

**Town of Moultonborough
Board of Selectmen
Meeting Agenda
Tuesday, June 3, 2025
5:00 P.M.
6 Holland St. Moultonborough, NH**

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. REVIEW / APPROVAL OF MINUTES**
 - A. 5/20/25 + 5/20/25 NP
- IV. CONSENT AGENDA**
 - A. PA-29 NH Department of Revenue Administration Form(s)
 - i. Charitable Exemption(s)
 - B. Certification of Yield Taxes Assessed and Yield Tax Levy Form
 - C. Cemetery Purchase: Shannon Cemetery Lots #379 & #380
 - D. Personnel Action Form
 - E. NEPBA LOCAL 52 – Moultonborough PBA Amendment #1
 - F. Disposal Agreement: 63 Hayes Lane
- V. NEW BUSINESS**
 - A. Action Re: Application for Permit to Conduct A Raffle
 - i. Winnepesaukee Sportsman’s Club LLC – 10/13 @ 4:00pm (3 permits)
 - ii. Great Waters Summer Concerts: Castle in the Clouds Great Waters Tent at each show at 7:30 pm on 7/12, 7/18, 8/2, 8/9, 8/23 and throughout the season they will be selling tickets until the last show.
 - B. Action Re: Temporary Use Permit – Commercial Use
 - i. Buckey’s Restaurant and Tavern – Bike Week Tent Permit
 - C. Action Re: NH Boat Museum Request
 - D. Action Re: Set Public Hearing Re: Dock and Fishing Tournament Fees
 - E. Action Re: Public Safety Building Pole Barn
- VI. OLD BUSINESS**
 - A. Action Re: FY2026 CIPC: Highway Pole Shed (Tabled from 5/6/25)
 - B. Action Re: Operating Mobile Retail and Rental Business from Town Properties (Tabled from 5/20/25)
- VII. OTHER BUSINESS**
- VIII. CITIZEN INPUT**
- IX. NON-PUBLIC SESSION**
 - A. RSA 91-A: 3, II (b,c)
- X. ADJOURNMENT**

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

**Town of Moultonborough
Board of Selectmen
May 20, 2025**

MEETING MINUTES

Present: Chairman of the Board Kevin D. Quinlan and members present were Selectman Jonathan W. Tolman, Selectman Karel A. Crawford (arrived at 5:05 PM), Selectman James F. Gray and Selectmen Charles M. McGee. Interim Town Administrator, Carter Terenzini, Executive Assistant, Alison Kepple.

- 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.

Chairman Quinlan stated that Selectman Crawford would be few minutes late for the meeting.

- III. REVIEW / APPROVAL OF MINUTES:**

A. 5/06/25 + 5/06/25 NP

Motion: Selectman McGee

To approve the meeting minutes of 05/06/25, and the non-public 05/06/25.

Seconded: Selectman Gray

Vote: 4-0

Motion passed.

- IV. CONSENT AGENDA:**

- A. PA-29 NH Department of Revenue Administration Form(s)
 - i. Charitable Exemption(s)
- B. Certification of Yield Taxes Assessed and Yield Tax Levy Form
- C. Disposal Agreement: 6 Knoll Point Drive (Renewal)
- D. Cemetery Purchase: Shannon Cemetery Lot #105
- E. Personnel Action Form – Seasonal Recreation Rehire

Motion: Selectman Tolman

To approve the consent agenda items.

Seconded: Selectman McGee

Vote: 4-0

Motion passed.

- V. NEW BUSINESS:**

- A. Action Re: Reappointment - Heritage Commission Full Member (3/31/28)

Motion: Selectman Gray

To reappoint Steve Buy to the Heritage Commission as a Full Member.

Seconded: Selectman Tolman

Vote: 4-0

Motion passed.

B. Action Re: Reappointment - Heritage Commission Alternate Member (3/31/28)

Motion: Selectman Tolman

To reappoint Michelle Frahm to the Heritage Commission as an Alternate.

Seconded: Selectman McGee

Vote: 4-0

Motion passed.

C. Action Re: Appointment - Trustees of the Trust Funds Alternate Member (3/31/28)

Motion: Selectman Gray

To appoint Frederick Van Magness to Trustees of the Trust Funds as an Alternate.

Seconded: Selectman Tolman

Vote: 4-0

Motion passed.

Selectman Crawford arrived at 5:05 PM.

D. Presentation: Library Strategic Plan

Brittany Durgin, Library Director gave a brief overview of the libraries 2025-2030 Strategic Plan.

Ms. Durgin also mentioned that they are working on a new website which is expected to be completed by the end of June.

The House Tour is scheduled for June 11th, and the Annual Used Book Sale will be held on July 11 & 12.

E. Action Re: Operating Mobile Retail and Rental business from Town Properties

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

- 1) the commercial state landing at the end of Long Island Road
- 2) The town beach and town boat launch on Long Island
- 3) States Landing Beach/Parking Lot

- 4) Lee's Mills Boat Launch
- 5) Playground Drive/Kraine Meadow Park

Catherine Callais, 12 Dufault Road made a suggestion to Mr. Chapman to put up an acrylic box with a QR code that will tell people how to get in touch with him or make a reservation remotely. They then can go to him wherever his hub is. This wouldn't be taking up parking spaces at the town beaches.

There was a brief discussion with the board, and it was decided that they need to get input from Police, Fire and DPW.

Motion: Selectman Gray
To table to a future date.
Seconded: Selectman Crawford
Vote: 5-0
Motion passed.

- F. Action Re: Sandwich Fair Association – Permission to have temp fairground signs at Rt 25 & 109S and Rt 25 & Bean Road Intersection

Motion: Selectman Tolman
To approve the request for temporary fairground signs at Rt 25 & 109S and Rt 25 & Bean Road Intersection.
Seconded: Selectman Crawford
Vote: 5-0
Motion passed.

- G. Action Re: Application for Permit to Conduct a Raffle
 - a. Moultonborough Lions Club: 12/6/25 at 1pm, Moultonborough Central School

Motion: Selectman Tolman
To approve the Application for Permit to Conduct a Raffle for the Moultonborough Lions Club on 12/6/25 at 1pm at the Moultonborough Central School.
Seconded: Selectman Crawford
Vote: 5-0
Motion passed.

- H. Action Re: Municibid Surplus Fire Boat Motors

Motion: Selectman Tolman
To approve to (a) declare the two (2) 2012 Honda 150 Horsepower Outboard Motors salvaged from the MFD's Fire Boat as surplus, provide notice that the Town has accepted such high bid as may be received on these motors, as advertised on the web site Municibid, that failing a higher bidder completing their purchase we will move down the list of bidders in descending order, and further to authorize the

Town Administrator to proceed with all such notifications and execution of execute all Bills(s) of Sale and such documents as he shall deem reasonable, necessary, and in the best interest of the Town in completing the sales.

Seconded: Selectman Gray

Vote: 5-0

Motion passed.

I. Action Re: MP Municipal Prosecutor Agreement

Motion: Selectman Crawford

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

Seconded: Selectman Tolman

Vote: 5-0

Motion passed.

J. Action Re: Invitation for Bids: FY2026 One-Ton 4x4 Truck w/Dump Body, Plow and Sander

Motion: Selectman Tolman

To approve the Invitation for Bids: FY2026 One-Ton 4x4 Truck w/Dump Body, Plow and Sander as presented & to also post the trade-in on Municibids.

Seconded: Selectman Gray

Vote: 5-0

Motion passed.

K. Action Re: Invitation for Bids: FY2026 Highway Garage Sand Shed Roof Replacement

Motion: Selectman Tolman

To approve the Invitation for Bids: FY2026 Highway Garage Sand Shed Roof Replacement.

Seconded: Selectman McGee

Vote: 5-0

Motion passed.

L. Action Re: Contract Award Re: Engine 1 Replacement

Motion: Selectman Tolman

To accept the recommendation of the fire chief and sign the sales agreement with Alexis Fire Equipment Co., for the replacement of Engine 1 and purchase an Alexis fire pumper as specified by the Moultonborough Fire Department for the sum of \$1,071,375.00 (One million, seventy-one thousand and three hundred and seventy-five dollars) and include a Change Order for \$7,553.00 (Seven Thousand and five hundred and fifty-three dollars) for "fill thief" component that was omitted in the

specifications for a total expenditure of \$1,078,928.00 (One million, seventy-eight thousand and nine hundred and twenty-eight dollars). \$432,594.00 (Four hundred and thirty-two thousand and five hundred and ninety-four dollars) payable when the chassis is delivered to Alexis Fire Equipment and to authorize the Interim Town Administrator to sign.

Seconded: Selectman Gray

Vote: 5-0

Motion passed.

M. Action Re: Wage Discussion Continuation

Robin Reade, Human Resources Director stated that During FY26 budget preparations we had 2 Collective Bargaining Agreements come due, and we had requests from several departments to upgrade certain positions within their departments. Ms. Reade listed the positions that requested increases.

VI. OLD BUSINESS:

A. Overnight Parking Request: Little Gansy Island at States Landing (Tabled from 3/6/25)

There was a brief discussion about overnight parking issues at States Landing Beach.

Catherine Callais, 12 Dufault Road, spoke about the parking pass being regulated to be used by only the property owner. Ms. Callais also stated that she appreciates the idea of ending the overnight parking permit all together.

The Board's decision was to permit Spring Island and Little Gansy to have one overnight parking pass for this summer season. They further voted that the Interim Town Administrator is to notify both parties that they will not issue such passes for future years.

B. Action Re: Action Re: FY2026 CIPC: Highway Pole Shed (Tabled from 5/6/25)

Tabled to the next meeting.

VII. OTHER BUSINESS:

Chairman Quinlan wants to remind people of a few things:

1. The 2025 Memorial Day Procession & Remembrance Ceremony will be on Monday, May 26th stepping off from Blake Road at 10am and will travel to Moultonborough Town Hall, where the remembrance ceremony will immediately follow. Ice cream will be served after the ceremony.
2. Another request from Herschel Chambers Scout 142, they are having a Ceremony for Retiring American Flags and to hold a court of honor to end the

Scouting Year. “Every year we end our Scouting year by having a flag retirement ceremony. Usually around or on flag day. The ceremony is held at the town hall where one of our past Eagle Scouts built a special fire ring to the right of the flagpole for their Eagle Scout project. We respectfully retire any American flags that we or the town transfer station collect throughout the year. We have a ceremony to honor the retired flags raising them one last time to wave in the breeze as we play taps on a bugle and have a short ceremony and then placing them into the fire pit. Afterwards we include a court of honor Where we hand out merit badges and awards to the troop that they might have earned throughout the year.” This will be held on Wednesday, June 11th at 7:00 PM at Town Hall.

3. DRA 2024 Total Equalization Valuations. Chair Quinlan read the memo submitted by the Town Assessor.
4. The Interim Town Administrator introduced the Management Fellow Brennan Dwyer to the Board.

VIII. CITIZEN INPUT: None

IX. NON-PUBLIC SESSION:

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

Motion: Selectman Tolman

To enter into non-public session at 6:12 p.m. coming out to resume public session at 6:30 p.m.

Seconded: Selectman Gray

Vote: 5-0

Motion passed.

The Selectmen exited Non-Public Session at 6:38 p.m.

X. RE-ENTER INTO PUBLIC SESSION AT 6:30 PM:

Reentered Public Session at 6:38 p.m.

- A. Joint Meeting with School Board Committee Re: Advisory Budget Committee & Other Matters of Mutual Interest.

**Minutes of the Joint Meeting between
the School Board and Select Board
Tuesday, May 20, 2025 – 6:30 p.m.
Moultonborough Town Hall**

Present for School Board & Admin: Pat Hart, Eric Bernow, Kathy Garry, Heidi Kremser, Patrick Andrew, and Amanda Bergquist

Present for Select Board: Jon Tolman, James Gray, Kevin Quinlan, Karel Crawford, Charles McGee, and Carter Terenzini

Public Agenda:

- ABC Charge and Composition Review: Both Boards reviewed the Advisory Budget Committee's Charge and Composition. The Select Board had previously appointed two individuals to the committee.

Kathy Garry read aloud an email from former ABC member, Kay Peranelli.

Jon Tolman reviewed the resignation letters from three long-standing committee members.

Eric Bernow asked what the appropriate course of action is?

Jon Tolman stated that if we follow the charge which was reviewed in 2019, both boards should be interviewing applicants.

Kevin Quinlan said that board members are to ask any questions to their chair, and the chair will then share those questions with the superintendent or town manager. He said to be transparent, we need to provide the ABC with the requested information. The ABC is strictly budgetary.

Kevin Quinlan reviewed the 2024 report for the equalization value of the town which is about 7.2 Billion with the equalization, and without utilities it's about 7.1 Billion, and the effect that HB 739 will have on Moultonborough if it passes. We currently keep our swept state portion of the education tax. If HB 739 passes, the town will be giving that back to the state and we will be short about 5 million. This will affect the budget funding and tax dollars.

Both boards reviewed the resumes and qualifications of the two applicants previously appointed by the Select Board.

Kathy Garry asked if we really need an alternate, and do we really need to have call-in?

The group discussed advertising for the openings and reconvening in August to review any applications received. The committee should have 5 members. The advertisement will be for two at-large members and one alternate, and applications will be due by August 1st. Both boards will reconvene on August 12th to review applications.

Pat Hart and Eric Bernow were selected to interview possible ABC members for the School Board.

Jon Tolman and Kevin Quinlan were selected to interview possible ABC members for the Select Board.

Chuck McGee questioned the need for the ABC. Supt. Andrew said he definitely sees the positiveness of having an ABC committee, Karel Crawford agreed.

At 7:26 p.m., Karel Crawford moved, and Chuck McGee seconded a motion, to adjourn the meeting. All voted in favor.

Joint meeting minutes between the School Board and Select Board submitted by Karen Robinson.

XI. ADJOURNMENT: meeting adjourned at 7:26 p.m.

Motion: Selectman Crawford

To adjourn the meeting.

Seconded: Selectman McGee

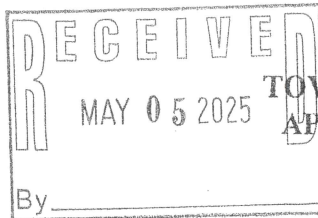
Vote: 5-0

Motion passed.

Written on behalf of the Selectmen by Alison Kepple, Executive Assistant.

Approved
Kevin D. Quinlan, Chairman

Date



TOWN OF MOULTONBOROUGH
APPLICATION FOR A PERMIT
TO CONDUCT A RAFFLE

ATTACHMENT A

NOTICE: Application Must be Filled Out Completely to be Processed

1. Name and address of the organization: Winnepesaukee Sportsmen's Club LLC
666 Governor Wentworth Hwy, Moultonborough, NH
2. Name, address and capacity of the person requesting the permit: Kim Dohogue
Treasurer PO Box 117 Sandwich NH 03227
3. The organization is organized under the laws of the State of New Hampshire as a non-profit organization: Yes ☒ No ☐
4. Date of organization: 1969
5. The organization is registered to do business within the State of New Hampshire as a non-profit organization: Yes ☒ No ☐
6. The organization was registered on JANUARY 1992
7. The organization's IRS non-profit Federal ID number: 02-0350999
8. Names and address of the organization's principal officers:
Bill Wilson - President - 133 Fair Echo Rd, Moultonborough, NH 03254
Howie Chandler - Secretary - 1183 Old North Road, Lebanon, NH 03244
Kim Dohogue - Treasurer - PO Box 117 Sandwich NH 03227
Tom Leeburn - Vice President - PO Box 437, Moultonborough NH 03254
9. Location, date and time where the raffle is to be conducted: 10/18/2025 4pm
Sandwich Fair Grounds, 7 Wentworth Hill Rd, Sandwich
NH 03227
10. Name and address of the owner of the property where the raffle is to be conducted:
Sandwich Fair Grounds - 7 Wentworth Hill Rd
Sandwich NH 03227
12. A sample of the raffle ticket must be submitted for review. Yes ☒ No ☐
13. List the last time a permit was issued to the applicant for a raffle within the Town of Moultonborough:
12/11/24

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

Dated: 5/5/2025

Applicant's Name: [Signature]

Date Received: _____

Date Processed: _____

Approved _____ Denied _____

Town Administrator or Designee

cc: Board of Selectmen
Chief of Police

Name _____

Tel.# _____

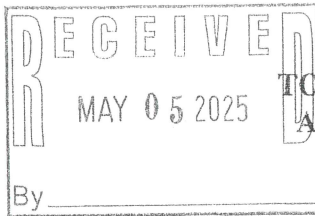
Winnepesaukee Sportsmen's Club, LLC

Scholarship Rifle Raffle

Proceeds to benefit WSC Scholarship Fund

\$10^{ea}

Ticket Drawing
Monday, Sandwich Fair 4pm
www.winnisportsmenclub.org



TOWN OF MOULTONBOROUGH
APPLICATION FOR A PERMIT
TO CONDUCT A RAFFLE

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1. Name and address of the organization: Winnepesaukee Sportsmen's Club LLC
666 Governor Wentworth Hwy, Moultonborough NH
2. Name, address and capacity of the person requesting the permit: Kim Doherty - Treasurer
PO Box 117 Sandwich NH 03227
3. The organization is organized under the laws of the State of New Hampshire as a non-profit organization: Yes ☒ No ☐
4. Date of organization: 1969
5. The organization is registered to do business within the State of New Hampshire as a non-profit organization: Yes ☒ No ☐
6. The organization was registered on JANUARY 1992
7. The organization's IRS non-profit Federal ID number: 02-0350999
8. Names and address of the organization's principal officers:
Bill Wilson - 133 Far Echo Rd Moultonboro NH 03254
Howie Chandler - Secretary - 1183 Old North Rd LACONIA, NH
Kim Doherty - Treasurer PO Box 117 Sandwich NH 03227
Tom Leeburner - V.P. - PO Box 437, Sandwich Moultonboro NH 03254
9. Location, date and time where the raffle is to be conducted: Sandwich Fair Grounds
7 Wentworth Hill Rd, Sandwich NH 03227
10/13/25 4 PM
10. Name and address of the owner of the property where the raffle is to be conducted:
Sandwich Fair Grounds - 7 Wentworth Hill Rd
Sandwich, NH 03227
12. A sample of the raffle ticket must be submitted for review. Yes ☒ No ☐
13. List the last time a permit was issued to the applicant for a raffle within the Town of Moultonborough:
12/11/24

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

Dated: 5/5/25

Applicant's Name: [Signature]

Date Received: _____

Date Processed: _____

Approved _____ Denied _____

Town Administrator or Designee

cc: Board of Selectmen
Chief of Police

Winnepesaukee Sportsmen's Club
SANDWICH FAIR RAFFLE

— *Firearm* —

\$2^{ea}

3 for \$5

Ticket Drawing

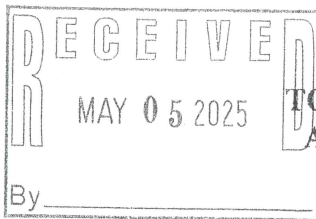
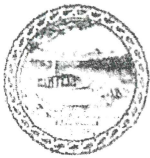
Monday Sandwich Fair • 4 PM

www.winnisportsmensclub.org

Name _____

Tel.# _____





TOWN OF MOULTONBOROUGH
APPLICATION FOR A PERMIT
TO CONDUCT A RAFFLE

ATTACHMENT A

NOTICE: Application Must be Filled Out Completely to be Processed

1. Name and address of the organization: Winnepesaukee Sportsman's Club LLC
666 Governor Wentworth Hwy, Moultonborough NH
2. Name, address and capacity of the person requesting the permit: Kim Dubogue, Treasurer
PO Box 117, Sandwich NH 03227
3. The organization is organized under the laws of the State of New Hampshire as a non-profit organization: Yes ☒ No ☐
4. Date of organization: 1969
5. The organization is registered to do business within the State of New Hampshire as a non-profit organization: Yes ☒ No ☐
6. The organization was registered on JANUARY 1992
7. The organization's IRS non-profit Federal ID number: 02-0350999
8. Names and address of the organization's principal officers:
Bill Wilson - President - 133 Fair Echo Rd Moultonborough NH 03227
Howie Chandler - Secretary - 1183 old North Street, LACONIA, NH 03246
Kim Dubogue - Treasurer - PO Box 117 Sandwich NH 03227
Tom Leachman - V.P. - PO Box 737 Moultonborough NH 03254
9. Location, date and time where the raffle is to be conducted: 10/13/2025 4 PM
SANDWICH FAIR GROUNDS - 7 WENTWORTH HILL RD
SANDWICH NH 03227
10. Name and address of the owner of the property where the raffle is to be conducted: SANDWICH
Fairgrounds, 7 WENTWORTH HILL RD, SANDWICH NH
03227
12. A sample of the raffle ticket must be submitted for review. Yes ☒ No ☐
13. List the last time a permit was issued to the applicant for a raffle within the Town of Moultonborough:
12/11/24

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

Dated: 5/5/2025

Applicant's Name: [Signature]

Date Received: _____

Date Processed: _____

Approved _____ Denied _____

Town Administrator or Designee

cc: Board of Selectmen
Chief of Police

**Winnepesaukee Sportsmen's Club
SANDWICH FAIR RAFFLE**

***Your Choice
1 OF 3***

\$2^{ea}

3 for \$5

Ticket Drawing

Monday Sandwich Fair • 4 PM
www.winnisportsmensclub.org

Name _____

Tel.# _____





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

ATTACHMENT A

NOTICE: Application Must be Filled Out Completely to be Processed

RECEIVED

MAY 20 2025

TOWN OF
MOULTON BOROUGH

1. Name and address of the organization: Great Waters Summer Concerts
PO Box 488, 54 N Main St, Wolfeboro, NH 03894
2. Name, address and capacity of the person requesting the permit: Heidi Page, Ticket Manager, 56
Clearview Dr, Loudon, NH 03307
3. The organization is organized under the laws of the State of New Hampshire as a non-profit organization:
Yes ☒ No ☐
4. Date of organization: 1997
5. The organization is registered to do business within the State of New Hampshire as a non-profit
organization: Yes ☒ No ☐
6. The organization was registered on 1997
7. The organization's IRS non-profit Federal ID number: 02-0488006
8. Names and address of the organization's principal officers:
ED-Joan Myers: 15 Clay Point Rd, Alton 03809
Chair-Chris Coulter: 99 Tuftonboro Neck Rd, Mirror Lake, NH 03853
Vice-Karen Haskell: PO Box 1364, Wolfeboro, NH 03894
9. Location, date and time where the raffle is to be conducted Castle in the Clouds Great Waters Tent,
Ossipee Rd, Moultonborough, NH at each show at 7:30pm: 7/12, 7/18, 8/2, 8/9, 8/23 and
throughout the season we will be selling tickets until the last show at the Castle in the Clouds
when we pick a name from the barrel by one of our Board members. You do not need to be
present to win.
10. Name and address of the owner of the property where the raffle is to be conducted: Castle in the Clouds,
455 Old Mnt Rd, Moultonborough, NH 03254
11. A sample of the raffle ticket must be submitted for review. Yes ☒ No ☐
12. List the last time a permit was issued to the applicant for a raffle within the Town of
Moultonborough: 2024 Raffle Prize fundraiser

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

Dated: 5/14/2025


Applicant's Name: Heidi Page, Ticket Manager
603-569-7710

Date Received: _____

Date Processed: _____

Approved _____

Denied _____

Town Administrator or Designee

cc: Board of Selectmen
Chief of Police

Raffle Ticket Accountability Form-2025 Season for 50/50 Sales

How it Works:

1. You buy your 50/50 raffle tickets, and they are put in a bin.
2. At the end of the Annual Fundraiser, on Sat, Aug 23 at the Elements Concert at 7:30 pm, a ticket is pulled.
3. That person wins 50% of the money collected. The other 50% goes directly to Great Waters Annual Fund.
4. You do not need to be present to win.

Moultonborough Permit #:

Wolfeboro Permit #:

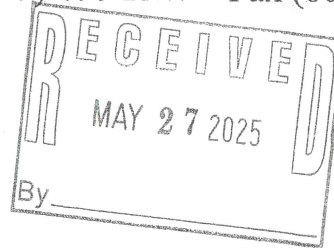
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RECEIVED
MAY 20 2025
TOWN OF
MOULTON BOROUGH



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



Map/Lot _____

Fee Charged \$25.00

TOWN OF MOULTONBOROUGH TEMPORARY USE PERMIT-COMMERCIAL USE

The undersigned hereby makes APPLICATION FOR TEMPORARY USE up to a maximum of _____ consecutive days over a thirty day period for the following (describe commercial use): _____

Set up a 20x40 tent for extension of food
and drinks

Will apply for state + town Permits - Bike week
June 13-June 23, 2025 50+

Date(s) of Event

Expected Number of Participants

This application must be submitted fourteen (14) days before date of event.

PROPERTY OWNER'S SIGNATURE: _____

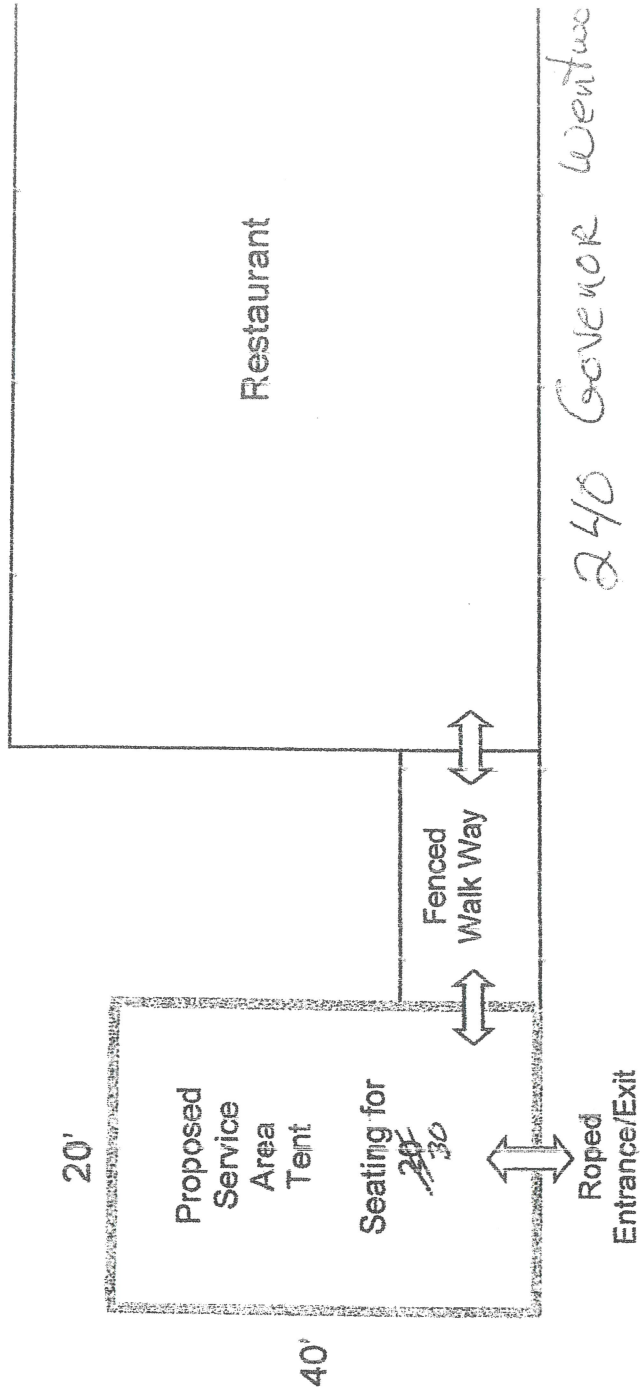
MAILING ADDRESS: PO Box 98 Wolfboro, NH 03894 TEL. # 207-615-2323

This is to certify that we have examined the within detailed statement and find the application in accordance with the provisions of the Moultonborough Zoning Ordinance Article XI-H-(2) Temporary Use-Commercial and that the application has been approved with the listed requirements entered in the records, this _____ day of _____, 20____.

**Chairman-Board of Selectmen
Town of Moultonborough**

REQUIREMENTS: _____

BUCKEY'S RESTAURANT AND TAVERN L.L.C.
REQUEST FOR
AUTHORIZATION FOR SERVICE TO ANOTHER AREA
LIQUOR LICENSE # 1693161



Alison Kepple

From: Anne Lennon <programs@nhbm.org>
Sent: Friday, May 30, 2025 1:56 PM
To: Alison Kepple
Subject: Request for Approval Letter for NHBM Fundraiser Bar Service

Dear Alison,

The New Hampshire Boat Museum will be hosting a fundraising event at the Museum on Friday, June 20, 2025, from 5:30 PM to 9:00 PM. We are expecting approximately 165 guests.

As part of the event, we will be offering a cash bar provided by Mike Lyon of Bar Lyon Premium Bartending Service (603-545-9381). In order to proceed, the New Hampshire State Liquor Commission requires a letter from the Town of Moultonborough granting approval for the event and the sale of alcohol.

We kindly request that the Town provide this letter of approval at your earliest convenience to ensure we can submit the necessary documentation to the State.

Thank you for your time and support. Please let me know if you need any additional information.

Warm regards,
Anne Lennon

--

Anne Lennon
Events and Program Manager



New Hampshire Boat Museum

Moultonborough | Wolfeboro

www.NHBM.org

603.569.4554

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MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Carter Terenzini, Interim Town Administrator
FROM: Alanna Schiller- Administrative Assistant
RE: Boat Dock Rental Market Survey
DATE: June 3rd, 2025
CC: N/A



Recommended Motion: “I move to instruct the Town Administrator to schedule a public hearing for the Board Meeting of July 15th, on the matter of notes for our dock rental at Lees Mills.”

Background: At your request, a market survey was conducted to examine boat dock rental policies and pricing at surrounding marinas to determine how, if at all, we should adjust our fees at Lee’s Mills. This study focused on the following key elements:

- Seasonal dock rental availability
- Pricing structure and lease terms
- Amenities and services offered (e.g., fueling, maintenance, storage)
- Waitlist or reservation processes

Findings: The findings from the marinas that provided information are summarized below:

Ambrose Cove Marina has a dock rental program, though it currently has no availability. The cost is approximately \$185 per foot (around \$3,700+ for the season), and amenities include bathrooms and on-site trash removal.

Paugus Bay Marina does not offer dock rentals but provides a valet program from Memorial Day weekend through Columbus Day. This program includes unlimited launches during the season and costs around \$6,000 annually. Winter storage is included, but winterization is not. There is a waiting list for this program.

Melvin Village Marina offers dock rentals exclusively to its customers. A slip accommodating a 22-foot boat is approximately \$3,250 per season, with a one-year rental term. Current renters have the right of first refusal each year. The marina offers a full-service department for maintenance and repair, a fuel dock, and storage (available at an additional cost). Electrical and water hookups, as well as parking, are included in the rental.

The above notes compare to our fees of \$900 per lease since 2020 for certain legacy island property owners.

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Carter Terenzini, Interim Town Administrator
FROM: Alanna Schiller- Administrative Assistant
RE: Fishing Derby Market Survey
DATE: June 3rd, 2025
CC: N/A



Recommended Motion: “I move to instruct the Town Administrator to schedule a public hearing for the Board Meeting of July 15th, on the matter of notes for our Fishing Derby process.

Background: At your request, a market survey of fishing derby policies in surrounding towns was conducted. The objective was to gain a clearer understanding of how nearby communities managed and regulated fishing derbies, with the goal of identifying the best practices and assessing potential implications for our own local events. The analysis included a review of the following elements:

- If the Town/City allows Fishing Tournaments or Derby’s to be held
- The Town/City process for organizing a Fishing Tournament or Derby
- Does the Town/City rent out boat ramps/ launch sites for said events
- Are there rental fees or additional costs?
- Does the Town/City charge per boat

Towns were selected based on their proximity to Moultonborough, proximity to Lake Winnepesaukee, and demographic relevance. Information was gathered through municipal websites, direct communication with town offices, and publicly available documents. The following Towns/Cities provided information on these types of events: Center Harbor, Laconia, & Wolfeboro.

Findings: Many surrounding towns did not offer an option for Fishing Derby’s/Tournaments. Those that did offered a variety of ways on how they handle it.

Center Harbor: All clubs must fill out a Facility Request Application outlining all details of their event, depending on the needs of the event, additional fees may be applied. For fishing tournaments there is a \$25 per boat/launch fee. *“Memorial Day through Labor Day there shall be NO tournaments on weekends. A limit of ten (10) boats mid-week with the exception of the 4th of July, where there shall be NO tournaments. Parking is first-come, first-serve and is limited to NO more than twenty-five (25) vehicles.”*

https://www.centerharbornh.gov/sites/g/files/vyhlf4246/f/uploads/facility_request_application_v09.20.24_0.pdf

Laconia: There are no Fishing Derby's/ Tournaments in the City of Laconia. The renting out of boat ramps is prohibited by a City Ordinance. Citizens can request to use the ramps with the approval of the City Council.

Wolfeboro: The town of Wolfeboro has what is called a 'Temporary Event Ordinance' which allows nonprofits such as those who want to run a fishing derby off the Town Dock area, there is no fee currently. Groups must fill out a 'Temporary *Outdoor Event Permit Application- Chapter 156- Town Ordinance*'.

https://www.wolfeboronh.us/sites/g/files/vyhli8406/f/uploads/event_application_0.pdf

The Town of Wolfeboro also has a 'Commercial Vessel Landing Permit Ordinance' that has a small fee attached.

<https://www.wolfeboronh.us/sites/g/files/vyhli8406/f/uploads/cvlpapp.pdf>

In the current policy, only tournaments permitted by the New Hampshire Department of Fish & Game may launch from Town facilities. These events must take place between the hours of 7:00 a.m. and 7:00 p.m. and are not allowed on holidays or weekends between Memorial Day and Labor Day. Each launch site has specific limits on the number of boats permitted during tournaments, and any group violating these time or size restrictions may lose future access privileges. Parking at Long Island Beach and States Landing Beach is by permit only; any additional or off-site parking must be arranged in advance with the Board of Selectmen. Parking at Harilla Landing is limited to the State right-of-way, as surrounding property is privately owned.

All users must comply with state boating laws, including established "No Wake" regulations. Power loading is strictly prohibited and subject to a minimum fine of \$100. Individuals or groups found power loading may be banned from future use of Town facilities. Commercial use of any launch site is allowed by permit only, following a written request that outlines proposed dates, times, scope of activity, and an acknowledgment of responsibility for any damage. The Board of Selectmen will review each request and may issue a one-time, multiple-use, or seasonal permit at their discretion. Commercial users must not block public access beyond the approved time and must comply with all other rules set forth in the policy.

A **fee of \$150** applies to each permitted tournament. This policy was originally adopted in June 1999 and was most recently revised in March 2025.

Note:

The original approach
was Timber columns &
Construction by Bellettes
at \$75K +/- (all in with concrete
Labor etc.)

We have asked them to refresh
their pricing to bring it
up to the date of the
meeting.

We did not have it at
the time of preparing
this packet.

Carl



Corporate
703 Hebron Avenue, Floor 3, Glastonbury, CT 06033
p: 1.860.760.0046 • f: 1.888.958.1393 • www.clearspan.com



Customer ID: 8983138

Quote Number: 1156317

QUOTE

Sourcewell Contract #: 071223-CSS
110822-CSS

Page: 1 of 2

Quote To:

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

Phone: **6032537445**

Sales Person: BRAD WILLIAMS
Office Phone: 800-603-4445 x1241
BWILLIAMS@CLEARSPAN.COM

Ship To:

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

Date: 5/14/2025 Valid for 10 Days

Quote Total **81,697.27**

USD

Line	Part	Description	Expected Qty	Unit Price	Ext. Price
1	100110	40W BY 60L PEMB MONOSLOPE BLDG 10'LOW EAVE 2:12 PITCH - 3 SIDED	1.00	30,103.00	30,103.00
2	700011	CUSTOM BEAM DESIGN AND ENGINEERING BUILDING	1.00	3,750.00	3,750.00
3	700000	STANDARD WAGE BUILDING INSTALLATION (ON FOUNDATION BY CUSTOMER)	1.00	40,750.00	40,750.00

Installation estimate for a metal clad monoslope beam building that is 40x60. Building to be installed on concrete foundation that is to be prepared by others and ready upon crews' arrival to site. This estimate includes installation of eave extensions on both sides. Building will be open on one sidewall and enclosed on other 3 sides.

The installation quote is based on the following assumptions: full and unrestricted access to the site for both crew and equipment; a clear, obstruction-free work area; and sufficient space on-site to unload and stage all necessary materials. The quoted price does not include any foundation work. It is also assumed that all work will be performed under standard labor conditions, including regular working hours and wage rates.

DEDUCTION ALLOWABLE ON MOBILIZATION FEES AVAILABLE:

ADJUST TO \$35,300 STANDARD WAGES IF DONE AT SAME TIME AS OTHER PROJECT

QUOTE - Miscellaneous Charge -

Description	Ext. Price
1.) Freight	7,094.27

Proposal reflects Sourcewell Pricing. Only available through the purchasing CoOp. PO must state Sourcewell contract # to qualify.



Corporate
703 Hebron Avenue, Floor 3, Glastonbury, CT 06033
p: 1.860.760.0046 • f: 1.888.958.1393 • www.clearspan.com



Customer ID: 8983138
Quote Number: 1156317

QUOTE

Sourcewell Contract #: 071223-CSS
110822-CSS
Page: 2 of 2

Please Note:

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

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

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

Lines Total	74,603.00
Line Miscellaneous Charges	0.00
Quote Miscellaneous Charges	7,094.27
Quote Total	81,697.27

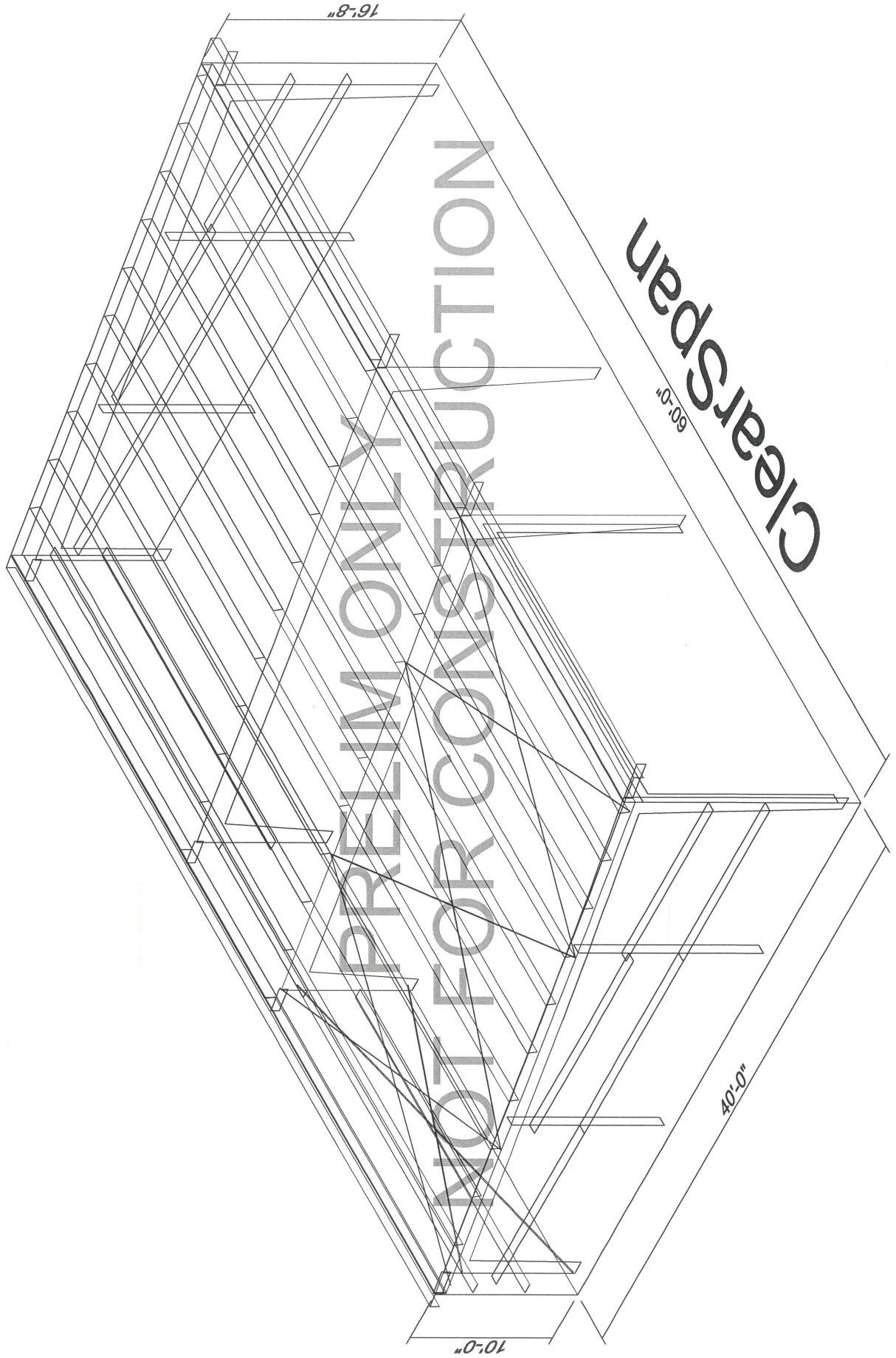


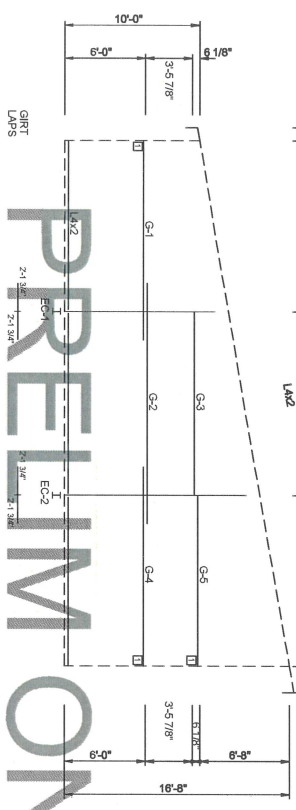
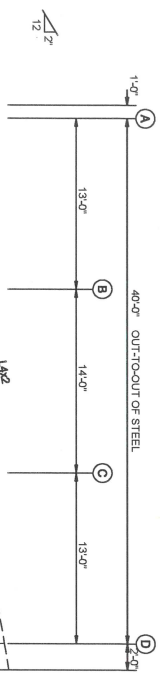
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Date: 5/14/2025

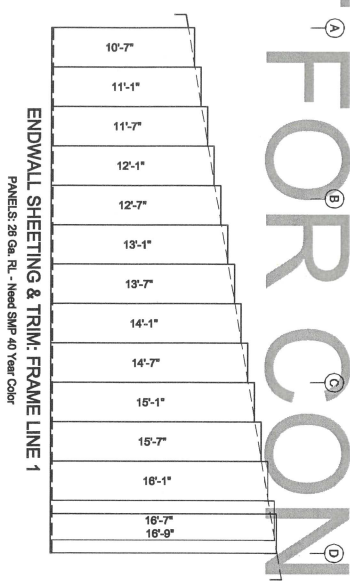
1440 Field of Dreams Way
Dyersville, Iowa 52040

PROJECT INFORMATION				CLEARSPAN CONTACT			
Contact: _____				Sales Person: Brad Williams			
Address: _____				Office Number: 866-643-1010 EXT 1241			
City/State/Zip: _____				Email: Bwilliams@Clearspan.com			
DESIGN LOADS							
Building Code: IBC 21				Exposure: C			
Roof Live Load: 20		PSF		Collateral Load: 0.5		PSF	
Ground Snow: 70		PSF		Seismic Zone: C			
Roof Snow: 58.8		PSF		Seismic Coef: 0.506			
Dead Load: 3		PSF		Occupancy: II - Normal			
Wind Velocity: 110		MPH		Load Reduction: Yes			
BUILDING INFORMATION							
Width (ft)		Length (ft)		Left Eave Height (ft)		Right Eave Height (ft)	
40		60		10		16.67	
						Roof Slope	
						2.0:12	
						Profile	
						Monoslope	
LEFT ENDWALL:				RIGHT ENDWALL:			
Endwall Type: Rigid				Endwall Type: Rigid			
Bays: 13.0000 14.0000 13.0000				Bays: 13.0000 14.0000 13.0000			
Girt Mount: Bypass				Girt Mount: Bypass			
Bracing: Rigid Frame				Bracing: Rigid Frame			
FRONT WALL:				BACK WALL:			
Girt Mount: Bypass				Girt Mount: Bypass			
Bracing: Wind Bents				Bracing: Rod Diagonal Bracing			
ROOF:							
Bays: 1 at 24				Purlins: Bypass			
1 at 12							
1 at 24							
BASEPLATE ELEVATIONS:							
Left Endwall: _____		0'		Front Sidewall: _____		0'	
Right Endwall: _____		0'		Back Sidewall: _____		0'	
PANELS:							
Roof				Wall			
Panel Type: RL 26				Panel Type: RL 26			
Color: Need SMP 40 Year Color				Color: Need SMP 40 Year Color			
FRAMED OPENINGS							
Left Endwall: _____				none			
Right End Wall: _____				none			
Front Sidewall: _____				none			
Back Sidewall: _____				none			
METAL LINER PANELS							
Left Endwall: _____				Front Sidewall: _____			
Right EndWall: _____				Back Sidewall: _____			
Roof: _____							
BUILDING FINISHES							
Purlins/Girts: Red Oxide				Frame: Red Oxide			
ACCESSORIES/ADD ONS							
Gutters/Downspouts: None				Wainscot: N/A			
Skylights: None				Partition Wall(s): None			





ENDWALL FRAMING: FRAME LINE 1



NOT FOR CONSTRUCTION

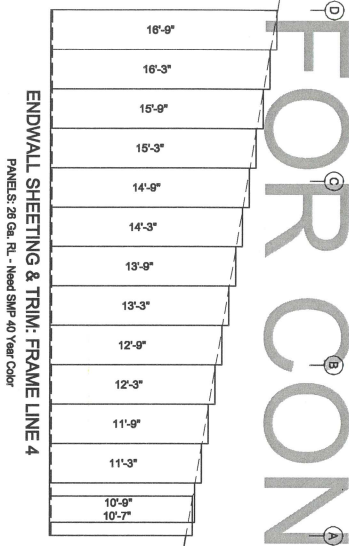
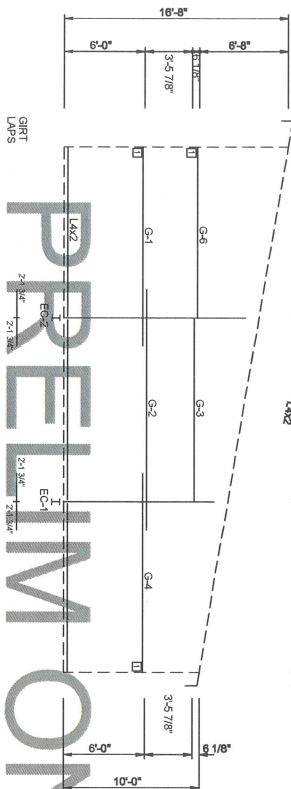
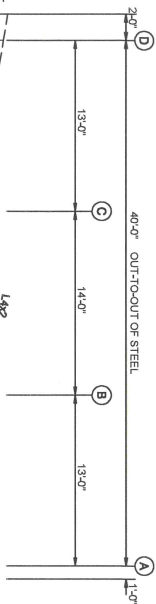


ORDER #
CUSTOMER #

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Contact Person:	CONTACT PHONE:
Phone:	
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STRUCTURE SIZE:	
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SHEET TITLE:	
ENDWALL FRAMING	

DRAWING DETAILS			
NO.	BY	DATE	REVISIONS
1			DESCRIPTION
2			
3			
4			
NO SCALE			
SHEET E2			



PANELS: 26 Ga. RL - Need SHIP 40 Year Corb

ENDWALL SHEETING & TRIM: FRAME LINE 4

NOT FOR CONSTRUCTION

ENDWALL FRAMING: FRAME LINE 4



ORDER #

CUSTOMER #

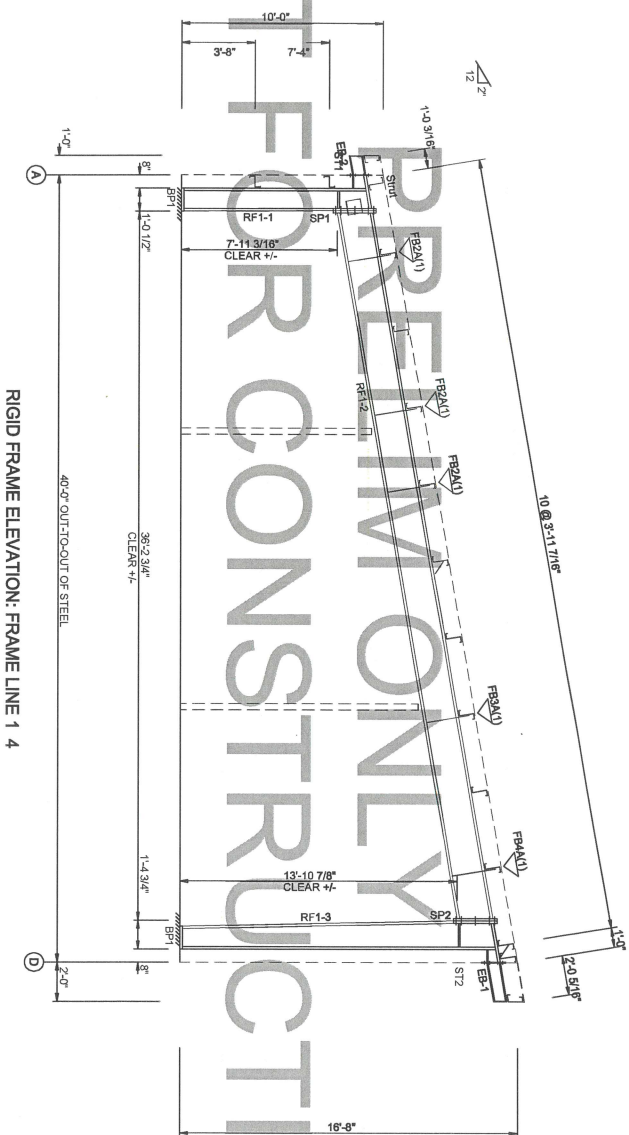
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ENDWALL FRAMING	

NO.	BY	DATE	REVISIONS
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NO SCALE

SHEET: E2

NOT FOR CONSTRUCTION



RIGID FRAME ELEVATION: FRAME LINE 1.4



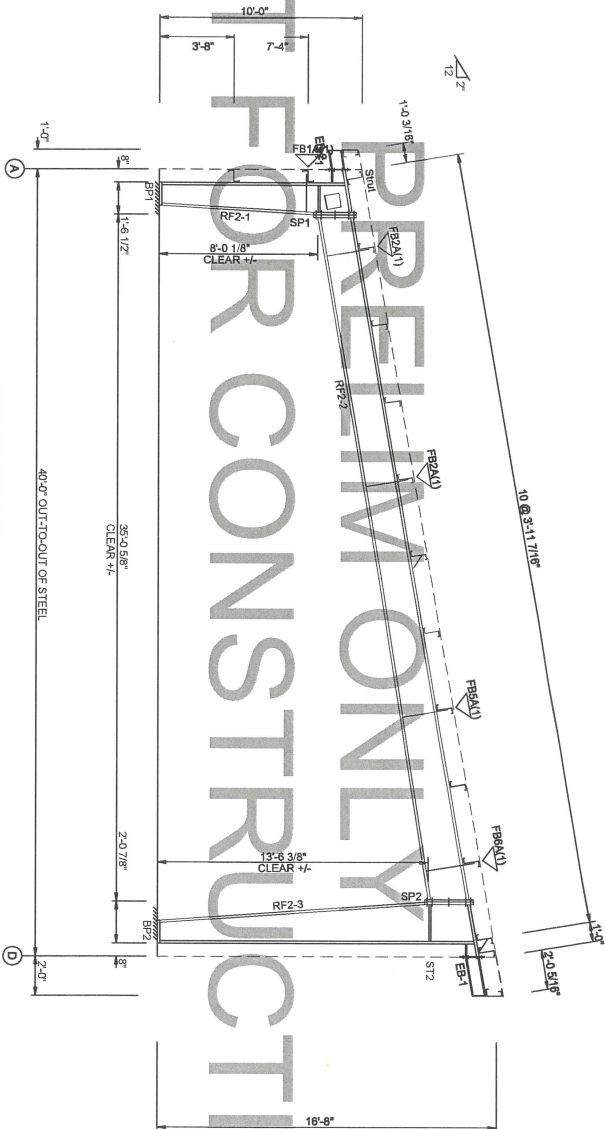
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CUSTOMER #

PROFESSIONAL SEAL

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Contact Person	CONTACT PHONE:
	Phone
STRUCTURE BOLD #:	
STRUCTURE SIZE:	
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SHEET TITLE:	
RIGID FRAME ELEVATION	

REVISIONS			
NO.	BY	DATE	DESCRIPTION
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SHEET E2			

NOT FOR CONSTRUCTION



RIGID FRAME ELEVATION: FRAME LINE 2 3



ORDER # _____
CUSTOMER # _____

PROFESSIONAL SEAL

CUSTOMER INFORMATION:	
Customer	
Contact Address 1	
Contact Address 2	
CONTACT PHONE:	
Phone	
CUSTOMER CONTACT:	
Contact Person	
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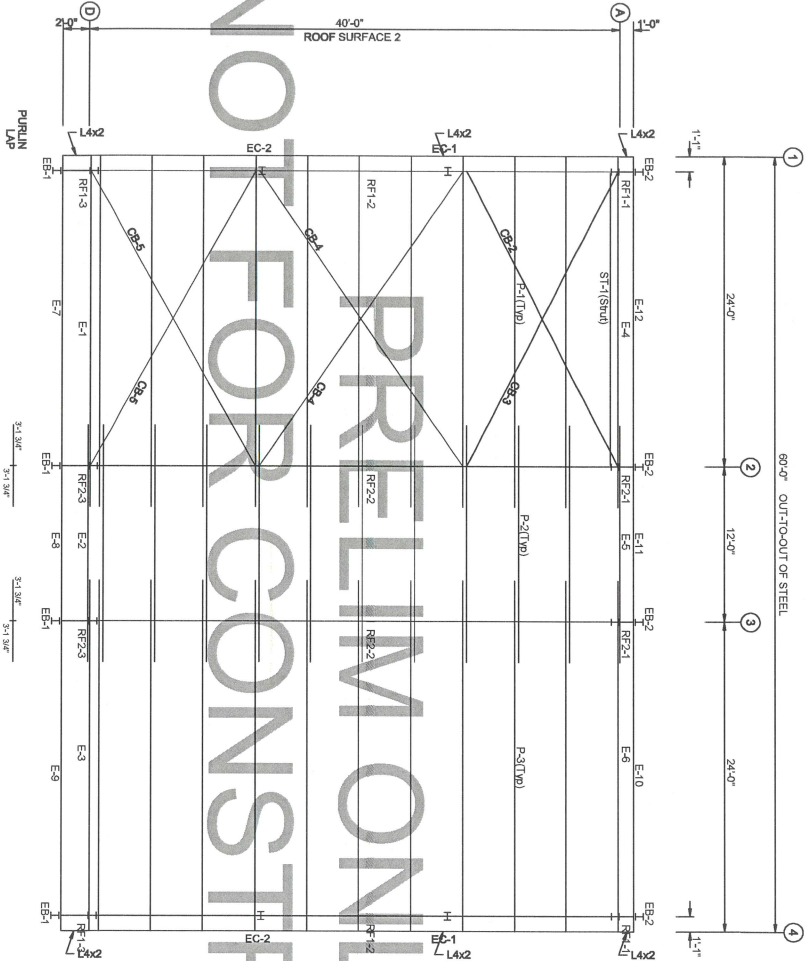
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SHEET E2

PRELIM ONLY

NOT FOR CONSTRUCTION

ROOF FRAMING PLAN

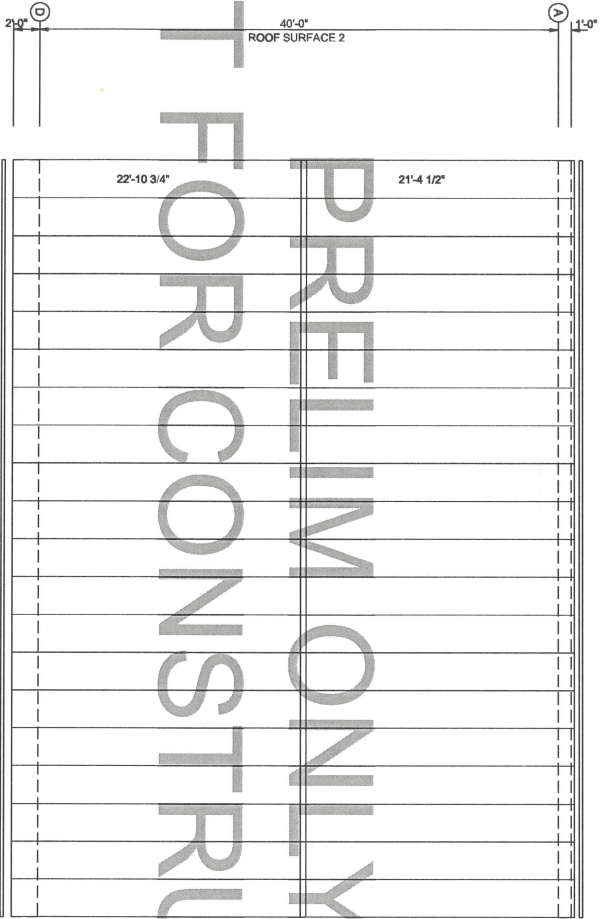
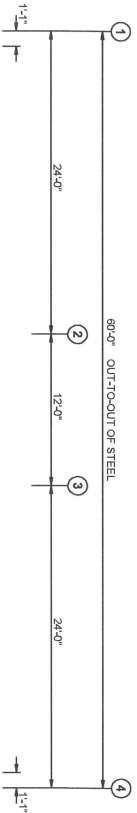


ORDER #
CUSTOMER #

PROFESSIONAL SEAL

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Contact Person	CONTACT PHONE:
Phone	
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ROOF FRAMING	

DRAWING DETAILS	
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2	2
3	3
4	4
NO SCALE	
SHEET E2	



ROOF SHEETING PLAN
PANELS: 26 Ga. RL - Nead SMP 40 Year Color



ORDER # _____
CUSTOMER # _____

NOT FOR CONSTRUCTION
PRELIM ONLY

PROFESSIONAL SEAL

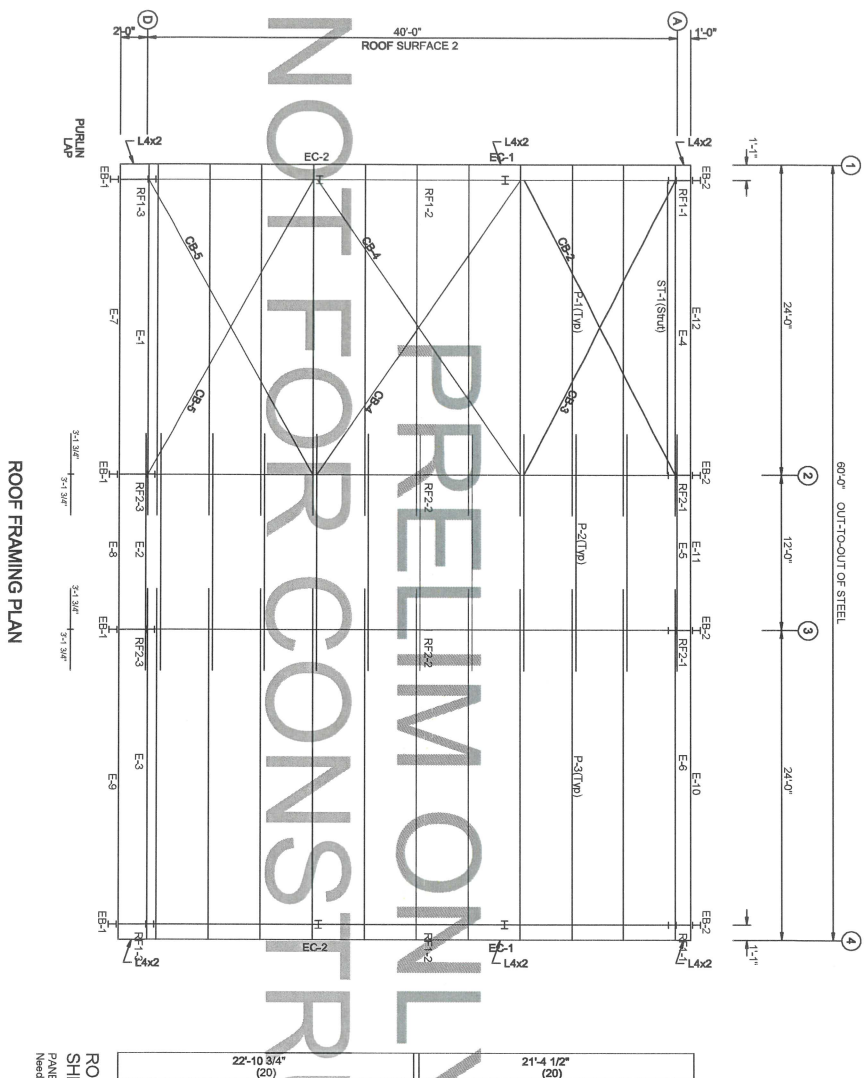
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CUSTOMER CONTACT:	CONTACT PHONE:
Contact Person:	Phone:
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SHEET TITLE:	
ROOF SHEETING	

ISSUED BY:	DATE:
REVISIONS:	DATE:
DESCRIPTION:	DATE:

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NO SCALE

SHEET: E2

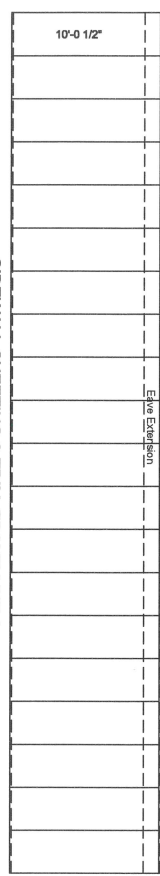


**ROOF
SHEETING**
PANELS: 26 Ga. RL
Need SMP 40 Year Color

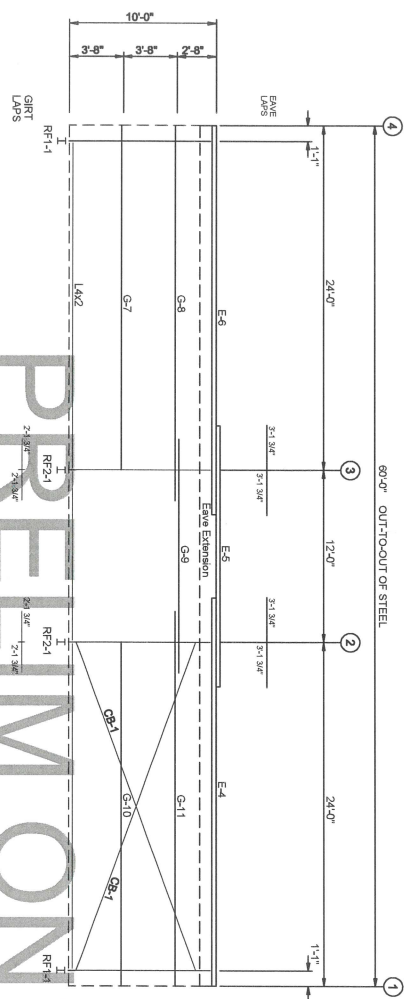
<div style="text-align: center;">  <p>CarSpan <small>SPAN ROLLS & EASY-TO-INSTALL CARPORTS • GARAGES • PORCHES WITH NO FOUNDATIONS</small></p> </div>		ORDER # CUSTOMER #		<div style="text-align: center;">  <p>CarSpan <small>SPAN ROLLS & EASY-TO-INSTALL CARPORTS • GARAGES • PORCHES WITH NO FOUNDATIONS</small></p> </div>																																																																																																																																																																																																																																																																																																																																																																																																																					
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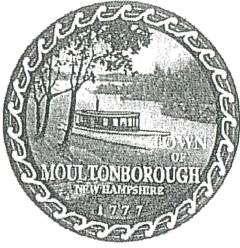
SIDEWALL SHEETING & TRIM: FRAME LINE A
PANELS: 26 Gs. RL - Need Ship 40 Year Color



ORDER # _____
CUSTOMER # _____

CUSTOMER INFORMATION:
Customer:
Customer Address 1:
Customer Address 2:
Customer Contact:
Contact Person:
CONTACT PHONE:
Phone:
STRUCTURE SIZE:
40'-0" x 60'-0" x 10'-0" x 16'-8"
SHEET TITLE:
SIDEWALL FRAMING

DRAWING DETAILS:
DATE: _____
REVISIONS:
NO. BY DATE DESCRIPTION
1. _____
2. _____
3. _____
4. _____
NO SCALE
SHEET: E2



**Town of Moultonborough
Public Works**

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

**Chris Theriault
Director of Public Works**

April 15, 2025

RE: FY2026 CIP: Highway Garage Pole Shed

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

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

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

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

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

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

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



Corporate
703 Hebron Avenue Floor 3 Glastonbury CT 06033
p 1 850 760 0046 • f 1 888 958 1393 • www.clearspan.com



Customer ID: 8983138
Quote Number: 1056528

QUOTE

Sourcewell Contract #: 071223-CSS
110822-CSS

Page: 1 of 2

Quote To: CHRIS THERIAULT TOWN OF MOULTONBOROUGH 68 HIGHWAY GARAGE RD PO BOX 139 MOULTONBOROUGH NH 03254-0139 UNITED STATES Phone: (603) 253-7445 CTHERIAULT@MOULTONBOROUGHNH.GO Sales Person: BRAD WILLIAMS Office Phone: 800-603-4445 x1241 BWILLIAMS@CLEARSPAN.COM	Ship To: TOWN OF MOULTONBOROUGH 68 HIGHWAY GARAGE RD PO BOX 139 MOULTONBOROUGH, NH 03254-0139 Date: 4/14/2025 Valid for 10 Days Quote Total 105,417.47
---	---

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

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

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

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

QUOTE - Miscellaneous Charge -

Description	Ext. Price
1.) Freight	7,147.47

Proposal reflects Sourcewell Pricing. Only available through the purchasing CoOp. PO must state Sourcewell contract # to qualify.



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



Customer ID: 8983138

Quote Number: 1056528

QUOTE

Sourcewell Contract #: 071223-CSS
110822-CSS

Page: 2 of 2

Please Note:

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

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

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

Lines Total	98,270.00
Line Miscellaneous Charges	0.00
Quote Miscellaneous Charges	7,147.47
Quote Total	105,417.47

Beam Building LIMITED WARRANTY

A. Limited Warranty

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

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

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

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

ESAPCO WITH RESPECT TO THE BEAM BUILDING:

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

Beam Building LIMITED WARRANTY

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

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

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

B. Registration and Requirements

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

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

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

C. Building Owner's Sole and Exclusive Remedy

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

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

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

Beam Building LIMITED WARRANTY

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

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

D. Securing Warranty Service

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

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

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

E. Limits of Liability

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

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

F. Miscellaneous

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

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

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

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

Rev. 6.20.2022

Central-Loc[®]

Standing Seam Roof Panel

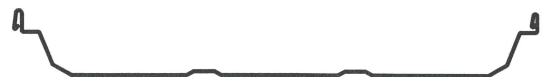


A *structural* standing seam panel, with *easy installation*

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

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

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



RECOMMENDED
1/4:12
PITCH
AND ABOVE

24
GAUGE

18"
OR **24"**
OVERALL
COVERAGE

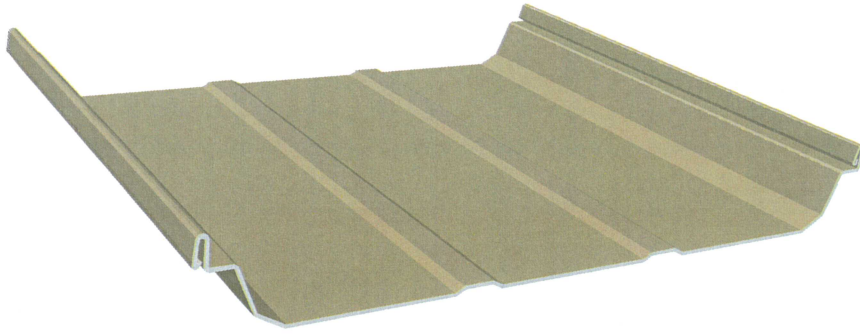
3"
MAXIMUM
RIB HEIGHT



CENTRALSTATESMFG.COM

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

CE FLYR_CentralLoc_190402.3



Choose an energy efficient finish.

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

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

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

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

Find more information at
centralstatesmfg.com

MINIMUM SPECIFICATIONS FOR PRIME PAINTED PANELS

GAUGE
 24 ga.

STEEL THICKNESS
 0.023"

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

TOTAL THICKNESS
 0.02455"

RUST PROTECTANT SUBSTRATE
 Galvalume® AZ50

STEEL STRENGTH
 50,000 PSI min

PAINT SYSTEM
 Fluoropon®

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

TESTING & APPROVALS

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

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

R-Loc™

Commercial Roof and Wall Panel

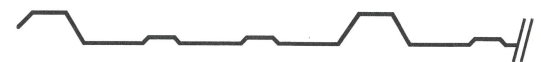


Strong and durable, for today's commercial market

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

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

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



RECOMMENDED 1½:12 PITCH AND ABOVE	26 GAUGE	36" OVERALL COVERAGE	1¼" MAXIMUM RIB HEIGHT
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CENTRALSTATESMFG.COM

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CentralGuard® is a trademark of Central States® Manufacturing, Inc.
Galvalume® is a registered trademark of BIEC International, Inc.
C E FLYR_RLOC_211026

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

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

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

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



Find more information at centralstatesmfg.com

MINIMUM SPECIFICATIONS FOR PRIME PAINTED PANELS

- GAUGE**
26 ga. | 24 ga.*
- STEEL THICKNESS**
26 ga. 0.0185" | 24 ga. 0.023"
- PAINT THICKNESS**
Top coat paint: .70 mil
Top coat primer: .30 mil
Bottom coat backer: .35 mil
Bottom coat primer: .35 mil
- TOTAL THICKNESS**
26 ga. 0.0202" | 24 ga. 0.0247"
- RUST PROTECTANT SUBSTRATE**
Galvalume[®] AZ50
- STEEL STRENGTH**
80,000 PSI (26 ga.) | 50,000 PSI (24 ga.)
- PAINT SYSTEM**
SMP
- WARRANTY**
Lifetime limited paint adhesion
30-yr. chalk and fade
20-yr. Galvalume perforation

TESTING & APPROVALS

- TESTING**
 - AISI S907 Diaphragm Shear Cantilever Test, 26 ga.
 - ASTM-E455 Diaphragm Shear Standard Test, 26 ga.
 - ASTM-E1592 Structural Test for Roof Systems Over Open Purlin, 26 ga.
 - ASTM-E1592 Structural Test for Roof Systems Over Solid Decking, 26 ga.
 - ASTM-E1646 Water Leakage Test of Exterior Metal Roof Panel, 26 ga.
 - FM4471 Foot Traffic Resistance Test, 26 ga.
- APPROVALS**
 - UL2218 UL Approval, Impact Resistance, Class 4
 - UL580 UL Approval, Uplift Resistance, Class 90
 - UL790 UL Approval, Fire Resistance, Class A
 - RC-424 Texas Windstorm Approval, 26 ga. min. Over Steel Purlins
 - RC-576 Texas Windstorm Approval, 26 ga. min. Over Plywood Deck, OSB Deck, or Wood Purlins
 - FL14024 Florida Approval, Wall Panel 26 ga. min. Over Steel Purlins (NON-HVHZ)
 - FL14016 Florida Approval, Roof Panel 26 ga. min. Over Steel Purlins (NON-HVHZ)
 - FL14026 Florida Approval, Roof Panel 26 ga. min. Over 1 1/2" Plywood (NON-HVHZ)

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

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Carter Terenzini, Interim Town Administrator *Carter*

RE: Chapman Re: Mobile Retail & Rental Business

DATE: May 27, 2025

CC: D. Sturgeon; D. Bengtson; P. Beede; C. Theriault; File



In response to a request from a local business operator (SB Meeting of 05/20/25) to operate a “mobile refreshment business”, “... guided kayaking and paddle boarding experiences...”, and renting of the same from “carts” (see attached) at “town beaches and boat launches”, I convened a meeting of the involved staff on this date. The requesting party was invited but we did not receive a response as to whether or not they might be able to attend.

In general, the staff was concerned over the lack of space at each of the several beach facilities for parking as they currently exist. With respect to the suggestion by the Operator that they would get to one of the sites (Long Island) early enough to procure two spaces, it was observed that spaces there are “at a premium” and this simply reduces space for other users. In considering the possibility that the Operator might park on the East side of the Long Island site, concern was expressed that this could become a potential safety hazard as people (children in particular) crossed the roadway from West to East and back.

There was also concern over the “slippery slope” granting such a request might create. Once one requesting party was allowed to do this, would others apply creating a growing request for space already too limited? During the discussion, it was conceded that a concession at Long Island might be attractive (if a variety of issues could be worked out) and that - out of the various sites under the control of the Town - there might be space at Lees Mills for such an operation.

However, it was the collective opinion of the staff that the need for any such operation, and the conditions under which it should be operated, should first be fully assessed by the Town and an Operator then selected through an open and public Request For Proposal process.

Adventure Squam, LLC
DBA

Adventure Winn

Recreation and Refreshments

Owner: Justin Chapman, 23 year full time resident of Moultonborough
Educator at Sandwich Central School for 22 years. Community Volunteer (Sandwich Children Center Board, Red Hill Ski Club President, local youth sports coach, Moultonborough School District Committee volunteer, etc.)

Recently started Northeast Trail Adventures. <northeasttrailadventures.com>
We offer running retreats, guided adventures, and races in the Northeast.

Purchased five 2021 Eventure Trailers in Summer of 2024. Initial plan for trailers turned out not be the direction I wanted to go in...started considering other options for using these trailers...

Proposal A:

- Be allowed to operate a mobile refreshment business out of the Eventure Trailers on town beaches and boat launches, June 15-September 15. Food sold would start at coffee and baked goods from The Boro, smoothies, and a simple sandwich and grill menu. Initially I would operate just one cart, and rotate locations to learn more about the benefits of the varied locations.

Proposal B:

- Be allowed to operate both components listed outlined above and offer guided kayaking and paddleboarding experiences from the town beaches and boat launches.

Proposal C:

- Be allowed to operate the above business, and in addition rent kayaks and stand up paddle boards from the carts.

Currently working with Avery Insurance to gain liability coverage for the business ideas described above. Town of Moultonborough would be covered under my business insurance policy.

I will follow all State of New Hampshire requirements and guidelines, licenses, etc. for operating.

