



City of Keene  
*New Hampshire*

**FINANCE, ORGANIZATION  
AND PERSONNEL COMMITTEE  
AGENDA  
Council Chambers B  
February 28, 2019  
6:30 PM**

Mitchell H. Greenwald  
Carl B. Jacobs  
Terry M. Clark  
Thomas F. Powers  
Bettina A. Chadbourne

- 
1. Request for Approval to Solicit Donations to be Used as Prizes for City of Keene Fourth Grade Water Science Fairs - Public Works Department
  2. Workplace Lactation Support Grant - Human Resources
  3. Acquisition of Property – 0 Chapman Road Owned by Robert Beauregard Rev. Trust
  4. Attorney Thomas Burack/560 Main Street, LLC - Expression of Interest in Acquiring City Property - 560 Main Street
  5. Zach Luse/Paragon Digital Marketing - Application for Community Revitalization Tax Relief Incentive (79-E) - Former Grace Methodist Church at 34 Court Street
  6. Jehovah's Witness Land Lease - Airport Manager
  7. Relating to Property Tax Exemptions for Solar, Wind & Wood Heating Energy Systems  
Resolution R-2019-05
  8. Mayor Kendall Lane - Public Hearing Date on the Operating Budget

**MORE TIME ITEMS:**

- A. Nancy Sheldon/Shaldu, Ltd. - Acquisition of the Rail Spur that Bisepts Two Parcels of Property - Corner of Ralston and Emerald Streets

Non Public Session  
Adjournment



City of Keene, N.H.  
*Transmittal Form*

February 12, 2019

**TO:** Finance, Organization and Personnel Committee

**FROM:** Eric Swope, Industrial Pretreatment Coordinator

**THROUGH:** Elizabeth Dragon, City Manager; Kürt Blomquist, Public Works Director/Emergency Management Director

**ITEM:** 1.

**SUBJECT:** Request for Approval to Solicit Donations to be Used as Prizes for City of Keene Fourth Grade Water Science Fairs - Public Works Department

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**RECOMMENDATION:**

Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to solicit and accept donations to be used as prizes for the Fourth Grade Water Science Fairs from local and regional businesses.

**BACKGROUND:**

Since 1997, staff at the City of Keene's Wastewater Treatment and Drinking Water Facilities have sponsored, coordinated, and run water science fairs for fourth grade students within the City of Keene. Each year a fair is held at each elementary school that chooses to participate. The top few projects from each school are eligible to participate at a City-wide fair, which is a qualifying event for the NH State Water Science Fair. In 2018, 112 fourth grade students completed water science fair projects in Keene schools.

The science fairs were initiated in conjunction with the NH Drinking Water Week Coalition and are designed to encourage student involvement in the sciences and to encourage education about water-related issues. The fairs enjoy broad support from teachers, schools and participating students and their families.

Typically, the City has provided a certificate of participation and a tee shirt to all students who present a project. It has also provided trophies and prizes to the top finishers at the school and City fairs. Prize donations were solicited for the first two years, then a budget was established and the Science Fair project was funded through a line item in the water fund's Administration budget.

As part of an overall attempt to curtail spending, in recent years staff has requested approval from the City Council to solicit donations for prizes from local and regional businesses and organizations. Last year fifteen businesses and organizations donated prizes including gift certificates, pool passes, museum passes, a Silver Eagle coin, Colonial Theater event passes, MoCo Arts and New Hampshire Dance Institute show passes, and the Keene Swamp Bats provided passes for the families of all participants plus offered the winner of the City Fair the chance to throw out the first pitch at "Science Fair Night at the Swamp Bats".



City of Keene, N.H.  
*Transmittal Form*

February 26, 2019

**TO:** Finance, Organization and Personnel Committee

**FROM:** Elizabeth A. Fox, ACM/Human Resources Director

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** 2.

**SUBJECT:** Workplace Lactation Support Grant - Human Resources

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**RECOMMENDATION:**

That the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept a worksite lactation mini-grant of up to \$5,000 through a partnership between Keene State College's Public Health Faculty, NH Department of Health and Human Services (DHHS) and the Centers for Disease Control and Prevention (CDC).

**BACKGROUND:**

An effort lead by Keene State College Public Health Faculty, in cooperation in with the DHHS with funding from the Centers for Disease Control and Prevention, seeks to improve opportunities and policy supporting mothers in the workplace to continue to breastfeed babies. As part of the effort, a grant opportunity and technical assistance to create organizational practices, policies and a supportive space (at City Hall) for working mothers of infants is available. An initial grant budget of \$3,157.62 has been developed and the City of Keene is one of 12 sites statewide selected to participate.



City of Keene, N.H.  
*Transmittal Form*

February 26, 2019

**TO:** Finance, Organization and Personnel Committee

**FROM:** Rhett Lamb ACM/Community Development Director

**THROUGH:** Elizabeth E. Dragon, City Manager

**ITEM:** 3.

**SUBJECT:** Acquisition of Property – 0 Chapman Road Owned by Robert Beaugard Rev. Trust

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**RECOMMENDATION:**

The FOP recommends that the City Manager be authorized to do all things necessary to purchase the 27.5 acre property at 0 Chapman Road TMP# 241-018-000-000-000 from the Robert Beaugard Rev. Trust for an amount not to exceed \$58,000.00.

**BACKGROUND:**

Bill Beaugard approached the City in the latter part of 2017 with an offer to sell to the City a parcel of land owned by his father's trust. Mr. Beaugard is Trustee of that Trust. The parcel is a significant part of the west slope of Beech Hill, just east of Chapman Road.

The property's location makes it important to the City to preserve the view of the wooded hillsides surrounding Keene. The land is adjacent to other City land on Beech Hill and will serve as important open space and offer the opportunity to improve the view from the Beech Hill "ledges trail", a public trail and scenic lookout on City property.

The Conservation Commission voted unanimously on August 20, 2018 to recommend that City Council purchase the property based on its open space, recreation, and wildlife conservation values.

On September 20, 2018 City Council voted unanimously to authorize the City Manager to negotiate for the purchase of the property. An appraisal of the property was completed in January 2019 by Powers, Smith & Associates Inc. under a contract with the City, which places the value of the property at \$58,000.

Funds for the purchase of the property are available in the "Conservation Land Use Tax" account 90203 which has a current balance of \$144,364.



*Transmittal Form*

February 19, 2019

**TO:** Mayor and Keene City Council

**FROM:** Attorney Thomas Burack, 560 Main Street, LLC

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** 4.

**SUBJECT:** Attorney Thomas Burack/560 Main Street, LLC - Expression of Interest in Acquiring City Property - 560 Main Street

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**COUNCIL ACTION:**

In City Council February 21, 2019.

Referred to the Finance, Organization and Personnel Committee.

**ATTACHMENTS:**

Description

Communication\_Burack

**BACKGROUND:**

On behalf of 560 Main Street, LLC Attorney Thomas Burack is expressing his client's interest in acquiring a parcel of land commonly known as the Keene Old City Landfill at 560 Main Street.

# SHEEHAN PHINNEY

Thomas S. Burack, Esq.  
Direct Dial: 603-627-8387  
tburack@sheehan.com

Manchester, NH | Concord, NH | Hanover, NH | Boston, MA

Reply to: Manchester Office  
1000 Elm Street, 17<sup>th</sup> floor  
Manchester, NH 03101

Via email and U.S. Mail

February 19, 2019

The Honorable Kendall W. Lane, Mayor, and City Council  
City of Keene  
3 Washington Street  
Keene, New Hampshire 03431

RE: Expression of Interest in Acquiring a Portion of City Property at 560 Main Street, the Keene Old City Landfill

Dear Mayor Lane and City Councilors:

On behalf of this firm's client, 560 Main Street LLC, I am writing to express the company's interest in acquiring from the City of Keene a parcel of land consisting of 10 plus or minus acres, being the westerly portion of the lot located at 560 Main Street and commonly known as the Keene Old City Landfill. I respectfully request that the City Council give favorable consideration to this expression of interest and authorize the City Manager to negotiate with the company a purchase and sale agreement for the proposed transaction. This firm's client has an informed and strong interest in acquiring this property and seeks to do so as expeditiously as possible in order to support the relocation to Keene of the business operations of Froling, LLC (dba Froling Energy). Mark D. Froling, a resident of Keene, is the sole Member of both Froling, LLC and 560 Main Street LLC, and formed the latter company specifically for the purpose of holding title to the property should be City be amenable.

Should you have any questions or require additional information, please reach me using the contact points above or on 603-496-3554 (Mobile). Thank you for considering this request.

Sincerely,

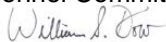


Thomas S. Burack

TSB/lmh

cc: Mark D. Froling  
Thomas P. Mullins, Esq., City Attorney  
Elizabeth A. Dragon, City Manager

In City Council February 21, 2019.  
Referred to the Finance, Organization  
and Personnel Committee.



Deputy City Clerk



City of Keene, N.H.  
*Transmittal Form*

February 18, 2019

**TO:** Mayor and Keene City Council

**FROM:** Zach Luse, Paragon Digital Marketing

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** 5.

**SUBJECT:** Zach Luse/Paragon Digital Marketing - Application for Community Revitalization Tax Relief Incentive (79-E) - Former Grace Methodist Church at 34 Court Street

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**COUNCIL ACTION:**

In City Council February 21, 2019.

Referred to the Finance, Organization and Personnel Committee.

**ATTACHMENTS:**

Description

Communication\_Luse

Application Form\_79-E

**BACKGROUND:**

Zach Luse, founder of Paragon Digital Marketing is submitting an application for Community Revitalization Tax Relief Incentive (RSA79-E) and is requesting that the City Council consider the maximum relief of 5 years that would allow for their successful investment in downtown Keene through the reuse of the former Grace Methodist Church at 34 Court Street.

In City Council February 21, 2019.  
Referred to the Finance, Organization  
and Personnel Committee.



Deputy City Clerk

February 7, 2019

Mayor Kendall W. Lane  
And Keene City Council  
3 Washington Street  
Keene, NH 03431



Honorable Mayor and City Council:

My name is Zach Luse, the founder of Paragon Digital Marketing located in downtown Keene. We are an internet marketing and website development company serving small to mid-sized enterprises across the country. Since our founding in 2012, we've grown from 1 to 13 employees with good-paying skilled jobs in a growing industry. We have a goal of taking our firm from \$1.4 million to \$5 million in revenue over the next 5-10 years while growing our workforce to 40-50 employees.

We love working in downtown Keene and we would like to continue our growth here. Our proposed project to adaptively reuse the former Grace Methodist Church at 34 Court Street will allow us to do just that while saving a historically significant structure in downtown. The building is on the National Register of Historic Places, the New Hampshire Preservation Alliance's Seven to Save List, within Keene's Downtown Historic District and is the last remaining of the three majestic churches that once graced the end of Court Street.

Before our small growing company can occupy the space, will need to invest in major energy retrofits and address deferred maintenance issues that come along with a building that has stood vacant for the better part of a decade. With the help of NH Community Development Finance Authority, Eversource, ReVision Energy, independent energy auditors and great community partners, we've devised a plan to make the old structure a viable space to grow our business.

The temporary property tax relief provided by RSA 79-E will allow us to invest more into energy efficiency, solar arrays, restoring this historic structure, our company's growth and ultimately our community. I believe the attached application highlights some of the many benefits of this project to our community and showcases how inline the it is with our goals as a city as outlined in the Comprehensive Master Plan.

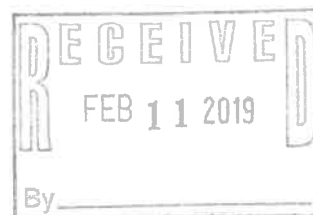
I respectfully ask that you help make this a successful investment in downtown Keene and consider the maximum relief under RSA 79-E of 5 years.

Thank you for your time and consideration.

Sincerely,



Zach Luse  
Founder, Paragon Digital Marketing





# Community Revitalization Tax Relief Incentive (RSA 79-E)

**KEENE**  
NEW HAMPSHIRE



## APPLICATION FORM

Contact throughout the application process will be made with the Applicant listed below. The property owner or a designated agent may act as the Applicant.

### Property Owner:

Print Name: 34 Court LLC

Address: 63 Emerald St #468

City: Keene State: NH Zip: 03431

Phone: 603-399-6400 Email: zach@paragondigital.com

### Applicant (if different from owner):

Print Name: Zachary Luse

Address: 63 Emerald St #468

City: Keene State: NH Zip: 03431

Phone: 603-399-6400 Email: zach@paragondigital.com

### Building Information:

Building Name (If Any): Former Grace Methodist Church

Building Address: 34 Court St

Tax Map Lot #: 568-022-000-000-000 Zoning District: Central Business

Cheshire County Registry of Deeds Book #: 3039 Page#: 0877

Gross Square Footage of Building: 11,127 Year Built: 1869

Is the building eligible for listing or listed individually on the National or State Register of Historic Places or located within a locally designated, State or National Historic District? No: \_\_\_\_\_ Yes\*:

*\*If yes, provide a copy of the approved designation by the National or State Register of the building or the district*

Does the property currently have any credit or exemption from real estate tax assessment?

No:  Yes\*: \_\_\_\_\_ \*If yes, please describe:

Continue →

**Return this completed application to:**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
3 Washington St, 4<sup>th</sup> Floor  
Keene, NH 03431  
Phone: (603) 352-5440

### OFFICE USE ONLY

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

Received by: \_\_\_\_\_

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

**Project Information:**

Describe Existing Uses (include detail on the current uses of the building/site, number of units by type and size, number of employees, etc.):

The property is the former Grace Methodist Church. The building has been vacant for most of the last 10 years. The first floor includes meeting spaces, offices, a classroom, a kitchen and restrooms. The second floor contains a large sanctuary with a mezzanine at the front of the building.

Describe Proposed Uses (include detail on proposed use of the building/site, number of units by type and size, number of employees, etc.):

Paragon Digital Marketing will use the first floor as offices and meeting rooms. The second floor will not be used at this time. Paragon currently employs 13 full time employees and anticipates having 15 employees at the time of move in the fall of 2019. The renovated space will support Paragon's growth to 25-30 employees.

Is a change of use associated with this project? No: \_\_\_\_\_ Yes\*: X  
\*If yes, please describe:

The building will no longer be a place of worship. The existing meeting and office spaces will be renovated to be used as offices and meeting spaces for the Paragon team.

Will any state or federal grants or funds be used to finance the rehabilitation or construction? No: \_\_\_\_\_ Yes\*: X

\*If yes, what is the amount of the aid?

*Note: Rehabilitation or construction subsidized by state or federal grants or funds that do not need to be repaid totaling more than 50% of construction costs from state or federal programs are not eligible for 79-E tax relief.*

We anticipate receiving about \$12,000 in State of NH rebates for the installation of a solar power array.

Does the project involve the replacement of an existing structure? No: X Yes\*: \_\_\_\_\_

\*If yes, following materials shall be submitted with this application:

- A New Hampshire Division of Historical Resources individual resource inventory form, prepared by a qualified architectural historian.
- A letter from the Keene Heritage Commission that identifies any and all historical, cultural and architectural value of the structure(s) that are proposed to be replaced and the property on which those structures are located.

*Note: This application shall not be deemed complete and the governing body shall not schedule the public hearing on the application for replacement of a qualifying structure as required under RSA 79-E:4,II until the inventory form and letter from the Heritage Commission, as well as all other required information, have been submitted, if required.*

**Describe the work to be done and estimated cost (Attach additional sheets if necessary)**

1. Attach a copy of a contract, contractor estimates, or itemized list of materials
2. Attach a project narrative, building plans or sketches, renderings or photographs to help explain the proposed rehabilitation or construction.

<b>Structural:</b>	\$
<b>Exterior Alterations (storefront, walls, windows, doors, etc.):</b> Replacement of first floor windows with modern double hung windows with similar character as original windows. Replacement of south facing roof, repair or replacement of damaged and missing copper gutters. Restore/paint exterior woodwork.	\$ 76,000
<b>Interior Alterations (walls, ceilings, moldings, doors, etc.):</b> Partition walls in one larger room to create 4 meeting rooms. Restore tin ceilings, refinish wood floors, repair plaster and paint.	\$ 46,500
<b>Electrical:</b>	\$
<b>Plumbing/Heating:</b> Install energy efficient air source heat pumps for heating and cooling the first floor of the building.	\$ 76,760
<b>Mechanical:</b>	\$
<b>Energy Efficiency:</b> Installation of a 37.4kW grid connected solar array. Insulation and air sealing, replace existing lights with modern LED fixtures.	\$ 122,507
<b>Other:</b>	\$
<b>TOTAL ESTIMATED PROJECT COST:</b> <i>Note: To be considered for this tax relief incentive, the project costs must be \$75,000 or greater.</i>	\$ 321,767

**Expected Project Start Date:**  
April 1, 2019

**Expected project completion date:**  
September 30, 2019

**Public Benefit (Attach additional sheets if necessary)**

*In order to qualify for tax relief under this program, the proposed work must provide at least one of the public benefits listed below. Greater consideration will be given to projects that provide three or more public benefits. Any proposed replacement must provide one or more of the public benefits listed below to a greater degree than would a substantial rehabilitation of the same structure.*

Enhances the economic vitality of downtown areas. No:  Yes\*:   
**\*If yes, please describe:**

See Attached Explanation

Enhances & improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district, town center, or village center in which the building is located. No:  Yes\*:   
**\*If yes, please describe:**

See Attached Explanation

Promotes the preservation and reuse of existing building stock by the rehabilitation of historic structures, in accordance with energy efficiency guidelines established by the U.S. Secretary of the Interior's Standards for Rehabilitation. No:  Yes\*:  **\*If yes, please describe:**

See Attached Explanation

Promotes efficient design, safety, and a greater sense of community in a manner consistent with the Keene Comprehensive Master Plan. No:  Yes\*:  **\*If yes, please describe:**

See Attached Explanation

Will add to the City's employment base by creating at least one new, full-time job in Keene's downtown area. No:  Yes\*:  **\*If yes, please describe:**

See Attached Explanation

Directly supports the integration of public art in the downtown. No:  Yes\*:   
**\*If yes, please describe:**

Promotes development of a sustainable building stock in the downtown that achieves a nationally or internationally recognized green building standard (e.g. LEED, Green Globes, National Green Building Standard, and International Green Construction Code). No:  Yes\*:   
**\*If yes, please describe:**

Although we are not pursuing a green building certification, we are performing a Level II commercial energy audit and striving for the greatest efficiency we can attain within our limited budget. We want the building to be as healthy, energy efficient and sustainable as possible.

Maintains owner occupancy of a residential building or it returns a residential building to owner occupancy. No:  Yes\*:  **\*If yes, please describe:**

Results in an increase in energy sustainability in conformance with the City adopted greenhouse gas initiatives as determined by a home energy score of at least six (6), and demonstrated carbon emission reduction of at least 10%. No:  Yes\*:  **\*If yes, please describe:**

See Attached Explanation

**Affidavit**

I (we) hereby submit this application under the Community Revitalization Tax Relief Incentive Statue (NH RSA 79-E) and attest that to the best of my (our) knowledge all of the information herein and in the accompanying materials is true and accurate.

I (we) have reviewed the statute and Resolution R-2017-41 (see attached) and understand that:

- a) This application will be reviewed for completeness;
- b) There will be a public hearing to evaluate the merits of this application;
- c) If this application is approved by City Council, I (we) will need to enter into a covenant with the City; and
- d) I (we) may be required to pay reasonable expenses associated with the creation of the covenant.

I (we) understand this application will not be determined as complete and recommended to the City Council until all of the necessary information is provided.


**IMPORTANT:**

Per RSA 79-E:13, the base or "original" assessed value for any tax relief period is set only after the following two conditions are met:

- 1. Approval by City Council; and
- 2. The Applicant has entered into a covenant with the City of Keene to protect the public benefit.

Tax relief granted will pertain only to assessment increases attributable to the substantial rehabilitation or replacement performed under the conditions approved by the City Council and not to those increases attributable to other factors including but not limited to market forces.

		
APPLICANT	(name printed)	(date)

		
OWNER	(name printed)	(date)

**NOTE:** Owner must sign this Affidavit, if Owner is not the Applicant



# City of Keene

*New Hampshire*

February 1, 2019

Zach Luse  
Paragon Digital Marketing  
25 Roxbury Street  
Keene, NH 03431

Dear Mr. Luse,

The property located at 34 Court Street in Keene, New Hampshire, historically known as the Grace Methodist Church, is located within the Downtown Keene Historic District and is ranked as a Primary Resource.

Constructed in 1869, the church is one of three surviving church structures located in close proximity to Central Square, the heart of Keene's downtown. It is also the only surviving structure in Keene that was designed by Boston architect Shephard S. Woodcock, one of New England's leading exponents of the High Victorian Gothic Style. The prominent location of the building and its relatively unaltered condition make the church an important representative of its era and a focal point of Keene's locally designated historic district.

Sincerely,

Hanspeter Weber,  
Chair, Keene Historic District Commission



**United States Department of the Interior  
National Park Service**

For NPS use only

**National Register of Historic Places  
Inventory—Nomination Form**

received FEB 7 1985

date entered FEB 7 1985

See instructions in *How to Complete National Register Forms*  
Type all entries—complete applicable sections

**1. Name**

historic Grace Methodist Episcopal Church

and/or common GRACE UNITED METHODIST CHURCH

**2. Location**

street & number 34 Court Street n/a not for publication

city, town Keene, n/a vicinity of

state New Hampshire code 33 county Cheshire code 005

**3. Classification**

Category	Ownership	Status	Present Use
<input type="checkbox"/> district	<input type="checkbox"/> public	<input checked="" type="checkbox"/> occupied	<input type="checkbox"/> agriculture
<input checked="" type="checkbox"/> building(s)	<input checked="" type="checkbox"/> private	<input type="checkbox"/> unoccupied	<input type="checkbox"/> commercial
<input type="checkbox"/> structure	<input type="checkbox"/> both	<input type="checkbox"/> work in progress	<input type="checkbox"/> educational
<input type="checkbox"/> site	<b>Public Acquisition</b>	<b>Accessible</b>	<input type="checkbox"/> entertainment
<input type="checkbox"/> object	<input type="checkbox"/> in process	<input checked="" type="checkbox"/> yes: restricted	<input type="checkbox"/> government
	<input type="checkbox"/> being considered	<input type="checkbox"/> yes: unrestricted	<input type="checkbox"/> industrial
	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> no	<input type="checkbox"/> military
			<input type="checkbox"/> museum
			<input type="checkbox"/> park
			<input type="checkbox"/> private residence
			<input checked="" type="checkbox"/> religious
			<input type="checkbox"/> scientific
			<input type="checkbox"/> transportation
			<input type="checkbox"/> other:

**4. Owner of Property**

name Trustees of the Grace United Methodist Church

street & number 34 Court Street

city, town Keene, n/a vicinity of state New Hampshire 03431

**5. Location of Legal Description**

courthouse, registry of deeds, etc. Cheshire County Registry of Deeds (Vol 206 Page 55  
Cheshire County Courthouse Vol 764 Page 352)

street & number 12 Court Street

city, town Keene, state New Hampshire 03431

**6. Representation in Existing Surveys**

title None has this property been determined eligible? \_\_\_ yes  no

date \_\_\_ federal \_\_\_ state \_\_\_ county \_\_\_ local

depository for survey records

city, town state

## 7. Description

<b>Condition</b>		<b>Check one</b>	<b>Check one</b>	
<input checked="" type="checkbox"/> excellent	<input type="checkbox"/> deteriorated	<input type="checkbox"/> unaltered	<input checked="" type="checkbox"/> original site	
<input type="checkbox"/> good	<input type="checkbox"/> ruins	<input checked="" type="checkbox"/> altered	<input type="checkbox"/> moved	date N/A
<input type="checkbox"/> fair	<input type="checkbox"/> unexposed			

### Describe the present and original (if known) physical appearance

Grace United Methodist Church is a large brick structure in the High Victorian Gothic Style. Measuring about 89 by 65 feet, the church is built on a foundation of locally quarried granite. Its walls, laid in a running bond, are broken at frequent intervals by belt courses, buttresses, and brick hood mouldings, and are further articulated by details of cut granite. The building's axis runs east to west, and its broad roof planes have been covered since 1938 by asphalt shingles. The tall spire at the northeast corner of the building retains most of its original slate covering and displays some of the polychromy which once marked the roof coloration more fully.

The eastern elevation of the church is treated as the facade. The broad gable end is broken by a number of openings, by a turreted buttress that marks the division between the nave and the southern aisle, and by a monumental tower on the northeastern corner. On the first story of the facade are three doorways set within pointed arched openings. The north and south doorways are set one step above the grade and retain their original panelled wooden doors. The central opening, which provides the principal entrance to the building, is elevated six steps above the grade and has two modern glass doors set beneath an original rose window. All three door openings are surmounted by moulded brick archivolts which spring from a brick belt course and have granite keystones. At the second floor level, the facade has a trefoil window above the southern door, three lancet windows filled with stained glass above the main entrance, and a pair of arched windows above the tower doorway. The cornice of the facade consists of a wooden moulding supported by brick corbel table. The square brick buttress at the juncture of the aisle and nave roofs terminates in an octagonal wooden turret capped by a faceted spire with a poppyhead at its tip. The square belltower at the northeast corner of the facade has a belfry above the second floor level, with an arched and louvered opening in each face and a corbel table above. This tower is capped by an octagonal spire which rises to a height of 150 ft. and terminates in a turned finial.

The south elevation of the church, now partially obscured by a block of dwellings, has six evenly-spaced windows on both the main and lower stories, with buttresses which reinforce each window pier. The windows of the lower story, glazed with frosted glass, are capped by brick labels which rise from the brick belt course. The floor line between the stories is defined by a second brick belt course, and the windows of the auditorium, filled with stained glass, are capped by brick archivolts which spring from a third belt course. The eaves of the building, thirty feet above the grade, consist of a series of corbelled brick courses capped by a wooden crown moulding.

The northern side elevation of the building is essentially the same as the southern, except that there are only five window bays; the northeast bay is interrupted by the belltower.



## 8. Significance

Period	Areas of Significance—Check and justify below		
<input type="checkbox"/> prehistoric	<input type="checkbox"/> archeology-prehistoric	<input type="checkbox"/> community planning	<input type="checkbox"/> landscape architecture
<input type="checkbox"/> 1400-1499	<input type="checkbox"/> archeology-historic	<input type="checkbox"/> conservation	<input type="checkbox"/> law
<input type="checkbox"/> 1500-1599	<input type="checkbox"/> agriculture	<input type="checkbox"/> economics	<input type="checkbox"/> literature
<input type="checkbox"/> 1600-1699	<input checked="" type="checkbox"/> architecture	<input type="checkbox"/> education	<input type="checkbox"/> military
<input type="checkbox"/> 1700-1799	<input type="checkbox"/> art	<input type="checkbox"/> engineering	<input type="checkbox"/> music
<input checked="" type="checkbox"/> 1800-1899	<input type="checkbox"/> commerce	<input type="checkbox"/> exploration/settlement	<input type="checkbox"/> philosophy
<input type="checkbox"/> 1900-	<input type="checkbox"/> communications	<input type="checkbox"/> industry	<input type="checkbox"/> politics/government
		<input type="checkbox"/> invention	<input type="checkbox"/> religion
			<input type="checkbox"/> science
			<input type="checkbox"/> sculpture
			<input type="checkbox"/> social/humanitarian
			<input type="checkbox"/> theater
			<input type="checkbox"/> transportation
			<input type="checkbox"/> other (specify)

Specific dates 1869 Builder/Architect Shepard S. Woodcock

Statement of Significance (in one paragraph)

The Grace United Methodist Church is one of the few large Victorian Gothic churches in western New Hampshire and is an excellent example of the ecclesiastical work of a prolific Boston architect. The building was designed by Shepard S. Woodcock, who was responsible for a great number of religious, public, and academic buildings in New England during the course of a long career. The church remains relatively unaltered, and typifies the many large religious structures built in New England during the post-Civil War era.

Architecture: Grace United Methodist Church was built between the summer of 1868 and the fall of 1869 and was completed at a cost of \$40,000. The expense of the construction was greater than the congregation could properly bear, and the church remained in debt until 1896.<sup>1</sup> The efforts made by the church to erect a building beyond its parishioners' means resulted, however, in the completion of one of the largest and more interesting religious structures in southwestern New Hampshire, and introduced to that region a Boston architect who would later receive other commissions in Keene and elsewhere in southern New Hampshire. These commissions collectively would represent the best examples of the Victorian Gothic style in New Hampshire.

The Grace United Methodist Church was designed by Shepard S. Woodcock, who was born in 1824 in Sidney, Maine; and was apprenticed in the building trade in Massachusetts during the early 1840's. Apparently self-taught as an architect, Woodcock began his career as a contractor and landscape designer, probably deriving much inspiration from the books of A.J. Downing. He established himself in the Boston area as an architect in 1856, and during the next forty years designed and in some cases constructed more than 140 churches, 50 school buildings, and a number of public buildings, hotels, and houses. Probably due to his early experience in construction, Woodcock continued to be inclined toward works which involved applied engineering, and designed a number of manufacturing buildings; included among these were the Pacific Mills and the woolen mills at Lawrence, Massachusetts.<sup>2</sup> Woodcock's knowledge of engineering undoubtedly led him to the unusual roof design of the Grace United Methodist Church, where the wood-and-iron trusses being introduced into mid-nineteenth century American construction were used to achieve an uninterrupted span of unusual extent.

Woodcock emerged during the 1870s as one of New England's leading exponents of the High Victorian Gothic style. Grace United Methodist Church utilizes the style to a degree, but several of Woodcock's later buildings were among the most ambitious examples of the style in northern New England. Among these was Keene, New Hampshire, High School (1876), a large, four-story building of brick and granite with a polychrome slate roof.<sup>3</sup>

## 9. Major Bibliographical References

History of the Town of Keene, NH by S.G. Griffin; 1903, pp.544, 698  
 History of the N.H. Conf. Methodist Church, by Otis Cole 1921, pp.156-57  
 History Upper Ashuelot, by History Committee

## 10. Geographical Data

Acreeage of nominated property 243 acre

Quadrangle name Keene, NH

Quadrangle scale 1:62500

UTM References

A 18 721600 4756900  
 Zone Easting Northing

B           
 Zone Easting Northing

C         

D         

E         

F         

G         

H         

**Verbal boundary description and justification** The nominated property is bounded on the south by the Baker Block, on the north by the Hayes property, on the west by the Whippie property, and on the east by Court Street. Boundaries of the nominated property are indicated on the attached sketch map. These boundaries represent the parcel historically occupied by the church.

List all states and counties for properties overlapping state or county boundaries

state	N/A	code	county	code
state	N/A	code	county	code

state	N/A	code	county	code
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## 11. Form Prepared By

name/title John C. Perry

organization \_\_\_\_\_ date August 15, 1984

street & number 26 Court Street telephone (603) 352-3911

city or town Keene, state New Hampshire 03431

## 12. State Historic Preservation Officer Certification

The evaluated significance of this property within the state is:

   national    state X local

As the designated State Historic Preservation Officer for the National Historic Preservation Act of 1966 (Public Law 89-665), I hereby nominate this property for inclusion in the National Register and certify that it has been evaluated according to the criteria and procedures set forth by the National Park Service.

State Historic Preservation Officer signature [Signature] 1/25/85

title New Hampshire State Historic Preservation Officer date \_\_\_\_\_

For NPS use only

I hereby certify that this property is included in the National Register

[Signature] date 3-7-85  
 Keeper of the National Register

Attest: \_\_\_\_\_ date \_\_\_\_\_

Chief of Registration

**United States Department of the Interior  
National Park Service**

**National Register of Historic Places  
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Continuation sheet 1

Item number 7

Page 2

Both the northern and southern slopes of the roof are pitched by six gable-roofed lucarnes at the break between the aisle and nave roof planes. These have flushed-boarded fronts and pointed windows with silvered glass.

The rear elevation of the church has two windows on the first floor flanking a brick projection which houses the organ. This projection has a single first and second story window on its sides, two first story windows on the rear, and a bull's eye window at the gable. A single-flue chimney pierces the ridge of the building at the rear wall.

In 1959 a small concrete block addition measuring fifteen by seventeen feet were added at the northwest rear corner of the building, out of the public view, to house a new oil-fired steam boiler.

The interior of the building is divided into two floors. The lower or basement story includes a vestry measuring 41 by 57 feet, a nursery, three classrooms, a church office, and a kitchen. The exterior walls of these basement rooms are plastered and have hard wood door and window casings, hardwood floors, and pressed metal ceilings.

The main floor of the church has a single large auditorium measuring 58 by 64 feet. This room is lighted by five stained glass windows on each side; these are memorial windows installed in 1907 at the time of the other remodellings to the room. The room has three banks of slip pews on its main floor, but has no columns or other supports to separate the aisles from the central nave. At the front of the room is a dias for reading desks and chairs. This has a black walnut communion rail at the front with vasiform balusters. Installed during the remodellings of 1907, this rail and the accompanying furniture are the work of local craftsman Goerge Poole, a member of the church.

At the rear of the dias is a panelled choir area. At the center of the rear (west) wall of this area is a recess framed by a pointed arch supported by engaged Gothic columns with stiff-leaf capitals. Set within this recess is a tracker-action pipe organ built in 1869 by Steer and Turner of Westfield, Massachusetts. Above the organ is a bull's-eye window.

At the east end of the auditorium are two doorways providing access to the room from the foyer of the building. Above these is a balcony which has a panelled face that projects forward into the auditorium on four moulded wooden knees. The balcony opening is spanned by a Tudor arch which springs from a pair of engaged wooden columns. The east wall of the balcony is lighted by the three lancet windows in the front of the gable of the church.

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Continuation sheet 2

Item number 7

Page 3

The auditorium ceiling has a series of false rafters which define the bays between the lucarne windows. These rafters appear to bear upon longitudinal beams at the juncture of the nave and aisle roof planes; these intersections are marked by moulded brackets and turned drops from which are suspended electric light fixtures. The roof is actually supported above the auditorium ceiling by two concealed wood-and-iron longitudinal trusses which span the full distance between the front (east) and rear walls of the church and receive the feet of the rafters of the upper slopes of the roof and the heads of the rafters of the lower slopes. Thus, most of the stresses of the church roof are transmitted to the front and rear walls rather than being borne by the side walls; the latter serve primarily as curtain walls.

Original appearance: Grace United Methodist Church has changed little in essential appearance since its completion in 1869. Its exterior wood-work, originally painted a dark color, has been lightened, and the main roof had its original slate covering replaced by asphalt shingles following damage in the New England hurricane of 1938. The auditorium was remodelled in 1907 with new woodwork and furniture on the dias and with stained glass windows; early wall and ceiling stencilling has been covered by light-colored paint in recent years. The balcony has recently been partially enclosed with modern materials to conserve heat, and the heating plant of the building has been moved to the concrete block structure at the northwest rear corner.

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National Register of Historic Places  
Inventory—Nomination Form**

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Continuation sheet 3

Item number 8

Page 2

Just as Woodcock's design of the Grace United Methodist Church had played a role in his selection as architect of the high school in the same town, his design of Keene High School led to his receiving a similar commission on the opposite side of the state. In 1883, Woodcock designed the private Sanborn Seminary in Kingston (National Register 1983) which, though smaller, is greatly reminiscent of the Keene school. Woodcock maintained his practice in Boston from 1856 until 1900, becoming one of that city's most prolific and reliable architects, though not one of the best remembered or documented.<sup>4</sup>

Grace United Methodist Church stands as one of the best-documented of the post-Civil War churches of southern New Hampshire. Its general size and form are typical of an era of increased prosperity and religious piety. Its design and engineering are important examples of the work of a leading New England architect. Its relatively unaltered condition makes the church an important representative of its era, of its locale, and of the work of its designer.

NOTES:

<sup>1</sup> Otis Cole and Oliver S. Baketel, ed., History of the New Hampshire Conference of the Methodist Episcopal Church (New York: The Methodist Book Concern, 1929), p. 157; Grace United Methodist Church Commemorating the Bicentennial of the United States of America (Keene, N.H.: by the church, 1976).

<sup>2</sup> Edward A. Samuels and Henry H. Kimball, ed., Somerville, Past and Present (Boston: Samuels and Kimball, 1897), p. 653.

<sup>3</sup> Keene History Committee, "Upper Ashuelot," A History of Keene, New Hampshire (Keene, N.H.: City of Keene, 1968), pp. 127, 451.

<sup>4</sup> Boston City Directories, 1856-1900.

United States Department of the Interior  
National Park Service

National Register of Historic Places  
Inventory—Nomination Form

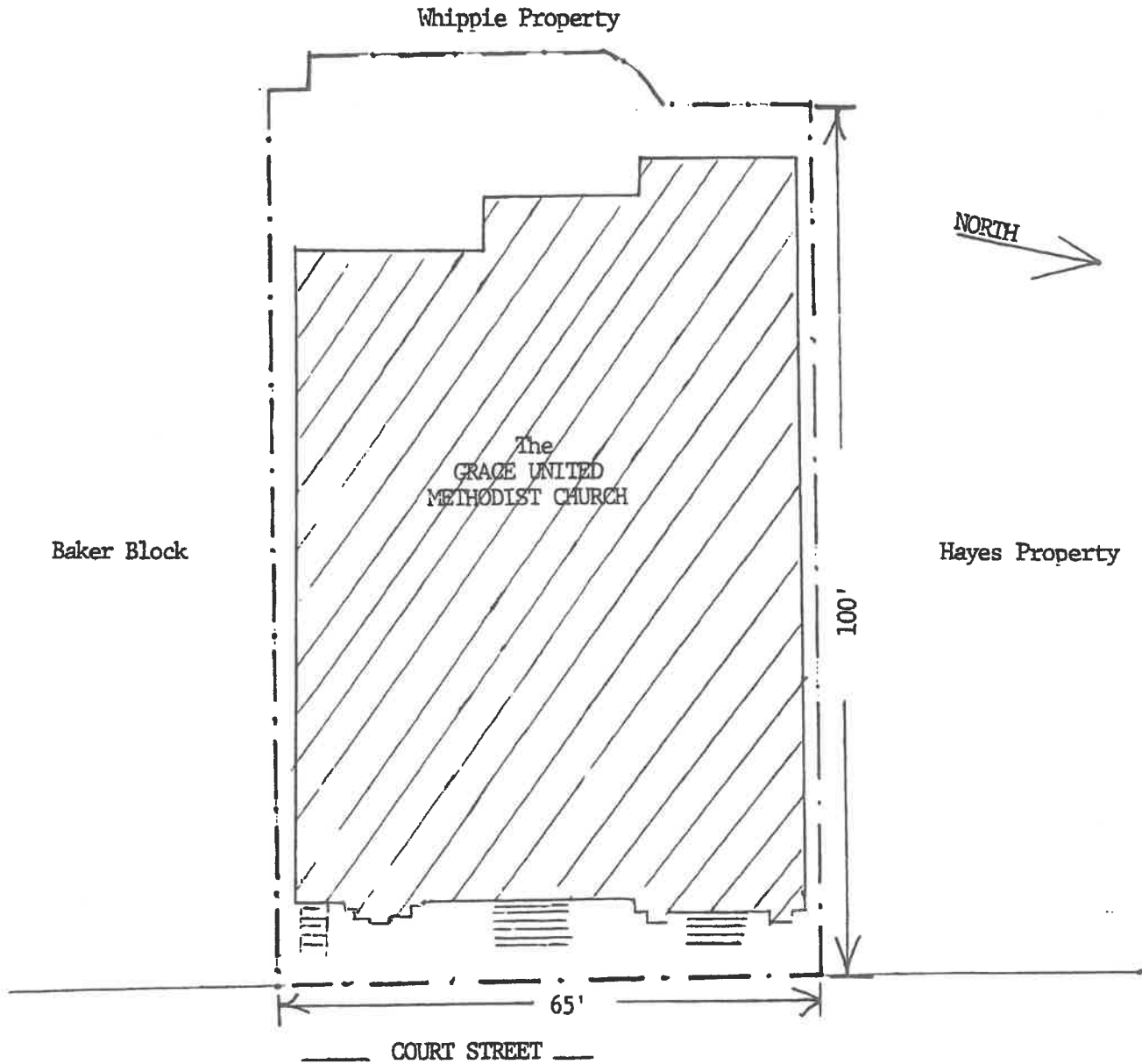
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Continuation sheet

4

Item number 10

Page 2



Note: Boundaries of the nominated property are highlighted in yellow, (map not to scale).

THE  
GRACE UNITED METHODIST CHURCH  
Keene, New Hampshire

## RSA 79-E Application – 34 Court Street

February 7, 2019

### Public Benefit

Enhances the economic vitality of downtown areas.

Having a thriving downtown is crucial to attracting and retaining employees. Being a part of the downtown Keene community is extremely important to Paragon because it helps us maintain a company culture where people want to work, and clients want to work with.

Paragon's continued growth in downtown Keene supports local retail and restaurants. Our employees frequent downtown businesses and restaurants during the day. Paragon also uses downtown businesses for products and services when possible. The Paragon team enjoys supporting local establishments, whether that's having company meetings at Luca's or The Stage, having pictures framed at Creative Encounters, replenishing our coffee supply from Prime Roast or our monthly staff lunches from Odelay and Charcoal Charlie.

Bringing employees to downtown Keene helps to maintain a thriving and vibrant downtown. Paragon has and will continue to invest in downtown Keene, support local businesses and partner with local initiatives and projects that promote the city. We provide free and discounted services to local non-profits and small businesses to help them market their organizations. This includes; hosting lunch and learns with Google to help small businesses with their marketing, providing free interior Google Streetview photography and posted it to Google Maps for nearly all the businesses on Main Street and we are also currently working on a project called Explore Keene to showcase all the great things going on in our community.

Paragon is dedicated to downtown Keene and its community; this project will allow Paragon to continue to grow in an area we know and love while directly and indirectly supporting the economic vitality of downtown.

Enhances & improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district, town center, or village center in which the building is located.

The former Grace Methodist Church is the last of the 3 majestic Court St churches. The other two were demolished in the 1960's. The building is in Keene's Historic District and was added to the National Historic Register of Historic Places in 1985. This historic building is also listed as one of New Hampshire Preservation Alliance's Seven to Save. The structure remains much as it was when it was completed in 1869. I intend to maintain the historic character of the building as much as possible while adapting it for modern use. Paragon's reception area will be open to the public and include a digital exhibit that tells the history of the building and details its restoration and adaptation for modern use and energy efficiency. The exterior of the building will get a new south facing roof, solar panels and first floor windows will be replaced with modern energy efficient windows with a similar style as the original while maintaining the original trim and details. The stained glass, woodwork and architectural details of the

building will be retained and restored over time. Although not in the budget for the first phase of renovations, the main entry doors will be replaced with custom doors that are in character with the rest of the building.

We intend to create an interactive digital exhibit in our reception area that will be open to the public. It will highlight the history of the building, its adaptive reuse and energy efficiency improvements.

Promotes the preservation and reuse of existing building stock by the rehabilitation of historic structures, in accordance with energy efficiency guidelines established by the U.S. Secretary of the Interior's Standards for Rehabilitation.

The following guidelines that apply to this project from the U.S. Secretary of the Interior's Standards for Rehabilitation are being adhered to wherever possible:

- Insulation and air sealing will be done in a manner that the preserves the historic character of the building. (Page 56)
- Window sashes will be replaced with energy efficient windows that convey the same visual appearance. Window frames and all exterior trim will remain intact and be restored. (Pages 25-26)
- The floor plan will remain relatively unchanged. (Page 37)
- Original tin ceilings and hardwood floors will be restored. (Page 38)
- Installing solar collectors on noncharacter-defining roofs. (Page 56)

Promotes efficient design, safety, and a greater sense of community in a manner consistent with the Keene Comprehensive Master Plan.

This project aligns with the City of Keene's Comprehensive Master Plan in numerous ways. Here are several examples from the Master Plan that are directly supported by this project:

- **Character-defining features of historic buildings should be preserved...** (Page 40)
- It is imperative to the community's success and quality of life that historic areas are protected and preserved as much as possible, **while also adaptively reusing historic resources for modern, sustainable uses.** (Page 52)
- Traditionally, historic buildings have not been viewed as "environmentally sound" structures since older buildings are often assumed to be inefficient. However, **restoring and renovating these buildings is more environmentally sound and energy efficient than building new ones**, especially after they are retrofitted with energy upgrades. In addition, the dense development pattern indicative of many historic downtowns and neighborhoods **promotes walkability** and allows residents to be automobile-independent. (Page 52)
- The **identification and recruitment of users for the community's historic buildings in downtown is important** to the city's economic development. (Page 53)
- We should continue to **strive for energy efficiency in all buildings** in the community. (Page 67)
- The city and community should **actively pursue the integration of renewable, large- and small-scale energy sources**, such as wind, solar, and geothermal, into the community's energy mix. (Page 67)
- **New jobs must be a primary objective for Keene and the region. High quality jobs that pay a living wage are viewed as imperative to Keene's long-term economic sustainability**, expansion



of tax base and lessening the tax burden on homeowners. Growing the job base will require a multi-pronged approach including **fostering local start-up companies, retaining and expanding existing firms**, and new business recruitment. (Page 70)

- Since the creative economy also strengthens traditional economic sectors by creating new jobs in the technical, service, and management areas and also promotes community vitality and quality of life, **we should pursue ways to support creative industries**, cultural non-profit organizations and individual artists to further expansion of the creative economy in the community and region. (Page 76)
- **Reduces sprawl** and the inefficient use of resources (Page 38)
- We are a **bike friendly office** with office bikes employees can use during breaks, a shower and lockers and we intend to install **public bike maintenance station** on the property. The location also **promotes walking to downtown businesses and restaurants as well as walking in the surrounding neighborhood**. (A Walkable Community – Encourage Walking and Bicycling, Page 56)

Will add to the City's employment base by creating at least one new, full-time job in Keene's downtown area.

These improvements will allow Paragon to continue its growth in downtown Keene. The lower floor will support approximately 25-30 employees with the option to expand into the upper floor at some point in the future. With a goal of taking Paragon from \$1.4M to \$5M in revenue over the next 5 years, we intend to add 3-5 full time jobs per year.

Paragon is committed to paying a living wage to all employees and creates good paying jobs in a growing, in demand industry. We believe our employees are our greatest asset and strive to provide a healthy, happy and fun workplace with great culture and benefits.

Results in an increase in energy sustainability in conformance with the City adopted greenhouse gas initiatives as determined by a home energy score of at least six (6), and demonstrated carbon emission reduction of at least 10%.

The building currently relies on a large steam oil boiler that burns 7 gallons of fuel per hour resulting in many thousands of gallons of fossil fuel consumption each winter. By adding a 37.4 kW solar array to the south facing roof and switching the primary heating and cooling source to air source heat pumps and an efficient electric water heater we will nearly eliminate our reliance on fossil fuels. Combined with air sealing, insulating, replacing first floor windows and switching to LED lighting, our solar company projects that we will get to net zero energy usage (or close to it) for our initial use of the first floor. We are performing a Level II Commercial Energy Audit to project energy savings which will guide current and future energy improvements. The improvements also align with the City's recent resolution to switch to 100% renewable energy by 2030.

**Project Descriptive Narrative**  
**34 Court Street**  
**11 February 2019**

## Descriptive Narrative

### Exterior Alterations

This project will replace all the first-floor windows on the sides and rear of the building along with two second floor double hung windows at the rear of the building. One first floor window on the south side of the building will be infilled. Stained-glass windows will not be altered.

A total of 15 Windows will be replaced on the sides and rear of the building. 13 on the first floor and 2 at the rear of the building on the second floor. Existing exterior wood trim will remain intact and will be stripped and painted. On the north side of the building 5 windows will be replaced, one original window has been removed and replaced with a smaller casement window. This window will be returned to its original size and character to match the other 4 windows on the north side of the building. At the rear of the building 6 windows will be replaced, 4 on the first floor and 2 on the second floor. On the south side of the building 4 windows will be replaced and the window in the small gap between the two buildings will be infilled.

A 37.4kW solar array is to be added to the south side of the existing roof structure. The existing asphalt roof on the south side will be replaced prior to installation of the solar panels. An emergency disconnect for the solar array will be located next to the existing electrical meter on the east side of the bell tower as is required for emergency responders.

The south facing roof consists of a lower and upper section. The lower section is not visible from the ground. Both sections will be stripped and covered with new asphalt shingles, then covered with rectangular solar arrays proportionate to the open roof spaces and mounted parallel to the roof planes. The copper sections of the roof will be retained and restored as needed.

For more details on the location and size of the solar arrays please see the attached document.

### Interior Alterations

The interior will not be altered significantly, and most renovations will be focused on energy efficiency and updating existing fixtures and finishes. The second-floor sanctuary will remain mostly unchanged and will not be occupied at this time. It will receive insulation in the floor and two double hung windows behind the alter will be replaced.

The first floor will be used for office space. Partition walls will be added in the rear classroom to create conference and meeting rooms. One office will be partitioned to create a network and storage room. The 3 existing bathrooms and the kitchen will be refreshed with new energy efficient fixtures and new flooring and finishes.

Existing first floor lighting will be replaced with energy efficient LED lighting. The original tin ceilings will be restored, and hardwood floors refinished.

For the initial phase of this project, insulation and air sealing will be done to the building envelope but primary focused on the first-floor space that is intended to be occupied.

Energy efficient air source heat pumps will be installed on the first floor to condition that occupied space.

#### Material Selection

Materials being chosen are intended to blend with or enhance the historic character and details of the existing building to the greatest extent possible. According to historical records and old photographs, the windows and trim of the building were originally a dark color, replacement windows will have a dark bronze exterior which is more in line with the original conditions. Shingle color will be a dark gray so the exposed shingles around the edges of the solar arrays will blend as much as possible.

#### Site Features / Landscape Features

No significant site work or landscaping is intended as part of this proposal. Site work will be limited to cleaning up and maintaining the site.

## Installation of 37.4 kW Solar Array

Two solar arrays are to be installed. One on the upper south facing roof and the other on the lower south facing roof. The portions of the building to be occupied will be converted from steam oil boiler heat to energy efficient heat pumps. It is anticipated that the energy produced by the solar arrays will generate enough power to heat and cool the occupied portions of the building and possibly get the building close to net zero energy consumption for its initial use.



## Solar Array Visibility

The lower array is not visible from street level. The upper array is partially visible from Vernon St near the fire station as well as from Court St toward Central Square. The upper array is most visible from in front of the old courthouse when looking up over the apartments to the south of the property.



Photo Position 1 – Vernon St, North Side near Fire Station

Front edge of solar panels may be slightly visible due to the standoff from the roof.





Photo Position 2 – Vernon St, South Side near Fire Station

From this position the front of the array will be moderately visible between the peak of the roof and the spire to the left.



Photo 3 – Corner of Vernon St and Court St, North Side of Vernon St

Solar panels are not visible as you approach Court St from Vernon St.

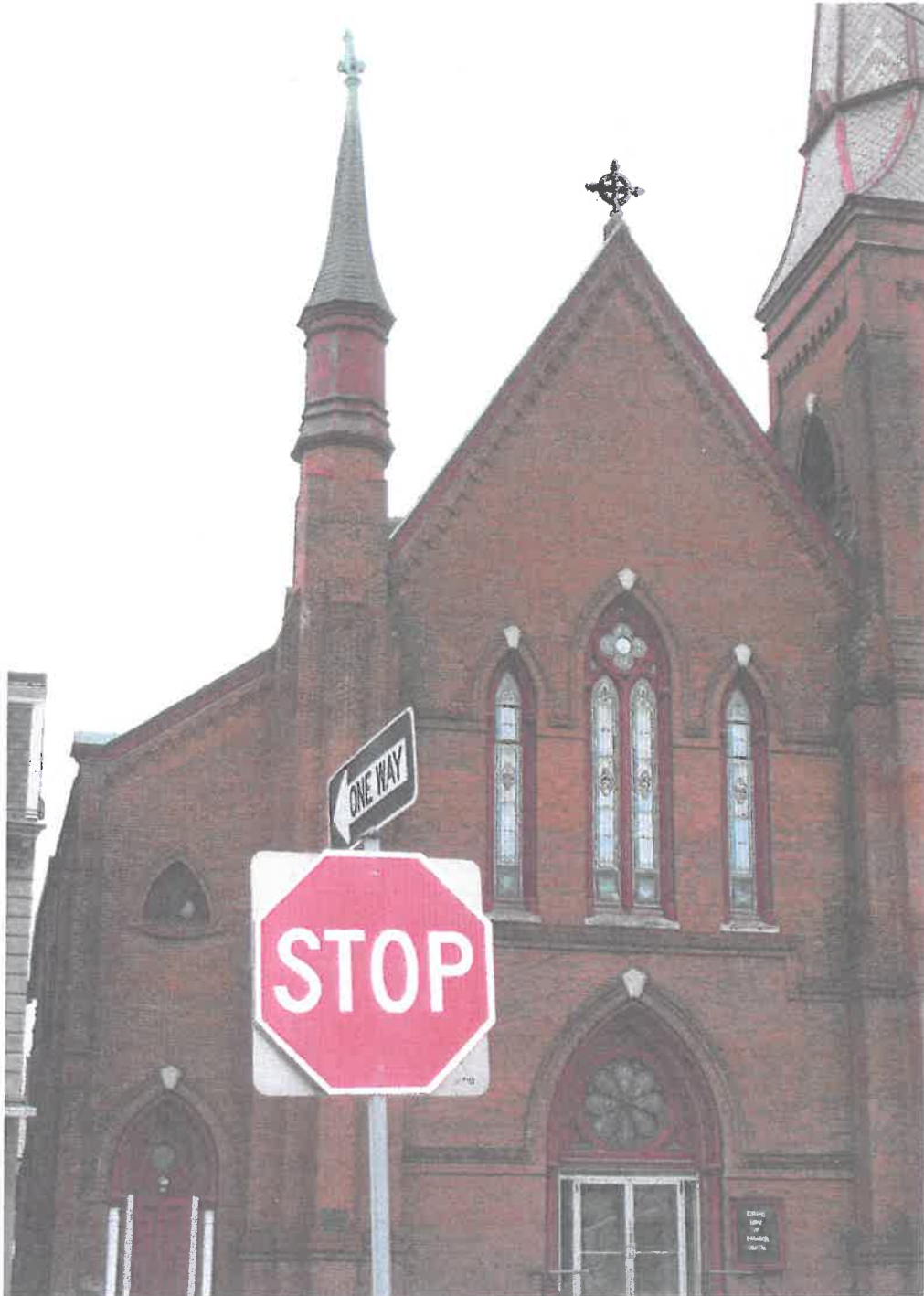




Photo 4 – Corner of Vernon St and Court St, West Side

Corner of solar panels may be visible from the west side of Court St near Vernon St.

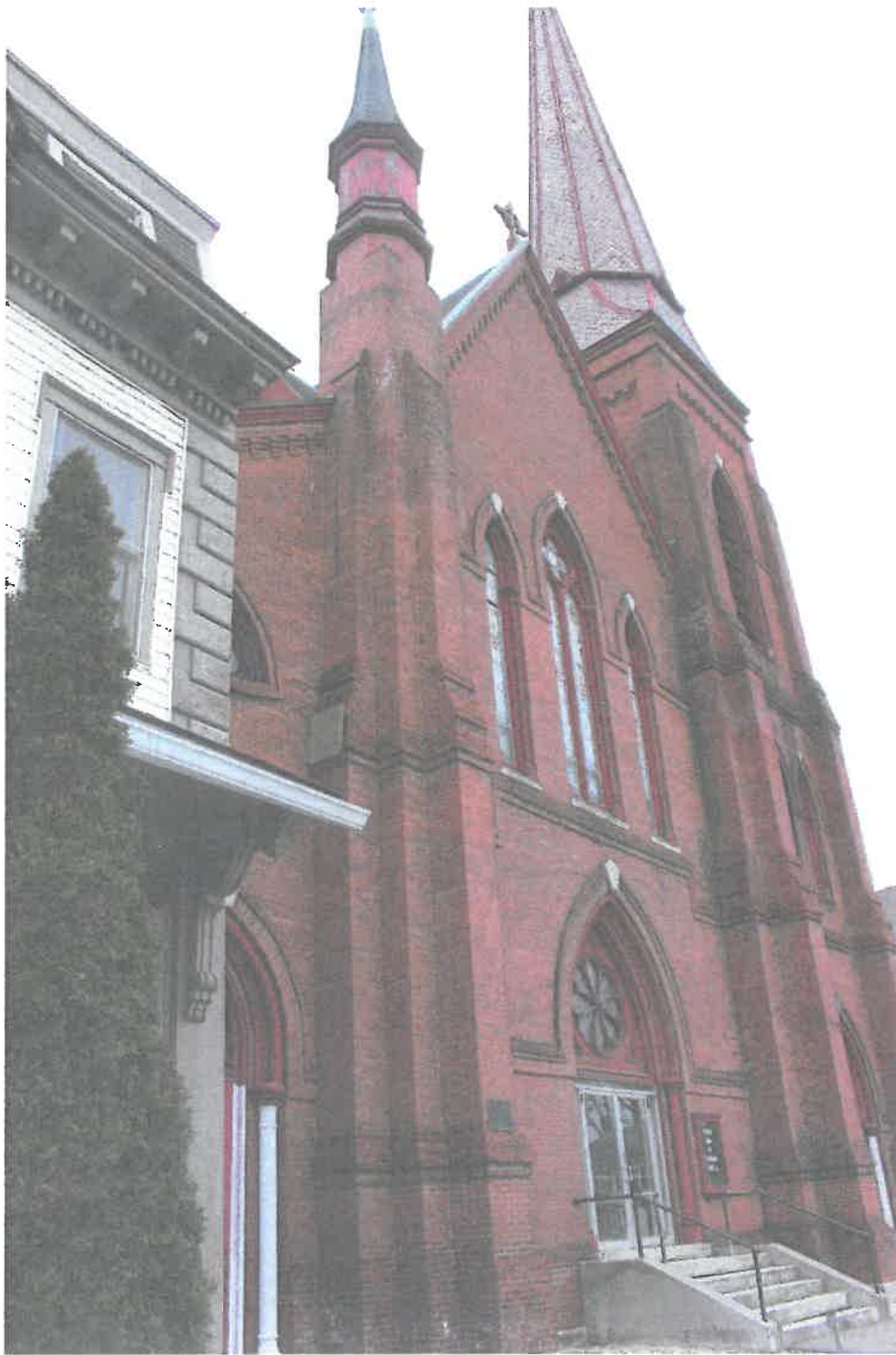


Photo 5 – Corner of Vernon St and Court St, North Side of Vernon St

Solar panels become more visible as you move South on Court St.



## Photo 6 – Court St at Central Square

The upper array is most visible from this vantage point but provides a clean uniform look that is only noticeable if someone is looking up. View will be partially obscured with foliage in warmer months.



### 34 Court Street Phase One Budget

#### Exterior Alterations

Roof & Gutters	\$	54,000
Windows	\$	22,000

#### Interior Improvements

Refresh Kitchen & 3 Bathrooms	\$	3,500
Interior Brick Repairs	\$	4,000
Electrical	\$	9,000
Build out Partition Walls	\$	10,000
Fire/Security Alarm	\$	3,000
Networking	\$	2,000
Refinish Floor	\$	5,000
Paint and Plaster/Drywall	\$	10,000

#### HVAC

Energy Efficient Heatpumps	\$	76,760
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#### Energy Efficiency

Energy Audit and Modeling	\$	3,950
37.4kW Solar Array	\$	99,507
Aero Barrier Air Sealing	\$	7,050
Led Lighting	\$	2,500
Cellulose Insulation	\$	4,500
Air Seal Crawl Space	\$	5,000

**Total** **\$ 321,767**

the **MELANSON** company, a TECTA AMERICA company, LLC

ROOFINGDIVISION with offices in Keene, NH, Bow, NH, and Williston, VT

353 West St PO Box 523 Keene, NH 03431 (603) 352-4232 Fax (603) 352-5375 www.melanson.com

January 8, 2019

Zach Luse  
Paragon Digital Marketing  
20 Central Square, #210  
Keene, NH 03431

Reference: 34 Court Street, Keene, NH - Roof Replacement, South Side  
Approximately 4,100 SF

Dear Zach,

In accordance with your request we have inspected the asphalt shingle roof on the south side of the old brick church at 34 Court Street in Keene, NH. As you are aware, the existing asphalt shingle roofing is near the end of its service life and should be considered for replacement. Hence we hereby provide you with an estimated cost of Fifty One Thousand Dollars (\$51,000.00) to perform the roof replacement. The work would be completed as follows:

1. Scaffolding would be erected to the eaves of the building. All work would be done in compliance with OSHA safety guidelines. At least two of the parking spaces of tenants of the adjacent apartment building will be occupied by the scaffolding.
2. The existing layer of asphalt shingles would be removed and properly disposed of.
3. All roof boarding would be inspected and re-nailed as needed. Replacement of any deteriorated boarding or trim would be done at an additional cost.
4. Over the properly prepared substrate new CertainTeed High Temp Ice and Water Shield membrane would be applied 3 feet above the existing metal ice-belt, on either side of the valley lines and between the window dormers. The remaining areas of the roof (which were not covered with the ice and water shield membrane) would be covered with synthetic RoofTop-Guard II shingle underlayment.
5. New custom shop fabricated 16 oz. copper drip edge would be installed at the rake edges.
6. New GAF Marquee Weather-Max 3-tab shingles would be installed. These shingles carry the manufacturer's 30-year limited warranty and UL Class A fire rating.
7. The existing copper valley flashing and copper apron flashing would remain and be re-used.
8. New copper ridge cap flashing would be installed and the lightning protection would be re-attached.
9. The existing step flashing an apron will be re-used.
10. The chimneys would be flashed to the new roofing system.
11. New 6 inch, half-round copper gutter would be installed where no gutter currently exists and it will be tied into the existing gutter.

12. Two new 6 inch round downspout sections would be attached to the existing downspouts, bringing the bottom of the downspouts close to ground level, with elbows to help direct the water away from the building.

13. All debris would be carefully cleaned up and the ground around the perimeter of the building will be dragged with a large magnet to pick up stray nails.

14. We will have a portable sanitary facility on site for our workers.

**ALTERNATE:** If the existing metal ice-belt is removed and replaced with shingles (to help prevent ice and snow from falling on parked cars), and if the existing copper valleys and gussets are removed and replaced with new copper, the cost would be Fifty Nine Thousand Dollars (\$59,000.00).

**The following information, terms and conditions are part of the attached roofing proposal:**

1. This proposal is based on information gathered during our visual observation and/or contributed by the building owner. If there are any additional factors such as condensation, ventilation problems or other situations that may affect the performance of this roof we should be informed so that we are better able to assist you with the selection of a roofing specification that is most suitable for your building.

2. The process of removing existing roof materials and/or cutting new ridge vents often result in dust and particles falling into the building. Buildings that have gaps and spaces between the roof boards release a considerable amount of debris. It is the owner's responsibility to inform us of any areas that have open ceilings, exposed beam ceilings and attic areas. We recommend that any contents be protected or moved prior to the commencement of work. If you need assistance with this procedure please let us know.

3. The process of roof demolition and re-roofing can create unavoidable impacts and vibrations. We are concerned about interior finishes and fixtures (particularly on older buildings) that may not be well attached and could become dislodged or damaged due to these activities. It is the owner's responsibility to secure any loose objects and inform us of any potentially sensitive areas. We would not be held responsible for any cracks or nail pops that may occur in the ceilings or other finishes inside the building as a result of our work on the roof.

4. We would take reasonable precautions to keep construction traffic damage to the lawn, driveway, sidewalks, patios, decks and surrounding landscape to a minimum. It is the owner's responsibility to inform us of soft or otherwise sensitive areas such as the location of septic systems, wells and water lines. We would not be held responsible for any ruts, depressions, oil drips or other minor defects in lawns, driveways and surrounding areas that may result from the construction traffic and equipment.

5. The application of self-sealing ice and water shield membrane is usually very effective in preventing leaks caused from winter ice back-ups. However, we cannot provide a warranty promising 100% performance. In harsh winters, the combination of deep snow with extended sub-freezing weather can cause unusually severe ice formations. Gaps in the roof boarding, building movement and pitch resins in the boards can sometimes compromise the membrane and allow leaks to develop. In severe winter conditions we advise homeowners to be vigilant of the icing conditions on their homes and take preemptive action to remove snow and ice if necessary.

6. The Melanson Co. shall not be held responsible for any damages relating to bodily injury, property damage and personal injury caused directly or indirectly in whole or in part by mold, including fungus or mildew regardless of the cost, event, material, product and /or component that contributed concurrently or in any sequence to that injury or damage. The Melanson Co shall not be held responsible for any existing mold or mold due to water intrusion or arising because of any other reason whatsoever.

7. It must also be determined by the owner that there are no asbestos containing materials that would be disturbed as a result of this installation. Asbestos could be present in the roof system, fire-proofing of the roof deck, pipe coverings, ceiling tiles or existing roof top unit components being removed, etc. Any necessary asbestos abatement would result in additional costs. Any testing performed or required for asbestos containing materials would also be an additional cost.

8. It has been our experience that older skylights often develop leaks during or shortly after a roof renovation. This may be due to vibrations and/or disturbances inherent with this type of work or simply that the seals in the unit are old and brittle. Old skylights will not be watertight the life of the new roof. Any skylight replacement or repair that becomes necessary would involve additional charges.

9. Masonry chimneys and chimney chases are often a source of water infiltration into a house. Mortar, bricks, stone venires, open flues and cracks in the chimney often allow water infiltration. We would not be held responsible leaking caused by defects in the chimney. Any chimney issues should be brought to our attention prior to re-roofing.

10. Roof top equipment such as antennas, satellite dishes and solar panels may need to be temporarily removed to replace the roofing. It is the homeowner's responsibility to make arrangements with their appropriate service provider to temporarily disconnect, remove and then replace the equipment. If the homeowner gives us permission to move the equipment, we will not be responsible for proper reinstallation and especially re-alignment of satellite dishes and antennas.

11. Electric power lines within 10 feet of the roof edge are required to be covered for safety reasons. In New Hampshire, The Eversource Power Co generally performs this service at no charge to the owner, unless the access is not typical. Additional costs would be involved if the power line needs to be temporarily moved or disconnected.

12. The Melanson Co. warranty on Labor and Workmanship extends one year from the date of completion of the work. All warranties are subject to and contingent upon payment in full of all amounts as set forth in the roofing proposal. No warranties provided in connection with this contract are transferable by the owner to another party or subsequent owner.

13. All material is warranted to be as specified. All work to be completed in a workmanlike manner according to standard roofing practices. Any alterations or deviation from the attached specifications involving extra costs will be executed with the agreement of both The Melanson Co and owner and will become an extra charge over and above the original estimate. Repairs to deteriorated roof boarding, rafters, trim or performance of additional repairs due to unforeseen conditions or hidden layers of roofing would be considered additional work. Verbal authorization of changes will be considered part of this contract. Both parties to this contract must approve all such changes and or additions in writing when possible or verbally when necessary. Work cancelled by the owner after materials have been purchased will be subject to shipping and restocking fees on the returned materials. Extra materials are sent to every job. Any and all materials left at the end of the work remain the property of The Melanson Co.

14. This proposal is subject to acceptance within 30 days and is void thereafter at the option of The Melanson Co.

15. The owner referenced on the front of this agreement represents that he/she is the Owner of the subject property, or in the alternative, has the express authority to represent and bind the Owner of the property.


16. Payment for the work is expected in full within 30 days from the date of the invoice. Any unpaid balance beyond 30 days shall be subject to an additional 1.5% interest charge per month. In the event it becomes necessary to use the legal system to collect payment, reasonable attorney's fees shall be added to the contract price.

If you have any questions on any of the above, please do not hesitate to contact us.

We carry Workmen's Compensation, Property Damage and Public Liability Insurance.

If you would like to proceed with this work, please sign one copy of this letter and return it to our office.

Very truly yours,  
The Melanson Company, Inc.



Matthew Bond  
Vice President

Accepted \_\_\_\_\_

Date \_\_\_\_\_

An initial deposit of \$15,300.00 would be required prior to ordering materials.



## ReVision Energy System Installation Contract

This Contract ("Contract") is made this February 9, 2019 between:

Contractor:	and Owner:
ReVision Energy Inc. 7A Commercial Drive Brentwood, NH 03833 603-415-0151	Zach Luse 34 Court Street Keene, NH 03431

**The Project is:**

Installation of a project at 34 Court Street, Keene, NH with the following major components:

- 115 REC N-Peak 320 Watt 60 cell solar electric modules
- 1 SolarEdge grid-tied solar inverter(s)
- 60 SolarEdge P730 DC power optimizers
- Iron Ridge XR100 Aluminum rail mounting system
- SolarEdge web-based solar production monitoring system
- Alpine SnowGuards Solar SnowMax
- ReVision Energy 5-year workmanship warranty



### Standard Inclusions

- All state and local construction codes and requirements
- National Electric Code
- All PV components UL listed
- All electric equipment UL or ETL listed
- All major electrical components CEC-approved
- Utility Interconnection
- Racking based on racking manufactures specifications
- Professional site review and final system design including shade analysis
- PE stamp for structural engineering review as required by local or state officials
- Assistance in filing for state funded solar rebate program
- All materials necessary to mount and wire the solar electric system
- Completion of ReVision Energy's Solar PV System Commissioning Report to assure proper system functionality and performance
- Provide copies of all applicable manufacturers warranties and product manuals
- Training to enable Owner to operate and monitor the system
- Assistance with linking online monitoring system to Owner's website for production review and marketing purposes

### Standard Exclusions

- Roof manufacturer warranty inspection fees
- PE stamped site plans and/or boundary survey if required by planning board or other entity
- Costs associated with component requirements and/or installation specifications not specifically outlined in this contract
- Utility impact study or utility infrastructure improvement costs in excess of initial interconnection application costs

## Section 1

**1.1 Information Supplied by Owner.** Upon Contractor's request, Owner shall furnish, at its own expense, information in the Owner's possession or control that is reasonably necessary for the execution of the Work. Contractor shall be entitled to rely upon the accuracy of information supplied by the Owner.



**1.2 Permits and Fees.** Contractor shall obtain any building and electrical permits required for the performance of the Work, and shall obtain all other necessary approvals, easements, assessments, fees and charges.

**1.3 Access to the Site.** The Owner shall provide Contractor with timely access to the site sufficient to allow the Contractor to perform the Work in accordance with the Contract Documents.

**1.4 Contract Time.** The Contract Time shall begin to run upon Contractor's receipt of Owner's written notice to proceed with the Work. Subject to Changes to the Work or delays that are beyond Contractor's control, Contractor shall achieve Substantial Completion of the Work not later than 6/30/2019.

**1.5 Contract Sum.** In exchange for performing the Work described in this Contract, Owner shall pay Contractor the lump sum of **\$99,507.00**, subject to such additions and deductions as may be made in accordance with Section 1.8.

**1.6 Substantial Completion.** Substantial Completion shall mean the date the Work is sufficiently completed so that the Owner can utilize the Work in the manner for which it is intended.

**1. Punch List.**

Contractor shall notify Owner when Contractor has achieved Substantial Completion of the Work and shall prepare and submit to Owner a list of incomplete and defective Work. Within seven (7) days of receipt of the Punch List, Owner shall add any items of Work to the Contractor's list that it believes to be incomplete and defective. The Owner's and Contractor's combined list shall be the Punch List for the Project.

2. Any items of incomplete and defective Work not added to the Punch List by Owner in the time described in Paragraph 1.6.1 shall be covered by the warranty provision of this Contract. Owner shall not be entitled to withhold any portion of the Contract Sum on account of items covered by the warranty provision of this Contract

**1.7 Inspections.** Any inspection(s) of the Work required or requested by Owner shall be conducted within ten (10) business days of receipt of Contractor's notice that the Work is Substantially Complete. All such inspections shall be conducted at Owner's expense.

**1.8 Changes to the Work.** Any alteration or deviation from the Work described in the Contract Documents that results in a change in the Contract Sum or Contract Time shall be performed by the Contractor only upon the parties entering into a written Change Order.

1. If Contractor deems that an instruction of Owner, unforeseen subsurface or concealed physical condition on the Project site, or any unforeseen circumstances beyond Contractor's control will result in a Change in the Work that will cause an increase in Contractor's cost of performing the Work or the time required to complete the Work, Contractor shall submit to Owner a Change Order Proposal to perform the Change in the Work.  
Upon Owner's acceptance of the Change Order Proposal, it shall be incorporated into and become a part of the Contract pursuant to a written Change Order.

**1.9 Differing Site Conditions.** If concealed or unknown physical conditions are encountered at the site that are materially different than those indicated in the Contract Documents or from conditions ordinarily found

to exist on projects of a similar nature, Contractor shall be entitled to an equitable adjustment in the Contract Time and Contract Sum in accordance with Paragraph 10.

**1.10 Indemnity.** To the fullest extent permitted by law, Contractor shall indemnify and hold harmless Owner and its agents and employees from and against claims, damages, losses and expense, including but not limited to reasonable attorney's fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused in whole or in part by the negligent acts or omissions of Contractor, or anyone directly or indirectly employed by Contractor or anyone for whose acts Contractor may be liable.

## Section 2

**2.1 Payments.** Owner shall pay Contractor in accordance with the following payment schedule:

- 15% of the Contract Price upon execution of this Contract (PAID 1/4/19)
- Remainder of Contract Price in accordance with Schedule of Values attached

Invoices are Net 30.

**2.2 NH State Rebate Payment Note:** Final payment of an amount equal to the approved New Hampshire State Rebate will be deferred until after the applicant receives the incentive payment, OR in event that a rebate is not paid because of non-compliance with program terms and conditions, ReVision Energy will refund the applicant an amount equal to the approved rebate

**2.3 Interest.** Should Owner fail to pay any amount under this Contract when such amount is due, Owner shall be liable for interest in the amount of 18% per annum on such amounts.

## Section 3

### 3.1 Warranty

Contractor shall repair and replace, at its own expense, defects in labor or equipment that it supplies and installs provided that it receives written notice of such defects within five (5) years of Substantial Completion.

In addition to any additional warranties agreed to by the parties, Contractor warrants that the work will be free from faulty materials; constructed according to the standards of the building code applicable for the location of the Project; constructed in a skillful manner and fit for habitation or appropriate use. The warranty rights and remedies set forth in the New Hampshire Uniform Commercial Code apply to this contract.

The Contractor's warranties set forth above exclude: (1) remedy for damage or defect caused by abuse, modifications not executed by the Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear as a result of normal usage. Contractor is not responsible for damage to accessories caused by the failure of equipment installed by Contractor; and (2) remedy for damages, costs,

losses and expenses alleged to have been incurred as a result of the failure of the Work to achieve any cost or energy savings estimate, goal, standard or benchmark.

## Section 4

### 4.1 Consequential Damages.

The Parties hereby waive claims against each other for consequential damages arising out of or relating to this Contract. This mutual waiver includes, but is not limited to: (1) damages incurred by Owner due to the Owner's inability to obtain favorable tax treatment or tax benefits sought in connection with the Work of the Project, for alleged failure of the Work to achieve expected cost savings, for losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons; and (2) damages incurred by the Contractor for losses of financing, business and reputation, and for loss of profit but not including anticipated profit arising directly from the Work.

### 4.2 Insurance.

#### Contractor's Insurance

Contractor shall maintain the following insurance coverage:

- Worker's Compensation Insurance, with statutory limits; and
- A Comprehensive General Liability Policy ("CGL"), with Completed Operations coverage, which shall provide for limits in the amount of One Million Dollars (\$1,000,000) dollars for each occurrence and Two Million Dollars (\$2,000,000) in the aggregate.

#### Owner's Insurance

Owner shall maintain property insurance and any other insurance as may be appropriate in light of the Work being performed under the Contract.

### 4.3 Dispute Resolution

If a dispute arises concerning the provisions of this Contract or the performance by the parties, then the parties agree to settle this dispute by jointly paying for one of the following (check only one):

Binding arbitration as regulated by the New Hampshire Uniform Arbitration Act, with the parties agreeing to accept as final the arbitrator's decision;

Nonbinding arbitration, with the parties free to not accept the arbitrator's decision and to seek satisfaction through other means, including a lawsuit; or

Mediation, with the parties agreeing to enter into good faith negotiations through a neutral mediator in order to attempt to resolve their differences.

If the parties are unable to resolve their disputes through mediation, their disputes shall be subject to binding arbitration which, unless the parties otherwise mutually agree, shall be conducted in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then in effect.

### 4.4 Termination

#### By the Contractor

If Owner fails to pay Contractor in accordance with the provisions of Section 2 above, or is otherwise in material breach of the provisions of this Contract, Contractor shall give Owner written notice that Owner is in default. If Owner fails to cure its default within five (5) calendar days, Contractor may, in addition to any other legal and equitable remedies it may have, immediately terminate this Contract. In that event, Owner shall be liable to Contractor for Contractor's damages including unreimbursed costs related to the Project, overhead expenses, profits on this Project, and reasonable attorneys' fees and collection costs incurred as a result of Owner's default.

#### **By the Owner**

If Contractor is in material breach of the provisions of this Contract, Owner shall give Contractor written notice that Contractor is in default. If Contractor fails to cure its default within five (5) calendar days, or within such reasonable time as may be necessary to allow the Contractor an opportunity to cure its default, Owner may, in addition to any other legal and equitable remedies it may have, immediately terminate this Contract. In the event of termination under this paragraph, Contractor shall be responsible for owner's reasonable attorneys' fees and collection costs.

#### **4.5 Cancellation/Refunds Due to Required Structural Modifications**

After any structural review required by state or local building officials, Contractor will review any required modifications with Owner. If it is determined that required structural upgrades are cost prohibitive, Owner will have the right to cancel the contract and receive a deposit refund, less costs already incurred by contractor prior to cancellation.

#### **4.6 Miscellaneous**

- **Integration.** This Contract represents the entire integrated agreement between Contractor and Owner and supersedes all prior negotiations, representations or agreements, whether oral or written. This Contract may be amended only by written instrument signed by both Contractor and Owner.
- **Cost of Collection.** Owner shall be liable for all costs, including reasonable attorneys' fees, incurred by Contractor in enforcing any of the provisions of this Contract.
- **Permit Authorizations.** Owner hereby authorizes ReVision Energy to act as Owner's Agent for the limited purpose of applying for and obtaining any permit or approval from each Authority Having Jurisdiction that may be required for the installation of the Renewable Energy System described in this Contract to be located on Owner's property.

Owner is strongly advised to visit the Attorney General's publicly accessible website to gather current information on how to enforce its rights when constructing or repairing homes. The Attorney General's publicly accessible website is <http://doj.nh.gov/> and its telephone number is (603) 271-3658.

This Contract is entered into as of the day and year first written above.

Owner	ReVision Energy Inc.
Signature	Signature
Printed Name	Printed Name & Title
Date	Date

## NOTICE OF CANCELLATION

You may CANCEL this transaction, without any penalty or obligation, within three business days from the day on which you sign this contract.

If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instruments executed by you will be returned within ten business days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be cancelled.

If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received, any goods delivered to you under this contract or sale; or you may, if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller's expense and risk.

If you do make the goods available to the seller and the seller does not pick them up within twenty days of the date of cancellation, you may retain or dispose of the goods without any further obligation. If you fail to make the goods available to the seller, or if you agree to return the goods to the seller and fail to do so, then you remain liable for performance of all obligations under the contract.

To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice or any other written notice to ReVision Energy Inc. 7A Commercial Drive Brentwood, NH 03833.

You may also email in written notice of your cancellation HOWEVER you may not consider the cancellation confirmed without a written confirmation via email from ReVision Energy Inc.



# REVISION ENERGY

## Project Requisition Form

Continuation Sheet: 1		Page 1 of 1		Payment Application Number:		Period to:		
Paragon Digital Marketing		PO#						
A	B	C	D	E	F	G	H	I
Spec Section	Description of Work	Scheduled Value	Previously Approved	Completed This Period	Materials Stored Not in D or E	Total Completed and Stored D+E+F	%	Balance to Finish
	System Deposit (25%)	\$ 24,877.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 24,877.00
	General Conditions	\$ 12,069.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 12,069.00
	Design and Engineering	\$ 3,360.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 3,360.00
	Permitting	\$ 1,094.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 1,094.00
	Utility Interconnection	\$ 38.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 38.00
	Utility Upgrade Costs	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -
	Site Layout and Survey	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -
	Buy Solar Modules	\$ 17,863.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 17,863.00
	Install Solar Modules	\$ 7,050.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 7,050.00
	Buy Inverters	\$ 8,444.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 8,444.00
	Install Inverters	\$ 685.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 685.00
	Buy Solar Racking	\$ 6,368.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 6,368.00
	Install Solar Racking	\$ 6,747.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 6,747.00
	Electrical	\$ 10,115.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 10,115.00
	Fencing	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -
	Comissioning	\$ 797.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 797.00
<b>Total Values</b>		<b>\$ 99,507.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 99,507.00</b>

91 West Main St Liberty, ME 04049 (207) 589-4171	7 Commercial Dr Brentwood, NH 03833 (603) 679-1777	14 Dixon Ave Concord, NH 03301 (603) 415-0151	1980 Turnpike St Building #2 N.Andover, MA 01845 (978) 308-9041
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[www.ReVisionEnergy.com](http://www.ReVisionEnergy.com)

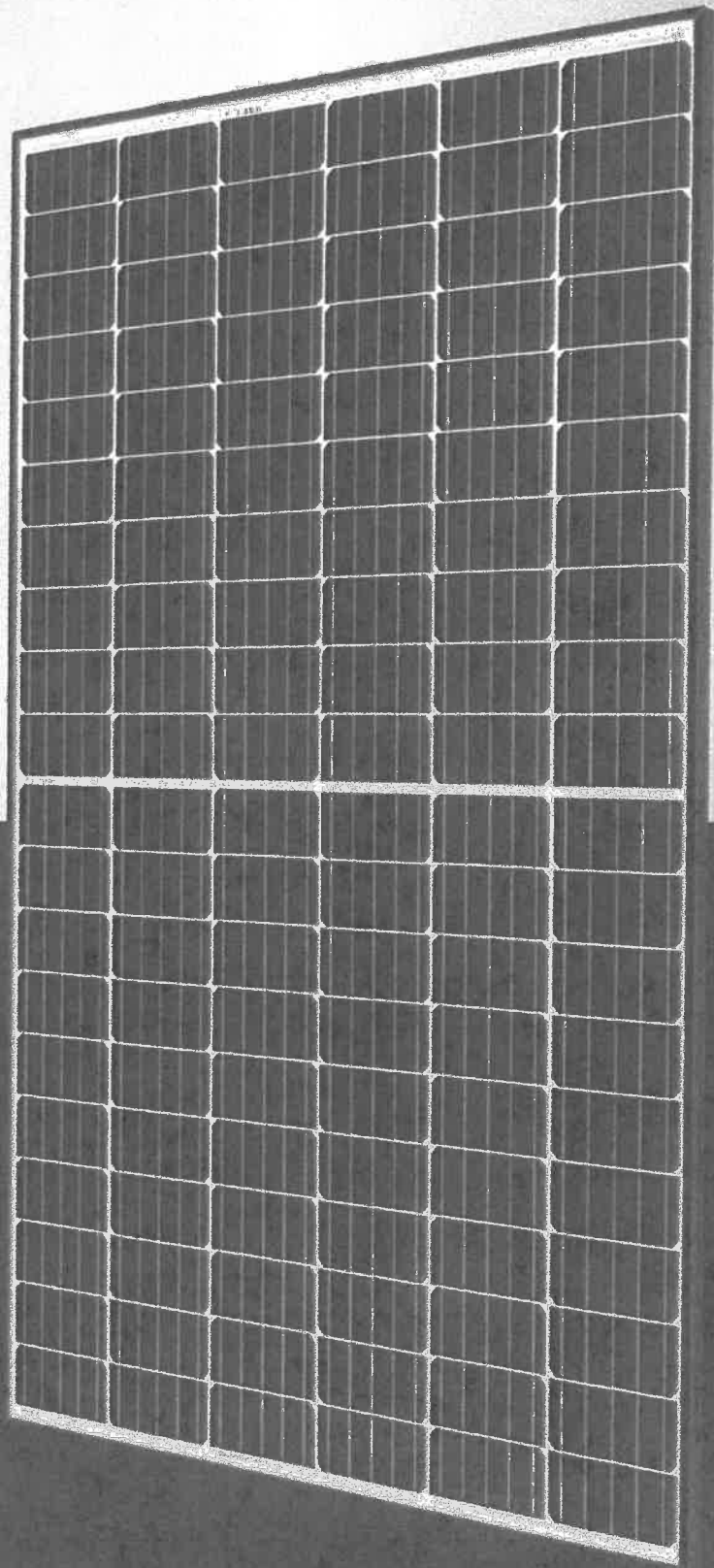


# REC N-PEAK: EXPLAINED

**PREMIUM N-TYPE MONO SOLAR  
PANELS USING HALF-CUT CELL  
TECHNOLOGY FROM THE  
LARGEST EUROPEAN BRAND**

The REC N-Peak features innovative cell technology and a robust frame design for higher efficiency and higher power output:

- More power for more electricity generation
- Higher yields through improved performance in shaded conditions
- Proven reliability of an established European brand



MONO N-TYPE: THE MOST EFFICIENT C-SI TECHNOLOGY



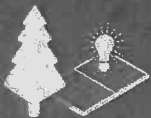
NO LIGHT INDUCED DEGRADATION



SUPER-STRONG FRAME UP TO 7000 PA SNOW LOAD



FLEXIBLE INSTALLATION OPTIONS



IMPROVED PERFORMANCE IN SHADED CONDITIONS



GUARANTEED HIGH POWER OVER LIFETIME

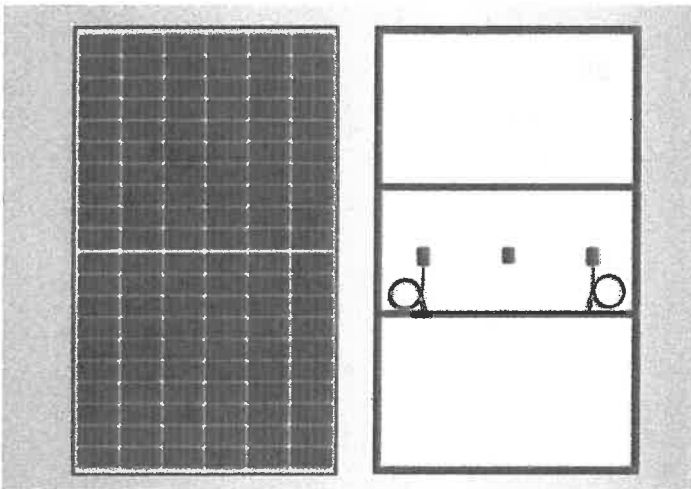
# REC N-PEAK: EXPLAINED



## REC's most powerful solar panel ever!

Providing customers with up to 330 Wp in a 60-cell panel, the new REC N-Peak panel uses the most efficient cell technology in the industry, capturing more sunlight thereby providing more power.

The REC N-Peak Series is ideal for residential and smaller commercial and industrial rooftops where as much power as possible needs to be packed in to a limited space and where higher power levels need to be achieved with fewer modules. The unique REC 'Twin' cell layout design, where the panel is split into two identical and mirrored sections, also enables the continued production of energy, even when part of the module or array is shaded, further contributing to its high energy yields compared to standard panels.



## Zero LID:

The loss of power generation capacity seen in a standard solar panel on its first exposure to light is known as Light Induced Degradation (LID). This is a result of the reaction of boron and oxygen inside a cell and causes a permanent drop in a standard panel's maximum power.

Not with the REC N-Peak Series, however! Through the use of n-type technology, REC's N-Peak cells avoid a reaction between boron and oxygen at all levels and therefore any occurrence of LID can be fully prevented.

This ensures the power of the panel remains the same as when it left the REC factory, meaning customers always get exactly the power levels that they paid for.

## Advantages of REC's n-type mono cells:

Based on high efficiency monocrystalline cell technology, the REC N-Peak boosts panel efficiency through n-type and PERT technologies:

- With n-type cell technology, the internal construction of a cell reduces Light Induced Degradation (LID) to zero, meaning no power loss right after installation
- PERT technology completely passivates the rear of the cell for increased electron capture and high and stabilized efficiency
- Class-leading temperature performance keeps panels cooler for increased efficiency and higher yields
- All round higher yields at higher wavelengths, with strong performance from dawn through to dusk

Combining n-type and PERT technology in the REC N-Peak Series has created a high efficiency and powerful solar panel, that helps you make the most of every installation, especially where space is limited.



## Super-strong frame design:

Introducing a new frame design with extra support bars across the rear of the panel, the REC N-Peak reduces the bending and deformation of the panel under load while allowing loads of up to 7000 Pa, far exceeding the 5400 Pa offered by conventional panels. Such an increase in panel strength and durability enables customers to achieve much higher energy yields over the total lifetime of the installation.

The new 30 mm frame height allows the optimization of packaging and transportation to reduce the amount of transport and trucks on the road, keeping the product's and users' carbon footprint low. Together, this new frame design enables flexible installation options, making overcoming every obstacle easier during system design.

## REC's leading warranty:

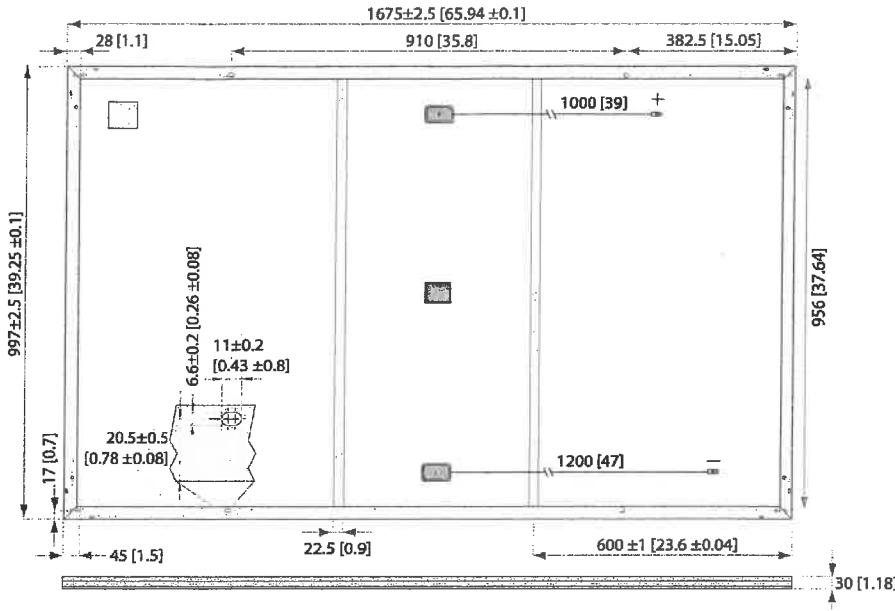
All of the advantages of the REC N-Peak combine to guarantee customers high power output over its warranted lifetime:

- 20 year product warranty
- 25 year linear power output warranty
- Maximum degradation of 0.5% per year
- 86% of power rating warranted after 25 years



www.recgroup.com

# REC N-PEAK SERIES



Measurements in mm [in]

ELECTRICAL DATA @ STC	Product code: RECxxxNP				
Nominal Power - $P_{MPP}$ (Wp)	310	315	320	325	330
Watt Class Sorting - (W)	-0/+5	-0/+5	-0/+5	-0/+5	-0/+5
Nominal Power Voltage - $V_{MPP}$ (V)	33.6	33.9	34.2	34.4	34.6
Nominal Power Current - $I_{MPP}$ (A)	9.24	9.31	9.37	9.46	9.55
Open Circuit Voltage - $V_{OC}$ (V)	40.2	40.5	40.8	41.0	41.3
Short Circuit Current - $I_{SC}$ (A)	10.01	10.09	10.18	10.27	10.36
Panel Efficiency (%)	18.6	18.9	19.2	19.5	19.8

Values at standard test conditions (STC: air mass AM1.5, irradiance 1000 W/m<sup>2</sup>, temperature 25°C), based on a production spread with a tolerance of  $V_{OC}$  &  $I_{SC}$  ±3% within one watt class. \* Where xxx indicates the nominal power class ( $P_{MPP}$ ) at STC above.

ELECTRICAL DATA @ NMOT	Product code: RECxxxNP				
Nominal Power - $P_{MPP}$ (Wp)	234	238	241	245	249
Nominal Power Voltage - $V_{MPP}$ (V)	31.1	31.4	31.7	31.9	32.1
Nominal Power Current - $I_{MPP}$ (A)	7.51	7.56	7.62	7.69	7.76
Open Circuit Voltage - $V_{OC}$ (V)	37.3	37.5	37.8	38.0	38.3
Short Circuit Current - $I_{SC}$ (A)	8.01	8.07	8.14	8.22	8.29

Nominal module operating temperature (NMOT: air mass AM1.5, irradiance 800 W/m<sup>2</sup>, temperature 20°C, windspeed 1 m/s).

\* Where xxx indicates the nominal power class ( $P_{MPP}$ ) at STC above.

## CERTIFICATIONS



IEC 61215, IEC 61730 & UL 1703; MCS 005, IEC 62804, IEC 61701, IEC 62716, IEC 62782, ISO 9001: 2015, ISO 14001: 2004, OHSAS 18001: 2007

**takeaway** take-e-way WEEE-compliant recycling scheme for an easy way

## WARRANTY

20 year product warranty  
25 year linear power output warranty, maximum degradation in performance of 0.5% p.a., giving 86% at end of year 25.  
See warranty conditions for further details.

## GENERAL DATA

Cell type:	120 half-cut mono c-Si n-type cells 6 strings of 20 cells in series
Glass:	3.2 mm solar glass with anti-reflection surface treatment
Backsheet:	Highly resistant polymeric construction
Frame:	Anodized aluminum (black)
Junction box:	3-part, 3 bypass diodes, IP67 rated in accordance with IEC 62790
Cable:	4 mm <sup>2</sup> solar cable, 1.0 m + 1.2 m in accordance with EN 50618
Connectors:	Stäubli MC4 PV-KBT4/KST4 (4 mm <sup>2</sup> ) in accordance with IEC 62852 IP68 only when connected
Origin:	Made in Singapore

## MECHANICAL DATA

Dimensions:	1675 x 997 x 30 mm
Area:	1.67 m <sup>2</sup>
Weight:	18 kg

## MAXIMUM RATINGS

Operational temperature:	-40 ... +85°C
Maximum system voltage:	1000 V
Design load (+): snow	4666 Pa (475 kg/m <sup>2</sup> )*
Maximum test load (+):	7000 Pa (713 kg/m <sup>2</sup> )*
Design load (-): wind	1600 Pa (163 kg/m <sup>2</sup> )*
Maximum test load (-):	2400 Pa (245 kg/m <sup>2</sup> )*
Max series fuse rating:	25 A
Max reverse current:	25 A

\* Calculated using a safety factor of 1.5

\* See installation manual for mounting instructions

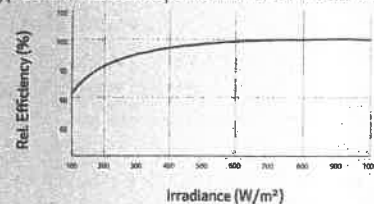
## TEMPERATURE RATINGS\*

Nominal Module Operating Temperature:	44°C (±2°C)
Temperature coefficient of $P_{MPP}$ :	-0.35 %/°C
Temperature coefficient of $V_{OC}$ :	-0.27 %/°C
Temperature coefficient of $I_{SC}$ :	0.04 %/°C

\* The temperature coefficients stated are linear values

## LOW LIGHT BEHAVIOUR

Typical low irradiance performance of module at STC:



Founded in Norway in 1996, REC is a leading vertically integrated solar energy company. Through integrated manufacturing from silicon to wafers, cells, high-quality panels and extending to solar solutions, REC provides the world with a reliable source of clean energy. REC's renowned product quality is supported by the lowest warranty claims rate in the industry. REC is a Bluostar Elkem company with headquarters in Norway and operational headquarters in Singapore. REC employs more than 2,000 people worldwide, producing 1.5 GW of solar panels annually.



www.recgroup.com

Specifications subject to change without notice. Ref: REC-05-IT-Rev-B 01/19

## Limited Warranty Certificate for REC N-Peak solar panels' (Limited Warranty) (valid as of October 1, 2018)

This Limited Warranty covers all the above named REC solar panels (as defined above<sup>1</sup>) delivered to REC customers on or after October 1, 2018<sup>2</sup>, and is valid in all member states of the European Union, the European Economic Area, countries belonging to the Eastern European Group<sup>3</sup> and further countries as listed below<sup>4</sup>.

REC SOLAR PTE. LTD. (hereafter the 'Warrantor' or 'REC') issues the following voluntary warranty to the end-user who purchased the Product in one of the states mentioned above and put the Product into use for the first time (the 'Original End-User'). In addition to the rights under this Limited Warranty, the Original End-User may be entitled to statutory warranty rights under applicable national laws which shall not be affected or limited in any way by this Limited Warranty.

### I. Product Warranty

Subject to the terms and conditions of this Limited Warranty, for a period of 20 years from the date of purchase by the Original End-User (not exceeding a maximum period of 20.5 years from the date of production as identified on the Product), REC warrants that the Products:

- Are free from defects in material and workmanship if installed and used in accordance with the installation instructions available to download from [www.recgroup.com](http://www.recgroup.com); and
- Will remain safe and operational if cable and connector plugs are installed professionally and are not permanently positioned in water; provided however, that damage to the cable caused by abrasion on a rough surface due to insufficient fixing or to unprotected running of the cable over sharp edges is excluded. Damage caused by animals is also excluded; and
- Will not experience freezing up of the aluminum frames if installed correctly.

The outer appearance of the Product, including scratches, stains, rust, mould, discoloration and other signs of normal wear and tear, which occurred after delivery or installation, do not constitute defects, provided the functionality of the Product is not affected. Glass breakage constitutes a defect only if not caused by any external influence.

If a defect (or serial defect<sup>5</sup>) occurs during the Warranty Period affecting the functionality of the Product, REC will, at its sole option:

- Repair the defective Product; or
- Replace the Product with an equivalent product; or
- Refund the current market price of an equivalent product at the time of the claim.

### II. Power Output Warranty

Subject to the terms and conditions of this Limited Warranty, REC warrants that the actual power output of the Product will reach at least 98% of the nameplate power output specified on the Product during the first year (calculated from the date of production as identified on the Product). From the second year, the actual power output will decline annually by no more than 0.5% for a period of 24 years, so that by the end of the 25th year, an actual output of at least 86% of the nameplate power output specified on the Product will be achieved.

**This Power Output Warranty covers only reduced performance due to natural degradation of the glass, the solar cell, the embedding foil, the junction box and interconnections under normal use.**

If the Product does not reach the warranted power output levels set out above when measured by the Warrantor or by an accredited independent measuring institute<sup>6</sup> agreed to prior to testing by the Warrantor, under standard test conditions (IEC 61215) and taking into account a  $\pm 3\%$  tolerance range, then REC will, at its sole option:

- Repair the Product; or
- Replace the Product with an equivalent product or to supply additional panels as necessary to achieve the warranted percentage of specified power output; or
- Refund the current market price of an equivalent product at the time of the claim.

<sup>1</sup> Including product variants with one or more of the suffixes: Black, Q2, and excluding panels showing Q3, as part of the product name.

<sup>2</sup> This warranty is also valid for products delivered to REC customers before October 1, 2018, which were held in stock by the customer, and were commissioned after October 1, 2018, on installations of less than 500 kW size only. In such cases, proof of system commissioning must accompany the claim submission.

<sup>3</sup> As defined by the regional groups of Member States to the United Nations General Assembly ([www.un.int](http://www.un.int)).

<sup>4</sup> This Limited Warranty also includes the countries of Andorra, Israel, Liechtenstein, Monaco, San Marino, Switzerland, Turkey and the Vatican City.

<sup>5</sup> Serial defects can only be confirmed by REC as a serial defect event in accordance with REC standards of serial defects.

<sup>6</sup> Examples: Fraunhofer ISE, TÜV Rheinland, UL or equivalent as discussed and agreed by REC prior to testing.

### III. Warranty Conditions, Limitations and Exclusions

1. This Limited Warranty is not transferable by the Original End-User, except to a subsequent owner of the solar power facility at which the Product was originally installed and remains installed, provided that this solar power facility has not been altered in any way or moved from the structure or property at which it was originally installed.
2. Notification of a warranty claim hereunder must be given without undue delay after detection of the defect and prior to the expiration of the applicable Warranty Period and in accordance with the procedure as set out in section IV below.
3. **Please note that this Limited Warranty does not cover, nor will the Warrantor reimburse, any on-site labor or other costs incurred in connection with the de-installation or removal of defective Products, transport or the re-installation of replaced or repaired Products or any components.**
4. The Warrantor may use remanufactured or refurbished parts or products when repairing or replacing any Products under this Limited Warranty. Any exchanged or replaced parts or Products will become the property of REC. The Warranty Periods set out in sections I. and II. above will not be extended in any way in the event of a replacement or repair of a Product.
5. This Limited Warranty requires that the Product is installed according to the latest safety, installation and operation instructions provided by REC and does not apply to damage, malfunction, power output or service failures which have been caused by: (a) repair, modifications or removal of the Product by someone other than a qualified service technician; (b) any improper attachment, installation or application of the Product or (c) abuse, misuse, accident, negligent acts, power failures or surges, lightning, fire, flood, accidental breakage, actions of third parties and other events or accidents outside REC's reasonable control and/or not arising under normal operating conditions.
6. This Limited Warranty is provided voluntarily and free of charge and does not constitute an independent guarantee. Therefore, if any defect materially affects the functionality of the Product or results in a power output below the warranted levels, the Original End-User's remedies are limited exclusively to the remedies set out under sections I. and II. in the warranty cases specified herein. REC assumes no warranties, express or implied, other than the warranties made herein and specifically disclaims all other warranties, merchantability or fitness for a particular purpose. REC excludes all liabilities for any special, incidental, consequential or punitive damages from the use or loss of use of the Products to perform as warranted; including but not limited to damages for loss of power, lost profits or savings nor expenses arising from third-party claims. This does not apply to the extent the Warrantor is liable under applicable mandatory product liability laws or in cases of intent or gross negligence on the part of the Warrantor.
7. This Limited Warranty shall be governed by and construed in accordance with the laws of Germany irrespective of its choice of law principles. The United Nations Convention on Contracts for the International Sale of Goods (1980) shall not apply to or govern this Limited Warranty or any aspect of any dispute arising there from. REC hereby irrevocably submits to the jurisdiction of the courts of Germany for the determination of any disputes arising under this Limited Warranty.

### IV. Warranty Claim Procedure

Claims under this Limited Warranty must be made by notifying the authorized distributor or seller where the Product was first purchased. A claim may be registered at:

[www.recgroup.com/claims](http://www.recgroup.com/claims)

Contact details for REC global distribution partners can be found at:

[www.recgroup.com/distributors](http://www.recgroup.com/distributors)

Once a claim has been submitted, it will be handled by the REC Regional Office, details of which can be found at:

[www.recgroup.com/contact](http://www.recgroup.com/contact)

For a warranty claim to be processed, proof of the original purchase of the Product and any subsequent sales including transfer of this Warranty need to accompany the claim. The claim must include a description of the alleged defect(s) as well as the Product's serial number(s). Prior to returning any Products or components to REC, an RMA (Return Merchandise Authorization) number is required, which may be obtained by contacting REC via the aforesaid address.

This warranty is valid for Products delivered to REC customers on or after October 1, 2018.

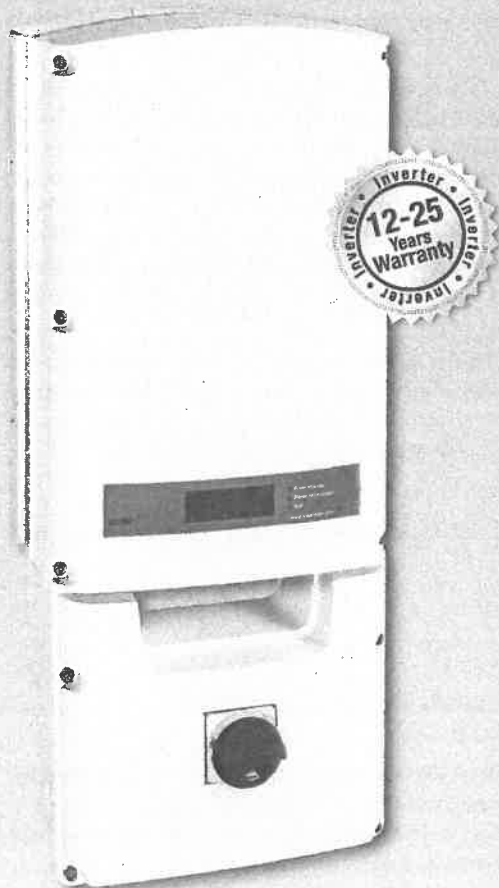
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## SolarEdge Three Phase Inverters for the 208V Grid for North America

SE9KUS / SE14.4KUS

INVERTERS



### The best choice for SolarEdge enabled systems

- Integrated arc fault protection for NEC 2011 690.11
- Rapid shutdown for NEC 2014 690.12
- Outdoor and indoor installation
- Built-in module-level monitoring
- Internet connection through Ethernet or Wireless
- Small, lightweight and easy to install on provided bracket
- Fixed voltage inverter, DC/AC conversion only
- Integrated Safety Switch





## Three Phase Inverters for the 208V Grid for North America SE9KUS / SE14.4KUS<sup>(1)</sup>

	SE9KUS	SE14.4KUS	
<b>OUTPUT</b>			
Rated AC Power Output	9000	14400	VA
Maximum AC Power Output	9000	14400	VA
AC Output Line Connections	4-wire WYE (L1-L2-L3-N) plus PE or 3 wire Delta		
AC Output Voltage Minimum-Nominal-Maximum <sup>(2)</sup> (L-N)	105-120-132.5		Vac
AC Output Voltage Minimum-Nominal-Maximum <sup>(2)</sup> (L-L)	183-208-229		Vac
AC Frequency Min-Nom-Max <sup>(2)</sup>	59.3 - 60 - 60.5		Hz
Max. Continuous Output Current (per Phase)	25	40	A
GFDI Threshold	1		A
Utility Monitoring, Islanding Protection, Country Configurable Set Points	Yes		
<b>INPUT</b>			
Maximum DC Power (Module STC) Transformer-less, Ungrounded	12150	19400	W
Maximum Input Voltage DC to Gnd	250	300	Vdc
Maximum Input Voltage DC+ to DC-	500	600	Vdc
Nominal Input Voltage DC to Gnd	200		Vdc
Nominal Input Voltage DC+ to DC-	400		Vdc
Maximum Input Current	26.5	38	Adc
Max. Input Short Circuit Current	45		Adc
Reverse-Polarity Protection	Yes		
Ground-Fault Isolation Detection	1MΩ Sensitivity		
CEC Weighted Efficiency	96.5	97	%
Night-time Power Consumption	< 3	< 4	W
<b>ADDITIONAL FEATURES</b>			
Supported Communication Interfaces	RS485, Ethernet, ZigBee (optional)		
Rapid Shutdown – NEC 2014 690.12	With installation of rapid shutdown kit <sup>(3)</sup>		
<b>STANDARD COMPLIANCE</b>			
Safety	UL1741, UL1699B, UL1998, CSA 22.2		
Grid Connection Standards	IEEE1547		
Emissions	FCC part15 class B		
<b>INSTALLATION SPECIFICATIONS</b>			
AC output conduit size / AWG range	3/4" minimum / 12-6 AWG		
DC input conduit size / AWG range	3/4" minimum / 12-6 AWG		
Number of DC inputs	2 pairs	3 pairs (with fuses on plus & minus) <sup>(4)</sup>	
Dimensions (HxWxD)	21 x 12.5 x 10.5 / 540 x 315 x 260		
Dimensions with Safety Switch (HxWxD)	30.5 x 12.5 x 10.5 / 775 x 315 x 260		
Weight	73.2 / 33.2	99.5 / 45	
Weight with Safety Switch	79.7 / 36.2	106 / 48	
Cooling	Fans (user replaceable)		
Noise	< 50	< 55	dBA
Operating Temperature Range	-40 to +140 / -40 to +60		
Protection Rating	NEMA 3R		

<sup>(1)</sup> For 277/480V Inverters refer to: <http://www.solaredge.com/files/pdfs/products/inverters/se-three-phase-us-inverter-datasheet.pdf>

<sup>(2)</sup> For other regional settings please contact SolarEdge support.

<sup>(3)</sup> Rapid shutdown kit P/N: contact SolarEdge.

<sup>(4)</sup> Field replacement kit for 1 pair of Inputs P/N: DCD-3PH-1TBK.

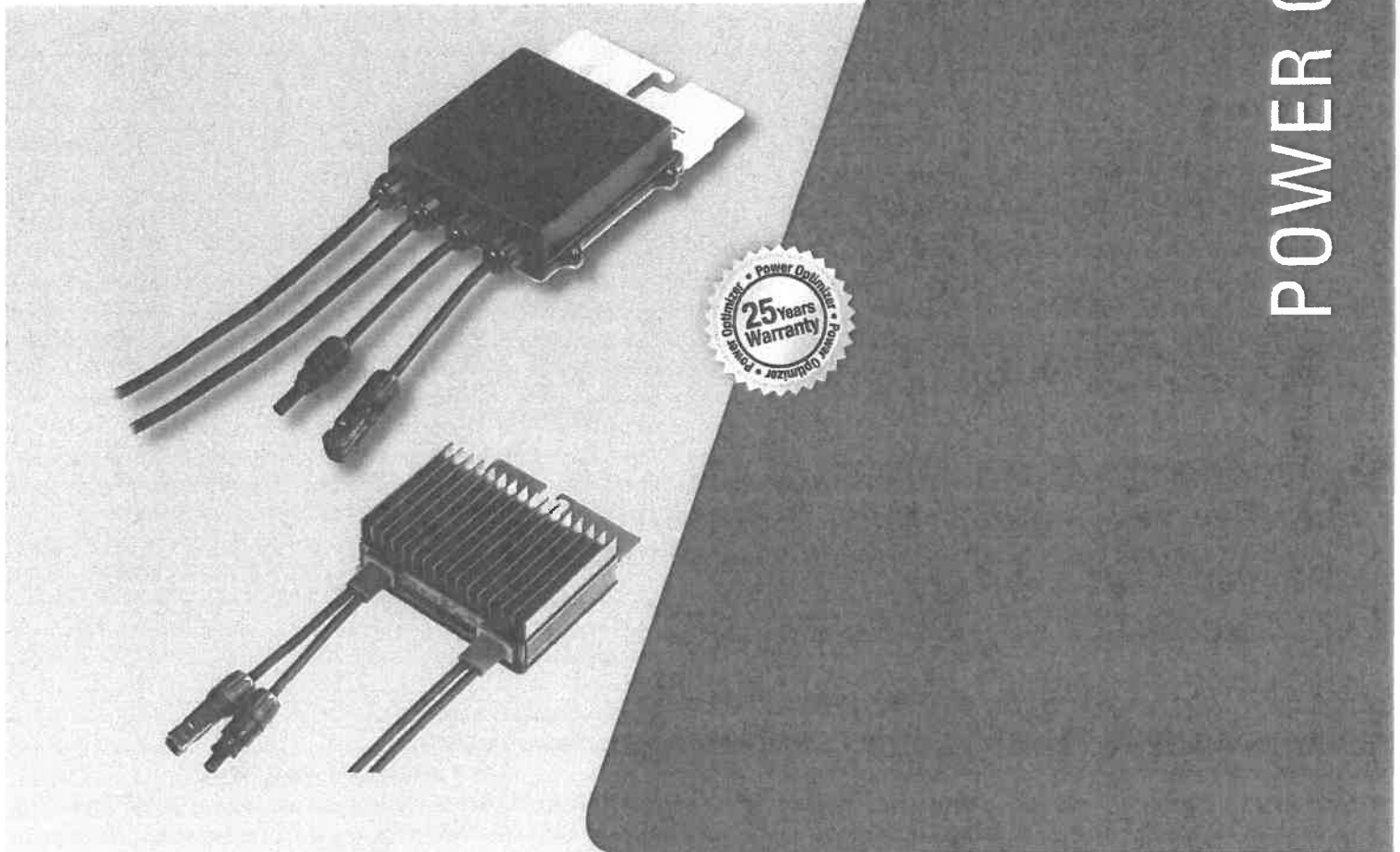


# RoHS



## SolarEdge Power Optimizer

Module Add-On for Commercial Installations  
for North America P600 / P700



POWER OPTIMIZER

### PV power optimization at the module-level

The most cost effective solution for commercial and large field installations

- Up to 25% more energy
- Superior efficiency (99.5%)
- Balance of System cost reduction; 50% less cables, fuses and combiner boxes, over 2x longer string lengths possible
- Fast installation with a single bolt
- Next generation maintenance with module-level monitoring
- Module-level voltage shutdown for installer and firefighter safety
- Use with two PV modules connected in series





# SolarEdge Power Optimizer Module Add-On

For Commercial Installations for North America P600 / P700

	P600 (for 2 x 60-cell PV modules)	P700 (for 2 x 72-cell PV modules)	
<b>INPUT</b>			
Rated Input DC Power <sup>(1)</sup>	600	700	W
Absolute Maximum Input Voltage (Voc at lowest temperature)	96	125	Vdc
MPPT Operating Range	12.5 - 80	12.5 - 105	Vdc
Maximum Short Circuit Current (Isc)		10	Adc
Maximum DC Input Current		12.5	Adc
Maximum Efficiency		99.5	%
Weighted Efficiency		98.6	%
Overvoltage Category		II	
<b>OUTPUT DURING OPERATION (POWER OPTIMIZER CONNECTED TO OPERATING SOLAREEDGE INVERTER)</b>			
Maximum Output Current		15	Adc
Maximum Output Voltage		85	Vdc
<b>OUTPUT DURING STANDBY (POWER OPTIMIZER DISCONNECTED FROM SOLAREEDGE INVERTER OR SOLAREEDGE INVERTER OFF)</b>			
Safety Output Voltage per Power Optimizer		1	Vdc
<b>STANDARD COMPLIANCE</b>			
EMC	FCC Part15 Class B, IEC61000-6-2, IEC61000-6-3		
Safety	IEC62109-1 (class II safety), UL1741		
RoHS	Yes		
<b>INSTALLATION SPECIFICATIONS</b>			
Compatible SolarEdge Inverters	Three phase inverters		Vdc
Maximum Allowed System Voltage	1000		
Dimensions (W x L x H)	Pxxx-2 series	143 x 210 x 45 / 5.63 x 8.26 x 1.75	mm / in
	Pxxx-5 series	128 x 152 x 43 / 5 x 5.97 x 1.69   128 x 152 x 48 / 5 x 5.97 x 1.89	mm / in
Weight (including cables)	Pxxx-2 series	1100 / 2.4	gr / lb
	Pxxx-5 series	930 / 2.05	gr / lb
Input Connector	MC4 Compatible		
Output Wire Type / Connector	Double Insulated; MC4 Compatible		
Output Wire Length	1.8 / 5.9	2.1 / 6.9	m / ft
Operating Temperature Range <sup>(2)</sup>	-40 - +85 / -40 - +185		°C / °F
Protection Rating	Pxxx-2 series	IP65 / NEMA4	
	Pxxx-5 series	IP68 / NEMA6P	
Relative Humidity	0 - 100		%

<sup>(1)</sup> Rated combined STC power of 2 modules connected in series. Module of up to +5% power tolerance allowed.

<sup>(2)</sup> For ambient temperature above +70°C / +158°F power de-rating is applied. Refer to Power Optimizers Temperature De-Rating Application Note for more details.

PV SYSTEM DESIGN USING A SOLAREEDGE INVERTER <sup>(3)(4)</sup>		THREE PHASE 208V	THREE PHASE 480V
Compatible Power Optimizers		P600 & P700 <sup>(5)</sup>	P600 & P700
Minimum String Length	Power Optimizers	8	13
	PV Modules	16	26
Maximum String Length	Power Optimizers	30	30
	PV Modules	60	60
Maximum Power per String		6000	12750
Parallel Strings of Different Lengths or Orientations		Yes	

<sup>(3)</sup> P600 and P700 can be mixed in one string. It is not allowed to mix P600/P700 with P300/P400 in one string.

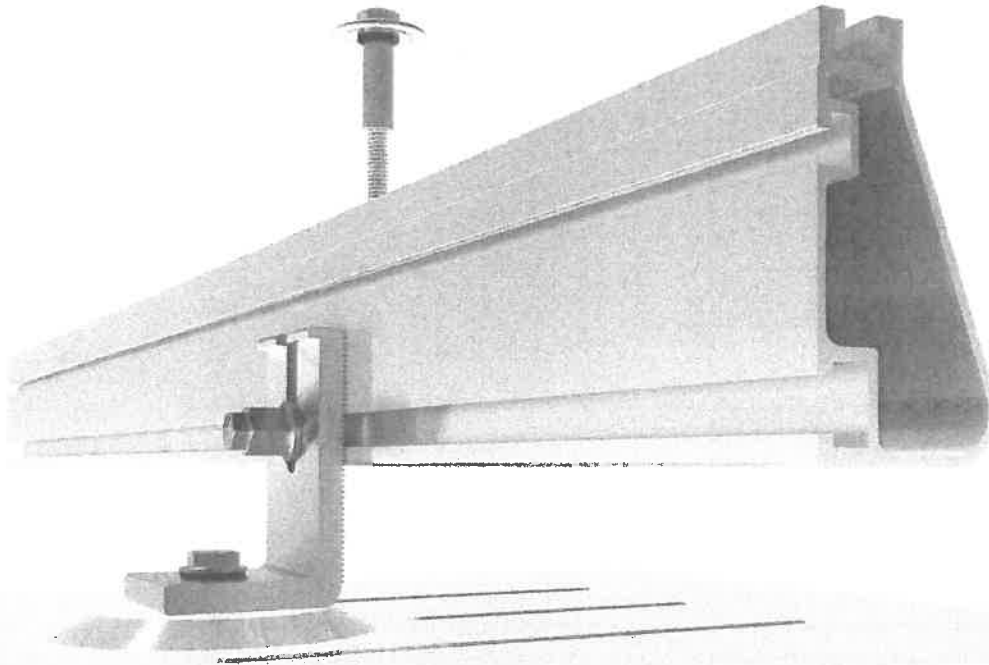
<sup>(4)</sup> In a case of odd number of PV Modules in one string it is allowed to install one P600/P700 power optimizer connected to one PV Module.

<sup>(5)</sup> P700 design with three phase 208V inverters is limited. Use the SolarEdge Site Designer for verification.





# Flush Mount System



## Built for solar's toughest roofs.

IronRidge builds the strongest mounting system for pitched roofs in solar. Every component has been tested to the limit and proven in extreme environments.

Our rigorous approach has led to unique structural features, such as curved rails and reinforced flashings, and is also why our products are fully certified, code compliant and backed by a 20-year warranty.



### Strength Tested

All components evaluated for superior structural performance.



### PE Certified

Pre-stamped engineering letters available in most states.



### Class A Fire Rating

Certified to maintain the fire resistance rating of the existing roof.



### Design Assistant

Online software makes it simple to create, share, and price projects.



### UL 2703 Listed System

Meets newest effective UL 2703 standard.

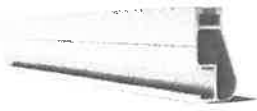


### 20-Year Warranty

Twice the protection offered by competitors.

## XR Rails

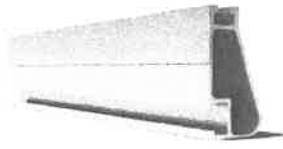
### XR10 Rail



A low-profile mounting rail for regions with light snow.

- 6' spanning capability
- Moderate load capability
- Clear & black anod. finish

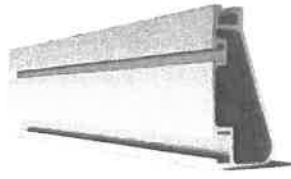
### XR100 Rail



The ultimate residential solar mounting rail.

- 8' spanning capability
- Heavy load capability
- Clear & black anod. finish

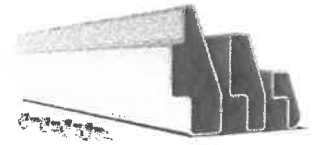
### XR1000 Rail



A heavyweight mounting rail for commercial projects.

- 12' spanning capability
- Extreme load capability
- Clear anodized finish

### Bonded Splices

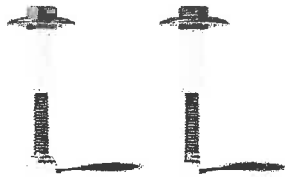


All rails use internal splices for seamless connections.

- Self-drilling screws
- Varying versions for rails
- Forms secure bonding

## Clamps & Grounding

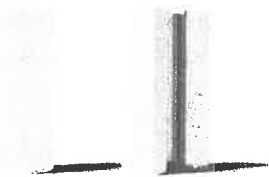
### UFOs



Universal Fastening Objects bond modules to rails.

- Fully assembled & lubed
- Single, universal size
- Clear & black finish

### Stopper Sleeves



Snap onto the UFO to turn into a bonded end clamp.

- Bonds modules to rails
- 6 different sizes
- Clear & black anod. finish

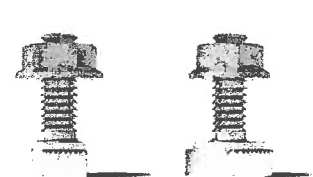
### Grounding Lugs



Connects array to equipment ground.

- Low profile
- Single tool installation
- Mounts in any direction

### Microinverter Kit

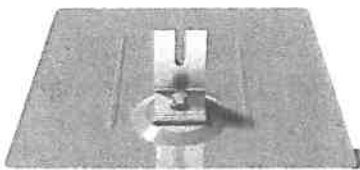


Mount MIs or POs to XR Rails.

- Bonds devices to rails
- Kit comes assembled
- Listed to UL 2703

## Attachments

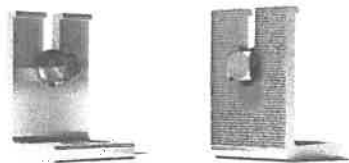
### FlashFoot



Anchor, flash, and mount with all-in-one attachments.

- Ships with all hardware
- IBC & IRC compliant
- Certified with XR Rails

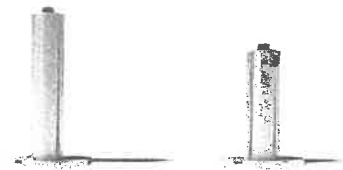
### Bonded L-Feet



Drop-in design for rapid rail attachment.

- Bonding hardware included
- Forms secure rail connection
- Clear & black anod. finish

### Standoffs



Raise Flush Mount System to various heights.

- Works with vent flashing
- Ships assembled
- 4" and 7" Lengths

## Resources



### Design Assistant

Go from rough layout to fully engineered system. For free. Go to [IronRidge.com/design](http://IronRidge.com/design)



### NABCEP Certified Training

Earn free continuing education credits, while learning more about our systems. Go to [IronRidge.com/training](http://IronRidge.com/training)

## 2018 ReVision Energy Operations & Maintenance Services

While solar is typically a low-maintenance technology, an operations and maintenance service package for your solar energy system can offer added security to protect the quality and longevity of your clean energy investment. ReVision Energy now offers four different tiers of O&M Service packages to suit the specific O&M needs of our clients.

### Service Package Options

Service Item	Bronze	Silver	Gold	Platinum <sup>1</sup>
Annual Mechanical Site Inspection	x	x	x	x
Annual Production Report	x	x	x	x
Alarm Monitoring	x	x	x	x
Monthly Monitoring	x	x	x	x
Remote Troubleshooting	X	x	x	x
Thermal Imaging Inspection		x	x	x
Weekly Production Monitoring			x	x
Annual Electrical Site Inspection			x	x
Guaranteed Response Time			x	x
Daily Production Monitoring				x
Unscheduled Site Visit				x

### Service Package Pricing

The fee structure is designed as a combination of flat annual fee, plus a per-kW fee to best capture the fixed and variable costs associated with each service package option.

Fee Type	Bronze	Silver	Gold	Platinum
Flat Annual Fee	\$450	\$750	\$1,000	\$1,800
Per kW Fee	\$4.00	\$4.50	\$6.00	\$7.50

### Example Scenarios

- The owner of a 50 kW solar project who selects the Bronze package would pay an annual O&M fee of :  $\$450 + (50 \text{ kW} \times \$4.00/\text{kW}) = \$650$ .
- The owner of a 100 kW solar project who selects the Silver package would pay an annual O&M fee of:  $\$750 + (100 \text{ kW} \times \$4.50/\text{kW}) = \$1,200$ .
- The owner of a 250 kW solar project who selects the Gold package would pay an annual O&M fee of:  $\$1,000 + (250 \text{ kW} \times \$6.00/\text{kW}) = \$2,500$ .
- The owner of a 1 MW solar project who selects the Platinum package would pay an annual O&M fee of:  $\$1,800 + (1,000 \text{ kW} \times \$7.50/\text{kW}) = \$9,300$ .

<sup>1</sup> Performance guarantees also available upon request. Pricing will be determined on a case by case basis.



## Minimum System Requirements

For ReVision to effectively perform the level of service required of the various O&M service package levels, certain minimum system technical requirements apply.

Requirement	Bronze	Silver	Gold	Platinum
Retro Commissioning	x	x	x	x
Helioscope	x	x	x	x
Web-Based Monitoring		x	x	x
Inverter-Level Monitoring		x	x	x
Error-Reporting Setup		x	x	x

If you are interested in signing up for one of ReVision Energy’s O&M Service packages, please contact your local System Design Specialist today to learn more.

## Definitions

### Service Items

- Annual Mechanical Inspection: Perform annual inspection including items specified in pages 1-7 of the attached Annual Inspection Form.
- Annual Production Report: Provide an annual report per that attached sample detailing inspection results and system performance versus projections.
- Alarm Monitoring: Set alarms at commissioning or retro-commissioning that measures inverter vs. inverter performance and/or performance of system versus helioscope projections. Monitors alerts and clears alerts as not requiring further investigation, or escalates to client to deploy a technician to the site or to determine next steps.
- Monthly Production Monitoring: Analyzes generation data against helioscope projections, calculates discrepancies between actual and projected generation, clears discrepancies as not requiring further investigation, or escalates to client to deploy a technician to the site or to determine next steps.
- Remote Troubleshooting: Troubleshoots generation issues arising from alarm, monthly, weekly or daily monitoring. Clears alerts as not requiring further investigation, resolves issue remotely, or escalates to client to deploy a technician to the site or determine next steps.
- Thermal Imaging Inspection: Perform annual inspection including items specified in pages 1-7, 16-19 of the attached Annual Inspection Form.
- Weekly Production Monitoring: Analyzes generation data against helioscope projections, calculates discrepancies between actual and projected generation, clears discrepancies as not requiring further investigation, or escalates to client to deploy a technician to the site or to determine next steps.

- Annual Electrical Site Inspection: Perform annual inspection including items specified in pages 1-19 of the attached Annual Inspection Form.
- Guaranteed Response Time: Guarantees response time to either troubleshoot and resolve generation issue remotely, or deploy a technician to the site to identify and determine recommended corrective action to generation issue. Guaranteed response time varies with issue severity per the attached list.
- Daily Production Monitoring: Analyzes generation data against helioscope projections, calculates discrepancies between actual and projected generation, clears discrepancies as not requiring further investigation, or escalates to client to deploy a technician to the site or to determine next steps.
- Unscheduled Site Visit: Performs site visit outside of the annual site inspection, identifies issue and proposes solution.

#### **Minimum System Requirements**

- Retro-Commissioning: System must be installed and commissioned by ReVision, otherwise ReVision must perform a site walkthrough and complete the attached Commissioning Report. This may result in the need for corrective action to existing issues before we are able to offer our O&M services package.
- Helioscope: System must include an existing energy production modeling analysis to be reviewed and approved by ReVision Energy, otherwise ReVision will complete it own.
- Web-Based Monitoring: System must include web-enabled data acquisition system for ReVision to access and review.
- Inverter-Level Monitoring: System must include data acquisition system capable of monitoring system performance at the inverter level.
- Error-Reporting Setup: System must include data acquisition system capable of error-reporting setup including inverter to inverter production comparison, programming of energy production modeling data points, etc.

# RESILIENT BUILDINGS

— GROUP —

*Superior energy performance*

We are delighted to provide the following

## Agreement

**Date of Contract:** January 28, 2019

**Client Name:** Zach Luse

**Project Name:** Paragon Digital Energy Consulting

**Project Address:** 34 Court St, Keene, NH 03431

**Billing Address:** same as above

**Anticipated Start Date:** February 5, 2019

**Contact Person:** Zach Luse

**Phone Number:** 603-399-6401

**Email Address:**  
[zach@paragondigital.com](mailto:zach@paragondigital.com)

**Project Number:** TBD 19.007

## Fee

Resilient Buildings Group, Inc. ("RBG") will perform the Services under the Terms and Conditions described on the following pages of this Agreement, at its standard rate \$100/hour rate for professional services.

**RBG will perform the Services as outlined in this Agreement for a Flat Fee of \$3,900.00**

**Eversource to pay \$1,950.00**

**Paragon Digital to pay \$1,950.00**

Client shall pay subsequent monthly invoices within thirty days upon receipt of each invoice. Travel and mileage that goes beyond the Scope of Services as outlined on Page 2 of this Agreement, shall be charged at the current Federal Rate, subject to change. Invoices unpaid at the 30-day period shall be considered overdue and charged 1 ½% interest per month. Should any additional services or expenses that are outside the scope of this Agreement be required, a new Agreement shall be agreed upon.

## Term and Agreement

The term of the Services covered by this Agreement shall commence on the date hereof and shall continue until these Services are completed, but shall not exceed twelve (12) months unless Agreement is renegotiated. The contract fee is guaranteed for 90 days from the Date of Contract.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement by their respective authorized representatives as of the date first written above.

**PARAGON DIGITAL**

**RESILIENT BUILDINGS GROUP, INC.**

By:  Date: 1/30/2019

By:  Date: 1/30/19

Its: Founder, Paragon Digital Marketing

Its: President



## Scope of Services:

Paragon Digital ("Client") and Resilient Buildings Group, Inc. ("RBG") hereby agree that RBG will complete a Level II Energy Audit, described below, (collectively, the "Services").

### Energy Consulting of Proposed Paragon Digital Office Building

#### Description of Objectives and Data Collection

- Identify key client team members
- Define client's goals and objectives (including future facility alterations/expansions)
- Collect client data (provided by client)
- Collect drawings and specifications of existing site
- Obtain existing and future equipment specifications and cut sheets
- Collect other operational data as needed
- Identify existing or past maintenance agreements

#### Assessment of Facilities

- Travel to facility (one round trip included in Flat Fee)
- Model existing facility with software program. Modeling will be used to determine current energy use of the building as there is no history of energy usage available
- Survey facilities, equipment, and site
- Analyze and identify weaknesses and failures in existing system
- Analyze potential Energy Efficiency Measures (EEMs). This will be using Owner's proposed upgrades and additional EEMs that RBG may suggest. This includes envelope, lighting, HVAC, and proposed solar PV system
- Analyze building shell (infrared camera analysis and blower door testing - if warranted)
- List and describe equipment
- Calculate energy savings and capital cost for measures

#### Develop analysis of Owner's proposed renovation

- Model building with proposed upgrades to show savings and to determine heat load for sizing of proposed Air Source Heat Pump Systems.
- Make suggestions with additional EEMs
- Incorporate institutional expertise about other energy projects
- Sort alternatives by probable highest and best
- Estimate energy savings, cost savings
- Estimate capital cost of each alternative
- List alternatives by priority based on results with cascaded savings
- Correlate findings and create report
- Discuss results with Client via phone or meeting
- Provide two (2) hard copies of report and one (1) electronic report
- Report is to meet the needs of Community Development Finance Authority's Loan Fund
- Assist Owner with rebate applications

## Terms and Conditions

**THESE TERMS and CONDITIONS** are part of this CONSULTING AGREEMENT (Agreement) between Resilient Buildings Group, Inc. ("RBG") with their principal office and place of business at 6 Dixon Avenue, Concord, New Hampshire 03301, and Paragon Digital ("Client") with offices and location at 34 Court St, Keene, NH 03431. The parties hereto hereby agree as follows:

**1. Description of Services.**

RBG shall perform for Client the services in connection with the Project described hereto and made a part hereof the ("Services").

**2. Fee.**

Client shall pay RBG for the Services performed for the fee described hereto (the "Fee" or "Fees"). Payment of any income or other taxes which may be due upon RBG's compensation from Client shall be RBG's responsibility, and Client shall not withhold any amounts from RBG's compensation for this purpose.

**3. Expenses.**

Client shall pay RBG for Expenses as described in Scope of Services.

**4. Term.**

This Agreement is effective as of the date hereof and shall continue for an additional period described hereto unless earlier terminated pursuant to Section 13 hereof.

**5. Ownership.**

RBG represents and warrants to Client that all work and research done by RBG in connection with the Services is RBG's original work. Client shall have all right, title and interest in the results of the Services, such assignment to be effective upon Client's payment to RBG of the Fees due to RBG pursuant to Section 2 hereof.

RBG maintains all rights to project management methodologies, copyright ownership and rights, and other intellectual property rights resulting from this Agreement and any business processes previously developed by RBG that are required to support the Services, unless identified as and acknowledged to be the work of a third party.

**6. Confidentiality.**

RBG shall regard as confidential and proprietary (i) all information communicated to it by Client in connection with this Agreement (which information shall at all times be the property of Client), and (ii) all third party confidential information which has been provided in confidence to Client and which is disclosed to RBG on a need-to-know basis solely for the benefit of Client (such information is hereinafter collectively referred to as "Information"). RBG shall not, without Client's prior written consent, at any time (a) use the Information for any purpose other than in connection with its performance of the Services for the benefit of Client or (b) disclose any portion of the Information to third parties. RBG shall promptly upon the termination of this Agreement return to Client all Information which is in written or tangible form (including, without limitation, all copies, summaries and notes of the contents thereof),

regardless of the party causing the same to be in such form. RBG shall promptly upon the termination of this Agreement return to Client all information which is in written or tangible form (including, without limitation, all copies, summaries and notes of the contents thereof), regardless of the party causing the same to be in such form.

For purposes of this Agreement, Information shall not mean Information previously known to RBG, or Information provided by a third party not bound by this Agreement, or Information which otherwise becomes known to RBG through no unlawful act, or Information that RBG independently develops outside of the work being performed under this Agreement; nor shall the disclosure of Information be prohibited, to the extent that the Information is required to be disclosed by law or regulatory authority.

**7. Force Majeure.**

If either party is prevented from complying, either totally or in part, with any of the terms or provisions of this Agreement by reason of fire, flood, storm, strike, lockout or other labor trouble, riot, war, rebellion, accident, terrorist acts or other acts of God, then upon written notice to the other party, the requirements of this Agreement, or the affected provisions hereof to the extent affected, shall be suspended during the period of such disability. During such period, the party not prevented from complying as aforesaid may seek to have its needs (which would otherwise be met hereunder) met by or through third parties without liability hereunder. The party prevented from complying shall make all reasonable efforts to remove such disability within thirty (30) days of giving such notice.

**8. Limitation on Liability.**

IN NO EVENT SHALL RBG BE LIABLE TO CLIENT OR TO ANY OTHER PERSON FOR ANY INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES INCLUDING, WITHOUT LIMITATION, LOSS OF PROFIT OR GOODWILL, FOR ANY MATTER ARISING OUT OF OR RELATING TO THIS AGREEMENT AND / OR ITS SUBJECT MATTER, WHETHER SUCH LIABILITY IS ASSERTED ON THE BASIS OF CONTRACT, TORT OR OTHERWISE. CLIENT UNDERSTANDS AND AGREES THAT ANY LIABILITY OF RBG REGARDING THE SERVICES SHALL BE LIMITED TO THE AGGREGATE AMOUNT OF THE FEES ACTUALLY RECEIVED BY RBG IN CONNECTION WITH THE SERVICES.

**9. RBG's Warranties; Disclaimer.**

RBG represents and warrants to Client, and agrees that RBG has and will have full power and authority to enter into, and fully to perform this Agreement, and that no agreement or understanding with any other person, firm, or corporation exists or will exist which would interfere with RBG's obligations hereunder. RBG further represents and warrants that the disclosure to Client of any information by RBG in connection with the Services does not contravene any confidentiality obligation RBG may have to any third party. RBG's role is to review and advise.

EXCEPT AS EXPRESSLY STATED HEREIN ABOVE, RBG MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND/OR FITNESS FOR A PARTICULAR PURPOSE, CONCERNING THE SUBJECT MATTER OF THIS AGREEMENT OR ANY OTHER WARRANTY WITH RESPECT TO THE QUALITY OR ACCURACY OF THE SERVICES.

## Terms and Conditions, continued

### 10. Notices.

Any notice given hereunder shall be in writing and delivered in person or mailed by certified or registered mail, postage prepaid, addressed to the appropriate party as set forth in the preamble hereof. Either party may change its address to receive notice by giving written notice of such change to the other party.

### 11. Independent Contractor.

This Agreement shall not give rise to a partnership, agency or other relationship between the parties, except as otherwise provided herein. All activities by RBG under the terms of this Agreement shall be carried on by RBG as an independent contractor and not as an agent for or employee of Client.

### 12. Assignment.

RBG acknowledges that the Services to be provided to Client are unique and personal. Accordingly, RBG may not assign any of its rights or delegate any of its duties or obligations under this Agreement to another party without the prior consent of Client. This Agreement shall inure to the benefit of their respective successors, assigns and affiliates.

### 13. Termination.

(a) Either party may immediately terminate this Agreement if a Default (as defined below) by the other party has occurred and is continuing by giving written notice thereof to the defaulting party. Except as otherwise specifically provided herein, the termination of this Agreement shall not relieve the parties of any obligation accruing with respect to this Agreement prior to such termination. The term "Default" shall mean any of the following events:

- (1) failure by a party to comply with or to perform in all material respects any provision of this Agreement and continuance of such failure for ten (10) days after notice thereof to such party; or
- (2) any warranty or representation made by a party in this Agreement is breached or is false or misleading in any material respect.

(b) Should in the opinion of Client, the Services of RBG no longer be required, as a result of Client's canceling the Project due to not being able to raise sufficient funds to complete the Project, Client may terminate or suspend this Agreement by giving thirty (30) days prior written notice to RBG. Upon such notification that Client wishes to terminate or suspend the Services, RBG will limit further work on the Project to only that required to appropriately organize and store files, data and communications for the purpose of closing out or temporarily suspending the Project at the time of notification. Should such termination occur, RBG shall provide Client with a final invoice for incurred fees up to the date of completion, not to exceed the value of the total contract as defined hereto.

### 14. Indemnification.

RBG shall indemnify Client from and against any damages, claims, or expenses arising out of RBG's breach of this Agreement or from RBG's acts or omissions outside the scope of this Agreement. Client shall indemnify RBG from and against any damages, claims or expenses

arising out of Client's breach of this Agreement or arising out of claims or actions by third parties against RBG by virtue of its performance of this Agreement.

### 15. Merger; Amendment.

This Agreement, constitutes the entire agreement and understanding between the parties regarding the subject matter hereof, and merges all prior discussions, proposals, and agreements between them relating thereto. No waiver, modification or amendment to this Agreement shall be valid unless in writing and signed by the parties hereto.

### 16. No Waiver.

No failure or delay on the part of either party in the exercise of any right, power or remedy under this Agreement shall operate as a waiver thereof; nor shall any single or partial exercise of any right, power or remedy preclude other or further exercise thereof, or the exercise of any other right, power or remedy.

### 17. Publicity.

Subject to the prior approval of the other party, which approval shall not be unreasonably withheld, either party may make the outcomes of this Agreement and the relationship of the parties hereunder public via press releases, seminars, case studies, web sites, or through other media. Upon request by Client, RBG will anonymize such publicity by removing owner name, project name, or location.

### 18. Headings.

Section headings in this Agreement are for convenience only and shall not affect the interpretation of any provision of this Agreement.

### 19. Governing Law; Severability; Etc.

This Agreement shall be governed by and construed in accordance with the internal laws of the State of New Hampshire. Whenever possible, each provision of this Agreement shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement shall be prohibited by or invalid under applicable law, such provision shall be ineffective to the extent of such prohibition of invalidity, without invalidating the remainder of such provision or the remaining provisions of this Agreement. This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

### 20. Regulated or Hazardous Materials.

RBG shall not be liable for the identification, detection, abatement, encapsulation, storage, removal, or transportation of any regulated or hazardous substances. Regulated or hazardous substances may include, but are not limited to, asbestos, lead, mold, certain refrigerants, and oils. RBG shall be alerted to hazardous materials such as asbestos, lead paint, or mold that are known to the building owner prior to commencement of work. If any such products or materials are encountered during the course of work, RBG can discontinue work until regulated or hazardous materials have been removed or hazard or liability is eliminated. RBG shall receive an extension equal to the time of delay to complete the work.

# Luse-Paragon Digital 2019.01.10

Quote #: 5DLSSQT

A Proposal for Window and Door Products prepared for:

**Shipping Address:**

WINDOWS & DOORS BY BROWNEL-WLEBA  
800 MARSHALL AVE STE 50  
WILLISTON, VT 05495

## **MARVIN** DESIGN GALLERY

By Windows & Doors By Brownell  
DAVE LEVASSEUR  
WINDOWS & DOORS BY  
BROWNEL-WLEBA  
800 MARSHALL AVE STE 50  
WILLISTON, VT 05495-8937  
Phone: (802) 862-4800

Email: davidl@bensonwood.com

This report was generated on 1/10/2019 2:01:59 PM using the Marvin Order Management System, version 0002.24.00 (Current). Price in USD. Unit availability and price are subject to change. Dealer terms and conditions may apply.

### Featuring products from:



## UNIT SUMMARY

The following is a schedule of the windows and doors for this project. For additional unit details, please see Line Item Quotes.

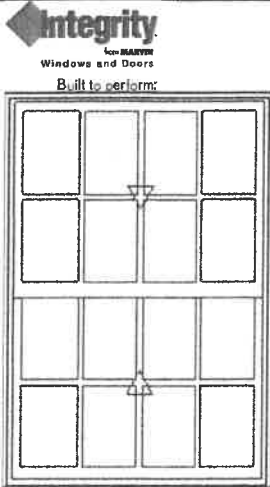
Additional charges, tax or Terms and Conditions may apply. Detail pricing is per unit.

NUMBER OF LINES: 3		TOTAL UNIT QTY: 15		EXT NET PRICE: USD		10,898.67
LINE	MARK UNIT	BRAND	ITEM	NET PRICE	QTY	EXTENDED NET PRICE
1	1	Integrity	Wood-Ultrex Traditional Double Hung CN 4260 RO 42 1/2" X 60 1/4" Entered as CN 4260	747.17	11	8,218.87
2	4	Integrity	Wood-Ultrex Traditional Double Hung CN 3460 RO 34 1/2" X 60 1/4" Entered as CN 3460	633.66	3	1,900.98
3	2	Integrity	Wood-Ultrex Integrity Assembly RO 39" X 39 5/8" Entered as Size by Units	778.82	1	778.82

## LINE ITEM QUOTES

The following is a schedule of the windows and doors for this project. For additional unit details, please see Line Item Quotes. Additional charges, tax or Terms and Conditions may apply. Detail pricing is per unit.

Line #1	Mark Unit: 1	Net Price:	747.17
Qty: 11		Ext. Net Price:	8,218.87
		USD	

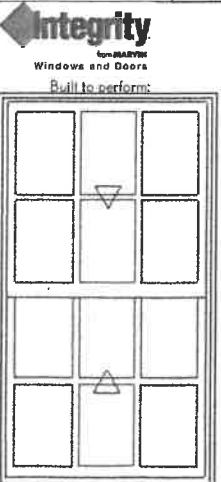


**As Viewed From The Exterior**

Entered As: CN  
 CN 4260  
 FS 41 1/2" X 59 3/4"  
 RO 42 1/2" X 60 1/4"  
**Egress Information**  
 Width: 38 3/8" Height: 24 31/32"  
 Net Clear Opening: 6.65 SqFt  
**Performance Information**  
 U-Factor: 0.28  
 Solar Heat Gain Coefficient: 0.28  
 Visible Light Transmittance: 0.48  
 Condensation Resistance: 56  
 CPD Number: MAR-N-272-00944-00001  
 ENERGY STAR: NC

Bronze Exterior  
 White Interior ..... 41.28  
 Integrity Traditional Double Hung ..... 416.24  
 Wood-Ultrex  
 CN 4260  
 Rough Opening 42 1/2" X 60 1/4"  
 Top Sash  
 IG  
 Low E2 w/Argon  
 Stainless Perimeter and Spacer Bar  
 7/8" SDL - With Spacer Bar - Stainless ..... 134.85  
 Rectangular - Standard Cut 4W2H  
 Bronze Ext - White Int  
 Bottom Sash  
 IG  
 Low E2 w/Argon  
 Stainless Perimeter and Spacer Bar  
 7/8" SDL - With Spacer Bar - Stainless ..... 134.85  
 Rectangular - Standard Cut 4W2H  
 Bronze Ext - White Int  
 White Interior Weather Strip Package  
 White Sash Lock  
 Exterior Aluminum Screen ..... 19.95  
 Bronze Surround  
 Charcoal Fiberglass Mesh  
 4 9/16" Jamb  
 Nailing Fin  
 \*\*\*Note: Divided lite cut alignment may not be accurately represented in the OMS drawing. Please consult your local representative for exact specifications.  
 \*\*\*Note: Unit Availability and Price is Subject to Change

Line #2	Mark Unit: 4	Net Price:	633.66
Qty: 3		Ext. Net Price:	1,900.98
		USD	



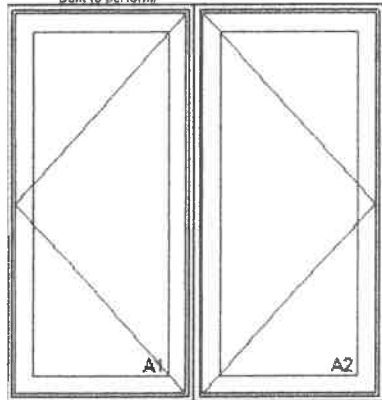
**As Viewed From The Exterior**

Bronze Exterior  
 White Interior ..... 41.28  
 Integrity Traditional Double Hung ..... 371.52  
 Wood-Ultrex  
 CN 3460  
 Rough Opening 34 1/2" X 60 1/4"  
 Top Sash  
 IG  
 Low E2 w/Argon  
 Stainless Perimeter and Spacer Bar  
 7/8" SDL - With Spacer Bar - Stainless ..... 101.14  
 Rectangular - Standard Cut 3W2H  
 Bronze Ext - White Int  
 Bottom Sash  
 IG  
 Low E2 w/Argon  
 Stainless Perimeter and Spacer Bar  
 7/8" SDL - With Spacer Bar - Stainless ..... 101.14  
 Rectangular - Standard Cut 3W2H  
 Bronze Ext - White Int  
 White Interior Weather Strip Package  
 White Sash Lock

Entered As: CN  
 CN 3460  
 FS 33 1/2" X 59 3/4"  
 RO 34 1/2" X 60 1/4"  
**Egress Information**  
 Width: 30 3/8" Height: 24 31/32"  
 Net Clear Opening: 5.27 SqFt  
**Performance Information**  
 U-Factor: 0.28  
 Solar Heat Gain Coefficient: 0.28  
 Visible Light Transmittance: 0.48  
 Condensation Resistance: 56  
 CPD Number: MAR-N-272-00944-00001  
 ENERGY STAR: NC

Exterior Aluminum Screen ..... 18.58  
 Bronze Surround  
 Charcoal Fiberglass Mesh  
 4 9/16" Jambs  
 Nailing Fin  
 \*\*\*Note: Divided lite cut alignment may not be accurately represented in the  
 OMS drawing. Please consult your local representative for exact specifications.  
 \*\*\*Note: Unit Availability and Price is Subject to Change

Line #3	Mark Unit: 2	Net Price:		778.82
Qty: 1		Ext. Net Price:	USD	778.82



As Viewed From The Exterior

Entered As: Size by Units  
 FS 38" X 39 1/8"  
 RO 39" X 39 5/8"  
**Egress Information A1, A2**  
 Width: 10 15/64" Height: 34 23/32"  
 Net Clear Opening: 2.47 SqFt  
**Performance Information A1, A2**  
 U-Factor: 0.27  
 Solar Heat Gain Coefficient: 0.3  
 Visible Light Transmittance: 0.51  
 Condensation Resistance: 59  
 CPD Number: MAR-N-250-00722-00001  
 ENERGY STAR: N, NC

Bronze Exterior  
 White Interior ..... 82.56  
 2W1H - Rectangle Assembly  
 Assembly Rough Opening  
 39" X 39 5/8"  
 Unit: A1 ..... 329.55  
 Integrity Casement - Left Hand  
 Wood-Ultrex  
 Basic Frame 19" X Call Number 39  
 Rough Opening 20" X 39 5/8"  
 IG - 1 Lite  
 Low E2 w/Argon  
 Stainless Perimeter Bar  
 White Folding Handle  
 Interior Aluminum Screen ..... 18.58  
 Charcoal Fiberglass Mesh  
 White Surround  
 Unit: A2 ..... 329.55  
 Integrity Casement - Right Hand  
 Wood-Ultrex  
 Basic Frame 19" X Call Number 39  
 Rough Opening 20" X 39 5/8"  
 IG - 1 Lite  
 Low E2 w/Argon  
 Stainless Perimeter Bar  
 White Folding Handle  
 Interior Aluminum Screen ..... 18.58  
 Charcoal Fiberglass Mesh  
 White Surround  
 4 9/16" Jambs  
 Nailing Fin  
 \*\*\*Note: Unit Availability and Price is Subject to Change

Project Subtotal Net Price: USD	<del>10,898.67</del>
0.000% Sales Tax: USD	0.00
Project Total Net Price: USD	<del>10,898.67</del>

2019 5% pricing increase = \$ 653.92



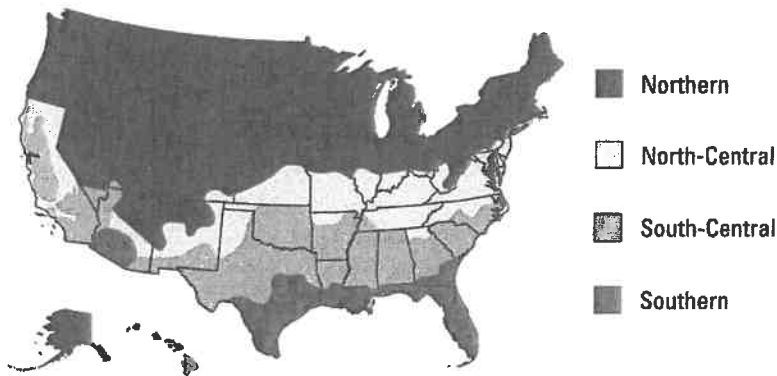
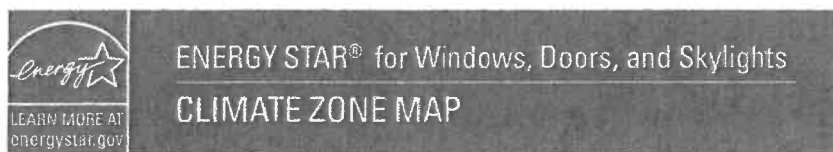
## Product and Performance Information

NFRC energy ratings and values may vary depending on the exact configuration of glass thickness used on the unit. This data may change over time due to ongoing product changes or updated test results or requirements.

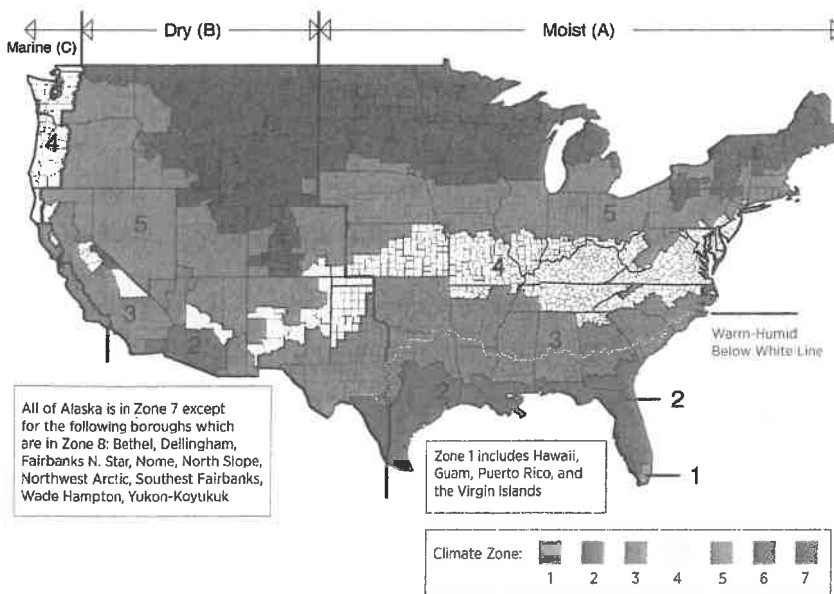
The National Fenestration Rating Council (NFRC) has developed and operates a uniform national rating system for the energy performance of fenestration products, including windows and doors. For additional information regarding this rating system, see [www.nfrc.org](http://www.nfrc.org).

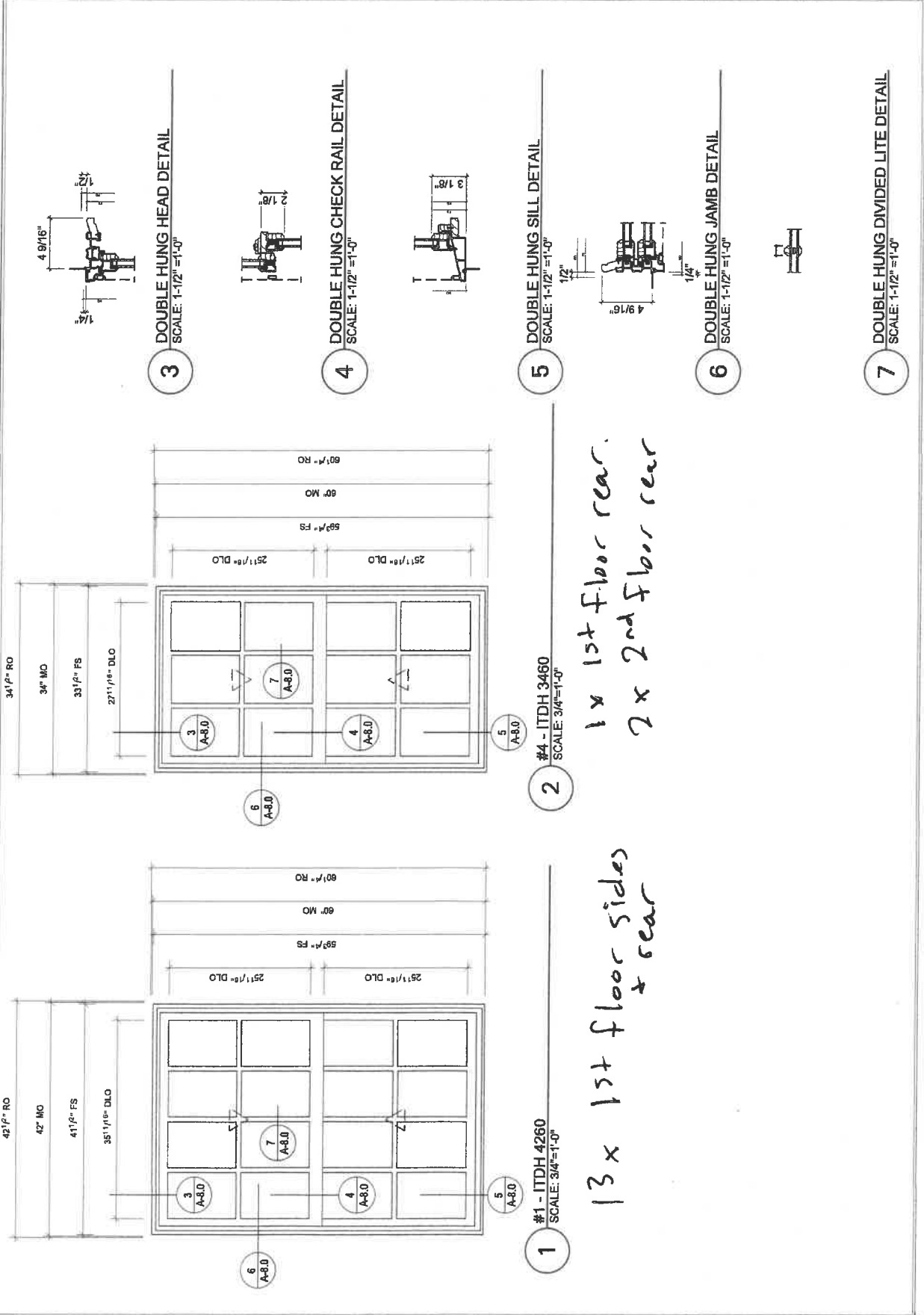
NFRC energy values and ratings may change over time due to ongoing product changes, updated test results or requirements.

Review the map below to determine if your units meet ENERGY STAR for your location.



### International Energy Conservation Code (IECC) Climate Regions





These drawings are LIMITED SCOPE and are intended only to describe general design intent, scale, overall dimensions and materials. They are not to be used for construction or other purposes without the written consent of the architect. The contractor shall be responsible for providing all information for the work to be performed, and for obtaining all necessary permits, and for obtaining all necessary approvals, and for obtaining all necessary approvals, and for obtaining all necessary approvals.

**Architect**  
**Timothy Sampson**  
 93 Boscawen Street  
 Suite 205  
 Keene, NH 03431  
 603.769.7736



**Contractor**  
**SAMPSON ARCHITECTS**  
 10000  
 93 Boscawen Street  
 Keene, NH 03431

**Project**  
**Paragon Digital Marketing**  
 20 Central Square  
 Keene, NH 03431

**Product**  
**Renovations to**  
 34 Court St  
 Keene, NH 03431

**Title**  
**Floor Plan**  
**Notes**

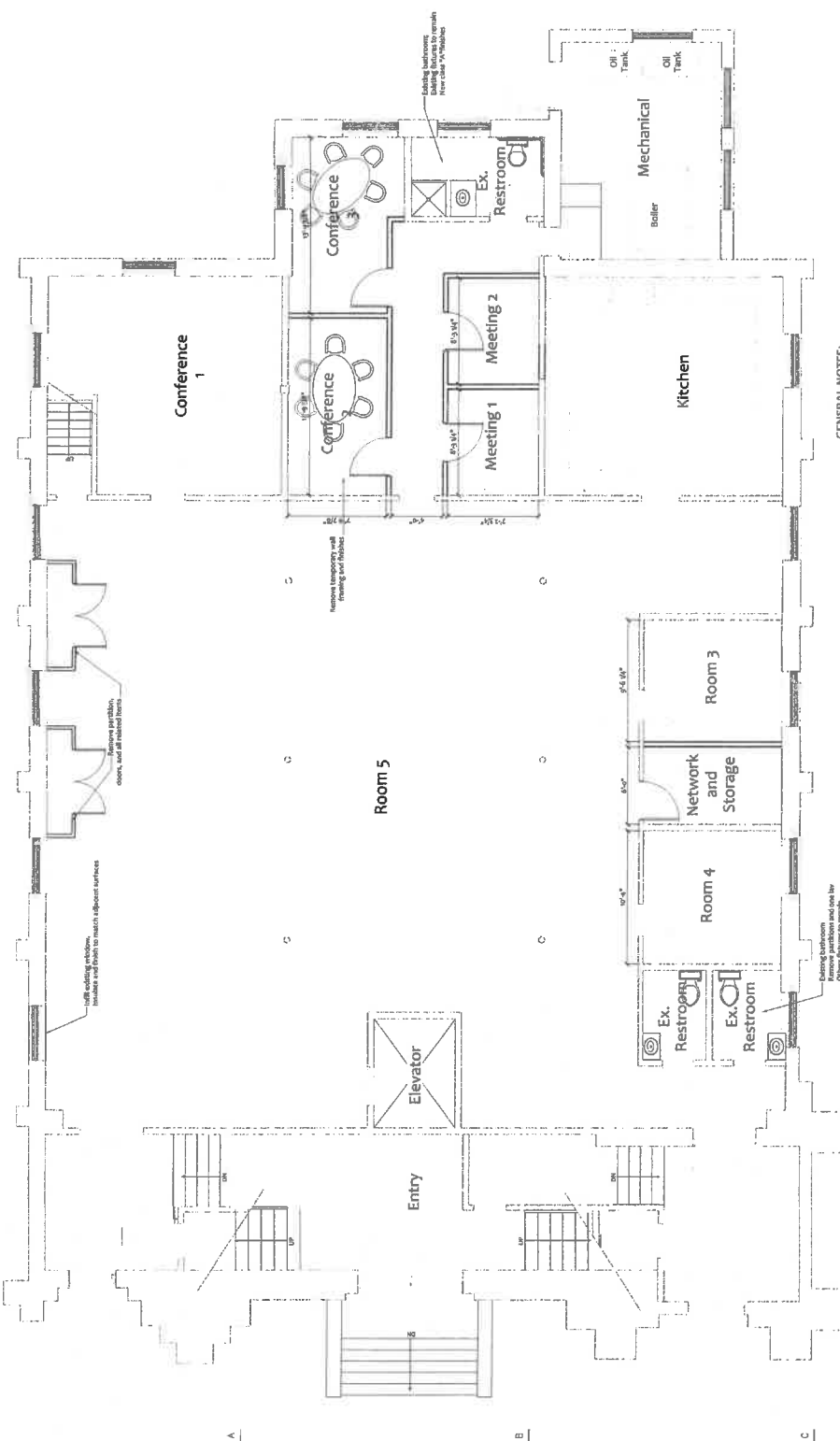
**Date:**  
 1. June 13  
 2. June 13  
 3. June 13  
 4. June 13  
 5. June 13  
 6. June 13  
 7. June 13  
 8. June 13  
 9. June 13  
 10. June 13

**Revisions:**  
 Owner Review  
 Owner Review  
 Owner Review  
 Owner Review  
 Owner Review  
 Owner Review  
 Owner Review  
 Owner Review  
 Owner Review  
 Owner Review

**Scale:** 1/4" = 1'-0"

**Date:** 7 Jan 19

**Sheet:** A1



**GENERAL NOTES:**

1. Contractor shall review existing conditions by field visit prior to submitting bid.
2. Dimensions shown are approximate only, all dimensions shall be field verified and coordinated with existing conditions.
3. Contractor shall provide enclosed chairs to transfer debris materials to dumpster located adjacent to site.
4. Contractor shall take care in cutting into and working adjacent to existing conditions which are to remain. Any disturbed existing conditions shall be restored to match previous conditions.
5. The contractor shall be responsible for obtaining all necessary permits from the International Building Code, all other local or national codes and requirements and ground construction practices.
6. All required fire alarm and fire suppression to be limited per approved drawings on record with Keene Fire Department.
7. All required fire alarm and fire suppression to be installed per approved drawings on record with Keene Fire Department.
8. All finishes to have Class "A" rating.

**DEMOLITION NOTES:**

1. The contractor shall coordinate the actual work scope with field conditions and design plan requirements.
2. Contractor shall provide enclosed chairs to transfer debris materials to dumpster located adjacent to site.
3. Contractor shall provide enclosed chairs to transfer debris materials to dumpster located adjacent to site.
4. Contractor shall provide enclosed chairs to transfer debris materials to dumpster located adjacent to site.
5. Contractor shall provide enclosed chairs to transfer debris materials to dumpster located adjacent to site.
6. Contractor shall provide enclosed chairs to transfer debris materials to dumpster located adjacent to site.
7. Contractor shall provide enclosed chairs to transfer debris materials to dumpster located adjacent to site.
8. Contractor shall provide enclosed chairs to transfer debris materials to dumpster located adjacent to site.
9. Contractor shall provide enclosed chairs to transfer debris materials to dumpster located adjacent to site.
10. Contractor shall provide enclosed chairs to transfer debris materials to dumpster located adjacent to site.

*Windows to be replaced*

0

1

2

3

4

5

6



51 Industrial Park Drive  
 Westmoreland, NH 03467  
 (603) 357-0373  
 (603) 357-0458 (FAX)

# PROPOSAL

www.buildersinstalledproducts.net

**Customer Address**

Paragon Luse Digital  
 63 Emerald Street #468  
 Keene, NH 03431

**Job Name**

Paragon Luse Digital - 34 Court Street - Keene  
 NH

**Job Address**

34 Court Street  
 KEENE, NH 03431  
 Lot:

**Date:** 10/26/2018      **Job:** 4083176

Work Area	Inventory Item	Amount
<b>Phase:</b> 8928413 6B	<b>PO:</b>	<b>\$13,780.00</b>

Main Ceiling      Insulation Material and Labor Pursuant to Contract  
*Work Area Notes: R50 Rockwool loose blow over attic area missing insulation bringing levels roughly to same height of existing insulation at back of building*

NO warranty on job due to ceiling itch being too seep making insulation settle, improper ventilation for attic and no possible way to insulate area of attic properly

We propose hereby to furnish material & labor - complete in accordance with the above specifications, for the sum of : **\$13,780.00**

**Terms: Upon acceptance of proposal a 33% deposit is required to schedule job; remaining 67% to be paid day of completion per phase.**

All material will be as provided in the attached description. All work will be completed in a workmanlike fashion in accordance with the standards of the industry. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate(s). All agreements are contingent upon strikes, accidents, acts of God or delays beyond our control. Owner to carry fire and tornado insurance and other insurance that may be required by law. Our workers are covered by workers' compensation insurance to the extent required by law.

We do not warrant against and shall not be liable for any damage or injury, including but not limited to mold accumulation, when due to any of the following causes: the failure of the builder or contractors (other than our Company) to follow the instructions and specifications of the insulation manufacturer; faulty or improper installation or maintenance of drywall or other wall covering; use of accessories or wall preparation materials that do not properly receive the insulation; and compliance with applicable building codes or other government regulations relating to surface preparation, wall coverings, required materials or mandatory procedures.

ANY WARRANTIES IMPLIED BY LAW, SUCH AS THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE HEREBY EXPRESSLY DISCLAIMED. WE SHALL NOT BE LIABLE FOR ANY CONSEQUENTIAL DAMAGES OR INCIDENTAL DAMAGES for breach of any warranty associated with the insulation. Our liability shall in no event exceed the cost of the materials set forth herein. We cannot and shall not be liable to you for the breach of any other express warranties, such as those given to you by other dealers, contractors, applicators, distributors or manufacturers. Your exclusive remedy with respect to defective materials provided by us shall be repair or replacement, at our option, of the defective materials.

Note: this proposal may be withdrawn by us if not accepted within 30 days.

**ACCEPTANCE OF PROPOSAL**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

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

**Sales Representative:** Phillip Bartlett

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

**Customer Representative:**

**Printed Name** \_\_\_\_\_ **Title** \_\_\_\_\_

**Ask us about Insulation - Rain Gutters - Shelving - Shower Doors - Mirrors and Bath Accessories**



**Keating Plumbing & Heating**  
**P.O. Box 426**  
**Marlborough, N.H. 03455**  
**Tel: 603-876-4447**  
**Fax: 603-876-4016**  
**Master License: 84C**

## **PROPOSAL**

January 18, 2019

Zach Luse  
34 Court St  
Keene NH 03431

Hi Zach,

The following is a proposal for individual duct less mini split systems and 2-ducted systems for the future office space on the first floor of 34 Court St.

We would install 2-single zone 18,000 BTU wall hung units on the on the left side of room #5 with each line set running down to the floor on the interior wall in a white vinyl enclosure through the crawl space to a wall hung 36,000 BTU condenser located on the wall behind conference room-1.

We would install a single zone 18,000 BTU wall hung unit on the left side of conference room-1 with the line set running down to the floor on the interior wall enclosed in a white vinyl enclosure and through the crawl space to a wall hung 36,000 BTU condenser located on the wall behind conference room-1 above the other wall mounted condenser that is in the same location.

We would install an 18,000 BTU ducted system for the conference room-2 area that would include, meeting room-1, meeting room-2, conference room-3 and ex Restroom with the line set going to and sharing the same condenser as conference room-1.

We would install a 12,000 BTU wall mounted unit in the Kitchen with the line sets going to a separate 12,000 BTU condenser located on the ground next to the Boiler room.

We would install a 9,000 BTU floor mount unit in room-3 with the line sets running down through the floor then through the crawl space to a 36,000 BTU condenser that would be located next to the Boiler room.



We would install a 9,000 BTU floor mounted unit on the exterior wall in room-4 with the line sets going through the crawl space to the same 36,000 BTU condenser that room-3 would be connected to.

We would install a 9,000 BTU ducted system for the two other rest rooms that are next to room-5 that would include the area in front of the rest rooms in the right corner of room-5. The line sets would run down to the floor enclosed in a white vinyl enclosure on the interior wall and then under the crawl space to the 36,000 BTU condenser that is located next to the boiler room that would be shared by rooms 3-4.

We would install an 18,000 BTU wall mounted unit on the wall in room-5 outside of room-4 with the line sets running down the wall in a white vinyl enclosure to the crawl space going to a 36,000 BTU condenser that would be located next to the boiler room.

We would install an 18,000 BTU wall mounted unit on the wall in room-5 outside of room-3 with the line sets running down the wall in a white vinyl enclosure to the crawl space going to the same 36,000 BTU condenser as the indoor unit in front of room-4.

Model numbers for the outdoor condensers

There would be 4-DAI4MXL36TVJU

There would be 1-DAIRXL12QMVJU

All the equipment to be installed is made by Daiken. This Daiken equipment will cool, dehumidify and heat down to -13 degrees Fahrenheit. This has a 12-year warranty on parts and compressor.

All work to be done is done with skill and pride at Keating Plumbing Heating and Cooling.

Cost for the above includes all necessary electrical and start up.....\$76,760.00



**Payment Terms:**

1/2 upon acceptance and 1/2 due immediately upon completion.

We also accept Master Card, Visa, Discover and American Express for your convenience.

All work performed by this company is done by certified technicians in accordance with state and local codes.

All work is guaranteed against defects in materials and workmanship for a period of 1 year from date of installation with a Keating "Bumper to Bumper" warranty. This warranty does not include damages due to abuse, misuse, freezing, or neglect in any manner. This warranty is exclusive of manufacturer's warranty.

Our crew of trained experienced professionals will perform this installation with utmost care for your property and those living there. We know that it can be difficult to have a project of this magnitude taking place. That is why we pull out the red carpets, put on our shoe covers, when needed, and work with your schedule and life style as best we can.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Acceptance Signature \_\_\_\_\_ Date \_\_\_\_\_

This proposal will be withdrawn if not accepted within 30 days from the date at the top.

Thank you for the opportunity to quote this job.

Bill Blouin



New England's Air Sealing Specialists  
46 River Rd, New Haven, VT 05472  
www.zone6energy.com

Date: 10/17/2018

## Work Proposal

<b>Client:</b>	Zach Luse	
<b>Jobsite Address:</b>	34 Court St Keene, NH 03431	
<b>Total envelope area (ft<sup>2</sup>):</b>		11,000
<b>AeroBarrier: price/ft<sup>2</sup>:</b>		\$1.50
<b>Allowance (bell tower):</b>		\$3000
<b>Total Cost:</b>		\$19,500

NOTES: The bell tower presents an unusual set of challenges, so we've included an allowance to cover potential extra preparation work and problem-solving.





City of Keene, N.H.  
*Transmittal Form*

February 14, 2019

**TO:** Finance, Organization and Personnel Committee

**FROM:** Jack Wozmak, Airport Manager

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** 6.

**SUBJECT:** Jehovah's Witness Land Lease - Airport Manager

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**RECOMMENDATION:**

Authorize the City Manager to all things necessary to execute a land lease with the Jehovah's Witness church for purposes of vehicle parking.

**BACKGROUND:**

The Jehovah's Witness' have leased land for overflow parking since at least 1997. This lease renews this lease with some changes similar to that of other leases, to wit, it includes a 3% rent increase annually (moving away from a mere CPI increase) and the lease automatically renews annually (to lower clerical time needed to maintain the lease). The lease allows either party to terminate the lease with simple notice.



City of Keene, N.H.  
*Transmittal Form*

February 12, 2019

**TO:** Mayor and Keene City Council

**FROM:** Dan Langille, City Assessor

**THROUGH:** Elizabeth A. Dragon

**ITEM:** 7.

**SUBJECT:** Relating to Property Tax Exemptions for Solar, Wind & Wood Heating Energy Systems

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**COUNCIL ACTION:**

In City Council February 21, 2019.

Referred to the Finance, Organization and Personnel Committee.

**RECOMMENDATION:**

That City Council rescind R-2017-18 and adopt R-2019-05 to remove the cap on the exemption for solar arrays.

**ATTACHMENTS:**

Description

Resolution R-2017-18

Resolution R-2019-05

**BACKGROUND:**

At their meeting of February 7, 2019, the City Council voted to direct staff to introduce a Resolution to remove the cap on the exemption for solar arrays and wind energy systems.



# CITY OF KEENE

R-2017-18

In the Year of Our Lord Two Thousand and ..... 2017 .....

A RESOLUTION ..... RELATING TO PROPERTY TAX EXEMPTIONS FOR SOLAR, WIND  
POWERED & WOOD HEATING ENERGY SYSTEMS .....

*Resolved by the City Council of the City of Keene, as follows:*

**Whereas**, in 1975 the legislature enacted RSA 72:62, an Exemption for Solar Energy Systems, and RSA 72:66, an Exemption for Wind Powered Energy Systems, and RSA 72:70, an Exemption for Wood heating Energy Systems and

**Whereas**, the City of Keene is a active participant and leader in the "Cities for Climate Protection" and

**Whereas**, the Council of the City of Keene wishes to modify the Exemption for Solar Energy, Wind Powered Energy and Wood-heating Energy Systems in recognition of energy conservation.

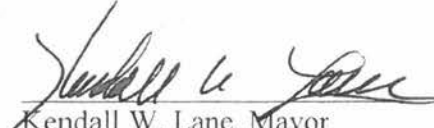
**Now Therefore Be It Resolved** by the Council of the City of Keene that Resolution R-2007-11 adopted March 15, 2007, is rescinded.

**And Be It Further Resolved** by the Council of the City of Keene that it hereby wishes to comply with the modifications as set out in RSA 72:27-a, by responding in the affirmative to the following:

"Shall the Council of the City of Keene adopt the provisions of RSA 72:62 for a property tax exemption on real property equipped with a solar energy system in an amount equal to the assessed value of the solar energy systems, up to 30,000 in value."

"Shall the Council of the City of Keene adopt the provisions of RSA 72:66 for a property tax exemption on real property equipped with a wind powered energy system in an amount equal to the cost, including installation, of the wind powered energy systems, up to 10,000 in value."

"Shall the Council of the City of Keene adopt the provisions of RSA 72:70 for a property tax exemption on real property equipped with a wood heating energy system in an amount equal to the cost, including installation, of the wood heating energy systems, up to 10,000 in value."

  
Kendall W. Lane, Mayor

A true copy;

Attest:

  
Patricia

City Clerk

SSD May 4, 2017



# CITY OF KEENE

R-2019-05

Nineteen

In the Year of Our Lord Two Thousand and .....

## RELATING TO PROPERTY TAX EXEMPTIONS

A RESOLUTION .....~~FOR SOLAR, WIND-POWERED & WOOD HEATING ENERGY SYSTEMS~~.....

*Resolved by the City Council of the City of Keene, as follows:*

**Whereas**, in 1975 the legislature enacted RSA 72:62, an Exemption for Solar Energy Systems, and RSA 72:66, an Exemption for Wind Powered Energy Systems, and RSA 72:70, an Exemption for Wood heating Energy Systems, as amended from time to time; and

**Whereas**, the City of Keene is an active participant and leader in the “Cities for Climate Protection Program;” and

**Whereas**, the City Council of the City of Keene wishes to modify the Exemption for Solar Energy, Wind Powered Energy and Wood-heating Energy Systems in recognition of energy conservation;

**Now Therefore, Be It Resolved** by the City Council of the City of Keene that Resolution R-2017-18 adopted May 4, 2017, is hereby rescinded through the adoption of this Resolution.

**And Be It Further Resolved** by the City Council of the City of Keene that, in accordance with the requirements of RSA 72:27-a, the following exemptions are hereby adopted:

“The provisions of RSA 72:62 for a property tax exemption on real property equipped with a solar energy system in an amount equal to the assessed value of the solar energy system.”

“The provisions of RSA 72:66 for a property tax exemption on real property equipped with a wind powered energy system in an amount equal to the assessed value of the wind powered energy system.”

“The provisions of RSA 72:70 for a property tax exemption on real property equipped with a wood heating energy system in an amount equal to the cost, including installation, of the wood heating energy systems, up to \$10,000.00 in value.”

This Resolution shall be effective as of April 1, 2019.

In City Council February 21, 2019.  
Referred to the Finance, Organization  
and Personnel Committee.

Deputy City Clerk

\_\_\_\_\_  
Kendall W. Lane, Mayor



City of Keene, N.H.  
*Transmittal Form*

February 25, 2019

**TO:** Finance, Organization and Personnel Committee

**FROM:** Mayor Kendall W. Lane

**ITEM:** 8.

**SUBJECT:** Mayor Kendall Lane - Public Hearing Date on the Operating Budget

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**RECOMMENDATION:**

Discussion purposes only.

**ATTACHMENTS:**

Description

Proposed Calendar

**BACKGROUND:**

I am considering a change in the schedule for the operating budget that would accommodate the public hearing after the Finance, Organization and Personnel Committee has made its budget recommendations. Currently, the Public Hearing is held before the Committee's recommendations. My concern with the current practice is that the public does not have an opportunity to react to any recommendations from the Finance, Organization and Personnel Committee before the actual budget is adopted.

Any changes to this schedule may either require an additional meeting date or the budget adoption date may need to occur at the 2<sup>nd</sup> meeting of the City Council in July.

Before making any changes, I wanted to seek the input from the City Council as to whether this change would raise any issues of concern. I have attached a calendar to reflect the proposed dates.

# May 2019

May 2019

June 2019

Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Apr 28	29	30	May 1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	Jun 1

Apr 28 - May 4

May 5 - 11

May 12 - 18

May 19 - 25

May 26 - Jun 1

#Clerk Events

1

2/25/2019 1:13 PM

# June 2019

June 2019

July 2019

Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Su	Mo	Tu	We	Th	Fr	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 26	27	28	29	30	31	Jun 1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	Jul 1	2	3	4	5	6	

Budget Adoption

5/26 - 31

6/2 - 7

6/9 - 14

6/16 - 21

6/23 - 28

6/30 - 7/5

#Clerk Events

1

2/25/2019 1:13 PM