

**Town of Moultonborough  
Board of Selectmen  
Meeting Agenda  
Thursday, August 15, 2024  
5:00 P.M.  
6 Holland St.  
Moultonborough, NH**

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. REVIEW / APPROVAL MINUTES**
  - A. Date(s): 7/25/2024, 8/1/2024 and Non-Public Minutes
- IV. CONSENT AGENDA**
  - A. Cemetery Lot Purchase – Middle Neck Cemetery; Lot #320A
  - B. 2024 Tax Exemption Application
    - i. Camp Tecumseh
    - ii. Huggins Hospital
    - iii. Lakes Region Food Pantry, Inc.
  - C. New Hampshire Department of Revenue Administration (DRA)
    - i. Veteran's Tax Credit; Form PA-29
- V. NEW BUSINESS**
  - A. Moultonborough Fire Department
    - i. Sales Agreement w/Alexis Fire Equipment for replacement of Engine 4 (W/A 12)
  - B. Moultonborough Recreation Department
    - i. Request for Proposal (RFP) for States Landing Pavilion/Bathrooms
  - C. Town Administration
    - i. Online Permitting and Building Permit Workflow Database
    - ii. Request for Proposal (RFP) Municipal Sewer Expansion Cost Study (W/A 28)
    - iii. Administrative Assistant job description and advertisement
  - D. Fishing Tournament Launch Request
    - i. NH Bass Nation Kayak: Sept. 14 & 15<sup>th</sup> and request to waive the fee
- VI. OLD BUSINESS**
- VII. OTHER BUSINESS**
  - A. Fiscal Year 2025-2026 Budget Cycle
    - i. Note: CIP meeting on September 12<sup>th</sup>
- VIII. CITIZEN INPUT**
- IX. NON-PUBLIC SESSION**
  - A. RSA 91-A: 3, II (c)
  - B. RSA 91-A: 3, II (b)
  - C. RSA 91-A: 3, II (a)
- 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.*

Town of Moultonborough  
Board of Selectmen  
July 25, 2024

**MEETING MINUTES**

**Present:** Chairman of the Board Kevin D. Quinlan opened the meeting at 5:00 p.m. and members present were Vice Chairman Jon W. Tolman, Selectmen Karel A. Crawford, James F. Gray, and Charles M. McGee. Department Heads present were Town Administrator Charles Smith and Fire Chief David Bengtson.

**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.

**III. APPROVAL OF MINUTES**

**Motion:** Selectman Crawford

*To approve the meeting minutes and nonpublic minutes from June 20, 2024.*

**Seconded:** Selectman McGee

**Vote:** 5 – 0

**Motion passed.**

**IV. CONSENT AGENDA:** The Board signed and voted in the affirmative on the following consent agenda items.

A. Department of Revenue Administration forms

i. PA-28 form (Not to use in 2025)

ii. Form A-10 (Application for Current Use Assessment)

iii. Form PA-29 (Veteran's Tax Credit)

B. Disposal Agreement

i. 46 Patten Hill Road

C. Middle Neck Cemetery (cremation lot purchase; #320B, 4'x10' - \$800 paid in full)

D. Police Officer Derick Jones – appointment oath

**Motion:** Selectman Gray

*To approve the consent agenda items.*

**Seconded:** Selectman Crawford

**Vote:** 5 – 0

**Motion passed.**

**V. NEW BUSINESS**

A. Moultonborough Fire Department

i. Paramedic Add-On to Stewart's ambulance contract – Chief Bengtson was approached by Stewart's Ambulance about continuing their service of

1 having Paramedic coverage. It was suspended in October 2022, after Stew-  
2 art's having limited staff. Town Meeting in 2014, voted to approve the add-  
3 on coverage with the costs for paramedic service split with Center Harbor  
4 and Sandwich. Town contributes 71% of the cost. Total cost for FY '25 is  
5 \$47,395 of which Moultonborough would pay \$33,953 which was not in-  
6 cluded in the fiscal year budget. Chief Bengtson did not recommend the  
7 Board continue with the add-on services as the department does not have  
8 the call volume and the department now has advanced level staff.  
9

10 **Motion:** Vice Chairman Tolman

11 *To deny the request from Stewarts Ambulance to resume provision of the*  
12 *Paramedic Add-On contract suspended in October 2022 due to lack of qual-*  
13 *ified staff.*

14 **Seconded:** Selectman Gray

15 **Discussion:** final approve of the motion was subject to legal review of the  
16 town meeting article in 2014.

17 **Vote:** 5 – 0

18 **Motion passed**  
19

20 B. Moultonborough Conservation Commission

- 21 i. Natural Resources Inventory Update – Chairman of the Conservation Com-  
22 mission, Marie Samaha, approached the Board about waiving the competi-  
23 tive bidding policy to select a consultant and complete the town Natural  
24 Resources Inventory, a requirement under RSA 36-A:2. Estimated cost to  
25 complete the inventory is \$15,000 to \$20,000. Board decided to bid the  
26 project, as through the state conservation commission there are many ven-  
27 dors that could complete the project.  
28

29 **Motion:** Selectman McGee

30 *To go out to bid for a firm to complete an update to the town Natural Re-*  
31 *sources Inventory.*

32 **Seconded:** Selectman Gray

33 **Vote:** 5 – 0

34 **Motion passed**  
35

36 ii. Appointments

- 37 1) Brian Sanford

38 **Motion:** Selectman Tolman

39 *To appoint Brian Sanford as an Alternate Member to the Conserva-*  
40 *tion Commission with a term end date of March 9, 2027.*

41 **Seconded:** Selectman McGee

42 **Vote:** 5 – 0

43 **Motion passed**  
44

- 45 2) Cornelia Schneider

46 **Motion:** Selectman McGee



*To appoint Cornelia Schneider as an Alternate Member to the Conservation Commission with a term end date of May 12, 2026.*

**Seconded:** Selectman Crawford

**Vote:** 5 – 0

**Motion passed**

- C. Lakes Region Dance (LRD) – requested to hold a fundraiser at Transfer Station for their regional dance competitions. LRD would setup a donation bucket, sign why they are fundraising, help visitors with recyclables and trash and will abide by all safety measures.

**Motion:** Vice Chairman Tolman

*To allow Lakes Region Dance to use the Transfer Station on a Saturday and Sunday for a dance fundraiser.*

**Seconded:** Selectman Crawford

**Discussion:** LRD will work with Transfer Station on setup and dates of fundraiser.

**Vote:** 5 – 0

**Motion passed**

- D. Moultonborough Municipal Records Committee – per RSA 33-A:3, the Board of Selectmen designate officials regarding the retention and disposition of town records, this committee has a vacancy and the Board appointed new Finance Director. Appointment does not have terms.

**Motion:** Selectman Crawford

*To appoint Finance Director Deb Davidowsky to the municipal records committee.*

**Seconded:** Selectman McGee

**Vote:** 5 – 0

**Motion passed**

- E. Town of Moultonborough forms

- i. Applications for a Permit to Conduct a Raffle

- 1) **Motion:** Selectman McGee

*To approve the Loon Preservation Committee raffle permit on Saturday, November 30, 2024 at 2 p.m.*

**Seconded:** Selectman Crawford

**Vote:** 5 – 0

**Motion passed**

- 2) **Motion:** Selectman Gray

*To approve the Castle Preservation Society (Castle-in-the-Clouds) raffle permit on October 27, 2024 at 2 p.m. in Carriage House.*



1 **Seconded:** Selectman McGee

2 **Vote:** 5 – 0

3 **Motion passed**

4  
5 ii. Moultonborough Temporary Use Permit – Commercial Use

6  
7 1) **Motion:** Selectman McGee

8 *To approve the new Temporary Use Permit-Commercial Use form.*

9 **Seconded:** Selectman McGee

10 **Vote:** 5 – 0

11 **Motion passed**

12  
13 F. Shannon Cemetery

14 i. Lot repurchases #105 and #120

15  
16 **Motion:** Selectman Crawford

17 *To approve the repurchase of Shannon Cemetery lots #105 and #120 from*  
18 *Richard and Phyllis McCann.*

19 **Seconded:** Selectman Gray

20 **Discussion:** lots were originally purchased in 2007 for \$500.

21 **Vote:** 5 – 0

22 **Motion passed**

23  
24 G. Moultonborough United Methodist Church (UMC)

25 i. Use of Function Hall – Moultonborough UMC applied to use the Function  
26 Hall, on August 4<sup>th</sup>, and 11<sup>th</sup>. Board approved the application and waived  
27 the fee.

28  
29 **Motion:** Selectman Gray

30 *To approve the use of the function hall for Moultonborough United Meth-*  
31 *odist Church on August 4<sup>th</sup> and 11<sup>th</sup> plus waive the use fee.*

32 **Seconded:** Selectman McGee

33 **Discussion:** approval was contingent upon receiving certificate of liability  
34 insurance by August 1<sup>st</sup>.

35 **Vote:** 5 – 0

36 **Motion passed**

37  
38 **VI. NON-PUBLIC SESSION**

39  
40 **Motion:** Vice Chairman Tolman

41 *To entered nonpublic session pursuant to RSA 91-A: 3, II (b).*

42 **Seconded:** Selectman Crawford

43 **Vote:** 5 – 0

44 **Motion passed.**

VII. ADJOURNMENT – meeting adjourned at 6:02 p.m.

*Written on behalf of the Selectmen by Charles Smith, Town Administrator*

Approved

Kevin D. Quinlan, Chairman

Date

**Town of Moultonborough  
Board of Selectmen  
August 1, 2024**

**MEETING MINUTES**

**Present:** Chairman of the Board Kevin D. Quinlan opened the meeting at 5:00 p.m. and members present were Vice Chairman Jon W. Tolman, and Selectman Charles M. McGee; Selectmen Karel A. Crawford and James F. Gray were absent with prior notice. Department Heads present were Town Administrator Charles Smith and Department of Public Works Director Chris Theriault.

**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.

**III. CONSENT AGENDA:** The Board signed and voted in the affirmative on the following consent agenda items.

A. Middle Neck Cemetery Lot Purchases: #32A, 32B, 319A

**Motion:** Selectman McGee

*To approve the consent agenda items.*

**Seconded:** Vice Chairman Tolman

**Vote:** 3 – 0

**Motion passed.**

**IV. NEW BUSINESS**

A. Moultonborough Public Works

- i. Replacement of Highway Department Backhoe – DPW Director Theriault presented the Board a recommendation to waive town bidding policy and move forward with the purchase of a new Caterpillar Loader Backhoe. Funding for the backhoe was approved at town meeting, article 14 - \$200K appropriation. New backhoe cost \$187,400 after \$32,500 trade in, net price is \$154,900. Board requested having other bids.

**Motion:** Chairman Quinlan

*To have three bids for the purchase of a new backhoe.*

**Seconded:** Selectman McGee

**Discussion:** Board discussed have three bids for purchases and specifications of the new equipment.

**Vote:** 3 – 0



1                   **Motion passed**  
2

- 3           ii.   Winter Maintenance Service Contract – DPW Director Theriault followed  
4           up with the Board from a prior meeting about comparisons with other  
5           towns and the hourly rate charges for their winter maintenance service  
6           contracts. As such, six communities were contacted, and their hourly rate  
7           was a low of \$95/hour for 1-ton up to \$110/hour. Attachment A of the  
8           contract has an amount of \$100/hour for 1-ton w/ 9' plow & sander.  
9           Board discussed the potential yearly increase from the contract, new  
10          agreement would cost an estimated \$26,153 increase, amount not in cur-  
11          rent budget. Further discussion was about advertising for new contrac-  
12          tors, the hourly rate, minimum compensation, and fuel surcharge. Board  
13          decided to change the minimum payment to hourly and move decision on  
14          contract to next meeting.

15  
16                   **Motion:** Chairman Quinlan

17                   *To move approval of the contract to next meeting.*

18                   **Seconded:** Selectman McGee

19                   **Discussion:** department to update the contract.

20                   **Vote:** 3 – 0

21                   **Motion passed**  
22

23           B. Town Assessor

- 24           i.   Abatement Credit Refund(s) – the Board reviewed and approved four abate-  
25           ment credit refunds from assessing department.

26                   1) **Motion:** Selectman McGee

27                   *To approve a \$25 tax abatement to the Dixon Recreational Com-*  
28                   *pany, LLC for 2024 taxes on MBLU #213-017-000-CG0-098 an un-*  
29                   *improved camp site located at 65 Barrett Place.*

30                   **Seconded:** Vice Chairman Tolman

31                   **Vote:** 3 – 0

32                   **Motion passed**  
33

34                   2) **Motion:** Vice Chairman Tolman

35                   *To approve a \$1,436 tax abatement to Bonnie J. Barrett & Richard*  
36                   *A. Barrett for 2023 taxes on MBLU #194-037 an improved parcel*  
37                   *located on 18 Falcon Way.*

38                   **Seconded:** Selectman McGee

39                   **Vote:** 3 – 0

40                   **Motion passed**  
41

42                   3) **Motion:** Selectman McGee

43                   *To approve a \$282 tax abatement to Campgroup Holdings for 2023*  
44                   *taxes on MBLU #249/049 & 252/009 an improved parcel located at*  
45                   *10 & 4 Sobel Road.*

46                   **Seconded:** Vice Chairman Tolman

1 **Vote: 3 – 0**

2 **Motion passed**

3  
4 4) **Motion:** Vice Chairman Tolman

5 *To approve a \$944 tax abatement to Peter Fritzsche for 2023 taxes*  
6 *on MBLU #194-040 an improved parcel located at 12 Falcon Way.*

7 **Seconded:** Selectman McGee

8 **Vote: 3 – 0**

9 **Motion passed**

10  
11 ii. Abatement Applications – Board reviewed three abatement applications and  
12 denied the tax abatements.

13 1) **Motion:** Selectman McGee

14 *To deny a tax abatement to William F. Glavin, Jr. 2001 Family*  
15 *Trust, for 2023 taxes on MBLU #180-003 an improved parcel lo-*  
16 *cated at 26 Garwood Lane.*

17 **Seconded:** Vice Chairman Tolman

18 **Vote: 3 – 0**

19 **Motion passed**

20  
21 2) **Motion:** Vice Chairman Tolman

22 *To deny a tax abatement to William F. Glavin, Jr. 2001 Family*  
23 *Trust, for 2023 taxes on MBLU #180-003 (Boat House Only) an im-*  
24 *proved parcel located at 26 Garwood Lane.*

25 **Seconded:** Selectman McGee

26 **Vote: 3 – 0**

27 **Motion passed**

28  
29 3) **Motion:** Selectman McGee

30 *To deny a tax abatement to John, Ann & Peter Nicholson, for 2023*  
31 *taxes on MBLU #172-029 an improved parcel located at 110 Alpine*  
32 *Park Road.*

33 **Seconded:** Vice Chairman Tolman

34 **Vote: 3 – 0**

35 **Motion passed**

36  
37 C. Moultonborough Police Department

38 i. Police Department Administrative Assistant job description – Board ap-  
39 proved.

40  
41 **Motion:** Vice Chairman Tolman

42 *To approve Police Department Administrative Assistant job description.*

43 **Seconded:** Selectman McGee

44 **Vote: 3 – 0**

45 **Motion passed**

1     **V.     OTHER BUSINESS**

- 2           A. Function Hall – the Board requested staff provide a design bid for improving the  
3           bathrooms at the function hall.  
4           B. Sale of Tax Deed Property – the Board requested an update from Land Use boards  
5           on selling tax deeded property by August 31<sup>st</sup>.  
6

7     **VI.     CITIZEN INPUT**

- 8           A. Joe Cormier made a comment about the town ordinance, construction of driveways,  
9           driveway regulations, and driveway permit applications contradict on compliance.  
10          Land Use department to review further.  
11

12    **VII.    NON-PUBLIC SESSION**

13  
14          **Motion:** Selectman McGee

15          *To entered nonpublic session pursuant to RSA 91-A: 3, II (a).*

16          **Seconded:** Vice Chairman Tolman

17          **Vote:** 3 – 0

18          **Motion passed.**  
19  
20

21    **VIII.   ADJOURNMENT** – meeting adjourned at 6:07 p.m.  
22  
23

24          *Written on behalf of the Selectmen by Charles Smith, Town Administrator*  
25  
26  
27  
28

29          \_\_\_\_\_  
30          Approved  
Kevin D. Quinlan, Chairman

\_\_\_\_\_  
Date





*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:** August 9, 2024

**To:** Board of Selectmen

**From:** Fire Chief David Bengtson

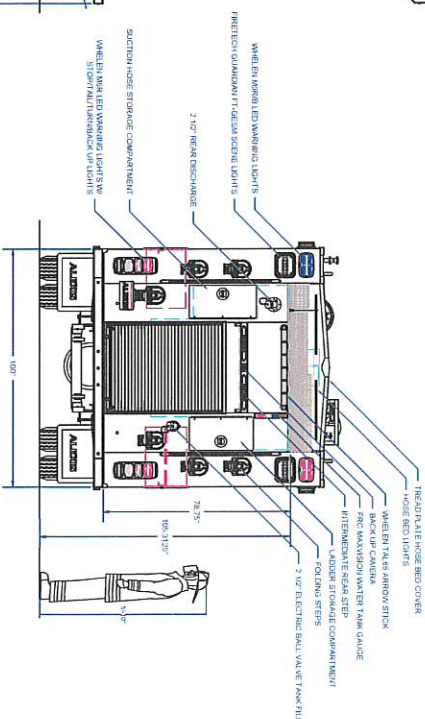
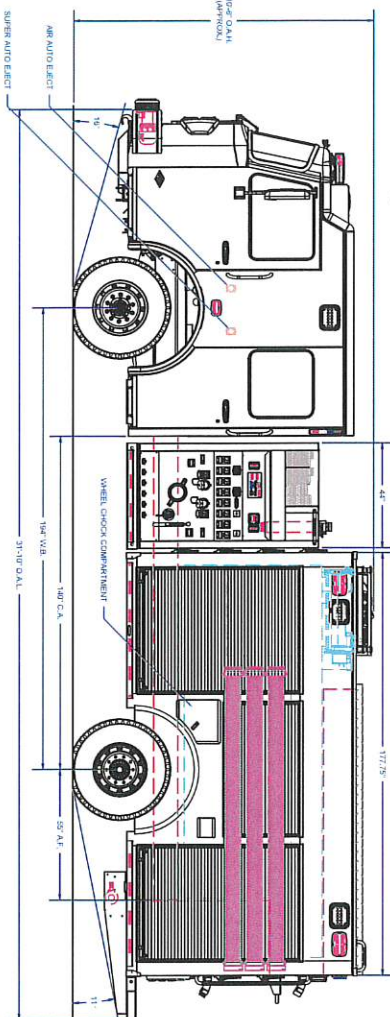
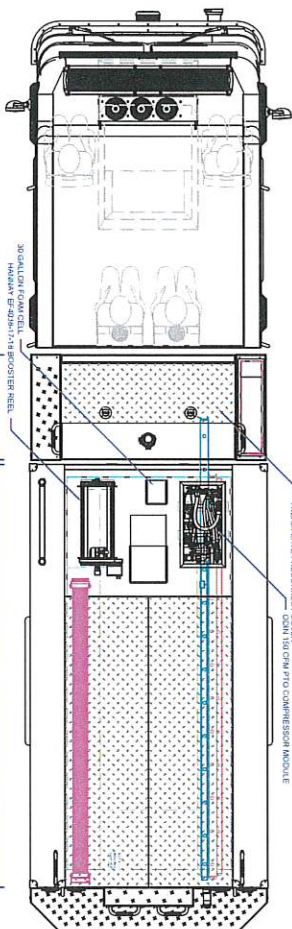
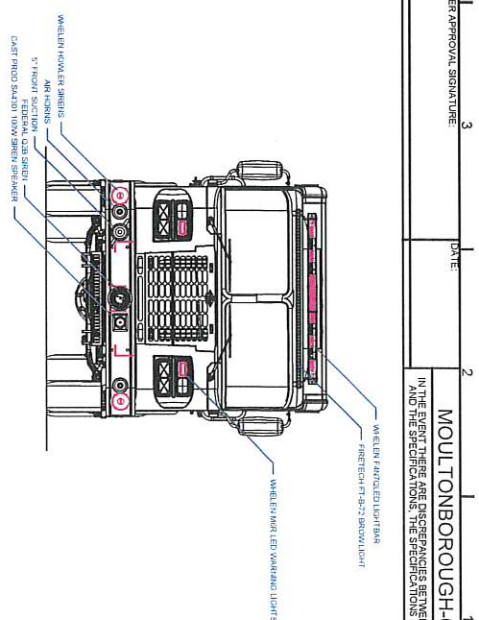
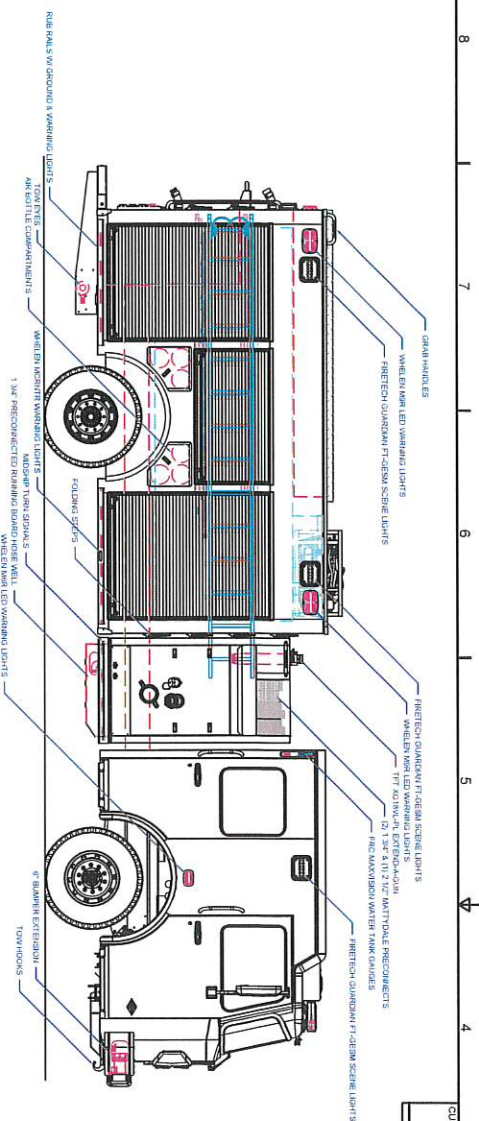
**Subject:** Sales Agreement with Alexis Fire Equipment for the replacement of Engine 4

**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 4 and purchase an Alexis fire pumper as specified by the Moultonborough Fire Department for the sum of \$1,013,554.00 (One million, thirteen thousand and five hundred and fifty-four dollars) with \$415,779.00 (Four hundred and fifteen thousand and seven hundred and seventy-nine dollars) payable when the chassis is delivered to Alexis Fire Equipment ."*

**Background:** 2024 Town Warrant Article raised and appropriated the funding of One million, seventeen thousand, five hundred dollars (\$1,017,500.00) for the replacement of Engine 4.

**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 public competitive 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 \$1,013,554.00 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 \$1,017,500.00 for the replacement of Engine 4. Four hundred and fifteen thousand and seven hundred and seventy-nine dollars (\$415,779.00) will be payable for the chassis, the balance of the money will be payable upon delivery and acceptance of the apparatus. The specified delivery of the apparatus is 550-days after the approval of the signed sales agreement. This would place the delivery date in the middle of February of 2026.

[illegible]









## HOSE CAPACITIES

DWG NO. **P-AB83**  
7/1/2024

Customer **Moultonborough FD**  
Calculated By **M. Tinkham**

Contract No. **0**  
Rev. No. **01 MLT**

### HOSE BED

Length **120**  
Width **71**  
Height **12**  
Cu. Ft. 59.17 0.00  
Total **59.17**

Hose  
Size **3** **4**  
Amount **200** **1000**  
DF 50 58 0 0 0  
Cu. Ft. 5.79 33.56 0.00 0.00 0.00  
Total **39.35**  
Need **43.29**

### MATTYDALES

Length **73** **73** **73**  
Width **7** **7** **9.5**  
Height **14** **14** **14**  
Cu. Ft. 4.14 4.14 5.62  
Total **13.90**

Hose  
Size **1 3/4** **1 3/4** **2 1/2**  
Amount **200** **200** **150**  
DF 26 26 41  
Cu. Ft. 3.01 3.01 3.56  
Total **9.58**

### CARTRIDGE LAYS

Length  
Width  
Height  
Cu. Ft. 0.00 0.00 0.00  
Total **0.00**

Hose  
Size  
Amount  
DF 0 0 0  
Cu. Ft. 0.00 0.00 0.00  
Total **0.00**

### HOSE TRAYS

Length  
Width  
Height  
Cu. Ft. 0.00 0.00 0.00  
Total **0.00**

Hose  
Size  
Amount  
DF 0 0 0  
Cu. Ft. 0.00 0.00 0.00  
Total **0.00**

### HOSE WELLS

Length **35.75**  
Width **8.813**  
Height **10**  
Cu. Ft. 1.82 0.00 0.00  
Total **1.82**

Hose  
Size **1 3/4**  
Amount **100**  
DF 26 0 0  
Cu. Ft. 1.50 0.00 0.00  
Total **1.50**

### Standard Hose Dimensions per NFPA (2003 Edition)

1 3/4" lays 3 1/4" wide	DF=	26	1" FORESTRY lays 1 3/4" wide	DF=	10
2" (ANGUS) lays 3 3/4" wide	DF=	32	1 1/2" FORESTRY 2 1/2" wide	DF=	14
2 1/2" lays 4 1/2" wide	DF=	41			
3" lays 5 1/4" wide	DF=	50			
4" lays 6 1/2" wide	DF=	58			
5" lays 8" wide - Angus	DF=	96			
5" lays 8-1/2" wide - Cotton	DF=	102			
6" lays 9 1/2" wide	DF=	108			

[illegible]



**Article Replace Fire Engine 4**

**12**

To see if the town will vote to raise and appropriate the sum of One Million Seventeen Thousand Five Hundred Dollars (\$1,017,500) for the purpose of purchasing a new Fire Engine that will replace Engine Four. The sum amount of Four Hundred Sixty-Seven Thousand Five Hundred (\$467,500) to come from unassigned fund balance and the balance of Five Hundred Fifty Thousand (\$550,000) to come from general taxation. (Majority Vote Required)

(Recommended by Selectmen – 5 Yes – 0 No)

(Recommended by Advisory Budget Committee – 5 Yes – 0 No)

**Article Public Works Equipment**

**13**

To see if the town will vote to raise and appropriate the sum of Three Hundred Fifty Thousand Dollars (\$350,000) for the purpose of purchasing a new Dump Truck. It is anticipated that the sum amount of One Hundred Fifty-Seven Thousand Dollars (\$157,000) to come from Highway Block Grant and the balance to come from general taxation. (Majority Vote Required)

(Recommended by Selectmen – 5 Yes – 0 No)

(Recommended by Advisory Budget Committee – 5 Yes – 0 No)

**Article Backhoe with Attachments**

**14**

To see if the town will vote to raise and appropriate the sum of Two Hundred Thousand Dollars (\$200,000) for the purpose of purchasing a new Backhoe with attachments that will replace the 2010 John Deere 310 SG Backhoe. (Majority Vote Required)

(Recommended by Selectmen – 5 Yes – 0 No)

(Recommended by Advisory Budget Committee – 5 Yes – 0 No)

**Article Skid Steer with Attachments**

**15**

To see if the town will vote to raise and appropriate the sum of Ninety Thousand Dollars (\$90,000) for the purpose of purchasing a new Skid Steer with attachments that will replace a 20-year-old 2004 Case 60XT Skid Steer. (Majority Vote Required)

(Recommended by Selectmen – 5 Yes – 0 No)

(Recommended by Advisory Budget Committee – 5 Yes – 0 No)

**Article Replace 2016 Ford Interceptor**

**16**

To see if the town will vote to raise and appropriate the sum of Eighty Thousand Dollars (\$80,000) for the purpose of purchasing a new Police Cruiser to replace a 2016 Ford Interceptor SUV (Car 161). (Majority Vote Required)

(Recommended by Selectmen – 5 Yes – 0 No)

(Recommended by Advisory Budget Committee – 5 Yes – 0 No)

**Article Replace Fire Chief Vehicle**

**17**

To see if the town will vote to raise and appropriate the sum of Sixty-Five Thousand Dollars (\$65,000) for the purpose of purchasing a new Fire Chief's Emergency Response Vehicle to replace a 2017 Ford Explorer. (Majority Vote Required)

(Recommended by Selectmen – 5 Yes – 0 No)



# ALEXIS

📍 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 7th day of August, 2024, by and between **ALEXIS FIRE EQUIPMENT CO.**, an Illinois corporation (the "Company"), and Town of Moultonborough - Fire Rescue Department

(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.



### 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, Thirteen Thousand, Five Hundred

Fifty Four

DOLLARS (\$1,013,554.00) to **ALEXIS FIRE EQUIPMENT CO.**, in the manner described below.

Chassis payment of \$415,779.00 when chassis  
is delivered to Alexis. Balance +/- any change orders  
Upon delivery & acceptance at the Moultonborough  
Fire Rescue Department

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

JD

#### **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.

#### **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.

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.

#### **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.**

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.



#### **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:

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.

IN WITNESS WHEREOF, the Buyer and the Company have caused this Agreement to be executed by their duly authorized representatives this 7th day of August 2024.

*Glenn Davis*  
ALEXIS SALESMAN

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

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

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

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

Chief David Bengtson

\_\_\_\_\_  
603-476-5658

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

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

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

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

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

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

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



**Request for Proposals**  
**Construction of Pavilion/Bathrooms**  
**States Landing Beach Facility**  
**Moultonborough, NH**

**August 9, 2024**



**Charles F. Smith, Town Administrator**



## TOWN OF MOULTONBOROUGH

### REQUEST FOR PROPOSALS Construction of Pavilion/Bathrooms States Landing Beach Facility

The Town of Moultonborough is seeking proposals from qualified companies for the construction of the Pavilion/Bathrooms, located at States Landing Beach Facility, States Landing Road, Moultonborough, NH will be accepted until 2:00 p.m. on Tuesday, September 17, 2024, 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.

The work includes providing all labor, equipment and materials necessary to complete a full-service installation, including all carpentry, electrical, plumbing, and finish work necessary to house a Clivus Multrum Model M12 Waterless Composting Toilet System. Site work and foundation/slab to be completed by others.

A detailed package with information on the services to be provided or items to be supplied by the vendor, the conditions thereof, and bid forms, is available at [www.moultonboroughnh.gov](http://www.moultonboroughnh.gov) (Request for Proposals) or said Select Board offices during normal business hours. **A pre-bid conference and site inspection will be held at 10:00 a.m. on Thursday, August 29, 2024, at the subject location.**

Your bid envelope must be marked with the project, item or service being sought, and the date the bids are due. Bids submitted by mail should be placed in a separate sealed envelope, marked as required, inside the mailing envelope to safeguard against it being opened in error. Any questions with respect to this invitation must be received, in writing by mail, fax (603.476.5835) or email ([wjohnson@moultonboroughnh.gov](mailto:wjohnson@moultonboroughnh.gov)), by Charles Smith, Town Administrator, no later than 2:00 PM on Tuesday, September 3, 2024.

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.

Kevin D. Quinlan, Chairman/s/  
Board of Selectmen

Posted:  
Advertised:  
Mailed:  
Web:

**REQUEST FOR PROPOSALS**  
**Construction of Pavilion/Bathrooms**  
**States Landing Beach Facility**

**REQUIREMENTS:**

1. A pre-bid conference and site inspection will be held at 10:00 a.m. on Thursday, August 29, 2024, at the subject location.
2. Any questions with respect to this invitation must be received, in writing by mail at PO Box 139, Moultonborough, NH 03254, by fax (603.476.5835) or by email ([csmith@moultonboroughnh.gov](mailto:csmith@moultonboroughnh.gov)), by Charles Smith, Town Administrator, no later than 2:00 PM on Tuesday, September 3, 2024. The answers, and any other changes or supplements to this document, will be posted on the Town's website as an Addendum no later than 4:00 p.m. on Friday, September 6, 2024 ([www.moultonboroughnh.gov](http://www.moultonboroughnh.gov) Request for Proposals). It is the bidder's responsibility to check and verify any such changes in order to account for them in their bid.
3. Contractor shall provide all material, labor and equipment required to complete a full-service installation, including all carpentry, electrical, plumbing, venting, and finish work necessary to house and install a Clivus Multrum Model M12 Waterless Composting Toilet System (Note: M12 System to be furnished by Owner and installed by Contractor).
4. Site work, foundation, and slab to be completed *by others*.
5. Contractor shall complete field reconnaissance of the work areas to become fully familiar with the existing conditions.
6. Contractor shall obtain the required permits from the Office of Code Enforcement.
7. Contractor shall construct the pavilion/bathroom building in accordance with the latest Building Codes.
8. Contractor shall perform all electrical work in accordance with the latest Electrical Codes.
9. Contractor shall perform all plumbing work in accordance with the latest Plumbing Codes.
10. Contractor shall perform all work in accordance with the requirements of the Town of Moultonborough ordinances and regulations.
11. Contractor shall 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.
12. Materials, equipment, and construction requirements shall be per Exhibit A and the posted plans, schematics, and specifications, or approved equivalent.
13. Contractor shall submit for approval a stamped/engineered beam design for the roof truss support over the open pavilion section. The spacing of the posts shall be 6'-8" on the side walls and 7'-2" on the gable end.
14. Contractor shall submit for approval a stamped/engineered roof truss design for the structure. The Boise Cascade Roof Truss Design provided in the RFP is an example for *reference only*.
15. Basement will span the full width/length of the enclosed portion of the structure.



### **PROPOSAL SUBMISSION:**

1. A description of the firm and qualifications, and references of the individual who will be completing the work.
2. Completed Town of Moultonborough Bid Form (attached).

### **INSURANCE & HOLD HARMLESS:**

Prior to commencing work, and throughout the term of this contract, the Contractor shall obtain, and maintain, in the limits and under the conditions set forth below, insurance coverage 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 will provide to the Town a similar certificate, in similar amounts and under similar conditions, from the Subcontractor.

Should the Contractor fail to maintain such Workers' Compensation insurance, and should the Town be found liable to principals, officers, employees and agents of the Contractor, the Town may recover from the Contractor the amount of any medical costs and compensation paid to or on behalf of the principals, officers, employees and agents of the Contractor and any expenses relating to claims filed under the provisions of Workers' Compensation.

The Contractor shall indemnify, defend and save harmless the Town, and its officers, agents and employees from and against any suit, action or claim of loss or expenses because of bodily injury, including death at any time there from, sustained by any person or persons or on account of damages to property, including loss thereof to the extent caused by the Contractor's negligent acts, errors, or omissions, in the performance of services under this Contract. The Town agrees that the Contractor will not be responsible for any suit, action or claim of loss or expenses because of bodily injury, or damages, caused by the Town, its officers, agents and employees due to the negligence or omission of the Town. This covenant shall survive the termination of this Contract.

### **DUE DATE AND METHODS OF DELIVERY:**

Sealed Proposals will be accepted until 2:00 p.m. on Tuesday, September 17, 2024, in the Town Hall Administration Office, 6 Holland Street, Moultonborough, NH 03254, at which time they will be opened and publicly read aloud. Each submission should be in a sealed envelope marked, Town of Moultonborough, Construction of Pavilion/Bathrooms Proposal with the due date clearly marked. If mailed, the proposal should be in a separate sealed envelope with the outer envelope marked similarly to prevent the bid from being opened in error.

It is the Contractor's responsibility to ensure that the proposal is received in the Town Administrator's office by the due date and time irrespective of whatever means of delivery chosen. Any submission received after the due date and time will be returned to you unopened.

**ANTICIPATED TIMELINE:**

Pre-Bid Meeting	August 29, 2024
Opening of Proposals	September 17, 2024
Award of Contract	September 5, 2024
Contract Execution	September 26, 2024
Contract Start Date	October 28, 2024
Contract Completion	May 23, 2025

**PAYMENT PROCEDURE:**

Payment for this Contract will be one (1) upon 50% completion and one (1) upon final completion and acceptance of the work. Payment will be made upon invoice, within twenty-one (21) days of the acceptance of the work.

**Town of Moultonborough**  
**Construction of Pavilion/Bathrooms**  
**States Landing Beach Facility**  
**Bid Form**  
**(Please Print in Ink or Type)**

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

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

\_\_\_\_\_

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

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email

ATTENTION: Board of Selectmen  
PO Box 139  
Moultonborough, NH 03254

Dear Honorable Selectmen:

Having examined the documentation provided with the subject Request for Proposals the undersigned proposes to furnish the requested item or 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

**1. BASE BID:**

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

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

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



**Bid Form**

**Construction of Pavilion/Bathrooms – States Landing Beach Facility**

**July 25, 2024**

**Page 2**

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.

Time for Delivery: I will complete all work within \_\_\_\_\_ days (In Figures) of your notice to proceed.

**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.**

If I am notified my proposal is accepted within fifteen (15) days of the bids having been opened, I will execute a contract for the work within seven (7) days following Notice of Award.

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 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

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

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 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: \_\_\_\_\_

## 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: \_\_\_\_\_

## EXHIBIT A

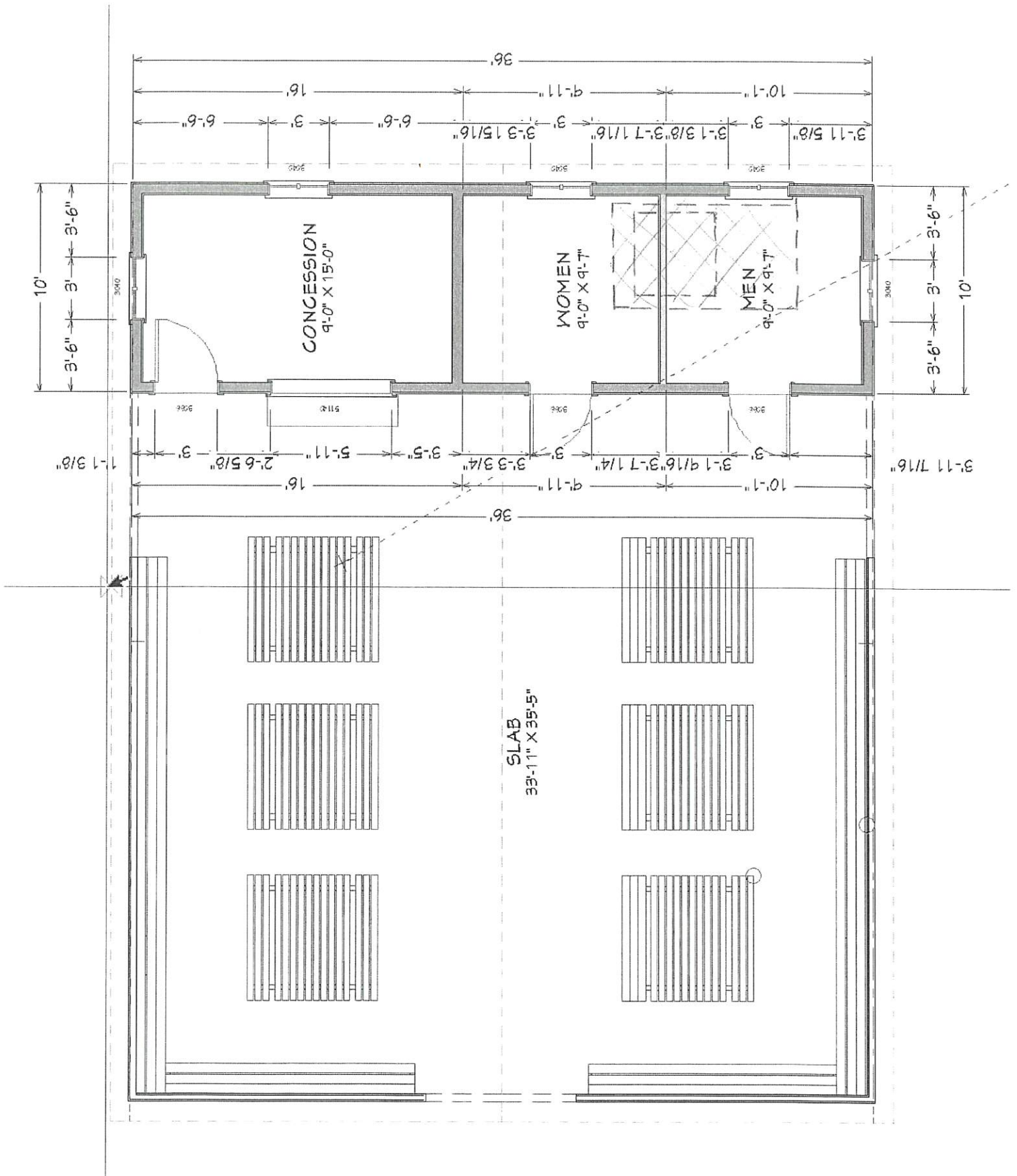
Compliance			Construction of Pavilion/Bathrooms
Item #	Yes	No	<u>Specifications:</u>
1			<b>Flooring:</b>
2			PT Sill
3			2x8 KD, 16" O.C.
4			¾" Advantech Subfloor
5			VCT covering, Color: Blue-Gray
6			<b>Walls:</b>
7			2X6 KD, 16" O.C.
8			Exterior: ½" ZIP System, Vinyl Siding, Color: Hampton Red or similar to match existing buildings.
9			Interior: ½" Greenboard, FRP finish
10			Pavilion: 6x6 PT Posts, Trimmed with Azack, 2x4 KD partition walls (3' high, 6" above slab), 16" O.C., Capped w/1x8 Azack, ½" ZIP System, Vinyl Siding, Color: Hampton Red or similar to match existing buildings.
11			Ceiling: ½" Greenboard, Painted White (excluding pavilion)
12			<b>Roof:</b>
13			Truss System, as specified.
14			25-Year Architectural Roof Shingles, Color: Timberline HD Charcoal
15			<b>All exposed trim to be wrapped with Azack</b>
16			<b>Windows:</b>
17			(5) Vinyl Awning Windows
18			<b>Doors:</b>
19			ADA Compliant, Fiberglass Flat Panel, Composite Jams and Trim,
20			<b>Bulkhead with Stairs</b>
21			<b>Electrical:</b>
22			Interior and exterior motion lights at doorways/entrances
23			Ceiling fans in Pavilion Area
24			Basement outlets and lights
25			Interior Outlets: (1) in each bathroom, (5) in Concession
26			Exterior Outlets: (4) in Pavilion Area and (2) on Building
27			<b>Plumbing:</b>
28			Piping and appurtenances as required by manufacturer of composting toilet system

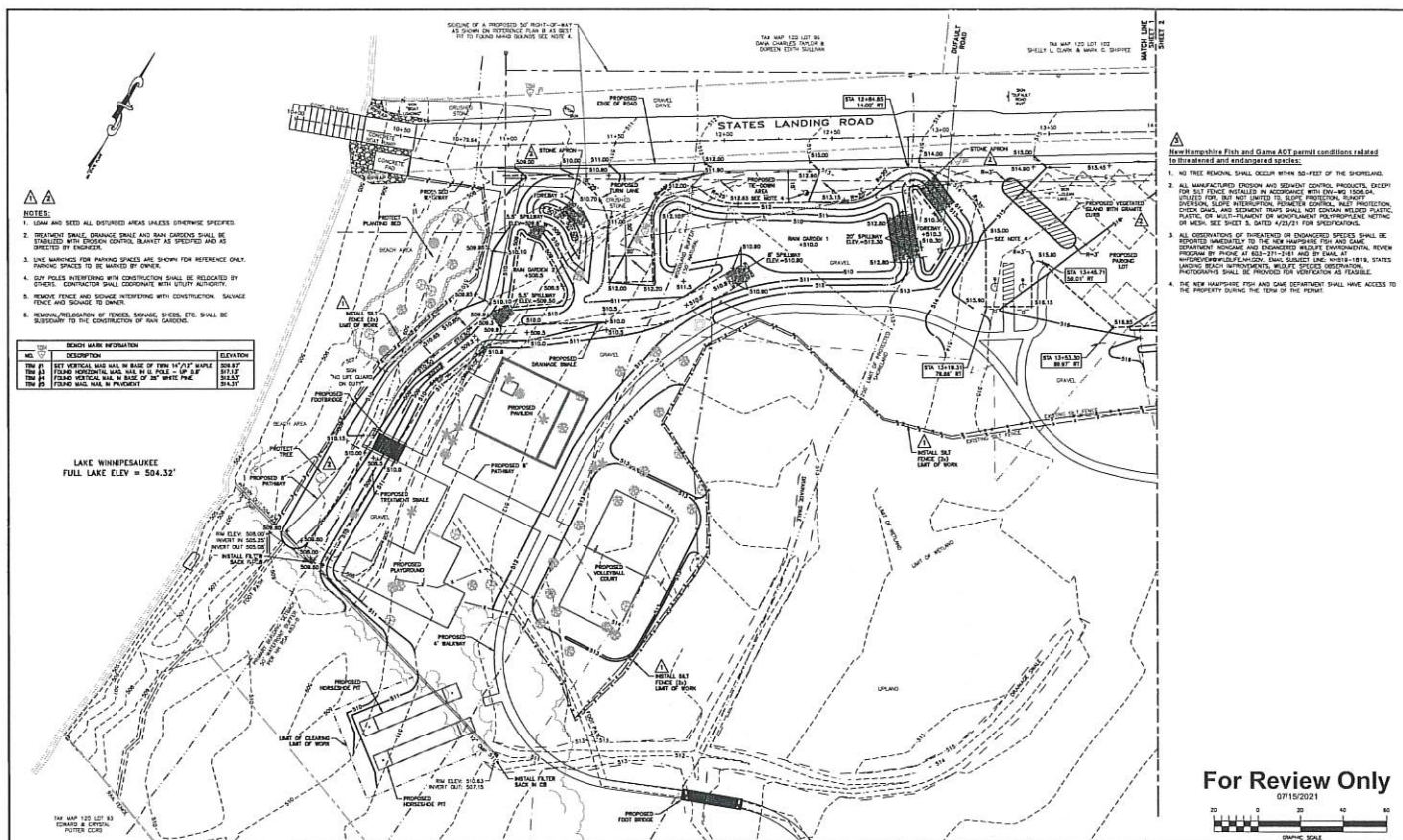
**This list is a general specification for the project and may not be all inclusive. Contractor is responsible for providing all necessary materials and equipment for a full-service operating installation meeting all applicable codes, ordinances, and regulations.**

*Please Refer to the Posted Specification Materials*

1) Moultonborough Field House Schematic
2) Figure 1: States Landing Beach Pavilion and Bathrooms Site Plan
3) Interior Basement Requirements (Restroom and Composter Layout)
4) Boise Cascade Roof Truss Design
5) Clivus Multrum Model M12 Specification Sheet
6) Clivus Multrum AC Liquid Removal System Specification Sheet
7) Clivus Multrum Model M12 Installation Manual
8) Clivus New England Letter, Dated July 25, 2024, for reference to installation requirements.











SHEET NO.  
**3**  
SHEET 3 OF 5





- SEDIMENT TRAP DETAIL 

**NOT TO SCALE**

APPLICATION OF LIME, FERTILIZER, AND SEED. GROUND SURFACE MUST BE FREE OF DEBRIS, ROCKS, CLAY CLODS AND RAKED SMOOTH SUFFICIENT TO ALLOW INTIMATE CONTACT OF THE RECP WITH THE SOIL OVER THE ENTIRETY OF THE INSTALLATION.

- [illegible]

97/15/2021

SHEET NO.

**5**

---

SHEET 5 OF 5



STATES LANDING BEACH FACILITY  
restroom and composter layout



M-12 composter 105" x 62"  
in basement



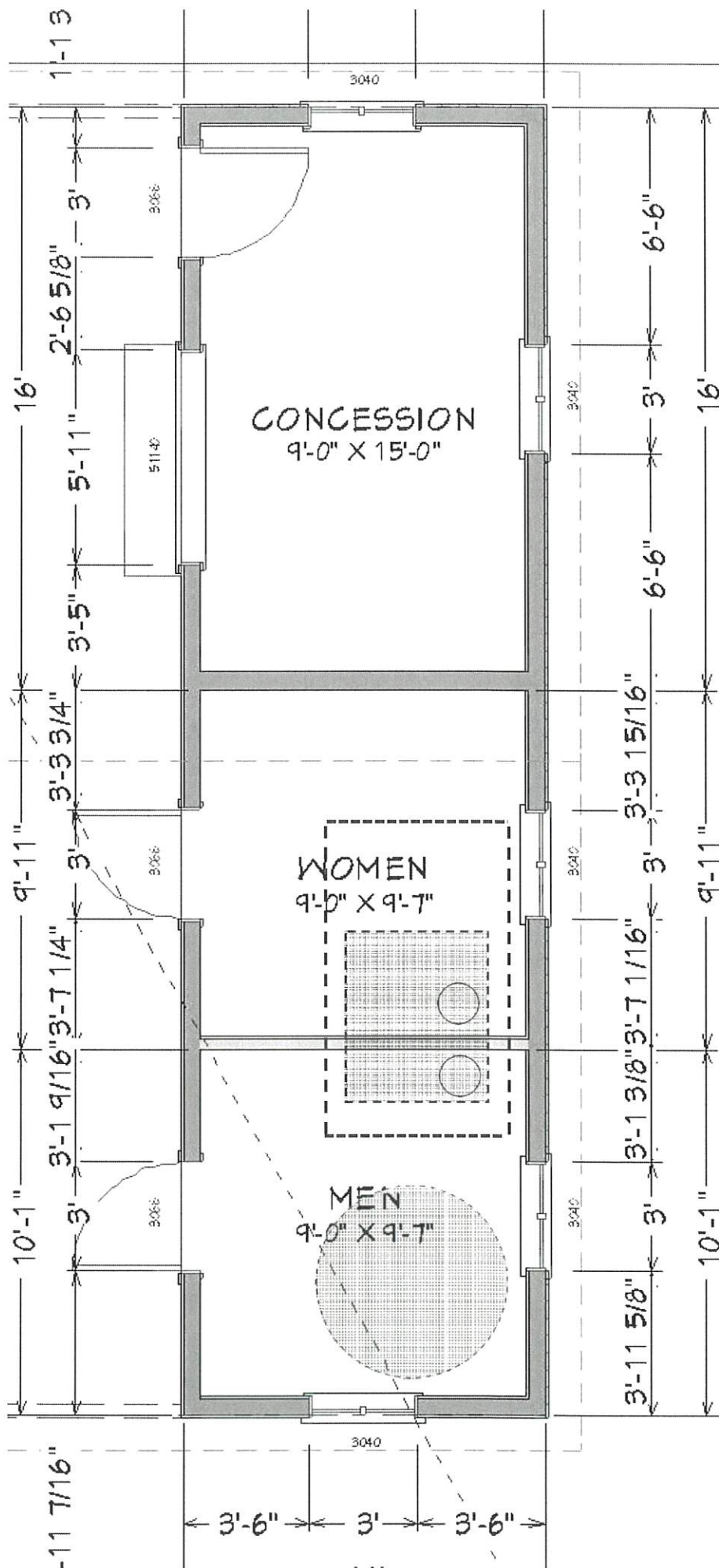
Working surface area of M-12  
57-1/2" x 48"

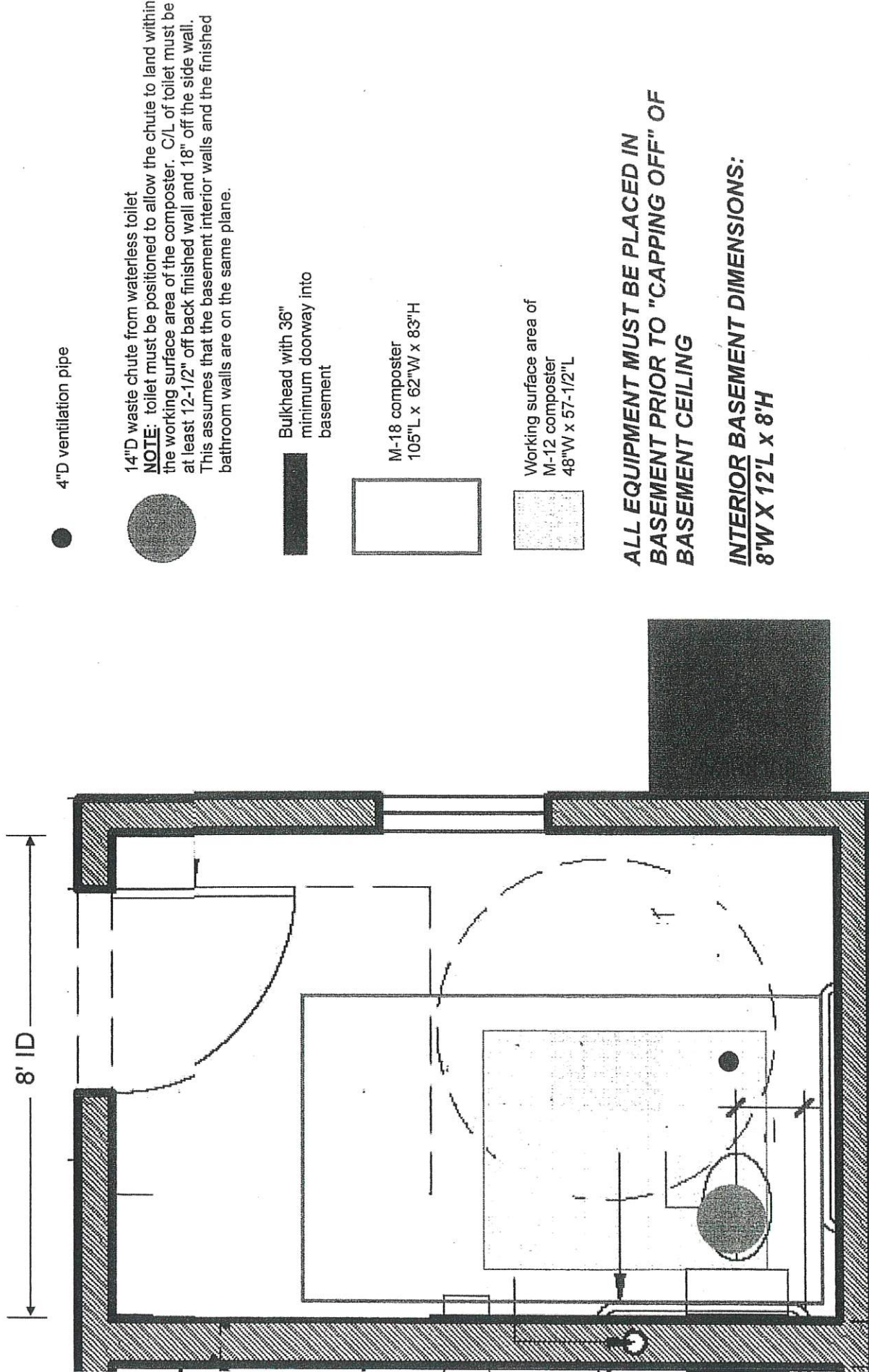


Liquid storage tank 64"  
in basement



14"D toilet chute





● 4"D ventilation pipe

14"D waste chute from waterless toilet

**NOTE:** toilet must be positioned to allow the chute to land within the working surface area of the compostor. C/L of toilet must be at least 12-1/2" off back finished wall and 18" off the side wall. This assumes that the basement interior walls and the finished bathroom walls are on the same plane.

■ Bulkhead with 36" minimum doorway into basement

□ M-18 compostor  
105"L x 62"W x 83"H

□ Working surface area of  
M-12 compostor  
48"W x 57-1/2"L

**ALL EQUIPMENT MUST BE PLACED IN BASEMENT PRIOR TO "CAPPING OFF" OF BASEMENT CEILING**

**INTERIOR BASEMENT DIMENSIONS:  
8'W X 12'L x 8'H**

Job	Truss	Truss Type	Qty	Ply	Job Reference (optional)
694903	001	FINK	25	1	
Boise Structural Solutions, Saco, ME 04072, Samantha Turbide					
ID:sRdmltXHMxbshujOfOLCyKfcn-Rpi0NIKHrObuf80wsb?IAT1z0rbkiziCuhkV/MzV1rC					
8 200 s Feb 13 2018 MiTek Industries, Inc. Fri Mar 30 13:45:21 2018 Page 1					

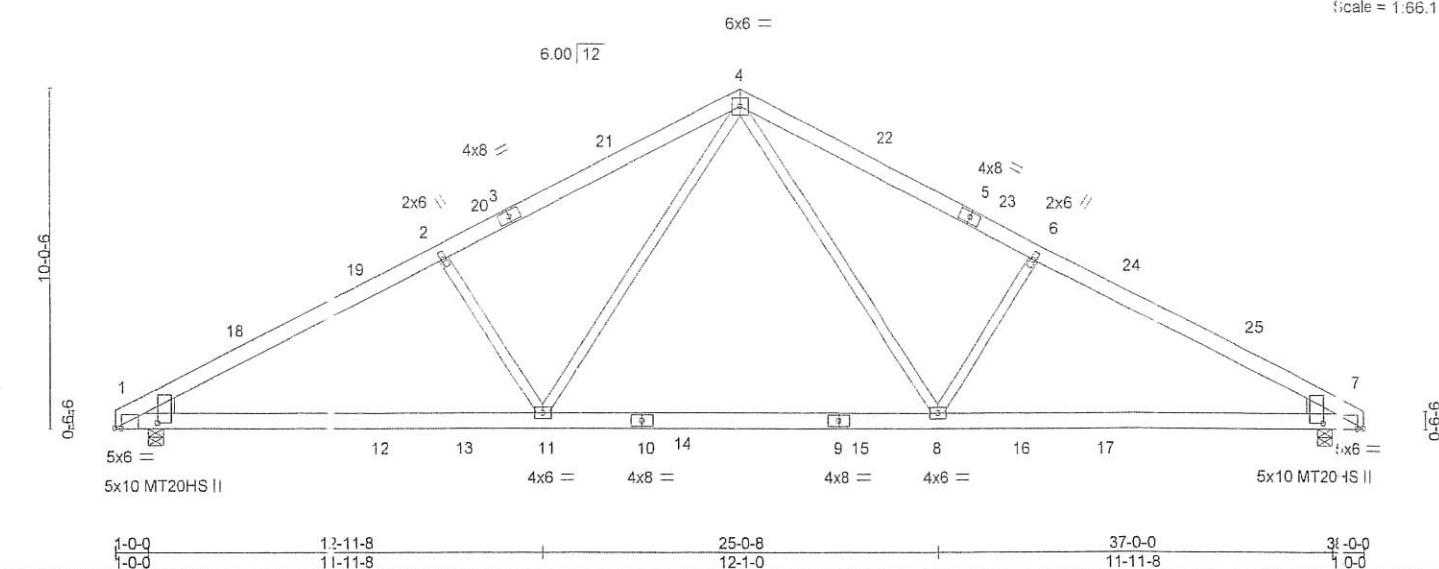


Plate Offsets (X, Y)-- [1:0-2-4,Edge], [3:0-1-12,1-3-5], [7:0-2-4,Edge], [7:0-1-12,1-3-5]							
LOADING (psf)	SPACING-	1-4-0	CSI.	DEFL.	in (loc)	l/defl	L/d
TCLL 61.6	Plate Grip DOL	1.15	TC 0.77	Vert(LL)	-0.24	1-11	>999
(Ground Snow=80.0)	Lumbar DOL	1.15	BC 0.63	Vert(TL)	-0.47	1-11	>965
TCDL 10.0	Rep Stress Incr	YES	WB 0.77	Horz(TL)	0.11	7	n/a
BCLL 0.0 *	Code IBC2009/TPI2007		Matrix-SH				
BCDL 10.0							
				PLATES	GRIP		
				MT20	169/113		
				MT20HS	148/118		
				Weight: 180 lb	FT = 0%		

LUMBER-	BRACING-	Structural wood sheathing directly applied or 4'-0"-3' oc pull-ins. Rigid ceiling directly applied or 10'-0"-0' oc bracing.  MiTek recommends that Stabilizers and required cross bracing be installed during truss erection, in accordance with Stabilizer Installation guide.
TOP CHORD 2x6 SPF 1650F 1.5E	TOP CHORD	
BOT CHORD 2x6 SPF 1650F 1.5E	BOT CHORD	
WEBS 2x4 SPF-S No.2		
WEDGE		
Left: 2x6 SPF 1650F 1.5E, Right: 2x6 SPF 1650F 1.5E		

REACTIONS. (lb/size) 1=2042/0-5-6 (min. 0-3-3), 7=2042/0-5-8 (min. 0-3-3)  
Max Horz 1=111(LC 8)  
Max Uplift 1=-253(LC 9, 7=-253(LC 10)

FORCES. (lb) - Maximum Compression/Maximum Tension  
TOP CHORD 1-18=-3663/563, 18-19=-3483/564, 2-19=-3285/584, 2-20=-3161/562, 3-20=-3093/564, 3-21=-2940/578, 4-21=-2931/591, 4-22=-2931/591, 5-22=-2940/578, 5-23=-3093/564, 6-23=-3161/562, 6-24=-3285/584, 24-25=-3483/564, 7-25=-3663/563  
BOT CHORD 1-12=-417/3094, 12-13=-417/3094, 11-13=-417/3094, 11-14=-184/2041, 10-14=-184/2041, 9-10=-184/2041, 9-15=-184/2041, 8-15=-184/2041, 8-16=-417/3094, 16-17=-417/3094, 7-17=-417/3094  
WEBS 2-11=-1046/272, 4-11=-163/1278, 4-8=-163/1278, 6-8=-1046/272

- NOTES- (10-11)
- 1) Wind: ASCE 7-05; 100mph; TCDL=6.0psf, BCDL=6.0psf; h=35ft; Cat. II; Exp C; enclosed; MWFRS (low-rise) gable end zone and C-C Exterior(2) 0-2-12 to 4-0-6, Interior(1) 4-0-6 to 15-2-6, Exterior(2) 15-2-6 to 19-0-0, Interior(1) 22-9-10 to 33-11-10 zone; cantilever left and right exposed; C-C for members and forces & MWFRS for reactions shown; Lumber DOL=1.60 plate grip DOL=1.60
  - 2) TCLL: ASCE 7-05; Pg= 80.0 psf (ground snow); Pf=61.6 psf (flat roof snow); Category II; Exp C; Partially Exp.; Ct=1.1
  - 3) Unbalanced snow loads have been considered for this design.
  - 4) This truss has been designed for basic load combinations, which include cases with reductions for multiple concurrent live loads.
  - 5) All plates are MT20 plates unless otherwise indicated.
  - 6) This truss has been designed for a 10.0 psf bottom chord live load nonconcurrent with any other live loads.
  - 7) \* This truss has been designed for a live load of 20.0psf on the bottom chord in all areas where a rectangle 3'-6" tall by 2'-0" wide will fit between the bottom chord and any other members, with BCDL = 10.0psf.
  - 8) Provide mechanical connection (by others) of truss to bearing plate capable of withstanding 253 lb uplift at joint 1 and 253 lb uplift at joint 7.
  - 9) This truss is designed in accordance with the 2009 International Building Code section 2306.1 and referenced standard ANSI/TPI 1.
  - 10) Dimensions are in feet-inches-sixteenths
  - 11) Drawing prepared exclusively for manufacturing by Boise Cascade.

LOAD CASE(S) Standard





**Boise Cascade**  
Building Materials  
Distribution  
Boise Structural Solutions

68 Industrial Park Rd  
Saco Me, 04072  
Tel: 877-291-5276  
Fax: 877-782-0999

Job Name: TOWN OF MOULTONBOROUGH  
MOULTONBOROUGH, NH



Prepared By:

Date Quoted: Delivery Date:

Last Revised:

Price Protected Until:

**ROOF TRUSSES** Designed per: IBC2009/TP12007 Code.

PROFILE	LBL	QTY	OVRALL LGTH		NET SPAN	PITCH		TYPE	SPC	OVERHANG		C	LOADING		CANTILEVER		BRG SIZE				
			PLY	WEIGHT		TOP	BOT			LEFT	RIGHT		U	T	Heel Height	Left	Right	LEFT	RIGHT	LEFT	RIGHT
 A694903-0001	001	24 1	38-00-00 180 lbs		36-00-00	6.00 0.00		FINK	16	00-00-00	00-00-00	P	61.6-10-0-10 Grnd Snow=80 00-06-06 00-06-06	01-00-00	01-00-00	00-05-08 00-05-08	2				
 A694903-0002	002	3 1	38-00-00 226 lbs		38-00-00	6.00 0.00		GESI	16	00-00-00	00-00-00	P	61.6-10-0-10 Grnd Snow=80 00-06-06 00-06-06	00-00-00	00-00-00	38-00-00 00-00-00	1				

Total Weight: 4952 lbs

Quote Surface: VERBAL INFORMATION FROM CUSTOMER

Job Notes To Customer:

36 X 34 BUILDING AT 16" O.C., 36'-0 SPAN

Plan Date:

Special Instructions For Design:

SUB-TOTAL:

DISCOUNTS:

GRAND TOTAL:

POSTED ROADS, POSTED ROADS!!!! THE SPRING CHALLENGE IN MAINE AND NEW HAMPSHIRE! BEWARE DELIVERIES COULD BE AFFECTED

\*\*\*\* QUANTITY CHANGES WILL EFFECT PRICES\* MAXIMUM UNLOADING TIME IS 1 HOUR\* TRUSS SYMBOLS CONCEPTUAL ONLY NOT FOR DESIGN

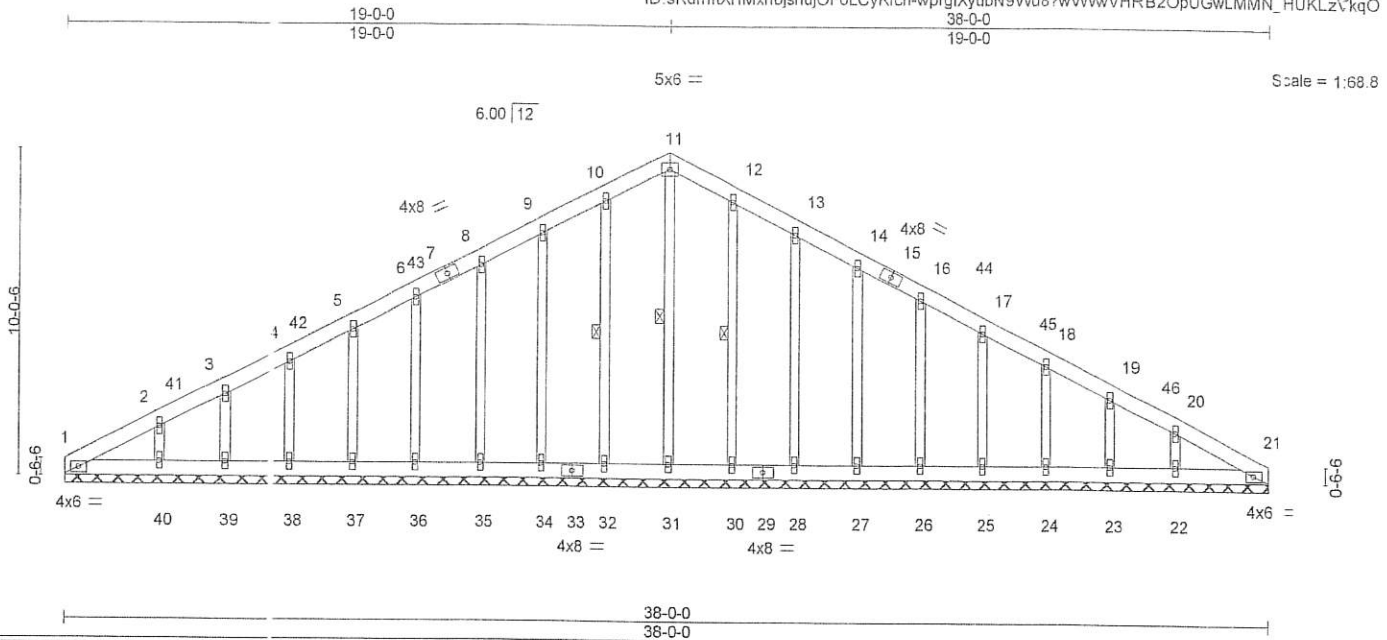
\*\*\*\* ALL TRUSSES ARE CUSTOM BUILT AND CANNOT BE RETURNED  
UNLESS SPECIFICALLY NOTED ON THIS QUOTE PRICE DOES NOT INCLUDE:  
TREATED LUMBER, SEALED LAYOUTS, BRACING AND / OR HANDLING DRAWINGS  
METAL HARDWARE, ENGINEERED LUMBER (LVL,I-JOISTS, ETC.)

Job	Truss	Truss Type	Qty	Ply	
694903	002	GESI	2	1	

Boise Structural Solutions, Saco, ME 04072, San antha Turbide

Job Reference (optional)

8.200 s Feb 13 2018 MiTek Industries, Inc. Fri Mar 30 13:45:13 2018 Page 1  
ID:sRdmItXHMxbnshujOFoLCyKfcn-wprglXyubN9Wu8?wvWwVHRB2OpUGwLMMN\_HUKLzV\_kqO



LOADING (psf)		SPACING-		CSI		DEFL		PLATES		GRIP	
TCLL	61.6	Plate Grip DOL	1.15	TC	0.04	in (loc)	l/defl	MT20		169/123	
(Ground Snow=80.0)		Lumber DOL	1.15	BC	0.03	Vert(LL)	n/a				
TCDL	10.0	Rep Stress Incr	YES	WB	0.36	Vert(TL)	n/a				
BCLL	0.0 *	Code IBC2009/TPI2007		Matrix-SH		Horz(TL)	0.00 21				
BCDL	10.0										
								Weight: 226 lb FT = 0%			

#### LUMBER-

TOP CHORD 2x6 SPF 1650F 1.5E  
BOT CHORD 2x6 SPF 1650F 1.5E  
WEBS 2x4 SPF-S No.2  
OTHERS 2x4 SPF-S No.2

#### BRACING-

TOP CHORD Structural wood sheathing directly applied or 6'-0" oc pur ins.  
BOT CHORD Rigid ceiling directly applied or 10'-0" oc bracing.  
WEBS 1 Row at midpt 11-31, 10-32, 12-30

MiTek recommends that Stabilizers and required cross bracing be installed during truss erection, in accordance with Stabilizer Installation guide.

**REACTIONS.** (lb/size) 1=151/38-0-0 (min. 0-6-8), 21=151/38-0-0 (min. 0-6-8), 31=177/38-0-0 (min. 0-6-8), 32=219/38-0-0 (min. 0-6-8), 34=219/38-0-0 (min. 0-6-8), 35=217/38-0-0 (min. 0-6-8), 36=218/38-0-0 (min. 0-6-8), 37=216/38-0-0 (min. 0-6-8), 38=225/38-0-0 (min. 0-6-8), 39=181/38-0-0 (min. 0-6-8), 40=331/38-0-0 (min. 0-6-8), 30=219/38-0-0 (min. 0-6-8), 28=219/38-0-0 (min. 0-6-8), 27=217/38-0-0 (min. 0-6-8), 26=218/38-0-0 (min. 0-6-8), 25=215/38-0-0 (min. 0-6-8), 24=225/38-0-0 (min. 0-6-8), 23=181/38-0-0 (min. 0-6-8), 22=331/38-0-0 (min. 0-6-8)

Max Horz 1=-111(LC 7)

Max Uplift 1=-6(LC 7), 32=-13(LC 8), 34=-39(LC 10), 35=-33(LC 10), 36=-32(LC 10), 37=-33(LC 9), 38=-54(LC 9), 39=-52(LC 9), 40=-93(LC 9), 30=-10(LC 9), 28=-39(LC 10), 27=-33(LC 10), 26=-32(LC 9), 25=-33(LC 10), 24=-54(LC 10), 23=-52(LC 10), 22=-93(LC 10)

Max Grav 1=151(LC 1), 21=151(LC 1), 31=177(LC 1), 32=313(LC 13), 34=320(LC 13), 35=309(LC 13), 36=253(LC 13), 37=216(LC 1), 38=225(LC 1), 39=181(LC 13), 40=331(LC 13), 30=313(LC 14), 28=320(LC 14), 27=309(LC 14), 26=253(LC 14), 25=216(LC 1), 24=225(LC 1), 23=181(LC 14), 22=331(LC 14)

#### FORCES. (lb) - Maximum Compression/Maximum Tension

**TOP CHORD** 1-2=-136/33, 2-41=-100/40, 3-41=-94/47, 3-4=-79/59, 4-42=-81/64, 5-42=-48/71, 5-6=-81/83, 6-43=-92/91, 7-43=-40/94, 7-8=-38/98, 8-9=-98/130, 9-10=-102/172, 10-11=-103/206, 11-12=-103/206, 12-13=-102/172, 13-14=-98/130, 14-15=-38/98, 15-44=-40/94, 16-44=-92/91, 16-17=-81/68, 17-45=-38/39, 18-45=-81/33, 18-19=-79/15, 19-46=-50/3, 20-46=-89/0, 20-21=-102/33

**BOT CHORD** 1-40=0/115, 39-40=0/115, 38-39=0/115, 37-38=0/115, 36-37=0/115, 35-36=0/115, 34-35=0/115, 33-34=0/115, 32-33=0/115, 31-32=0/115, 30-31=0/115, 29-30=0/115, 28-29=0/115, 27-28=0/115, 26-27=0/115, 25-26=0/115, 24-25=0/115, 23-24=0/115, 22-23=0/115, 21-22=0/115

**WEBS** 11-31=-150/0, 10-32=-286/58, 9-34=-293/80, 8-35=-283/57, 6-36=-226/55, 5-37=-191/56, 4-38=-194/69, 3-39=-170/70, 2-40=-264/112, 12-30=-286/58, 13-28=-293/80, 14-27=-283/57, 16-26=-226/55, 17-25=-191/56, 18-24=-194/69, 19-23=-170/70, 20-22=-264/112

#### NOTES- (13-14)

- 1) Wind: ASCE 7-05; 100mph; TCDL=6.0psf; BCDL=6.0psf; h=35ft; Cat. II; Exp C; enclosed; MWFRS (low-rise) gable end zone and C-C Exterior(2) 0-0-0 to 3-9-10, Interior(1) 3-9-10 to 15-0-0, Exterior(2) 15-0-0 to 19-0-0, Interior(1) 23-0-0 to 34-2-6 zone; cantilever left and right exposed; C-C for members and forces & MWFRS for reactions shown; Lumber DOL=1.60 plate grip DOL=1.60
- 2) Truss designed for wind loads in the plane of the truss only. For studs exposed to wind (normal to the face), see Standard Industry Gable End Details as applicable, or consult qualified building designer as per ANSI/TPI 1.
- 3) TCLL: ASCE 7-05; Pg= 80.0 psf (ground snow); Pf=61.6 psf (flat roof snow); Category II; Exp C; Partially Exp.; Ct=1.1
- 4) Unbalanced snow loads have been considered for this design.
- 5) This truss has been designed for basic load combinations, which include cases with reductions for multiple concurrent live loads.
- 6) All plates are 2x6 MT20 unless otherwise indicated.

Continued on page 2





# Model M12 Specification Sheet

## NSF Certification

The Clivus Model M12 is certified by the National Sanitation Foundation under Standard 41 (day-use, park).

## Capacity

### M12 VOLUME

Solids storage capacity: 132 cubic feet; 987 US gallons

Daily capacity at average temp. >65°F: 80 visits

Annual capacity at average temp. >65°F: 30,000 visits

## Specifications and Materials

### DIMENSIONS

Installation: Length: 105"; Width: 62"; Height: 58.5"

Weight: 365 lbs

Working Area on Top of Composter: 48"x57.5"

Waste Access Door: 10"x30" (composter front)

Compost Access Lid: 32"x62" (composter front)

Polyethylene Wall Thickness: 0.375" nominal

### MATERIALS

The M12 Composter is rotationally molded high-density linear polyethylene resin that conforms with the following specifications:

- Density (ASTM TEST 4883): 0.942 g/cm<sup>3</sup>
- Tensile Strength at Yield (ASTM D638): 2,950 psi
- Dart Impact (-40°C, 250 mils thickness): 108 ft-lbs
- Env't. Stress Crack Resistance, 100% Igepal (D1693): 550 hrs

### VENTILATION

AC: 120V, 60 Hz, 71w, .67 amp fan with 264 cfm at free air. Fan made of GE Noryl plastic, totally enclosed, ball-bearing motor, in-line, direct drive. UL & CSA approved. Energy Star rated. Diameter: 11.75"; Inlet/Outlet Diameter: 6"; Length: 9.625". The fan is mounted in-line near the composter, with 4" PVC or ABS ducting (not included). 12V DC available.

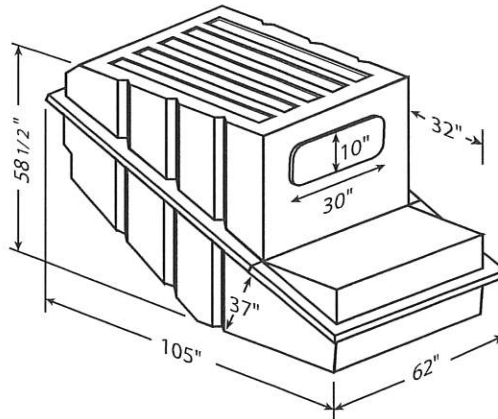


Figure 1. | M12 Composter

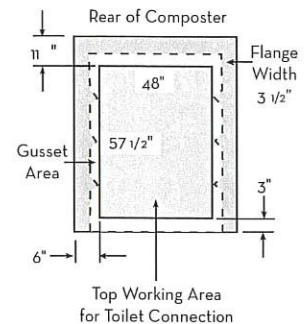


Figure 2. | M12 Composter, Top View

### LIQUID REMOVAL PUMP

AC: Submersible, 115V, 5 amp, with 18', 3-conductor, oil-resistant cord. UL & CSA approved. 1" NPT liquid discharge outlet. Capacity is 20.4 gallons per minute at 1' with a maximum pumping height of 26.3'. 12V DC available.

### TANK ALARM

Automatic tank alarm responds to liquid level and air flow sensors.

AC: 120 VAC, 50/60 Hz, 7 watts max. Alarm Horn: 82 decibels at 10 feet; meets Type 3R water-tight standard as installed by factory. Alarm Beacon: meets Type 3R water-tight standard as installed by factory. CSA certified.

### AUTOMATIC MOISTENING SYSTEM

An automatic control device monitors daily compost mass moistening. Timer is housed in water-resistant NEMA box. Spray time is preset at factory.

### Components

Solenoid: 120VAC, 50/60Hz, UL & CSA listed.

Timer: Synchronous motor, 48 max. on-off cycles, 120VAC, 0.1 watts. 12V DC available.

**COMPOSTER WOOD SUPPORT CRADLE KIT**  
Supports the M12 Composter. Made from pressure treated lumber.

### TOILET OPTIONS

#### Waterless Toilet

Waterless toilets constructed of impact resistant fiberglass with sanitary white finish. Seat and lid are made of plastic; the liner is rotationally molded polyethylene. The toilet must be located directly over the composter, which is situated in a space or room below. The toilet is connected with a 14" diameter straight chute.

Toilet Height: Standard: 14"; ADA Compliant: 18"  
Width: 18.5"; Length: 24.25"

#### Foam-flush Toilet

The Foam-flush toilet is constructed of vitreous ceramic. The seat and lid are made of plastic. The toilet connects to the composting unit with a 4" plastic pipe. The drain may slope up to 45 degrees from vertical. A water connection and a power connection (AC) are required. Toilet height: Standard: 16"; ADA compliant: 17.5"

Width: 15"; Length: 29"





# AC Liquid Removal System

## Specification Sheet

### Purpose

The Clivus AL101, AC Liquid Removal System, is designed to automatically keep the contents of the compost tank free of liquid end-product in situations where traditional AC electric service is available. This provides the best environment for decomposition to take place.

### Operation

The Clivus AC Liquid Removal System consists of a pump and float switch, pump isolation chamber (PIC) with screened inlet, double union ball check valve and tank adapter.

The pump and float switch are housed in the PIC to keep them free of compost debris. They are wired through the wall of the composter to an AC power source.

The liquid end-product enters the bottom of the PIC. When sufficient liquid has accumulated, the float switch engages and activates the pump. The liquid is pumped out via the drain line and thru-hull fitting to the appropriate distribution site or auxiliary storage vessel. The check valve prevents liquid from siphoning back into the composter.

### Specifications and Materials

#### COMPONENTS

AC pump: 115V, 5 amps, 60 Hz, single phase, 20.8 gal/min at full flow

Float switch: 115V, 10 amps, 1/3 hp

Drain line: 1" PVC or ABS

### Installation

1. Position pump assembly in the front-left or front-right corner of composter, on the side closest to external drain line.
2. Mount ball check-valve above pump chamber lid. Plumb to drain line, exiting through side wall of composter.
3. Bring pump and float switch power lines through chamber lid and through a grommet.

Fit grommet into lid. Pass power lines through the second grommet, then through composter side wall. Fit grommet into hole in side wall.

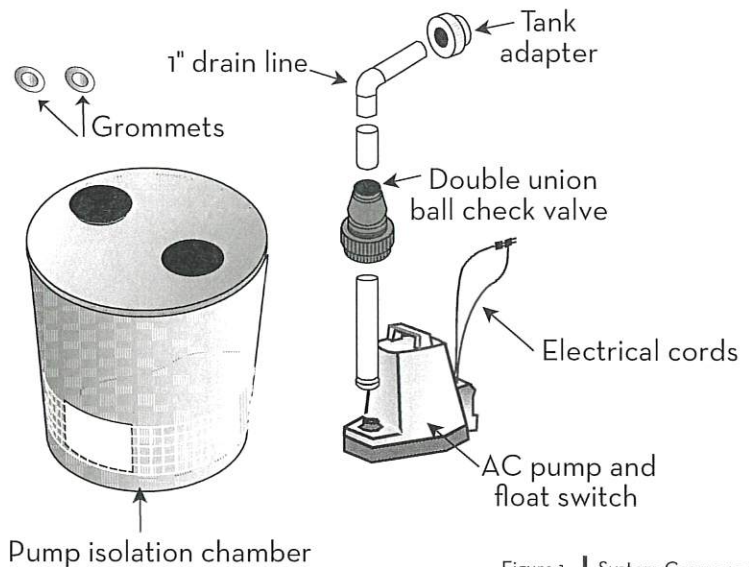


Figure 1. | System Components

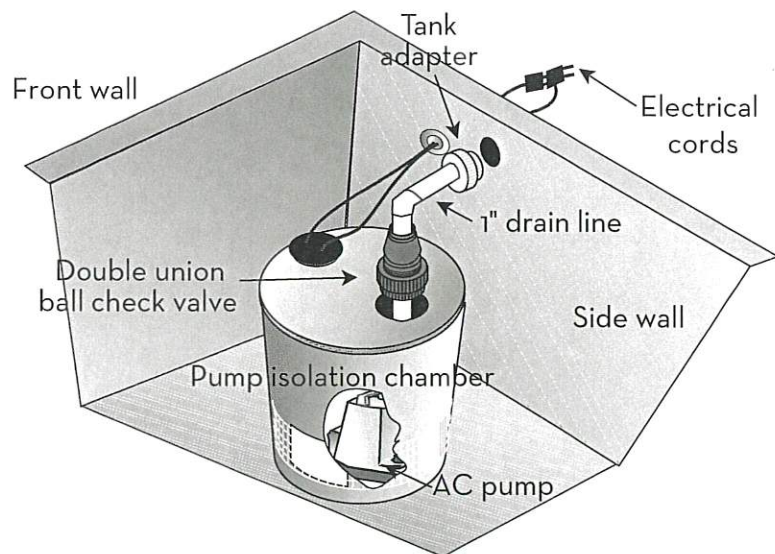
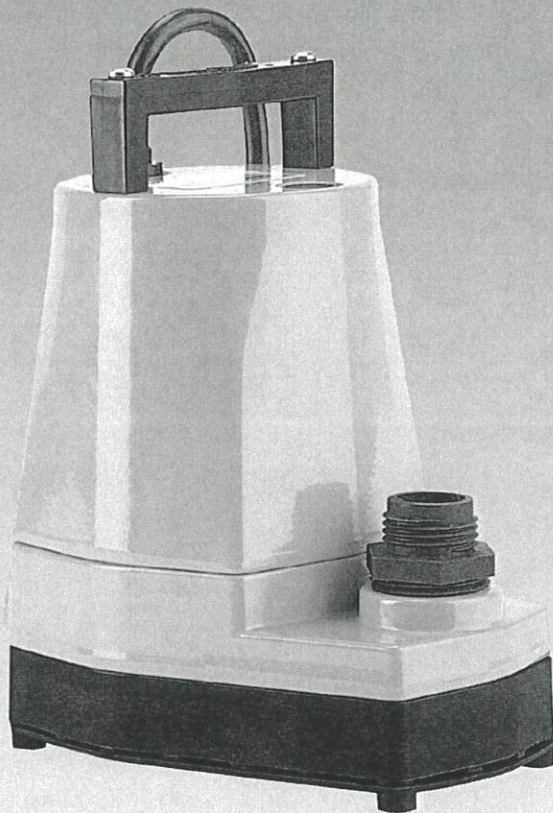


Figure 2. | System Assembly

# 5-MSP Series



## Applications

- For commercial, industrial, and home applications where water must be transferred or recirculated

## Features

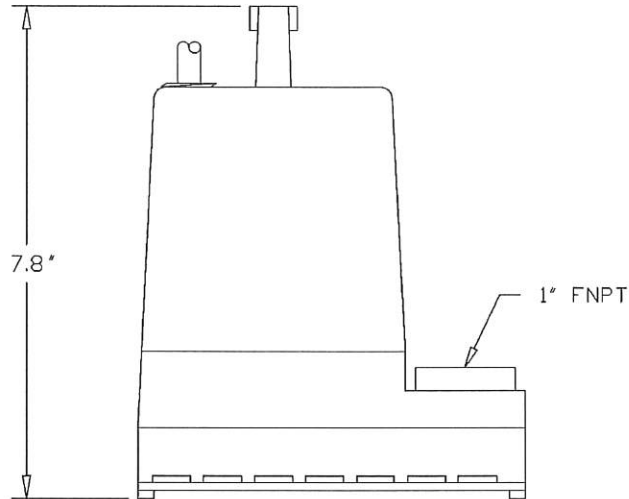
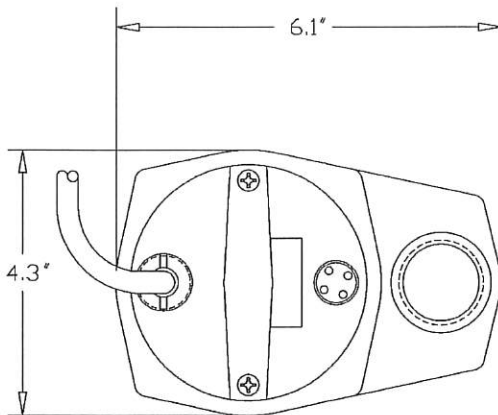
- 1/6 hp oil-filled motor
- Epoxy-coated die cast aluminum housing
- 1" FNPT discharge
- Screened intake
- Intermittent liquid temperature up to 120 °F
- Thermal overload protection
- 26.3' maximum lift
- For submersible use only

## Construction

- Housing – Epoxy-coated cast aluminum
- Cover – Epoxy-coated cast aluminum
- Volute – Nylon
- Impeller – Nylon
- Shaft Seal – Fluoroelastmer (FKM)
- Screen – Nylon



## Engineering Data



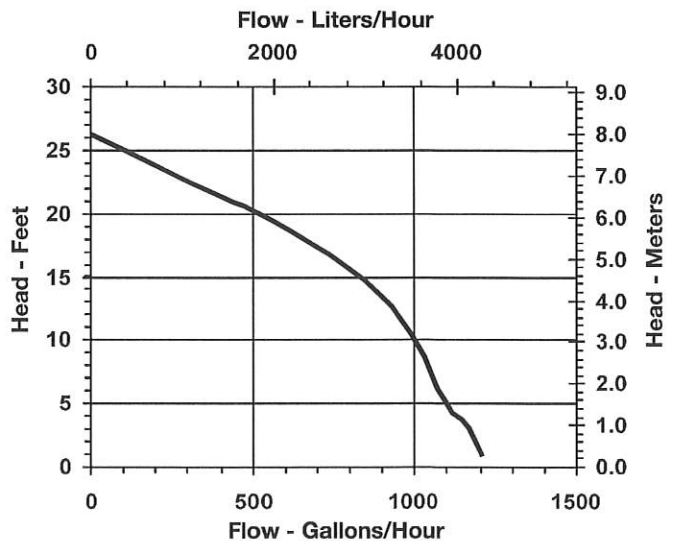
## Specifications

Item No.	Model No.	Listing(s)	HP	Volts	Hz	Amps	Watts	Discharge	Performance (GPH @ Head)					Shut Off		Cord Length (ft)	Weight (lbs)	Dimensions H X L X W (in)
									1'	3'	5'	10'	20'	Ft	PSI			
505000	5-MSP	cCSAus	1/6	115	60	5.0	380	1" FNPT	1200	1170	1100	1000	520	26.3	11.4	10	8.25	7.8" x 6.1" x 4.3"
505176	5-MSP	cCSAus	1/6	115	60	5.0	380	1" FNPT	1200	1170	1100	1000	520	26.3	11.4	18	8.50	7.8" x 6.1" x 4.3"
505025	5-MSP	cCSAus	1/6	115	60	5.0	380	1" FNPT	1200	1170	1100	1000	520	26.3	11.4	25	8.75	7.8" x 6.1" x 4.3"
505500	5-MSP	—	1/6	127	60	5.8	380	1" FNPT	1200	1170	1100	1000	520	26.3	11.4	10	8.25	7.8" x 6.1" x 4.3"
505501	5-MSP	—	1/6	127	60	5.8	380	1" FNPT	1200	1170	1100	1000	520	26.3	11.4	18	8.50	7.8" x 6.1" x 4.3"
505202	5-MSP	—	1/6	230	60	2.5	380	1" FNPT	1200	1170	1100	1000	520	26.3	11.4	12	8.25	7.8" x 6.1" x 4.3"

## Replacement Parts

Volute	105375
Screen	105376
Impeller	105310
Handle	105918
Adapter (GH)	599030
Seal Ring (volute)	928024

## Performance Data



**Franklin Electric**

P.O. Box 12010  
Oklahoma City, OK 73157-2010  
Phone: 1.800.701.7894  
Fax: 1.800.678.7867  
www.LittleGiantPump.com



## RS-5LL

Remote Switch for Submersible Pumps  
Interrupteur à Distance pour Pompes Submersibles  
Interruptor Remoto para Bombas Sumergibles

## EN INTRODUCTION

This Little Giant product is carefully packaged and inspected to ensure safe operation and delivery. When you receive your product, examine it carefully to determine that there are no broken or damaged parts that may have occurred during shipment. If damage has occurred, make notation and notify the firm from which you purchased the product. They will assist you in replacement or repair, if required.

The following instructions and safety guidelines will enable you to use the switch for trouble-free automatic operation of your pump. Please read the instructions and safety guidelines entirely before using the RS-5LL accessory. The Little Giant remote switch RS-5LL for submersible pumps can be used either by attaching it to the 5-MSP pump or used separately with other pumps to control on-off operation of the pump. The unit comes with a piggyback 115V plug/receptacle and are for 115V pumps rated 10 amps or less.

The switch is activated by pressure to a diaphragm, which activates a switch providing power to the pump. Pressure to the diaphragm is caused by rising water around the switch housing. The differential between "on-off" levels is 1-3/4" (± 1/2").

### SAFETY GUIDELINES



1. Read all instructions and Safety Guidelines thoroughly. Failure to follow the guidelines and instructions could result in serious bodily injury and/or property damage.
2. Do not use to pump flammable or explosive fluids such as gasoline, fuel oil, kerosene, etc.
3. During operation the area surrounding the pump may be covered with water. Take care when handling the pump. Do not pull the pump out of the water by the power cord when the pump is operating or connected to power source.
4. Do not stand in water when changing fuses.
5. This product is provided with a three prong grounding plug, to reduce the risk of electrical shock. When pump is in operation, make sure it is properly connected to grounded outlet.
6. Always unplug the pump from the outlet when not in use, before putting on or taking off parts, and before cleaning. Never yank cord to pull plug from outlet. Grasp the plug and pull to disconnect.

### INSTALLATION

1. For installation on the Little Giant 5-MSP pump, refer to Figure 1. Attach the RS-5LL directly to the 5-MSP housing using the two Phillips drive screws provided, as shown in Figure 1. Use the cable ties provided to secure the power cords together. To ensure proper operation of pump and switch, place pump on a solid surface in water at least 3/4" deep.
2. For installation on Little Giant 6-CIM-R or 6-CMB-R pumps, refer to Figure 2. Attach the RS-5LL directly to the 6-Series pump housing using the two slot drive screws provided, as shown in Figure 2. Use the cable ties provided to secure the power cords together. To ensure proper operation of pump and switch, place pump on a solid surface in water at least 1" deep.
3. For universal installation, refer to Figure 3. The RS-5LL can be attached to a pipe with the cable ties provided. Slots are provided at the upper collar of the switch housing to enable you to secure the switch to piping. Use one cable tie to attach the switch to the pipe through the slots on the collar. The other cable tie should be used to secure the power cord to the piping approximately 3" above the switch collar as shown in Figure 3.

NOTE: When setting the switch separate from the pump, the pump must always have a flooded intake.

### ELECTRICAL CONNECTIONS



**WARNING:** ALWAYS DISCONNECT THE ELECTRICAL POWER BEFORE TOUCHING THE PUMP OR DISCHARGE WHEN WATER IS PRESENT IN THE AREA OF THE PUMP. FAILURE TO DO SO CAN RESULT IN HAZARDOUS ELECTRICAL SHOCK.

1. The RS-5LL 115V switch is supplied with a three-prong piggyback plug/receptacle on the cord and must be used with pumps that have three prong plugs. This connection is illustrated in Figure 4. The third prong is to ground the pump to prevent possible electric shock hazard. Do not remove the third prong from the plug. To reduce the risk of electric shock, be certain that it is connected to a properly grounded grounding type receptacle.
2. A separate branch electrical circuit is recommended. Do not use an extension cord.
3. Be sure that electrical connection cannot be reached by rising water. Under no circumstances should the outlet box be located where it may become flooded or submerged by water.
4. Automatic power cord contains a breather tube. Be sure power cord is not pinched so that breather tube is obstructed. Non-restrictive air flow in breather tube is required for proper RS-5LL operation.
5. Test the pump after all electrical connections have been made. Run water into area where pump is to be placed. Do not attempt to run the pump without water; this could result in permanent damage to the pump. Fill the area to a normal "on" level and allow the pump to remove water to a normal "off" level.
6. **WARNING:** Risk of electric shock. This switch is supplied with a grounding conductor and grounding-type attachment plug. To reduce the risk of electric shock, be certain that it is connected to a properly grounded grounding-type receptacle.

## FR INTRODUCTION

Ce produit Little Giant a été soigneusement emballé, inspecté et testé afin que sa livraison et son utilisation se fassent sans problème. Au moment de la réception, bien examiner le produit afin de s'assurer qu'aucune pièce n'a été cassée ou endommagée pendant le transport. Si tel n'est pas le cas, en aviser le détaillant. Il vous aidera dans le remplacement ou les réparations qui s'imposent.

Les présentes instructions et consignes de sécurité permettent d'utiliser en toute sécurité l'interrupteur conjointement avec votre pompe. Veuillez lire toutes les instructions et les consignes de sécurité avant d'utiliser le RS-5LL.

L'interrupteur à distance pour pompes submersibles RS-5LL de Little Giant peut s'utiliser soit fixé à la pompe 5-MSP, soit séparément avec d'autres pompes afin qu'il gère leur mise en marche. L'interrupteur est muni d'un raccord mixte de 115 V et est compatible avec les pompes de cette même tension, cotées 10 A ou moins.

L'interrupteur se déclenche par la pression sur un diaphragme, lequel active un commutateur qui alimente la pompe. La pression sur le diaphragme est causée par l'eau qui monte autour du boîtier de l'interrupteur. La différence de hauteur d'eau entre les niveaux de mise en marche et d'arrêt de la pompe est de 1-3/4 po (± 1/2 po).

### DIRECTIVES DE SÉCURITÉ



1. Bien lire les instructions du Directives de Sécurité. Le non-respect des consignes de sécurité peut causer de graves blessures ou des dommages à la propriété, ou les deux.
2. Ne pas utiliser pour pomper des liquides explosifs ou inflammables (essence, huile, kérosène, etc.)
3. Pendant le fonctionnement de la pompe, le périmètre entourant celle-ci peut être recouvert d'eau. La prudence est de mise lors de la manipulation de la pompe. N'utilisez pas le cordon d'alimentation pour sortir la pompe de l'eau alors que la pompe fonctionne ou qu'elle est reliée à une source d'alimentation.
4. Ne pas se tenir dans l'eau en changeant les fusibles.
5. Afin que les risques de choc électrique soient réduits, cet appareil comprend une fiche électrique à trois branches. Lorsque la pompe fonctionne, s'assurer qu'elle est correctement raccordée à une prise mise à la terre.
6. Débrancher toujours la pompe de la prise murale lorsqu'elle n'est pas utilisée, avant de la monter ou de la démonter et avant de la nettoyer. Ne tirez jamais sur le cordon pour le débrancher de la prise murale. Saisissez la fiche et tirez pour la déloger de la prise.

### INSTALLATION

1. Consulter la Figure 1 pour l'installation de la pompe 5-MSP de Little Giant. Fixer le RS-5LL directement au boîtier de la pompe 5-MSP à l'aide des deux vis Phillips fournies, tel qu'indiqué à la Figure 1. Utiliser les attaches de câble fournies pour fixer les cordons d'alimentation ensemble. Pour s'assurer du bon fonctionnement de

On Level 2" - 3"  
Off Level 50" - 150"  
2 po à 3 po à niveau  
50 po à 150 po hors niveau  
2" au niveau  
50" à 150" hors du nivel

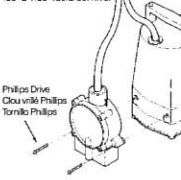


Figure 1  
RS-5LL Mounted to 5-MSP  
RS-5LL fixé à 5-MSP  
RS-5LL montado a la 5-MSP

On Level 3.5" ± .50"  
Off Level 3.5" ± .50"  
3.5 po à niveau ± .50 po  
3.5 po hors niveau ± .50 po  
3.5" en nivel ± .50"  
3.5" fuera del nivel ± .50"



Figure 2  
RS-5LL Mounted to #6 Series  
RS-5LL fixé à #6 Serie  
RS-5LL montado a la #6 Serie

Differential  
Differential  
Diferencial  
2" ± .50" (po)



Figure 3  
RS-5LL Mounted to Pipe  
RS-5LL fixé au tuyau  
RS-5LL montado a la tubería



Figure 4  
RS-5LL Mounted to 115V  
RS-5LL montado a 115V



Figure 5  
RS-5LL Mounted to 230V  
RS-5LL montado a 230V

1. L'interrupteur et de la pompe, placer cette dernière dans au moins 3/4 po d'eau, sur une surface stable.
2. Pour l'installation des pompes 6-CIM-R ou 6-CMB-R de Little Giant, consulter la Figure 2. Fixer le RS-5LL directement au boîtier de la pompe de série 6 à l'aide des deux vis Phillips fournies, tel qu'illustré à la Figure 2. Utiliser les attaches de câble fournies pour fixer les cordons d'alimentation ensemble. Pour s'assurer du bon fonctionnement de l'interrupteur et de la pompe, placer cette dernière dans au moins 3/4 po d'eau, sur une surface stable.
3. Pour une installation universelle, consulter la Figure 3. Le RS-5LL peut, à l'aide des attaches de câble fournies, se fixer à un tuyau. Le haut du boîtier de l'interrupteur est muni de rainures afin de pouvoir fixer ce dernier à la tuyauterie. Utiliser une attache de câble pour fixer l'interrupteur au tuyau, par les rainures sur le collet. L'autre attache peut servir à fixer le cordon d'alimentation au tuyau, à environ 3 pouces au-dessus du collet, tel qu'indiqué à la Figure 3.

NOTE: Si le réglage de l'interrupteur se fait séparément de la pompe, l'entrée de celle-ci doit toujours être inondée.

### CONNEXIONS ÉLECTRIQUES



**AVERTISSEMENT :** LORSQU'IL Y A DE L'EAU PRÈS DE LA POMPE, TOUJOURS COUPER L'ALIMENTATION ÉLECTRIQUE À LA POMPE AVANT DE TOUCHER CELLE-CI OU LA SORTIE DE LA POMPE, SINON IL POURRAIT EN RESULTER UN CHOC ÉLECTRIQUE.

1. Le cordon d'alimentation de l'interrupteur RS-5LL 115 V est doté d'un raccord mixte à trois branches, et doit être utilisé avec des pompes pourvues de prises à trois trous. (voir la Figure 4). Pour éviter les risques d'électrocution, la troisième broche relie la pompe à la terre. Ne pas retirer la troisième broche de la prise. Afin de réduire le risque de décharge électrique, s'assurer que la pompe est branchée à une prise correctement mise à la terre.
2. Un circuit de dérivation séparé est recommandé. Ne pas utiliser de prolongateur.
3. S'assurer que l'eau ne peut atteindre ce boîtier. Ne placer sous aucun prétexte le boîtier électrique à un endroit où il pourrait être submergé.
4. Le fil d'alimentation comporte un tube de purge. S'assurer que rien ne pince le fil d'alimentation et ne risque d'obstruer le tube. L'air doit circuler dans le tube pour que ce dernier fonctionne correctement.
5. Vérifier le fonctionnement de la pompe une fois tous les branchements effectués. Mettre de l'eau à l'endroit où la pompe sera installée. Ne pas faire fonctionner la pompe à sec : cela pourrait l'endommager irréversiblement. Remplir le réservoir jusqu'à un niveau normal de mise en marche et laisser la pompe faire son travail jusqu'à ce que l'eau retourne au niveau d'arrêt de la pompe.
6. **AVERTISSEMENT :** Risque de décharge électrique. Cet interrupteur est pourvu d'un conducteur de mise à la terre ainsi que d'une fiche de mise à la terre. Afin de réduire le risque de décharge électrique, s'assurer que la pompe est branchée à une prise correctement mise à la terre.

## ES INTRODUCCIÓN

Este dispositivo Little Giant se empaqueta e inspecciona cuidadosamente para asegurar una operación y entrega segura. Al recibir su dispositivo, examínalo cuidadosamente para determinar que no se hayan roto o dañado piezas durante el envío. Si ha ocurrido algún daño, tome nota e informe a la firma a la cual usted le compró el dispositivo. Ellos le ayudarán a reemplazarlo o repararlo, si es necesario.

Las siguientes instrucciones y normas de seguridad le permitirán usar el interruptor para una operación automática sin problemas de su bomba. Lea por favor las instrucciones y normas de seguridad antes de usar el accesorio RS-5LL.

El interruptor remoto Little Giant RS-5LL para bombas sumergibles puede usarse o sujetándolo a la bomba 5-MSP o usándolo por separado con otras bombas para controlar la operación de conexión-desconexión de la bomba. La unidad viene con una clavija/receptáculo incorporada de 115 V y son para bombas de 115 V de 10 amperios o menores.

El interruptor se activa por presión a un diafragma, que a su vez activa un interruptor suministrando energía eléctrica a la bomba. La presión sobre el diafragma es causada por la elevación del nivel del agua alrededor de la caja del interruptor. El diferencial entre los niveles de "conexión-desconexión" es de 1-3/4" (± 1/2").

### REGLAMENTO DE SEGURIDAD



**LEA DETENIDAMENTE LAS INSTRUCCIONES ANTES DE INTENTAR INSTALAR, OPERAR O DAR MANTENIMIENTO A LA BOMBA LITTLE GIANT. CONOZCA LAS LIMITACIONES, APLICACIONES Y LOS PELIGROS POTENCIALES DE LA BOMBA. PROTEJASE A SI MISMO Y A LOS DEMÁS CUMPLIENDO TODAS LAS RECOMENDACIONES DE SEGURIDAD. EL INCUMPLIMIENTO DE LAS INSTRUCCIONES PODRÍA RESULTAR EN LESIONES PERSONALES Y/O DAÑOS MATERIALES. CONSERVE LAS INSTRUCCIONES PARA REFERENCIAS FUTURAS.**

1. Lea todo el instructivo, el no seguir estas recomendaciones puede causar serios daños a la persona y al equipo.
2. No use la unidad para bombear líquidos inflamables ni explosivos tales como gasolina, fueloil, queroseno, etc.
3. Durante la operación, el área alrededor de la bomba puede estar cubierta por las aguas. Tenga cuidado al manejar la bomba. No saque la bomba del agua tirando del cable de potencia cuando la bomba está en funcionamiento o cuando está conectada a la fuente de potencia.
4. No se pare en el agua cuando esté cambiando los fusibles.
5. Este producto viene con un enchufe de tres espigas con conexión a tierra para reducir el peligro de un choque eléctrico. Cuando la bomba se encuentre en operación, verifique que se encuentre conectada a un tomacorriente conectado a tierra.
6. Siempre desenchufe la bomba del tomacorriente cuando no está en uso, antes de poner o quitar piezas, y antes de limpiarla. Nunca hale el cable para desenchufarlo del tomacorriente. Agarre el enchufe y hale para desconectarlo.

### INSTALACIÓN

1. Para instalación en la bomba Little Giant 5-MSP, refiérase a la Figura 1. Sujete el RS-5LL directamente a la caja de la 5-MSP utilizando los dos tornillos Phillips que se suministran, como se muestra en la Figura 1. Use las ataduras de cable suministradas para mantener unidos los cables de energía eléctrica. Para asegurar una operación adecuada de la bomba y el interruptor, coloque la bomba sobre una superficie sólida en agua con una profundidad mínima de 3/4 de pulgada.
2. Para la instalación en las bombas Little Giant 6-CIM-R o 6-CMB-R refiérase a la Figura 2. Sujete el RS-5LL directamente a la caja de las bombas de la serie 6 utilizando los dos tornillos con cabeza ranurada que se suministran, tal y como se muestra en la Figura 2. Use las ataduras de cable suministradas para mantener unidos los cables de energía eléctrica. Para asegurar una operación adecuada de la bomba y el interruptor, coloque la bomba sobre una superficie sólida en agua con una profundidad mínima de 3/4 de pulgada.
3. Para instalación universal, refiérase a la Figura 3. El RS-5LL puede sujetarse a una tubería con las ataduras de cable suministradas. Se suministran ranuras en el cuello superior de la caja del interruptor para permitirle asegurar el interruptor a la tubería. Use una atadura de cable para sujetar el interruptor a la tubería a través de las ranuras del cuello. La otra atadura de cable debería usarse para asegurar el cable de potencia a la tubería aproximadamente 3 pulgadas por encima del cuello del interruptor como se muestra en la Figura 3.

NOTA: Cuando se coloque el interruptor separado de la bomba, la bomba debe tener siempre una toma inundada.

### CONEXIONES ELECTRICAS



**ADVERTENCIA:** SIEMPRE DESCONECTE EL SUMINISTRO DE CORRIENTE ANTES DE TOCAR LA BOMBA O LA TOMA DE DESCARGA DE LA BOMBA CUANDO HAY AGUA PRESENTE EN EL ÁREA DE LA BOMBA. EL NO ADOPTAR ESTA PRECAUCIÓN PUEDE RESULTAR EN UN PELIGROSO CHOQUE ELÉCTRICO.

1. El interruptor RS-5LL se suministra con una clavija/receptáculo de tres puntas incorporada en el cable y debe usarse con bombas que tienen clavijas de tres puntas (ver la Figura 3). El tercer diente es para ponerla a tierra, con el fin de evitar el riesgo de posibles choques eléctricos. No quite el tercer diente del enchufe. Se recomienda un circuito de ramal independiente. Para reducir el riesgo de choque eléctrico, cerciórese de que se encuentre conectada a un receptáculo del tipo a ras de tierra, debidamente puesto en tierra.
2. Se recomienda un circuito de ramal independiente. No utilice cables de extensión.
3. Asegúrese que la conexión eléctrica no puede ser alcanzada por la subida de las aguas. Bajo ninguna circunstancia debe estar ubicado el tomacorriente donde el agua lo pueda inundar o sumergir.
4. El cable de corriente automático contiene un tubo de desahogo. Asegúrese de que el cable no quede apriornado y el tubo de desahogo no quede obstruido. Se requiere un flujo de aire libre por el tubo de desahogo para un funcionamiento apropiado.
5. Pruebe la bomba después de hacer todas conexiones eléctricas. Deje que el agua entre al área donde se va a colocar la bomba. No intente hacer funcionar la bomba sin agua; esto podría dañar la bomba permanentemente. Use el área hasta un nivel normal de encendido "ON" y deje que la bomba saque el agua hasta un nivel normal de apagado "OFF".
6. **ADVERTENCIA:** Peligro de choque eléctrico. El interruptor se suministra con un conductor conectado a tierra y clavija de conexión con conexión a tierra. Para reducir el riesgo de choque eléctrico, cerciórese de que se encuentre conectada a un receptáculo del tipo a ras de tierra, debidamente puesto en tierra.

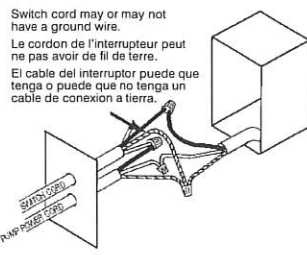


Figure 5  
RS-5LL Mounted to 230V  
RS-5LL montado a 230V





\*Not shown/Non illustré/No se muestra

**LIMITED WARRANTY**

Your Little Giant product is guaranteed to be in perfect condition when it leaves our Factory. It is warranted against defective materials and workmanship for a period of 12 months (90 day warranty on Models: 1-AA-OM, GIPK-3S, PP-1, PPS-1, PPS-12, PP-23 and Cooler King) from date of purchase by the user. No warranty on burners in Model 35-OM and impeller or cam in Models PP-1, PP-12, and PP-230.

Any product that should fail for either of the above two reasons and is still within the warranty period will be repaired or replaced at the option of Little Giant as the sole remedy of buyer. For our customers in the CONTINENTAL UNITED STATES, please return the defective unit, postage paid, to the factory at 19 N. MacArthur, Oklahoma City, OK 73127-6616. All defective products returned under warranty will be fully inspected to determine the cause of failure before warranty is approved.

Warranty will be void if any of the following conditions are found:

1. Sealed motor housing opened
2. Product connected to voltage other than indicated on nameplate
3. Cord cut off to a length less than three feet
4. Pump allowed to operate dry (fluid supply cut off)
5. Pump used to circulate anything other than fresh water, light oils, or other mild liquids at approximately room temperature
6. Product abuse by customer

The National Electric Code (in the USA) and similar codes in other countries require a Ground Fault Circuit Interrupter (GFCI) to be installed in the branch circuit supplying fountain equipment rated above 15 volts. 115 volt GFCI's (with various cord lengths) are in stock, and we recommend each pump be used with a GFCI.

se limiter à la décharge, sans être couverte par la garantie. Pour les clients à l'extérieur des Etats-Unis, étant donné les frais de douane et de transport, il n'est pas économique de retourner la pompe à l'usine pour inspection. Expedier la pompe ainsi qu'une brève description du problème à tout distributeur ou détaillant autorisé. Si elle ne présente aucun signe apparent d'une mauvaise utilisation, elle sera remplacée ou réparée. S'il y a conflit sur la nécessité de remplacer la pompe, le distributeur ou le détaillant devra garder celle-ci et, soit la faire inspecter par un représentant de Little Giant Pump Company, soit aviser l'usine du problème. Afin d'éviter cette situation, la décision de celle-ci et le règlement de la décharge.

La présente garantie sera ANNULÉE si :

1. Le boîtier scellé du moteur a été ouvert
2. Le branchement à une tension autre que celle indiquée sur la plaque du fabricant a été effectué
3. Le fil d'alimentation a été coupé à une longueur inférieure à 0,91 m (trois pieds)
4. Le nomme a essayé à être d'altération ou d'enduire été annulé

4. La pompe a tourne a vide (l'alimentation en liquide a été coupée)
5. La pompe a été utilisée pour faire circuler des liquides autres que de l'eau fraîche, des huiles légères ou d'autres liquides non corrosifs et ce, à la température ambiante
6. La pompe a été mal utilisée

Le code national de l'électricité et autres codes semblables d'autres pays exigent l'installation d'un interrupteur avec mise à la terre (GFI) sur le circuit d'alimentation de la fontaine pour toute installation dont la tension est supérieure à 15 volts. Nous offrons de tels interrupteurs (avec différentes longueurs de fil) et nous recommandons que chaque pompe soit reliée à un interrupteur de ce type.

Cualquier producto que falle por alguna de las dos razones anteriores y que esté dentro del período de garantía será reparado o reemplazado a opción de Little Giant y éste será el único remedio del comprador. Para nuestros clientes en los ESTADOS UNIDOS CONTINENTALES: Por favor, devolver la unidad defectuosa, con el porte pagado, a la fábrica en P. O. Box 12010, Oklahoma City, OK 73127-0818. Todo producto defectuoso devuelto bajo la garantía será cuidadosamente inspeccionado para determinar la causa de la falla antes de aprobar la garantía. Para nuestros clientes ubicados en otros lugares, no es económico devolver la bomba a la fábrica para que ésta sea inspeccionada, debido a los impuestos y al

hete. Por favor, devuelva la unidad defectuosa a cualquier distribuidor o vendedor autorizado con una breve explicación por escrito del problema. Si no existen sales aparentes de abuso por parte del cliente, la unidad será reemplazada o reparada. Si se produce una disputa sobre el reemplazo de la bomba, el distribuidor o vendedor debe separar los artículos y retenerlos para que sean inspeccionados por un representante de Little Giant Pump Company o avisarle a la fábrica de los detalles del problema para que la fábrica disponga de las acciones necesarias y resuelva el reclamo de la garantía.

DESAUTORIZACION: LA GARANTIA ANTERIOR ES UNA GARANTIA EXCLUSIVA EN LUGAR DE CUALQUIER OTRA GARANTIA EXPRESA, CUALQUIER GARANTIA IMPLICADA (INCLUYENDO PERO NO LIMITADA A CUALQUIER GARANTIA IMPLICADA DE COMERCIALIZACION O APTITUD PARA PROPOSITO PARTICULAR) EN LA MEDIDA EN QUE SE PUEDA APLICAR A UNA BOMBA, QUEDARA LIMITADA EN DURACION A LOS PERIODOS DE GARANTIAS PROPORCIONADOS ANTERIORMENTE.

La garantía será declarada NULA si se encuentran cualesquiera de las siguientes condiciones:

1. El alojamiento sellado del motor abierto
2. El producto conectado a un voltaje que no es el indicado en la placa principal
3. El cable cortado a menos de tres pies (0,91 m)
4. Se permitió que la bomba opere en seco (envío de fluido cortado)

5. La bomba empleada para hacer circular cualquier otra sustancia que no sea agua fresca, aceites livianos u otros líquidos livianosaproximadamente a temperatura ambiente

Cualquier declaración oral acerca del producto hecha por el vendedor, fabricante, representantes o cualquiera de las partes, no constituyen garantías, el usuario no debe confiar de ellas, y no forman parte del contrato de compra-venta. La única obligación del vendedor y del fabricante y el único remedio para el comprador, será la reposición y/o reparación del producto por parte del fabricante bajo las condiciones descritas anteriormente. EL VENDEDOR NI EL FABRICANTE SE HACEN RESPONSABLES DE NINGUNA LESIÓN, PERDIDA O DAÑO, DIRECTO, INDIRECTO, O CONSECUENTE.

INCLUYENDO, PERO SIN LIMITARSE A, DAÑOS, PERDIDAS, GASTOS, GASTOS INCIDENTALES O CONSECUENTES (INCLUYENDO, PERO SIN LIMITARSE A, DAÑOS, PERDIDAS INCIDENTALES O CONSECUENTES DEBIDO A GANANCIAS PERDIDAS, VENTAS PERDIDAS, DAÑOS A PERSONAS O PROPIEDADES O CUALQUIER OTRA PERDIDA INCIDENTAL O CONSECUENTE), QUE RESULTE DEL USO O DE LA IMPOSIBILIDAD DEL USO DEL PRODUCTO, Y EL COMPRADOR ACUERDA QUE NO EXISTE OTRO REMEDIO DISPONIBLE PARA EL. Antes de usar, el usuario debe determinar si el producto se adapta al uso deseado, y el usuario asume todos los riesgos y responsabilidades en relación a ello.

Algunos estados y países no permiten limitaciones sobre la duración de una garantía implícita o la exclusión o limitación de daños incidentales o consecuentes, de manera que las limitaciones o exclusiones anteriores podrían no tener aplicación en su caso. Esta garantía le da derechos legales específicos, y usted podría disponer también de otros derechos que varían de un estado a otro y de un país a otro.

El Código Eléctrico Nacional (en los Estados Unidos) y códigos similares en otros países requieren un interruptor de circuito de falla de conexión a tierra (GFCI) para ser instalado en el circuito secundario que suministra equipo de fuente calibrado por encima de 15 voltios. En el almacén se encuentran GFCI de 115 voltios (con varias longitudes de cable), y recomendamos que cada bomba sea usada con un GFCI.

Form 993976 - 05/2006  
©2008 Franklin Electric Co., Inc.  
Little Giant® is a registered trademark of Franklin Electric Co., Inc.





**Town of Moultonborough  
LAND USE DEPARTMENT**

6 Holland Street • PO Box 139 • Moultonborough, NH 03254  
PHONE 603.476.2347 FAX 603.476.5835

**Board of Selectmen Agenda Report**

**Date:** August 15, 2024

**To:** The Board of Selectmen and Town Administrator Charlie Smith

**From:** Town Planner Dari Sassan, Land Use Office Director

**Subject:** Online Permitting and Building Permit Workflow Database

**Recommended Motion:** Staff requests that the Board of Selectmen MOVE to AUTHORIZE the entry into a contract with Spatial Data Logic for utilization of the SDL Connect Municipal Management Software system in accordance with the terms contained within the attached proposal.

**Background:** As we discussed in June:

*The arrival of Building Inspector Jeff Blackwell has presented a new opportunity to apply our staff's organizational skills and experience to moving forward with a digital building permit platform which provides convenience to our clients, and management tools to staff and officials.*

*In pursuit of developing our external facing platform with landowners and contractors, as well as improving our internal scheduling and oversight processes, we have reviewed several software companies, including SDL, Avitar, CivicPLUS, and others. Unanimously, we agree that SDL stands out as the superior product. It provides the cleanest user interface, and without incurring additional costs, we can apply the software to other aspects of municipal operations, such as Planning Board and Zoning Board application management.*

*Discouraged last year by an initial quote from SDL in the neighborhood of \$30K/year, we followed back up this spring to try and customize a scaled-down, less expensive version of the product. Included in those conversations was an in-depth one-on-one Zoom call between Jeff and Tom Hurley of SDL. Following that call, I spoke with Jeff, who was impressed with the product, and I also spoke with Mr. Hurley, who was confident that Jeff's deliberate and methodical approach would lead to effective usage of the software.*

*In a subsequent conversation, Mr. Hurley said that, knowing we have the internal capacity to realize the benefits of the full software package, he wished to extend a \$16,000/year all-inclusive offer so that we could experience the product as it is intended to perform.*





**Town of Moultonborough  
LAND USE DEPARTMENT**

**6 Holland Street • PO Box 139 • Moultonborough, NH 03254  
PHONE 603.476.2347 FAX 603.476.5835**

*Recognizing that we will almost certainly wish to renew our contract annually, we called for the added stipulation that the fee shall never increase by more than 10% in any one year, nor by more than 30% in any 5-year period. This stipulation is contained within the attached proposal.*

At the end of our June discussion, the Board posed questions about the overall integration with existing software products and expressed concern whether an additional product should be layered upon other existing products that are perhaps not being fully utilized.

In response, an additional meeting was scheduled with SDL and a representative from Axis GIS, the provider of our current online GIS platform. In that meeting, a solution has been identified to ensure that changes to property information, such as ownership changes, mergers which eliminate lots, and subdivisions which create lots, are automatically transferred from the AxisGIS system, straight into the SDL database. Further, the SDL interface is able to provide a link to documents, either within Docuware or within the Axis GIS platform.

Regarding the effective use of existing products such as Docuware, Assessor Hughes has been successful in facilitating the establishment of a public portal which can eventually be made available worldwide. Currently, the portal is available through the public computer in the Land Use/Assessing public lobby. Once we are confident that the system is working properly, we can place a link to the database on our website, making searches of our entire public database from anywhere.

**Fiscal Impact:** Although the purchase of this product will not result in the reduction of personal expenses, it will facilitate more efficient and affective use of staff time, more efficient oversight, and a better customer experience.

Staff proposes to work with the Town Administrator and the Board of Selectmen to identify one or more sources to fund the immediate entry into a one-year contract with SDL.



SDL | CONNECT

Connected  
Government

---

Connected  
Citizens

**SDL** | MUNICIPAL  
MANAGEMENT  
SOFTWARE

SPATIAL DATA LOGIC



# SDL | CONNECT

At Spatial Data Logic (SDL), we make it easy for local governments to modernize processes and serve their communities online.

With SDL Connect, our flexible and cloud-based software solution, each department has the tools to create customized digital forms and workflows, tailored to their unique process.

Unlike other no-code solutions, SDL Connect stands out by offering advanced features such as secure document uploads, identity verification, online payments, renewal processes and inspection processes. This enables departments to bring a wide range of processes online, further streamlining operations and enhancing efficiency.

Furthermore, by leveraging our citizen portal and mobile app, the public can go online to access and submit forms, sign documents, make online payments, upload documents and check the status of their requests online.

## AUTOMATE ANY DEPARTMENT PROCESS

Departments can choose from a list of pre-built processes or create their own forms and workflows from scratch.



- ✓ Applications
- ✓ Appointment scheduling
- ✓ Complaints
- ✓ Event sign-ups
- ✓ File requests
- ✓ Inspection requests
- ✓ Licenses
- ✓ Location scheduling
- ✓ Permits
- ✓ Registrations
- ✓ Renewals
- ✓ And more....



# GETTING ONLINE IS SIMPLE

1.

## CREATE DIGITAL SERVICES

SDL's software makes it easy to convert your paper processes into streamlined online forms with built-in workflow

2.

## EMPOWER THE PUBLIC

Encourage citizens to view, submit and track their online requests through SDL's citizen portal, mobile app or your website

3.

## MANAGE & TRACK SUBMISSIONS

After a form is submitted, the appropriate parties will be notified to review and process the request



# WHAT SETS US APART



## BUDGET-FRIENDLY

We believe that local governments of all sizes should have the ability to modernize processes and move services online



## FLEXIBLE

Our flexible software can be used by any department to migrate their paper process online



## CITIZEN ENGAGEMENT

SDL Connect provides three seamless ways for citizens to engage with all of your department services online



## CONFIGURABLE

Add inspections and renewal processes to your backend workflow



## SECURITY FEATURES

SDL Connect offers secure document uploads and storage, identity verification, user-based permissions and 2FA



## UNMATCHED SERVICE

At SDL, customer service is not an afterthought; it's a key differentiator

"SDL has been a game changer for Schenectady County in addressing a multitude of citizen-facing initiatives previously only accomplished by paper processes. The county uses the application externally and internally to expedite, track and complete processes quickly and efficiently.

SDL has integrations that allow the county to accept online payments, secure documents, schedule appointments, apply e-signatures and create workflows, making our programs and services more accessible to our constituents."

- Laura Baker, CIO, Schenectady County, NY



# WE ENSURE YOUR SUCCESS

Once you sign with Spatial Data Logic, we have a process and dedicated team in place to ensure your success.

## **Kick-Off**

Our process begins with a kick-off call with your SDL Account Executive and Customer Success Manager. The purpose of the call will be to introduce you to your CSM, align on goals, and review the onboarding process.

## **Onboarding**

Our Onboarding Specialists will guide you through the onboarding process and ensure that the necessary deliverables and deadline are being met.

## **Training**

SDL has developed a series of courses that will help your users learn the ins and outs of our software. Users can complete the courses on their own schedule and will be able to access ongoing training in the future if a refresher is needed.

## **Customer Success**

Once you have completed the onboarding process, your CSM is your go-to for general inquiries, new product information, expansions, renewals and more.

## **Technical Support**

We have a dedicated support team to answer your calls or emails Monday through Friday, 8 am - 5 pm EST. All support inquiries are also logged using a formal ticketing system to ensure timely resolution.

## **Help Center**

The SDL Help Center offers an additional 24/7 online resource where clients can access quick how-to guides, on-demand webinars, submit feature requests and more.



# PROJECT MANAGEMENT

## 1. Strategic Planning

The key to a successful system implementation is ensuring that we understand your specific requirements and workflows. The knowledge gained from this critical step will be used to customize the SDL Platform to meet your needs.

### SDL Actions/Deliverables:

- Implementation kickoff meeting
- Create workflow schedule

### Town of Moultonborough Actions/Deliverables:

- Provide your project teams' contact information, including job title, email address and phone number
- Be timely – prompt responses are necessary to ensure the implementation remains on schedule
- Be thorough – missing any key milestones can put the implementation behind schedule
- Provide access to current Permit and Land Use Applications
- Provide current workflows as a baseline
- If leveraging SDL's Municipay payment integration, Moultonborough to supply Municipay Site ID, Product ID & URL Key

## 2. Configure Workflows

Since the SDL Platform is extremely versatile, it can be configured to your specifications. The next step is to correctly map your current workflows within the SDL Platform. Sufficient time will be taken to fully understand the process for each form.

### SDL Actions/Deliverables:

- Map current workflows, including forms and manual/automated processes for Building Permitting, Land Use Applications, Complaint Management, and Work Order Management, using SDL Connect functionality.
- Import ownership information from GIS consultant's (CAI Technologies) ARC GIS Online Server

### Town of Moultonborough:

- Answer questions and give input on the current setup to help assemble workflows correctly.
- The Town will work with CAI Technologies to ensure SDL has access to the correct online service and validate that the GIS data contains the information desired to display in SDL Connect and further validate the data is correct once the GIS service is set up.

## 3. Test & Optimize

All aspects of the SDL Platform are rigorously tested before completion. Once your data is active in our system, both parties should check to see if the software is working as envisioned and from there we will make any necessary adjustments.

### Town of Moultonborough Actions/Deliverables:

- Test the Applications and processes by walking through as a citizen to ensure all needs are met
- Test the Applications and processes by walking through as an internal user to validate workflows

### SDL Actions/Deliverables:

- Make any necessary adjustments found during testing

## 4. Training

A final virtual training session will occur over Zoom. Furthermore, the Town can participate in ongoing training which is also hosted via Zoom. From time to time, we also host user group sessions to discuss training and product development.

# RATE CARD & CONDITIONS

## 2024 Rate Card

Our 2024 Rate Card is included below. Additional years will follow the prevailing rate card.

Item	Description	Cost
SDL Connect License	SDL Connect Cloud Solution for Licensing, Permitting & Inspections – Up to 10 Forms	\$15,200/ annually
	Implementation and Ongoing Support Services	\$800 / annually

## Estimated Timeframe:

Upon award of contract, SDL will immediately begin the kickoff and onboarding process.

## Required Hardware and Software:

Unless otherwise described in this proposal, SDL is not providing any hardware or software outside of the description above.

- Internet Access – Internet access is a requirement.
- Client Computers – The software requires the current Microsoft supported Windows operating system or current Apple supporting MacOS.
- iOS or Android devices are needed for the SDL Mobile App. Devices are required to have data plans for real-time syncing.

## Terms and Conditions:

- The prices quoted herein are valid for ninety days. If your proposal has expired, please contact SDL at (732) 357-1280 for a new quote.
- Payments to SDL will be required as follows:
  - A. Submission of PO or Contract to SDL – 100% of the Software License Fee
  - B. Completion of Implementation & Training – 100% of Implementation and Professional Services Fee
- All outstanding invoices beyond sixty (60) days will accrue interest at the rate of 1½ per month.
- All payments will follow Spatial Data Logic's standard billing terms unless otherwise negotiated and agreed upon prior to the submission of a PO or contract.
- Price increases shall be limited to no more than 10% in any given year and not to exceed 30% in any 5-year period.
- Includes:
  - Unlimited users
  - Online Public Portal for citizen submission, account management, renewal status, etc.
  - SDL Portal App (Android & iOS) for citizen submission, account management, renewal status, etc.
  - Mobile App for Field Inspections. Remote Inspections
  - SDL Online Plan Review
  - Multiple Approval levels for application approval workflow
  - Town of Moultonborough employee platform view of application submissions, processing and notifications.
  - Up to 10 forms included for the cost of 7 (3 bonus forms)
  - SDL to build 7 forms and associated basic workflow (approval matrix, email notification, etc.)
  - Installation, support, and maintenance of SDL Platform
  - Additional work beyond the proposed implementation scope will require a new proposal
  - Training – Live sessions via Zoom
  - Support 8 a.m. – 5 p.m. ET. SDL personnel can be reached via email or phone.





**Town of Moultonborough**  
**OFFICE OF ADMINISTRATION**  
6 Holland Street • PO Box 139 • Moultonborough, NH 03254  
PHONE 603.476.2347 FAX 603.476.5835

**Request for Proposal (RFP) - Municipal Sewer Expansion Cost Study**

**Project Overview**

The Town of Moultonborough, New Hampshire, seeks proposals from qualified firms to conduct a comprehensive study on the feasibility and cost of expanding the municipal sewer system. The study aims to evaluate potential sewer extension routes, associated administrative and physical infrastructure, and economic implications.

**Background**

Currently nearly 300 customers in the municipalities of Moultonborough and Center Harbor are served by the Bay Sewer District (see attached map of current District boundaries). The District is part of The Winnepesaukee River Basin Program which sends sewage to the Franklin Wastewater Treatment Facility. Currently, the Bay District employs one full-time employee and one part-time employee and is assisted by the Town of Center Harbor and Moultonborough in its administration of billing and receipts.

Locally, the District itself currently has abundant excess capacity, however any significant increase in participation requires the approval of the NH Department of Environmental Services. Also potentially impacting future operations and discharge conditions is the upcoming decommissioning of the District's local lagoons. Although the lagoons currently provide remarkably effective pretreatment, NH DES has determined that they shall not remain.

The Moultonborough community has long valued its water resources as the lifeblood of its economy and quality of life, and the general population is aware of the relationship between domestic and commercial management decisions and lake health. While individual landowners play an essential role in protecting out lakes, historic development patterns have resulted in dense pockets of development where there simply does not exist enough land area of adequate character to sustainably accommodate perpetual discharge in to the local subsurface, even without the further development that continues today.

In certain areas identified by the community as appropriate for increased development and higher density workforce housing, the provision of sewer infrastructure allows for such development to occur with lower costs and decreased impacts to the developer, the buyer the overall community and the natural environment.

The community continues to discuss the possibility of adopting a health-based septic ordinance, which may become an additional prong in an overall approach to address subsurface discharge in all areas of Town.





**Town of Moultonborough**  
**OFFICE OF ADMINISTRATION**

6 Holland Street • PO Box 139 • Moultonborough, NH 03254  
PHONE 603.476.2347 FAX 603.476.5835

To assist the community in making an informed, long-sighted, and comprehensive decision, the town approved a warrant article at its 2024 Town Meeting, to conduct a study to examine the costs and benefits of expanding the availability of public sewerage from its current terminus in Moultonborough's West Village Overlay District, along Route 25, through the village Center Overlay District, then eastward along routes 109 and 171 to the shared border with Tuftonboro.

**Scope of Work**

The selected consultant will perform the following tasks:

1. Feasibility Assessment:
  - a. Evaluate the technical feasibility of extending the sewer system from Center Harbor through the commercial area of Moultonborough to routes 109 then 171 and the border of the Town of Tuftonboro.
  - b. Consider environmental impacts, water quality protection, and economic development opportunities.
2. Cost Analysis:
  - a. Estimate construction costs for trunk lines, pumping stations, forced mains, and collection lines.
  - b. Provide a detailed breakdown of expenses, including materials, labor, and equipment.
  - c. Consider long-term maintenance costs.
  - d. Provide an overview of the current funding for the sanitary sewer system program and define possible funding option.
3. Operational Analysis
  - a. Propose one or more operational frameworks capable of providing for the sustainable upkeep and administration of the system at full build out. Such framework(s) should address:
    - i. Who pays for what, who must connect, what will determine the location, number and length of stubs that are added during the initial construction of the system, etc.)?
    - ii. Would/could/should the Bay District manage the new accounts and infrastructure, or should a new district be created—possibly resulting in the dissolution of the Bay District? Does the Tax Collector's office have the capacity to handle the billing of the large influx of new accounts or does the sewer district need to take on billing, and who pays for repairs that are within Balmoral and Suissevale but not attributable to a single property, etc.



**Town of Moultonborough**  
**OFFICE OF ADMINISTRATION**  
6 Holland Street • PO Box 139 • Moultonborough, NH 03254  
PHONE 603.476.2347 FAX 603.476.5835

4. Community Impact Assessment:

- a. Analyze the potential impact on existing residents, businesses, and future development.
- b. Identify any challenges related to density, zoning, and land use.
- c. Recommend expansion and extension of the sanitary sewer system to serve future growth, address capacity issues, address likely sump pump connections and potential effect on sanitary overflows, and costs.

**Proposal Requirements**

Interested firms should submit proposals that include the following:

1. Qualifications:
  - a. Overview of the firm's experience in conducting similar studies.
  - b. Relevant expertise of key personnel.
2. Methodology:
  - a. Detailed approach for conducting the study.
  - b. Timeline for completion.
3. Cost Proposal:
  - a. Itemized budget for the entire study, including hourly rates and estimated hours.

**Timeline**

- Proposal Submission Deadline: [Insert Date]
- Study Commencement: [Insert Date]
- Final Report Submission: [Insert Date]

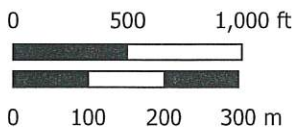
**Contact Information**

For inquiries and submission of proposals, please contact:

Charles Smith, MPA, ICMA-CM  
Town Administrator  
P.O. Box 139  
6 Holland St.  
Moultonborough, NH 03254  
Phone: 603.476.2347  
Email: [csmith@moultonboroughnh.gov](mailto:csmith@moultonboroughnh.gov)

# PARCELS WITHIN BAY SEWER SERVICE AREA

This map shows the list of parcels located within the "Bay Sewer" service area, based on data from the Town of Moultonborough Tax Office. Some of these parcels may be served by different water/sewer, and some are land only.







## Town of Moultonborough, NH

**POSITION:** Administrative Assistant  
**FLSA STATUS:** Non-Exempt

**DEPARTMENT:** Administration  
**REPORTS TO:** Town Administrator

---

### **GENERAL SUMMARY**

The Administrative Assistant performs a wide range of secretarial, administrative, clerical, and technical support duties for the Town Administrator.

### **SUPERVISION RECEIVED**

Work under the direction of the Town Administrator who outlines general policies assigns duties, and reviews work for conformance with required standards. Exercises a high degree of self-initiative, judgement, and tact in answering inquiries and determining courses of action and matters warranting the Administrator's attention.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** (Note: The items listed below are not intended to be inclusive of all duties that are performed by persons in this classification, nor are they indicative of any order of importance.)

- Acts as primary point of contact for visitors to the Town Administrators Office; receives and screens visitors and telephone calls, and makes referrals, as necessary to other departments.
- Types a variety of correspondence, memoranda, forms, and reports. Assures accuracy of all outgoing material correcting grammar, style, and format where necessary (proofreading). Prepares charts, graphs, and tables for presentations.
- Sorts processes and distributes in-coming and out-going mail for the Selectmen's Office and Town Administrator. Receives correspondence addressed to Town Administrator and Selectmen, composes replies to routine inquiries or refers to appropriate official.
- Schedule's appointments and meetings for the Town Administrator.
- Maintains and prepares monthly calendar of meetings, schedules use of meeting rooms. Distributes calendar updates, as necessary.
- Prepares and posts advertisements and notices in accordance with statutory requirements.
- Attends meetings as required. Types and posts agendas, compiles materials for Selectmen's meetings and prepare meeting minutes. Prepares and tracks consent agenda approvals.
- Post notices, minutes, and other information on the Town's website. Ensures information is current and accurate.
- Assures proper maintenance of various office machines as may be assigned.
- Researches, prepares reports, and maintains materials related to special projects assigned by Town Administrator.
- Maintains current knowledge of office procedures with particular emphasis on computer skills.
- Attends meetings, workshops, and conferences, as necessary.
- Receives and distributes request for public information under the Right to Know Law.



- Processes applications for various permits and licenses, maintains records, tracks expirations for renewal purposes, coordinates with other departments as may be applicable.
- Coordinates membership status for appointed members of boards and committees. Keeps contact information updated.
- Assists in scheduling, posting, and distribution of agendas and minutes for public bodies as may be assigned.
- Assists in the application for grant programs.
- Performs other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of administrative/office practices and procedures; ability to speak and write effectively using English language; skill in the use of Microsoft Office software, personal computers, and standard office equipment; ability to become familiar, retain and understand Town policies and procedures; ability to maintain effective working relationships with employees and the general public; ability to deal with public relations situations with courtesy and tact; ability to use independent judgement, prioritize and work independently; ability to plan and organize; ability to analyze problems and initiate solutions; ability to follow directions, pay close attention to detail and maintain a positive workplace attitude is critical. A Notary Public and/or Justice of the Peace is preferred.

### **MINIMUM QUALIFICATIONS**

High School graduate with specialized training in secretarial skills and minimum three years progressively responsible administrative experience or any combination of education and experience which demonstrates possession of the knowledge, skills, and abilities.

### **ESSENTIAL FUNCTIONS**

The ability to communicate by speaking or through other visual means; the ability to hear voices spoken at meetings or transcribe minutes through other visual means; the ability to read using sight or other visual means; must be able to sit or stand for extended periods; ability to lift or move objects that typically weigh 25 pounds or less; must be available to attend evening meetings; ability to function cognitively at a high level.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.**

**This Job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**





## **TOWN OF MOULTONBOROUGH**

### **Administrative Assistant**

The Town of Moultonborough is actively seeking candidates to fill a full-time position as our Administrative Assistant in the administration office, and support for the Town Administrator. Essential duties and responsibilities include attendance at Board of Selectmen meetings, transcribing meeting minutes, town website posts, and coordinating public notices. Ability to interact with the public while representing the town are a must. Municipal experience is preferred.

#### **Qualifications**

High School graduate with specialized training in administrative skills and minimum three years progressively responsible administrative experience or any combination of education and experience which demonstrates possession of the knowledge, skills, and abilities.

#### **Salary**

The salary range for the position is \$21/hour to \$27.40/hour. Starting salary will be based on qualifications and prior experience.

#### **How to Apply**

Interested applicants should forward a cover letter, resume, and Town of Moultonborough application for employment to Robin Reade, HR Director, P.O. Box 139, Moultonborough, NH 03254, or email [rreade@moultonboroughnh.gov](mailto:rreade@moultonboroughnh.gov)

**\*\* PLEASE REFER TO ORDINANCE #5 & POLICY #11 \*\***

## Office of Selectmen

Town of Moultonborough

6 Holland Street - PO Box 139 \* Moultonborough, NH 03254

(603) 476-2347 \* [www.moultonboroughnh.gov](http://www.moultonboroughnh.gov)

### FISHING TOURNAMENT LAUNCH REQUEST

ORGANIZATION: NH Bass Nation Kayak CONTACT: Kevin Dawie  
ADDRESS: 21 Squire Armer Rd Windham NH TEL #: (603) 545-8201  
DATE REQUEST REC'D: Aug 10 DATE(S) OF EVENTS: Sep 14-15  
START/END TIME: 7am - 3pm each day  
LAUNCH AREA(S) REQUESTED: all town launches (Leas, Shaks, etc)  
NO. OF BOATS/TRAILERS: 5-8 approx  
LIABILITY INSURANCE HOLDER & POLICY #: Alliant AIP 3450334800  
ADDITIONAL REQUEST(S) & INFORMATION PROVIDED: Lake wide touring for 30 Kayaks. Hoping to add Moultonborough launches w/ fee waived  
TOURNAMENT FEE (Per Day): \$150.00 CHECK #: n/a DATE REC'D: n/a  
FEE RECEIVED: n/a

#### Town Department Response Only

MOULTONBOROUGH POLICE DEPT.: \_\_\_\_\_

MOULTONBOROUGH FIRE DEPT.: \_\_\_\_\_

DATE OF SELECTMEN'S MEETING: \_\_\_\_\_

STIPULATIONS: \_\_\_\_\_

THIS REQUEST IS: \_\_\_\_\_ DENIED \_\_\_\_\_ APPROVED

DATE OF APPROVAL/DENIAL SENT: \_\_\_\_\_

DATE NH FISH & GAME NOTIFIED: \_\_\_\_\_

**FISHING TOURNAMENT LAUNCH REQUEST  
POLICE/FIRE COMMENTS**

**NH Bass Nation Kayak  
September 14 - 15, 2024**

**States Landing / Long Island Beach  
5 – 8 Vehicles**

**Moultonborough Police Department Comments:**

As you and the Board are aware, after Labor Day permit parking and trailer parking are not enforced for Long Island and States Landing, as it only applies from Memorial Day to Labor Day for both facilities, so both facilities would then be open to the general public. The remaining parking restrictions remain in place year-round, such as parking to block a street, no parking, etc. With that being said, I do not have any concerns about the use of either facility based on the dates of September 14<sup>th</sup> and September 15<sup>th</sup>.

Peter W. Beede Jr.  
Chief of Police  
08/09/24

**Moultonborough Fire Department Comments:**

**States Landing:** Parking of vehicles and trailers shall not obstruct access to Default Road.

**Long Island:** This is a parking by permit area and no trailers are allowed, unless this tournament falls into the recently adopted policy by the BoS for trailer parking at Long Island, otherwise trailer parking would be at the Moultonboro Neck Fire Station. I have no concerns as long as access to the dry fire hydrant near the Long Island bridge is not obstructed or blocked by parked vehicles.

David Bengtson  
Fire Chief  
08/09/24