Meetings.

**Evaluation:**

- Within 45 days after Town Meetings, the Advisory Budget Committee will review the past year's budget cycle process and make any recommendations they may have regarding the process and suggested revisions to the Advisory Budget Committee Charge and Composition, and participate in any work group convened by the Select Board and School Board to modify, extend or reformat this Charge and Composition.

Now, therefore, do we affix our hands upon this revised and restated statement of Charge & Composition upon a majority vote of our respective boards this 9<sup>th</sup> day of September, 2014.

Jonathan W. Tolman, Chairperson  
Moultonborough Select Board

Kathleen F. Garry, Chairperson  
Moultonborough SAU School Board

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This Charge & Composition received review by the Moultonborough Select Board and the School Board and was amended on 20 th day of June 2019.

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Joel R. Mudgett, Chairperson  
Moultonborough Select Board

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Jonathan W. Tolman, Chairperson  
Moultonborough SAU School Board