

**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. Winnipesaukee 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 side Municibid, that failing a higher bidder completing their purchase we will move down the list of bidders in descending order, and further to authorize the*

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

**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 26<sup>th</sup> 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 thought out 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 11<sup>th</sup> 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 1<sup>st</sup>. Both boards will reconvene on August 12<sup>th</sup> 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.*

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Approved

Kevin D. Quinlan, Chairman

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Date



RECEIVED  
MAY 05 2025  
By \_\_\_\_\_

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: Winnipesaukee Sportsmen's Club LLC  
616 Governor Wentworth Hwy, Moultonborough, NH
2. Name, address and capacity of the person requesting the permit: Kim DuBois  
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: 70-0350999
8. Names and address of the organization's principal officers:  
B. H. Wilson - President - 183 Fair Echo Rd, Moultonboro, NH 03254  
Howie Chisholm - Secretary - 1183 Old North Road, Lecamis NH 03254  
Kim DuBois - Treasurer - PO Box 117 Sandwich NH 03227  
Tom Hechtman - Vice President - PO Box 437, Moultonboro NH 03254
9. Location, date and time where the raffle is to be conducted: 10/13/2025 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:  
12/11/2014

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: 5/15/2025

Applicant's Name: Kim

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

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

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

Town Administrator or Designee

cc: Board of Selectmen  
Chief of Police

Name

Tel.#

**Winnipesaukee Sportsmen's Club, LLC**

***Scholarship Rifle Raffle***

Proceeds to benefit WSC Scholarship Fund

**\$10 ea**

Ticket Drawing  
Monday, Sandwich Fair 4pm  
[www.winnisportsmenclub.org](http://www.winnisportsmenclub.org)



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By \_\_\_\_\_

TOWN OF MOULTONBOROUGH  
APPLICATION FOR A PERMIT  
TO CONDUCT A RAFFLE

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1. Name and address of the organization: Winnipesaukee Sportsmen's Club LLC  
616 Governor Wentworth Hwy, Moultonborough NH
2. Name, address and capacity of the person requesting the permit: Kim DeHogue - 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:  
B. J. Wilson - Pres  
Howie Chardian - Secretary - 1183 Old North Rd, L. Alton, NH 03240  
Kim DeHogue - Treasurer PO Box 117 Sandwich NH 03227 03227  
Paul Leenheer - V. P. - PO Box 437, ~~3227~~ Moultonborough 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: 5/15/25

Applicant's Name: M

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

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

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

Town Administrator or Designee

cc: Board of Selectmen  
Chief of Police

Winnipesaukee Sportsmen's Club  
SANDWICH FAIR RAFFLE

***Firearm***

\$2 ea      3 for \$5  
Ticket Drawing  
Monday Sandwich Fair • 4 PM  
[www.winnisportsmensclub.org](http://www.winnisportsmensclub.org)

Name

Tel.#





RECEIVED  
MAY 05 2025  
By \_\_\_\_\_

TOWN OF MOULTONBOROUGH  
APPLICATION FOR A PERMIT  
TO CONDUCT A RAFFLE

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NOTICE: Application Must be Filled Out Completely to be Processed

1. Name and address of the organization: Winnipesaukee Sportsmen's Club LLC  
616 Governor Wentworth Hwy, Moultonborough, NH
2. Name, address and capacity of the person requesting the permit: Kim Dohogue, Treasurer  
P.O. 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: 102-0350999
8. Names and address of the organization's principal officers:  
Bob W. Lason - President - 137 Fair Echo Rd, Moultonborough, NH 03250  
House Chamber - Secretary - 1183 018 North Street, Lincor, NH 03246  
Kim Dohogue - Treasurer - P.O. Box 117, Sandwich, NH 03227  
Tom Leachman - V.P. - P.O. Box 737, Moultonborough, NH 03250
9. Location, date and time where the raffle is to be conducted: 5/10/2025 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  
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: 5/15/2025

Applicant's Name: John

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

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

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

Town Administrator or Designee

cc: Board of Selectmen  
Chief of Police

Winnipesaukee 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](http://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

*Heidi Page*  
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

MAY 20 2025  
TOWN OF  
MOULTON BOROUGH

**GREAT  
WATERS**  
SUMMER CONCERTS

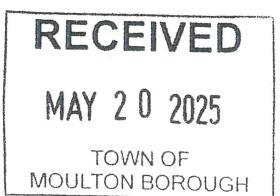
## Raffle Ticket Accountability Form-2025 Season for 50/50 Sales

02-0488006 Wolfeboro Permit #:

# Moultonborough Permit #:

## How it Works:

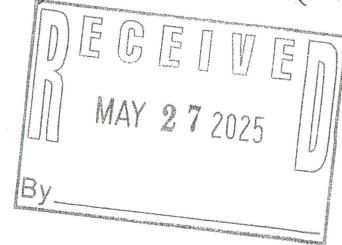
2025 50/50 Tracking





*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 Part**

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

**PROPERTY OWNER'S SIGNATURE:**

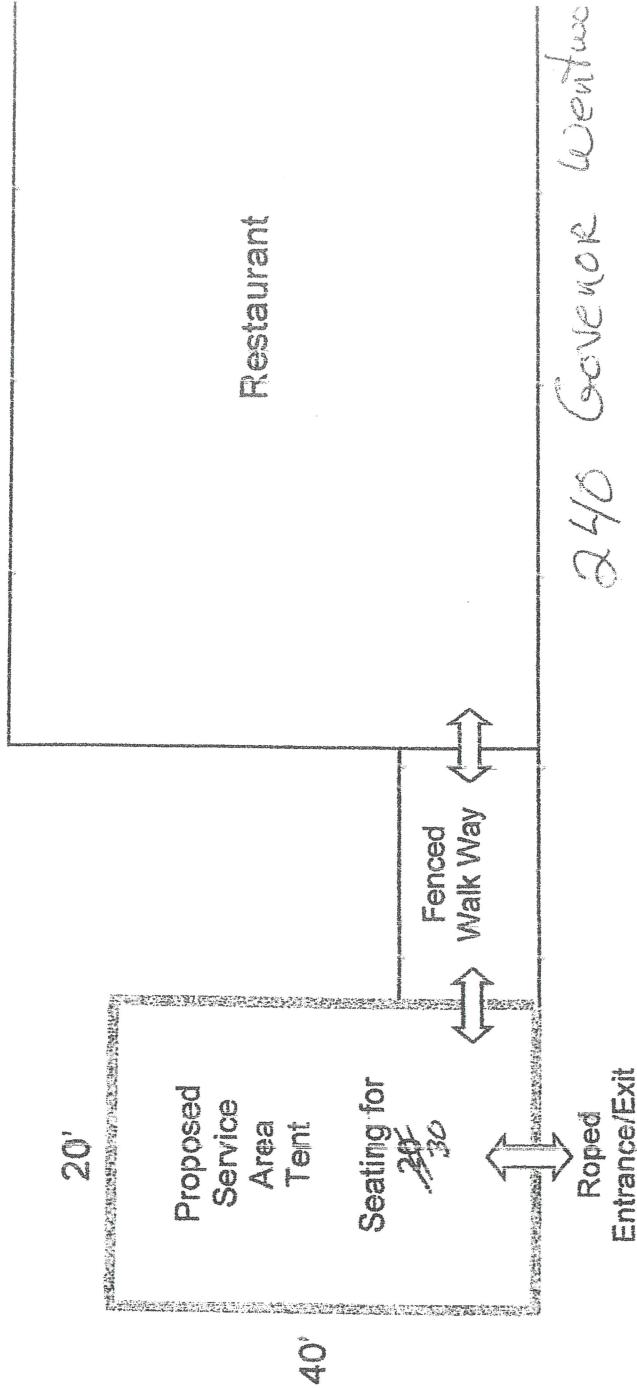
MAILING ADDRESS: Po Box 98 Moulton, NH 03894 TEL. #207-465-2323

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\_\_\_\_\_.  
*[Signature]*

**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 # 1693101



## **Alison Kepple**

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**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](http://www.NHBM.org)

603.569.4554

Find us on [Facebook](#) and [Instagram](#)!

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## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

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



---

**Recommended Motion:** “I move to instruct the Town Administrator to schedule a public hearing for the Board Meeting of July 15<sup>th</sup>, 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.

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## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

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



---

**Recommended Motion:** “I move to instruct the Town Administrator to schedule a public hearing for the Board Meeting of July 15<sup>th</sup>, 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 Winnipesaukee, 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/vyhlif4246/f/uploads/facility\\_request\\_application\\_v09.20.24\\_0.pdf](https://www.centerharbornh.gov/sites/g/files/vyhlif4246/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/vyhlif8406/f/uploads/event\\_application\\_0.pdf](https://www.wolfeboronh.us/sites/g/files/vyhlif8406/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/vyhlif8406/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.

Peter



Corporate  
703 Hebron Avenue, Floor 3, Glastonbury, CT 06033  
p: 1.860.760.0046 • f: 1.888.958.1393 • [www.clearspan.com](http://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](mailto: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](http://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*

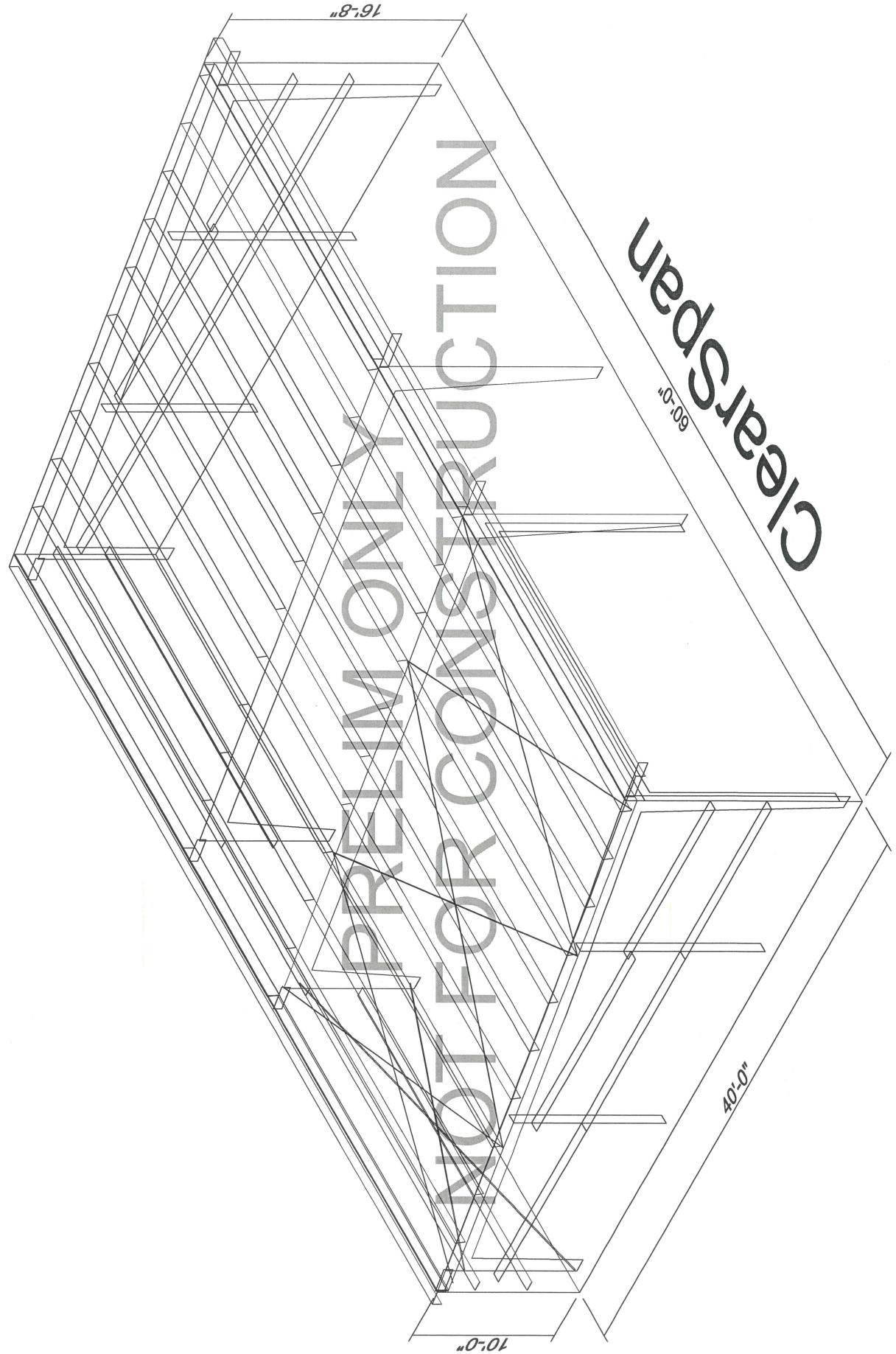
Lines Total	74,603.00
Line Miscellaneous Charges	0.00
Quote Miscellaneous Charges	7,094.27
<b>Quote Total</b>	<b>81,697.27</b>



Quote: 1156317  
Date: 5/14/2025

1440 Field of Dreams Way  
Dyersville, Iowa 52040

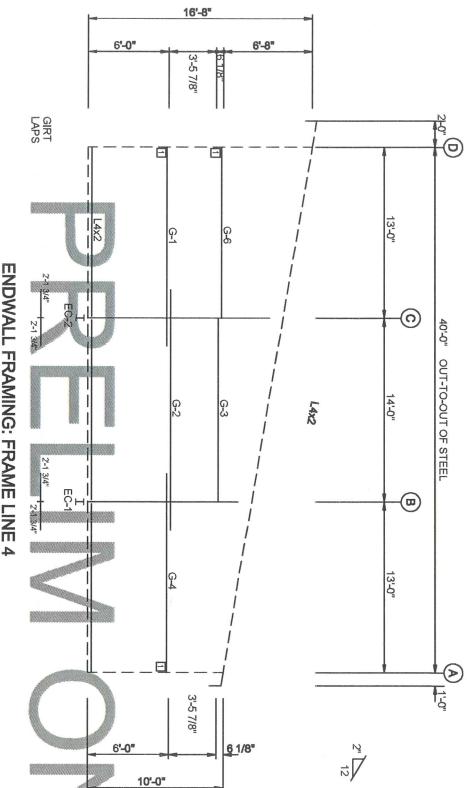
PROJECT INFORMATION		CLEARSPAN CONTACT			
Contact:		Sales Person Brad Williams			
Address:		Office Number: 866-643-1010 EXT 1241			
City/State/Zip:		Email: Bwilliams@Clearspan.com			
DESIGN LOADS					
Building Code:	IBC 21	Exposure:	C		
Roof Live Load:	20 PSF	Collateral Load:	0.5 PSF		
Ground Snow:	70 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)	Roof Slope	Profile
40	60	10	16.67	2.0:12	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		



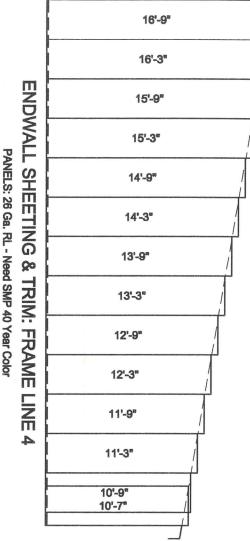




# NOT FOR CONSTRUCTION



ENDWALL FRAMING: FRAME LINE 4



ENDWALL SHEETING & TRIM: FRAME LINE 4

PANELS: 28 Ga. RL - Need Strip 40 Year Color

DEVELOPED BY



ORDER #:

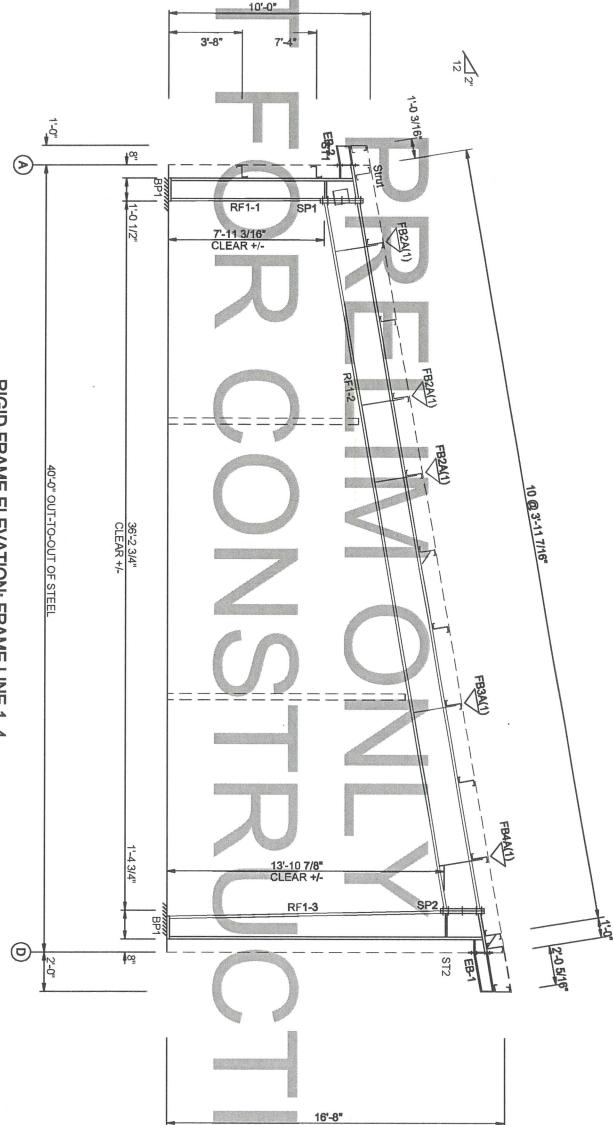
Customer #:

Customer Information:	
Customer Name	Customer Address 1
Customer Address 2	
Customer Contact:	
Contact Person	Contact Phone: Phone
Structure Info:	
Structure Size: 40'-0" x 60'-0" x 10'-0" x 16'-8"	
Sheet Title: ENDWALL FRAMING	

PROFESSIONAL SEAL

DRAWN BY: GFT CRED. NO. DATE: 5/25/2017  
NO. BY: DATE: REVISIONS:  
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NO. OF SHEETS: 4  
SHEET: E2  
SHEET SIZE: 19x17

# NOT FOR CONSTRUCTION



RIGID FRAME ELEVATION: FRAME LINE 1

CUSTOMER INFORMATION: Customer Customer Address 1 Customer Address 2		CONTACT PHONE: Phone
CUSTOMER CONTACT: Contact Person Phone		
STRUCTURE SKU #:		
STRUCTURE SIZE: 40'-0" x 60'-0" x 16'-8"		
SHEET TITLE: RIGID FRAME ELEVATION		
PROFESSIONAL SEAL		
DRAWING BY: <i>[Signature]</i>	DRAWING DATE: <i>[Date]</i>	REVISED BY: <i>[Signature]</i>
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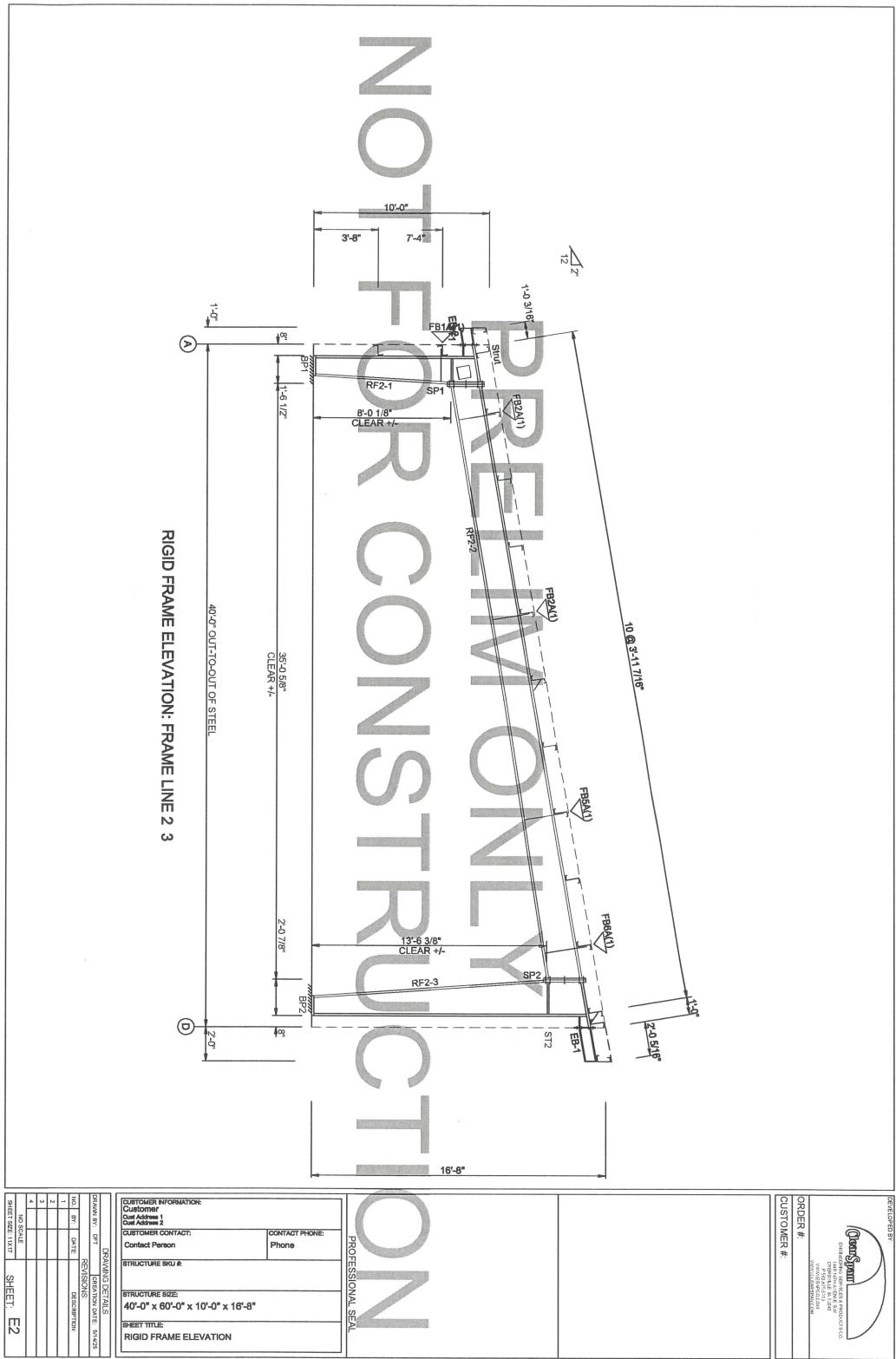
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OPENSPAN  
STRUCTURAL DESIGN & PRODUCTION  
OPENSPAN.COM  
800.221.1212

ORDER #: *[Order Number]*

CUSTOMER #:



40'-0"  
ROOF SURFACE 2

EC-2

RF-1-2

RF-2-2

RF-2-2

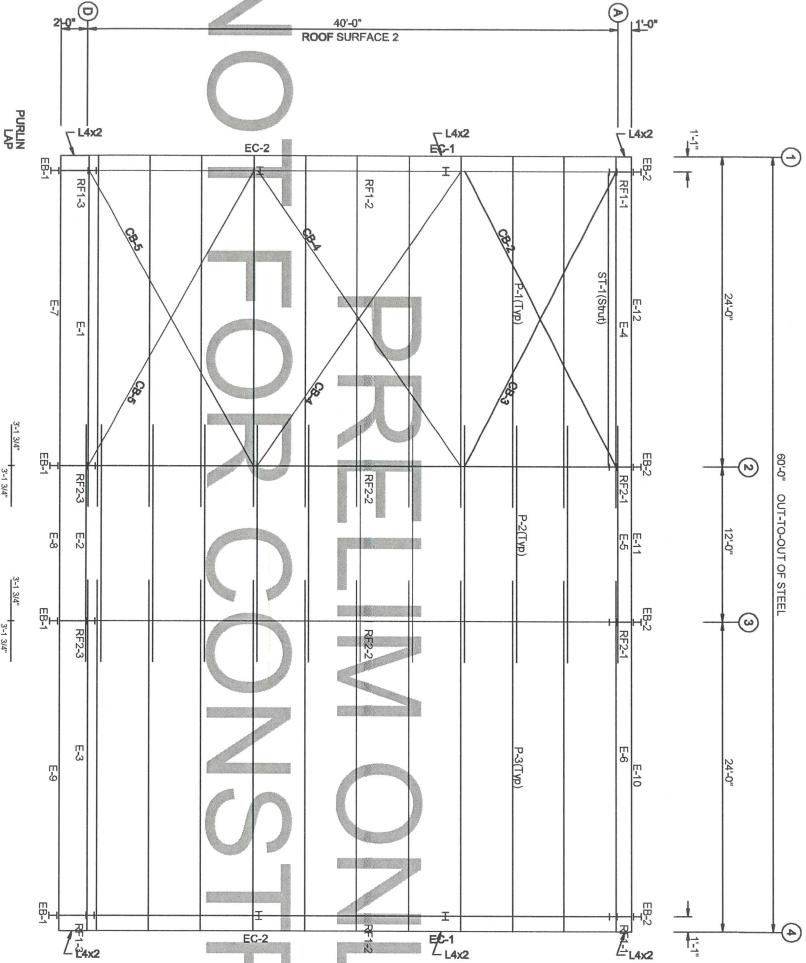
RF-1-2

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PRELIM ONLY

NOT FOR CONSTRUCTION

PROFESSIONAL SEAL



ROOF FRAMING PLAN

40'-0"  
ROOF SURFACE 2

3/4"

PRELIM ONLY

NOT FOR CONSTRUCTION

PROFESSIONAL SERVICES

## **ROOF SHEETING PLAN**

PANELS: 26 Ga. RL - Need SMP 40 Year Color

**NOT FOR CONSTRUCTION**

40'-0" ROOF SURFACE 2

22'-10 3/4" 21'-4 1/2"

1'-0" 1'-2 1/4" 1'-2 1/4" 1'-1"

24'-0" 12'-0" 24'-0"

OUT-TO-OUT OF STEEL

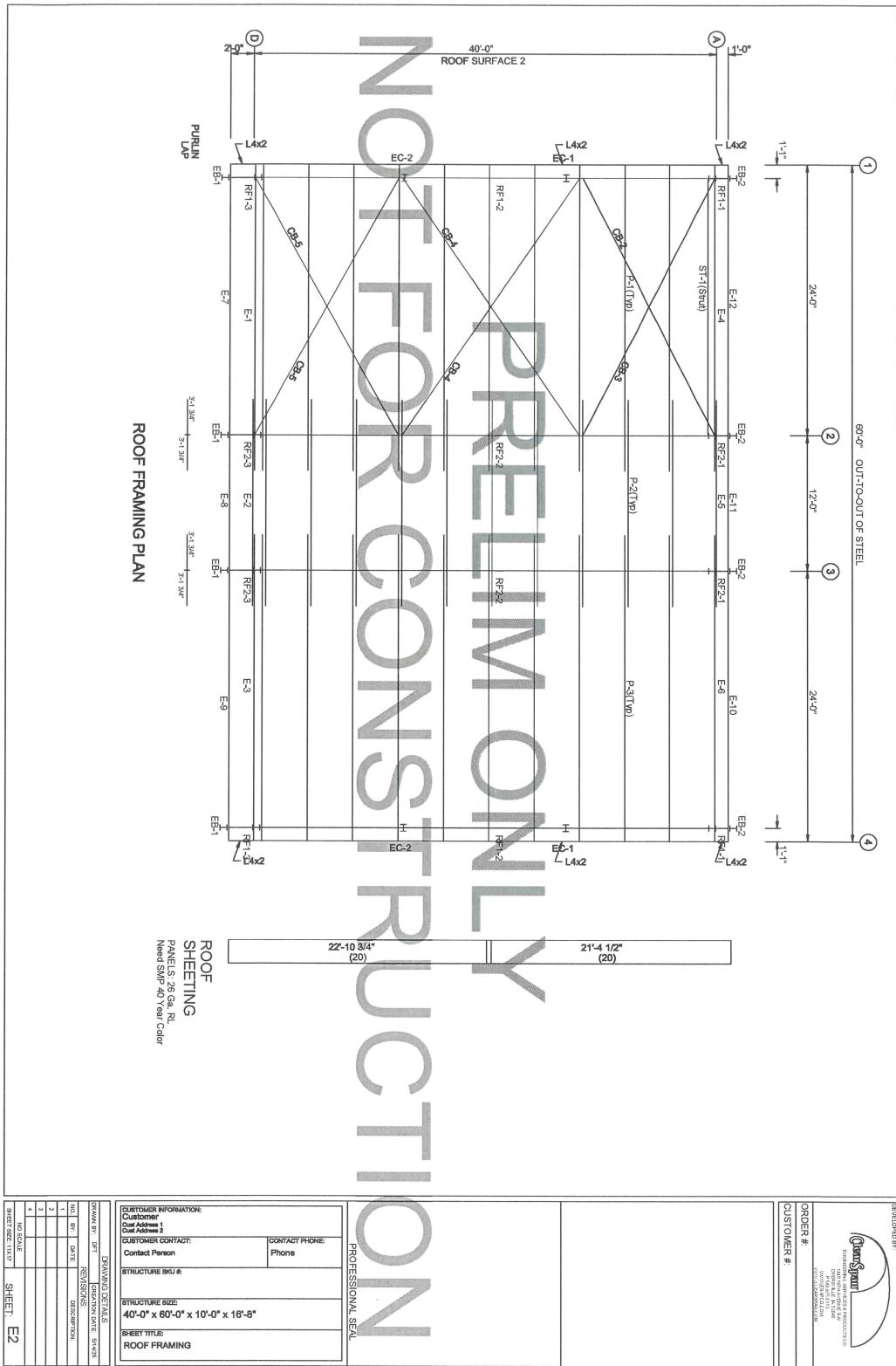
PRELIM ONLY

**ROOF SHEETING PLAN**

PANELS: 26 Ga. RL - Need SMP 40 Year Color

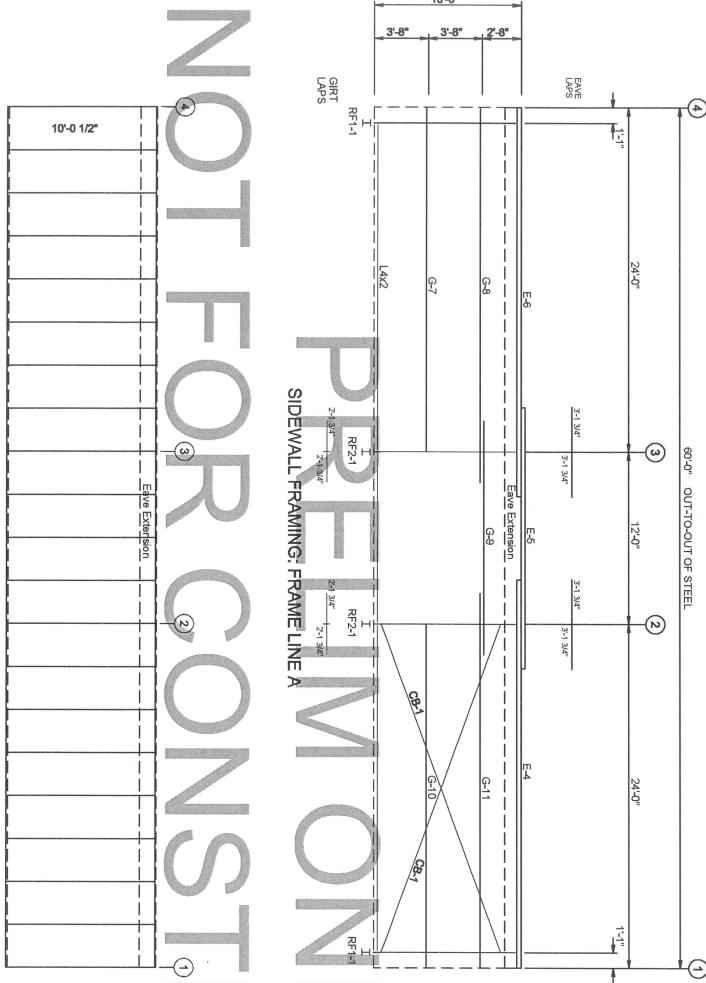
<p><b>CUSTOMER INFORMATION:</b> Customer Customer Address 1 Customer Address 2</p> <p><b>CUSTOMER CONTACT:</b> Contact Person Contact Phone: Phone</p> <p><b>STRUCTURE SKU #:</b></p> <p><b>STRUCTURE SIZE:</b> 40'-0" x 60'-0" x 10'-0" x 16'-8"</p> <p><b>SHEET TITLE:</b> ROOF SHEETING</p>	<p><b>PROFESSIONAL SEAL:</b></p> <p><b>ORDER #:</b></p> <p><b>CUSTOMER #:</b></p> <p><small>OpenSpan Engineering &amp; Project Services Engineering, Project Management &amp; Construction www.openspan.com</small></p>
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REVISION: 0  
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# NOT FOR CONSTRUCTION

PREFIM ONLY  
SIDEWALL FRAMING: FRAME LINE A



SIDEWALL SHEETING & TRIM: FRAME LINE A

PANELS: 28 Ga. RL - Ned Snap 40 Year Color

PROFESSIONAL SEAL

CUSTOMER INFORMATION: Customer First Name 1 Last Name 1 Cust Address 1		CONTACT PHONE: Phone
CUSTOMER CONTACT: Contact Person		
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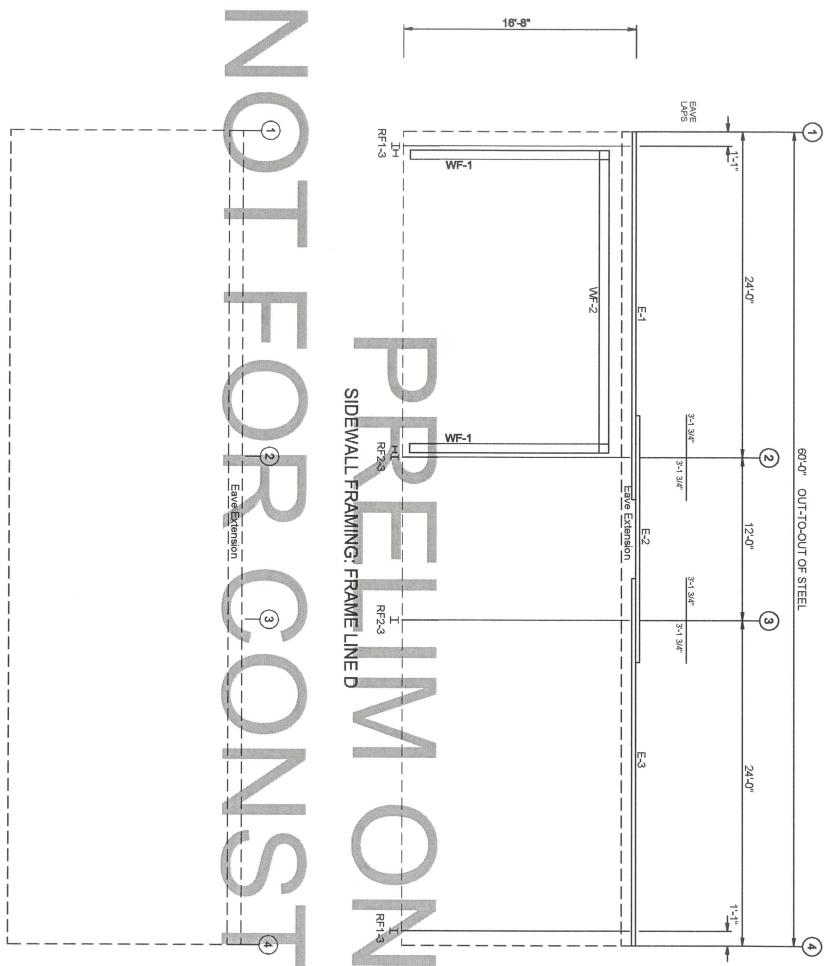
DEVELOPED BY  
**OpenSpan**  
EXTERIOR BUILDING PRODUCTS, LLC  
OPENSPAN.COM  
800.221.1111  
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# NOT FOR CONSTRUCTION

SIDEWALL FRAMING FRAME LINE D



SIDEWALL SHEETING & TRIM: FRAME LINE D

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

PROFESSIONAL SEAL

INCLUDED BY:

**OpenSpan**  
BUILDING SYSTEMS & PRODUCTS  
DESIGN, ENGINEER, MANUFACTURE & DISTRIBUTE  
STRUCTURAL & EXTERIOR SYSTEMS  
WALL SYSTEMS  
ROOF SYSTEMS

ORDER #:
CUSTOMER #:

192-1307

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](mailto:ctheriault@moultonboroughnh.gov)

**Chris Theriault**  
Director of Public Works

April 15, 2025

RE: FY2026 CIP: Highway Garage Pole Shed

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

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

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

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

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

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

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



Corporate  
703 Hebron Avenue, Floor 3, Glastonbury, CT 06033  
p 1 850 760 0046 • f 1 888 958 1393 • [www.clearspan.com](http://www.clearspan.com)



Customer ID: 8983138

Quote Number: 1056528

## QUOTE

Sourcewell Contract #: 071223-CSS

110822-CSS

Page: 1 of 2

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

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

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

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

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

### QUOTE - Miscellaneous Charge -

Description	Ext. Price
1.) Freight	7,147.47



Corporate  
703 Hebron Avenue, Floor 3, Glastonbury, CT 06033  
p: 1 860 760 0046 • f: 1 888 958 1393 • [www.clearspan.com](http://www.clearspan.com)



Customer ID: 8983138  
Quote Number: 1056528

## QUOTE

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

*Please Note:*

- \*Additional Sales Tax will apply for materials and installation if the project is not tax exempt.
- \*Freight Rate shown is estimated. Buyer is responsible for final freight charges that are calculated at time of shipment
- \*Anchor Hardware not included for Designed and Engineered Structures unless listed on the quote. Customer may provide the anchor bolts or ClearSpan will quote them once engineering is completed

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

# Beam Building LIMITED WARRANTY

## A. Limited Warranty

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

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

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

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

## ESAPCO WITH RESPECT TO THE BEAM BUILDING:

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

# Beam Building LIMITED WARRANTY

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

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

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

## **B. Registration and Requirements**

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

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

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

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

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

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

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

# Beam Building LIMITED WARRANTY

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

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

## **D. Securing Warranty Service**

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

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

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

## **E. Limits of Liability**

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

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

## **F. Miscellaneous**

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

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

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

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

Rev. 6.20.2022

# Central-Loc®

## Standing Seam Roof Panel



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

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

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

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



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

**24**  
GAUGE

**18" OR 24"**  
OVERALL  
COVERAGE

**3"**  
MAXIMUM  
RIB HEIGHT



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

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## Choose an energy efficient finish.

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

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

COLOR	INITIAL SOLAR REFLECTIVITY	INITIAL 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.

## MINIMUM SPECIFICATIONS FOR PRIME PAINTED PANELS

**GAUGE**  
24 ga.

**STEEL THICKNESS**  
0.023"

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

**TOTAL THICKNESS**  
0.02455"

**RUST PROTECTANT SUBSTRATE**  
Galvalume® AZ50

**STEEL STRENGTH**  
50,000 PSI min

**PAINT SYSTEM**  
Fluropon®

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

## TESTING & APPROVALS

### TESTING

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

### APPROVALS

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

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



Commercial Roof and Wall Panel

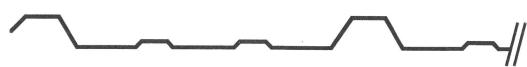


# ***Strong and durable, for today's commercial market***

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 <b>1/2:12</b> PITCH AND ABOVE	<b>26</b> GAUGE	<b>36"</b> OVERALL COVERAGE	<b>1 1/4"</b> MAXIMUM RIB HEIGHT
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Galvalume® is a registered trademark of BIEC International, Inc.

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

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

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

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



Find more information at  
[centralstatesmfg.com](http://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 5/32" 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

*Carter*

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

**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](http://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.

