

AGENDA
BOARD OF SELECTMEN
November 15, 2023 AT 6:30 PM
Pembroke Town Hall, Paulsen Room

- I. CALL TO ORDER
- II. CITIZEN COMMENT
- III. SCHEDULED MEETINGS:
 - a.
- IV. OLD BUSINESS:
 - a.
- V. NEW BUSINESS:
 - a. Acceptance of Recreation donation in accordance with RSA 31:95-III (b)
 - b. Approve Assessing contracts Cycled Inspections and revaluation
 - c. Requests for trust fund reimbursements
 - d. Manifest/Abatements
 - e. Minutes 11/1//23
- VI. TOWN ADMINISTRATOR REPORT
- VII. COMMITTEE REPORTS
- VIII. OTHER/CITIZEN COMMENT
- IX. RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.
- X. Non Public
- XI. ADJOURN

DOCUMENT CONTAINS COLORED BACKGROUND ON WHITE PAPER. VOID* FEATURE, SIMULATED WATERMARK (REVERSE SIDE) MICRO-PRINT BORDER.

Account: NHCR

\$1,000.00

PLEASE POST THIS PAYMENT FOR OUR MUTUAL CUSTOMER

7/114

Please Direct Any Questions To
(800) 243-2508
Online Bill Payment Processing Center

AMOSKEAG ROWING CLUB
101 MERRIMACK ST
HOOKSETT, NH 03106

0000995040

October 31, 2023

MEMO: 2023 Donation-Regatta MemField

TD BANK NA

1184 0832 EPY 07 1027 1/1 49015215.1 00076752

Pay ONE THOUSAND AND 00/100

DOLLARS

TO TOWN OF PEMBROKE - REC DEPT
THE ATTN ROSE GALLIGAN
ORDER 311 PEMBROKE ST
OF PEMBROKE, NH 03275-3234



\$ *****1,000.00

Void After 180 DAYS.

Signature On File

This check has been authorized
by your depositor

WARNING: THIS BORDER CONTAINS MICRO-TYPE WHICH WILL NOT REPRODUCE ON A COPY

⑈995040⑈ ⑆01140007⑆ 9248041173⑈ 179

Rowing Club Donation



CORCORAN CONSULTING ASSOCIATES, INC.

PO Box 1175, Wolfeboro Falls, NH 03896-1175
603-630-8575 or Cell: 603-396-3268

Prepared for:
Town of Pembroke
311 Pembroke St.
Pembroke, NH 03275

603-485-4747
603-485-3967 fax

**Agreement for Cyclical Assessing Services &
Revaluation and Re-certification
To the Assessed Values 2024**

January 1, 2024 – December 31, 2024

**Contractual Agreement Between the Town of Pembroke, NH
and
Corcoran Consulting Associates, Inc.**

Section 1. Functions/Responsibilities:

The Town of Pembroke agrees to retain Corcoran Consulting Associates, Inc. (Contractor) of Wolfeboro, NH to perform regular assessing services and a full revaluation as provided for in this Agreement. A cyclical Revaluation is defined as: the revaluation of all taxable and non-taxable properties in a Municipality, combining a complete measure and listing of all taxable and nontaxable properties over time and updating an establishment of the new base year, to arrive at full and true value as of April 1, 2024.

("Measure and Listing" was performed between January 1, 2019 and December 30, 2023.)

This contract also provides services to perform all tasks required to meet the mandatory five-year recertification as set by the New Hampshire Department of Revenue as well as assessing services for 2024.

Section 2. Term:

The term of this Agreement shall be for a period of 12 months from January 1, 2024 through December 31, 2024. Date of Recertification: 2024 Date of new values: As of April 1, 2024

Section 3. Termination/Resignation:

Nothing in this Agreement shall prevent, limit or otherwise interfere with the rights of either party to terminate this Agreement subject to the terminating party giving ninety (90) days written notice to the other party, prior to the effective date of separation.

The Selectmen retain the right to dismiss unsuitable personnel employed by the Contractor in connection with the services under this Agreement for any reason. The Contractor shall replace any dismissed employees of the firm with a professional of commensurate qualifications and experience of the dismissed employee.

In the event that any person assigned to the Pembroke project is convicted of any act resulting in personal gain, then the Town shall have no obligation of prior notice, and may immediately terminate this Agreement.

Section 4. Compensation:

The Contractor shall be compensated as an independent contractor under this Agreement. As such, the Contractor shall be responsible for providing F.I.C.A., Workmen's Compensation, Unemployment Compensation & Liability to all employees assigned to the Pembroke project. The Contractor shall file appropriate Certificates of Insurance with the Town and the Department of Revenue Administration.

This contract is for January 1, 2024 through December 31, 2024.

The total potential amount of the contract is for: \$95,000

The breakdown of costs is as follows:

- 1. Assessing Services: \$45,000.***
- 2. 2024 Cyclical revaluation: \$50,000***

Compensation is paid based on an hourly rate plus expenses. To be paid out as stated below:

Position	2024 Rates
Director- (Monica & Marybeth)	\$97.00 per hour
Sr. Assessor/Sr. Appraiser	\$88.00 per hour
Appraiser/Assessor	\$77.00 per hour
Sr. Data Collector	\$58.00 per hour
Data Collector	\$56.00 per hour
Data Entry/Office	\$56 to \$58 per hour
Clerical Researcher	\$42.00 per hour

Travel allowance will be billed portal to portal, (one direction), @ .655 per mile plus mileage and time incurred while on the job site. (The mileage rate will change with the IRS rate each year.)

The Contractor shall submit invoices on a monthly basis according to the foregoing rate schedule and terms. The Town shall issue payment no later than ten (15) days after receipt of invoices from the previous month's activities.

Section 5. Work Schedule/Key Personnel Assignment:

All personnel assigned to the Pembroke project shall be certified by the Department of Revenue Administration for the function(s) assigned to each company employee. By mutual agreement between the Contractor and the Town the following personnel and work schedule is hereby established:

Directors: Monica Hurley and/or Marybeth Walker - will assume general responsibility of all company employees assigned to Pembroke. The directors' hours will remain flexible according to the immediate needs of the department, but will follow general patterns of 4 hours per year for assessing and consultations.

Assessor's Agent: Monica Hurley will assume the role of assessor's agent and with the responsibility of general oversight of all functions and projects occurring as a result of this agreement. Mrs. Hurley's schedule will be three (3) to four (4) days a month and she will remain in communication with the

department and management on an ongoing basis to ensure that all projects and tasks are proceeding in a timely and workmanlike manner. Mrs. Hurley will also assume all routine and day-to-day supervision of company employees assigned to the Pembroke project.

Data Collectors: Blake Gross, Jared Hynes and Susan Henderson and/or similarly qualified individuals will assist the Assessor's Agent in the collection of data during annual 'pick-up' work, cycled inspections or similar routine data collections.

Appraisers: Appraisers assigned to Pembroke will include Monica Hurley as supervising appraiser, with Nancy Miller, Jay Ferreria, Catherine Walker and/or Ron Doyon assisting as required over the course of the year.

It is understood by both parties that the hours worked by the personnel cited in this Agreement are sufficient to complete the following services:

SCOPE OF SERVICES

Section 6.1. Assessing Supervision:

1. The Assessor's Agent shall be responsible for the general supervision of company employees throughout the course of this Agreement.
2. The Assessor's Agent will review all work completed by company employees to ensure accuracy and completeness of all work product.
3. Assessor's Agent will review all values, regardless of the source, prior to presentation to the Board of Selectmen for authorization through tax warrants;

Section 6.2. Assessing\Appraisals:

The Contractor shall:

Sub-section A - Assessing

1. Adequately manage and with the Town's assistance maintain exemptions and credits, current use management, timber and gravel yield taxes, and other statutory assessing obligations;
2. Perform field inspections to collect data for all new construction and properties with active building permits. This will include a measure and list whenever possible;
3. Perform a measure and inspection process on all properties which have transferred during the contract period, verify the circumstances surrounding all sales;
4. Perform field inspections and other investigations to review all abatement requests,
5. Develop disposition recommendations to the Selectmen upon all timely filed requests for abatements;
6. Meet with taxpayers wishing to discuss their assessments,
7. Timely produce the MS1 report at year-end.
8. Meet with State officials as required;
9. Meet with the Selectmen upon request.

10. Produce and input the data required for the equalization report for the DRA.
11. MS1: the MS1 will be delivered no later than October 1, 2024, with the USPAP report due 30 days after the ms-1 is completed.
12. 2023 was the mandatory 5-year assessment review year. Included in this contract: In conjunction with the Town to finish up re-qualify all credits/exemptions/charitable/current use properties and provide reports to the NH DRA as requested.
13. *If we are unable to perform an interior inspection of the property the contractor will do our best to verify building attributes by other means such as multiple listing service and questionnaires.*

The following activities outline a general guideline for scheduling:

April/June: Analysis of Sales & Adjustment of tables to include depreciation reset to year 2024.

June/July- Field reviews of at least ¼ of the community after tables are re-calibrated to ensure correct valuations.

Preliminary values presented for BOS approval (August 12)

Notices mailed (at town expense) by August 15

Hearings August 25 - 31

Finalize file no later than September 21

Finalize MS1 no later than October 1

Prepare USPAP report.

Cyclical Revaluation 2024:

The Town completed a revaluation of all values for the 2019 tax year; the next mandatory revaluation is in 2024. This contract covers the price of a cyclical statistical revaluation in 2024. The details will be set forth in a separate revaluation contract.

Section 6.3 Litigation:

Appraisal/expert support in the event of formal filings before the Superior Court or NH Board of Tax & Land Appeals will be addressed on a time and materials basis. Such costs are not included in this contract. In the event of receipt of appeals through September 1st 2025, the Contractor shall consult with the Town Administrator to inform whether the costs of defense can or cannot be absorbed into the current contract.

Section 7. Town Responsibilities:

The Town shall be responsible for the costs of labor and for all mailings and scheduling of appointments;

The Town shall be responsible for assessing clerical support including:

- Recordation of transfers in into the CAMA system and Tax Billing systems,
- Subdivision tracking and organization,
- Town to create new parcels in CAMA and forward records to appraisal staff.
- Permit tracking and organization, forward records to appraisal staff;

- Logging and preparing elderly exemptions, veteran credits, and other exemption applications for appraisal staff review,
- Mailings of notices to institutionally exempt properties and follow-up notices as required,
- Recordation of changes in assessed value into the Tax Billing system,
- Running MS1 reports and other billing account information reports as required,
- Reconciliations of CAMA and tax billing system,
- Running and producing spring and fall warrants,
- Maintenance of all incoming abatement applications including tracking logs and development of abatement file systems,
- Calculating recommended abatements as well as statutory interest as required;
- Preparing abatement authorization forms for Selectmen execution.
- Recordation of any current use land changes, keypunching data or changed data into the CAMA system,
- Timely forwarding of all applications and taxpayer requests to the appraisal staff, and,
- forward all appraisal related questions to the appraisal staff.
- The Town shall provide access at all times to the Town's CAMA files and shall acquire and keep current any ancillary programs required of the CAMA system;
- The Town shall ensure that CAMA and/or data files are backed up on a regular basis and will be responsible for the restoration of any 'lost' or corrupted data resulting from system malfunction;
- The Town shall maintain all licensing required to keep the CAMA and digital imagery software current and up to date;
- The Town shall provide access to a copy machine for duplicating relevant documents at no cost to the Contractor;
- The Town shall timely notify the project director of all notifications from the BTLA and/or superior court and will notify the project director immediately upon receipt of any pre-hearing and/or hearing notices, pleadings, deposition scheduling, interrogatories and requests for the production of documents generated from any active appellant;
- The Town will track all dates of schedules and pertinent dates relating to active appeals and will keep the project director timely advised of any impending dates and/or schedules relating to any hearings, appointments and/or requests by appellants for information or the production of documents.
- Currently the Town is responsible for all data entry. The Town will do the data entry in the same tax year that the property is "visited" annually.
- The Town will advise the Contractor immediately upon receipt of any request under the 91-A (Right to Know) law where the Contractor's assistance is required.

Section 8. Compensation Schedule:

The costs for the services delineated above will be billed on a monthly basis according to the work produced during the billing period. Invoices shall define the personnel assigned during the pay period and will describe the nature of work provided.

Total costs if approved, funded and performed for the above 2024 described services will be billed on a cost-not-to-exceed basis, projected to be:

2024 Assessing Services: \$45,000
2024 Cyclical Revaluation to the Assessed values: \$50,000
Total as outlined in the contract Not to Exceed: \$95,000

Section 9. Indemnification:

The Contractor will provide certificates of insurance, with the Town as a named party, for the following occurrences:

Comprehensive General Liability:	\$1,000,000 each occurrence, \$2,000,000 aggregate
Automobile Liability:	\$1,000,000 combined single limit, \$500,000 Bodily
Errors & Omissions:	\$2,000,000 aggregate limit; \$1,000,000 single
Workers Compensation:	NH Statutory Limits

The Town shall be notified immediately upon any potential cancellation of any of the above referenced coverage.

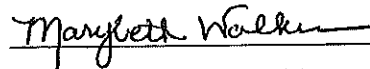
Section 10. Signatories:

**Town of Pembroke
311 Pembroke St.
Pembroke, NH 03275**

**603-485-4747
603-485-3967 fax**

David Jodoin
TOWN ADMINISTRATOR

BY THE CONTRACTOR:



Marybeth Walker, President

Corcoran Consulting Associates, Inc

DATE: 10/26/2023

PO Box 1175, Wolfeboro Falls, NH 03896-1175

603-630-8575 (office)/ 603-396-3268 (cell)

Name:	Company designation:	Certifications:
Marybeth Walker	President; District Manager Eastern Division; Appraisal Supervisor	NHDRA-Supervisor, Certified New Hampshire Assessor (24 years)
Monica Hurley	Vice President, District Manager Western Division; Appraisal Supervisor	NHDRA-Supervisor, Certified New Hampshire Assessor, specialized in Comm/Industrial properties, Utility Appraiser (21 years)
Ron Doyon	Field Supervisor/Appraiser Comm/Industrial & Residential	NHDRA-Property Assessor (26 years)
Jay Ferreira	Field Appraiser/Assessor- Comm & Residential	NHDRA-Supervisor; Massachusetts Assessor; Specializes in Comm/Industrial properties (32 years)
Nancy Miller	Field Appraiser- Residential & Commercial	NHDRA- Supervisor, Certified New Hampshire Assessor (17 Years)
Susan Henderson- Daniels	Senior Data Collector- Residential/ Data entry specialist	NHDRA-Assistant Assessor (22 years)
Jared Hynes	Senior Data Collector-Residential	NHDRA-Assistant Assessor (12 years)
Catherine Walker	Field Appraiser- Residential/Assessor	NHDRA-Assessor (10 years)
Blake (David) Gross	Data Collector	NHDRA-Certified measurer/lister
Tracie Gallagher	Special Projects and Data Entry	remote: Data entry and special office projects, Research and administrative
Cindy Corcoran	Owner, Chief Financial Officer & CEO	Financial Agent and Human Resources

5.5 Contractor shall provide Municipality and the DRA a ten (10) day advance written notice of the cancellation or material change in the required insurance coverage.

6. PERFORMANCE BOND

6.1 Contractor, will not be required to get a bond prior to starting any revaluation work.

7. ESTIMATED SIZE OF REVALUATION

7.1 It is agreed between the parties that the entire revaluation consists of an estimate of 3131 +/- _____ parcels as defined by RSA 75:9. (Does not include utility parcels.)

8. ADDENDUMS, AMENDMENTS AND APPENDICES

8.1 Addendums, amendments and appendices pertaining to this contract may be added only by separate instrument in writing and shall meet all requirements of Section 2.1.

9. SIGNATURE PAGE

By signing the contract, Contractor attests that pursuant to RSA 21-J:11 and Rev 602.01(c) and (d):

- (1) The contract, any revised contract, and the names and DRA-certified level of all personnel to be employed under the contract has been first submitted to the DRA for examination; and,
- (2) No appraisal work shall begin until a copy of this executed contract, and the names and DRA-certified level of all personnel to be employed under this contract, has been submitted to the DRA.

Date: _____

In the Presence of:

Municipality of: Pembroke

Witness Signature

By David Jodoin, Town Administrator:

In the Presence of:

By Contractor:

10/26/2023

Witness Signature

Marybeth G. Walker

Marybeth G. Walker, President

2024 CYCLICAL REVALUATION CONTRACT

SUBJECT: "Cyclical Revaluation" **Rev 601.16** "Cyclical revaluation" means the process of combining a full statistical **revaluation** of the entire municipality with a **cyclical** inspection process.

The Municipality of Pembroke, NH, a municipal corporation organized and existing under the laws of the State of New Hampshire, hereinafter called Municipality; and, Corcoran Consulting Associates, Inc. a business organization existing under the laws of the State of New Hampshire (or another state) and having a principal place of business at, Wolfeboro, NH, hereinafter called Contractor, hereby mutually agree as follows:

1. GENERAL PROVISIONS

1.1. PARTIES

1.1 Name of Municipality:	<u>Town of Pembroke</u>
1.2 Mailing Address of Municipality:	<u>311 Pembroke Street, Pembroke NH 03275</u>
1.3 Contracting Official(s) name(s) and Title(s) for Municipality:	<u>David Jodoin</u>
	Phone: 603-485-4747
1.4 Telephone and Fax numbers:	<u></u>
1.5 E-mail Address, if applicable:	<u></u>
<hr/>	
1.6 Name of Contractor:	<u>Corcoran Consulting Associates, Inc</u>
1.7 Mailing Address of Contractor:	<u>PO Box 1175, Wolfeboro Falls, NH 03896-3268</u>
1.8 Principal Place of Business:	<u>Wolfeboro, NH</u>
1.9 E-mail Address, if applicable:	<u>Marybeth_walker2000@yahoo.com</u>
	Phone: 603-630-8575
1.10 Telephone and Fax numbers:	Cell: <u>603-396-3268</u>
1.11 Name and Title of Authorized Contractor:	<u>Marybeth Walker, President</u>
1.12 Type of Business Organization:	<u></u>

2. RESPONSIBILITIES AND SERVICES TO BE PERFORMED BY CONTRACTOR

2.1 Contract Submission

The contract, any revised contract, and the list of personnel assigned to work under the contract, shall be submitted to the DRA for examination and written recommendations of the DRA to be made to the Municipality within 10 working days of receipt. No work shall begin without first submitting a copy of the executed contract or agreement to the commissioner along with the names and qualifications of all personnel to be employed under the contract or agreement.

The Contractor will not assign or in any way transfer any interest in this Agreement without the prior written consent of the municipal assessing officials.

2.2 Assessment of All Property

2.2.1 Contractor shall appraise all taxable property (RSA 72:6) within Municipality in a good and workmanlike manner in accordance with RSA 75:1; including utility and telecommunication properties.

2.2.2 Contractor shall appraise all tax exempt and non-taxable property (RSA 74:2) within the taxing jurisdiction of Municipality in the same manner as taxable property.

2.2.3 Contractor shall attempt to measure, list and verify all sales used to determine benchmarks for the revaluation. The visit history will indicate whether an exterior or interior inspection has been made.

If the contractor is not be able to perform interior inspections. The contractor will do their best to verify information through multiple listing services.

2.2.4 Contractor shall measure and list all new construction brought to their attention by Municipality via building permits, inventories and any other source; (covered under assessing contract)

2.2.5 Contractor shall utilize Municipality's newly implemented Vision Appraisal CAMA System to assess properties.

2.3 Completion of Work

2.3.1 Contractor shall complete all work and deliver the same in final form to the municipal assessing officials on or before October 1, 2024.

2.3.2 A penalty of \$ 50 _____ per day shall be paid by Contractor for each day required beyond the above stated completion date for delays caused by Contractor.

2.3.3 Contractor shall provide Municipality a list of all products to be delivered and dates of delivery thereof. The products include:

- (1) Property record cards in hard copy; electronic or both formats;
- (2) The USPAP Compliant Appraisal Report provided to the DRA and municipality within 30-days of the MS-1 filing, or upon extension request;
- (3) The Data Collection Manual;
- (4) The CAMA System Manual; and,
- (5) Any other products as deemed necessary by the municipal assessing officials (as described in Section 3).

2.3.4 The revaluation shall be considered satisfied and in its final form only when:

- (1) The informal review of assessments has been completed as described in Section 3.6;
- (2) Any required value adjustments are made;
- (3) The final values are submitted to and accepted by the municipal assessing officials;
- (4) All products required by the contract are delivered to Municipality and the DRA;
- (5) The DRA has completed its final monitoring report;
- (6) Values established by Contractor have been defended through the municipal abatement process, as described under RSA 76:16, for the year of the revaluation; and,
- (7) All other terms of the contract have been satisfied.

2.4 Personnel

2.4.1 For grading, classifying, appraising and data collection of all property covered by the contract, Contractor shall only employ personnel who are:

- (1) Certified by the DRA, as defined in the Asb 300 Rules and RSA 21-J:14-f for the level of work they will be performing; and,
- (2) Approved by the municipal assessing officials.

2.4.2 Contractor shall not compensate, in any way, a municipal official, employee or any immediate family member of such official or employee in the performance of any work under the contract unless previously disclosed and a prior full-time employee of Contractor.

- 2.4.3 Upon approval of the contract and before the revaluation begins, Contractor shall provide to the DRA and the municipal assessing officials, a list of the DRA-certified personnel assigned to work under the contract.
- 2.4.4 Contractor shall ensure that the DRA-certified assessor supervisor is proficient in the use and calibration of the CAMA system that will be used to assess the property specified in Section 2.2.
- 2.4.5 Contractor shall ensure that the individual(s) assigned to perform data entry are proficient in the use of Municipality's CAMA system.
- 2.4.6 Contractor shall ensure that the DRA-certified assessor supervisor will be present on site ____10____% of the time for the duration of the contract.

2.5 Public Relations

- 2.5.1 Contractor and the municipal assessing officials, during the progress of the work, shall each use their best efforts to promote full cooperation and amiable relations with taxpayers. All publicity and news releases shall be approved by the municipal assessing officials before being released to the news media. Contractor, upon request of the municipal assessing officials, shall provide assistance in conjunction with the municipal assessing officials to acquaint the public with the mechanics and purpose of the revaluation.

2.6 Confidentiality

- 2.6.1 Contractor, municipal assessing officials or municipal employees shall not disclose any preliminary values to anyone or permit anyone to use or access any data on file during the course of the revaluation project, except the municipal assessing officials and the Commissioner of the DRA, or their respective designees, until the values have been submitted to the municipal assessing officials and made public.

2.7 Compensation and Terms

- 2.7.1 Municipality, in consideration of the services hereunder to be performed by Contractor, agrees to pay Contractor pursuant to the hourly rate as defined in Section 4 on page 3 of the General assessing contract for 2024. The overall contract for the cyclical revaluation will not exceed \$50,000.
- 2.7.2 The amount or terms of compensation to be paid by Municipality for assessing services to support and defend assessments that are appealed to the BTLA or superior court, if not included in the regular assessing agreement with the Town of Peterborough, is quoted on an hourly rate plus expenses is: \$__see section 4__ for all classes of properties except utilities.

Appraisal/expert support in the event of formal filings before the Superior Court or NH Board of Tax & Land Appeals will be addressed on a time and materials basis. **Such costs are not included in this contract.** In the event of receipt of appeals through September 1st 2025, the Contractor shall consult with the Town Administrator to inform whether the costs of defense can or cannot be absorbed into the assessing contract.

- 2.7.3 The contractor will not be responsible for establishing the 2024 Utility values.

3. DETAIL OF SERVICES TO BE PERFORMED BY CONTRACTOR

3.1 Collection of Sale and Newly Inventoried Property Data

- 3.1.1 Vacant land parcels and any attributes that may affect the market value shall be listed accurately. Such attributes may include, but not be limited to: number of acres; road frontage; neighborhoods; water frontage; water access; views; topography; easements; deeded restrictions and other factors that might affect the market value.
- 3.1.2 Principal building(s), and any appurtenant building(s), or other improvements, shall be accurately measured and listed to account for the specific elements and details of construction as described in the data collection manual. Such elements and details may include, but not be limited to: quality of

construction; age of structure; depreciation factors; basement area; roofing; exterior cover; flooring; fireplaces; heating & cooling systems; plumbing; story height; number of bathrooms; number of bedrooms; and, other features, attributes, or factors that might affect market value.

3.1.3 Contractor shall try to inspect the property, and if the attempt is unsuccessful, Contractor may:

(1) Utilize other means to verify interior information such as multiple listing services, realtor, etc.

3.1.4 If the municipal assessing officials are not able to arrange for an interior inspection, or entrance to a building or parcel of land cannot be obtained as detailed in Section 3.1.5 below, Contractor shall:

(1) Estimate the value of the improvements using the best evidence available; and,

(2) Annotate the property record card accordingly.

3.1.5 Contractor shall complete interior inspection of properties except:

(1) Vacant or unoccupied structures;

(2) Where multiple attempts for inspection have been made without success and the owner or occupant has not responded to Contractor or the municipal assessing officials' notifications;

(3) Where postings prevent access;

(4) Unsafe structures;

(5) When the owner has refused access to Contractor or designee;

(6) When inhabitants appear impaired, dangerous or threatening; and,

(7) Due to covid-19 or other illness the property owner or contractor's employee does not feel safe to do so.

(7) Any other reason for which the municipal assessing officials agree that the property is inaccessible.

3.1.6 Contractor shall provide to Municipality a complete copy of the: field data collection card(s); worksheet(s); and, other document(s) used in the valuation process.

3.1.7 Basic timeline for work to be completed:

July/August:

- Analysis and final verification of sales to date; reset models to establish new values.
- Field reviews of all properties that sold during the allotted time frame.
- Data enter all changes from field reviews as performed.
- Adjust values and models as needed.
- Present preliminary analysis and impact report to Municipal officials prior to notices being mailed.
- Prepare listing of new values for Town to send out letters of new value, at the Towns cost if they choose to send out letters.

August/September:

- Prepare reports as necessary for the Town as covered under this contract.
- Make final changes to CAMA system based on any new information and new sales data.
- Provide schedule and personnel for informal hearings.
- Allow for 8 days of informal hearings if the Town chooses to hold informal hearings as part of this revaluation.
- Finalize all values
- Prepare ms-1 for submission no later than October 1, 2024.

November/December: Prepare USPAP compliant Manual as outlined in contract.

3.2 Property Record Cards

3.2.1 Contractor shall prepare an individual property record card, for each separate parcel of property in Municipality arranged to show:

- (1) The owner's name, street number, map and lot number or other designation of the property;
- (2) The owner's mailing address;
- (3) Information necessary to derive and understand:
 - (a) The land value;
 - (b) The number of acres of the parcel;
 - (c) The land classification;
 - (d) The adjustments made to land values;
 - (e) The value of the improvements on the land;
 - (f) The accurate description of all improvements whether affecting market value or not;
 - (g) The improvement pricing details; and,
 - (h) The allowances made for physical, functional and economic depreciation factors;
- (4) The outline sketch of all principal improvements with dimensions with the street side or waterfront toward the bottom of the diagram;
- (5) The base valuation year;
- (6) The print date of property record card;
- (7) Photograph of the principal building;
- (8) History of the property transfer to include:
 - (a) Date of sale;
 - (b) Consideration amount;
 - (c) Qualification code; and,
 - (d) Property type noted as either vacant or improved;
- (9) A notation area to record any comments pertaining to the property; and,
- (10) A notation area to record the history of the property, which may include, but not be limited to:
 - (a) Property inspection date;
 - (b) Individual's identification number or initials associated with the inspection;
 - (c) The extent of the inspection;
 - (d) Reason for the inspection; and,

3.3 Market Analysis

3.3.1 A DRA-certified property assessor supervisor shall conduct the full statistical revaluation market analysis.

3.3.2 A DRA-certified property assessor assistant, under the guidance of a DRA-certified property assessor or a DRA-certified property assessor supervisor, may validate or invalidate sales for the market analysis.

3.3.3 The municipal assessing officials shall provide to Contractor a copy of all property transfers for a minimum of two (2) years immediately preceding the effective date of the revaluation.

3.3.4 A market analysis shall be conducted by Contractor using accepted mass appraisal methods in order to determine land, improvements and any other contributory values or factors including:

- (1) A review of all property transfers provided by the municipal assessing officials to Contractor;
- (2) A compilation of all unqualified property transfers into a sales list with appropriate notations for those sales not used in the analysis accompanied by:
 - (a) The parcel map and lot number;
 - (b) The disqualification code;
 - (c) The date of sale; and,
 - (d) The sale price.
- (3) A compilation of all qualified property transfers into a sales list with appropriate notations for those sales used in the analysis accompanied by:
 - (a) The parcel map and lot number;
 - (b) The date of sale;
 - (c) The sale price;
 - (d) The newly established value;
 - (e) A photocopy or printout of the property record card for each property transferred; and,
- (4) Estimated land values with the documented results, as follows:
 - (a) Utilizing vacant land sales whenever possible; and,
 - (b) In the absence of an adequate number of vacant land sales, the land residual method or other recognized land valuation methodologies shall be used to assist in the determination of land unit values;
- (5) The indicated land values shall be documented as:
 - (a) Site;
 - (b) Front or square foot;
 - (c) Front acre;
 - (d) Rear acre units; and/or,
 - (e) Other appropriate units of comparison;
- (6) An analysis section to include:
 - (a) The sale price; and,
 - (b) Supporting adjustments made in sufficient detail to be understood by the municipal assessing officials and taxpayers;
- (7) The market analysis used to indicate unit values with the documentation of the method(s) employed and any special adjustment factors; and,

3.3.5 The preliminary market analysis shall:

- (1) Be printed in its final form, and provided to the municipal assessing officials and the DRA at the completion of the revaluation as part of the USPAP compliant report; and,
- (3) Become property of Municipality and the DRA.

3.3.6 Contractor shall ensure that a final comprehensive review of the newly established values shall be performed by a DRA-certified property assessor supervisor utilizing a parcel-by-parcel desk review of the entire Municipality to:

- (1) Ensure that all properties are valued at their highest and best use; and,
- (2) Identify and correct: any mechanical errors; inconsistencies; unusual features or value influencing factors.

- 3.3.7 Any supporting documentation supplied, provided or utilized by Contractor in the process of compiling the market analysis, such as but not limited to: sales verification sheets; rental/expense statements and questionnaires; Contractor cost estimates; sales listing sheets; final review notes; etc., shall be relinquished to and become property of Municipality.

3.4 Approaches to Value

- 3.4.1 The valuation of property for the revaluation shall be completed by utilizing recognized approaches to value, which may include, but not be limited to:

3.4.2 Cost Approach:

- (1) The cost approach, when utilized, shall be implemented by calibrating and applying land valuation tables, building valuation tables and unit costs as follows:
 - (a) Investigate, with documented analysis, land values for residential, commercial, industrial and any other special use properties in the area;
 - (b) Document the land valuation tables and unit costs by including statistical testing to compare the calculated preliminary land value to the sale properties to ensure accuracy before the land valuation tables and unit costs are implemented;
 - (c) Document the development of the units of comparison that shall be used for the base land prices, which may include, but not limited to: site; front foot; square foot; front acre; rear acre; and, other appropriate units of comparison;
 - (d) Document site specific characteristic land adjustments, which may include, but not be limited to: topography; view; size; location; and, access; and,
 - (e) Document the calibration of land tables and models.
- (2) In developing building cost tables, Contractor shall provide the following:
 - (a) Investigate, with documented analysis, the building costs of residential, commercial, industrial and any other special use properties in the area;
 - (b) Document the testing of Contractor's building valuation tables and unit costs by comparing the calculated preliminary building value to the sale properties, for which the building costs are known, to ensure accuracy before the building valuation tables and unit costs are implemented;
 - (c) The building cost tables shall consist of unit prices based upon relevant factors, which may include, but not be limited to: specifications for various types of improvements; the quality of construction; the building customs and practices in Municipality; various story heights and square foot areas adequate for the valuation of all types of buildings and other improvements to the land; tables for additions and deductions for variations from the base cost improvement; and, tables for depreciation based upon age and condition of the improvements.
 - (d) Document the calibration of all building cost tables and models.

3.4.3 Income Approach:

- (1) The income approach, when utilized, shall be implemented by calibrating and applying valuation models as follows:
 - (a) Investigate and qualify, with documented analysis, market data, which may include but not be limited to: rental income; expenses; vacancy; and, capitalization rates for: residential, commercial, industrial and any other special use property;
 - (b) Describe property specific characteristics;
 - (c) Document statistical testing for the income valuation models to known sales of similar properties;
 - (d) Create valuation models consisting of market data based upon:
 - (i) Defined descriptions and specifications based upon property type; and,

- (ii) Quality and size of the improvements; and,
- (e) Document the calibration of all income approach valuation tables and models.

3.4.4 Market-Sales Comparison Approach:

- (1) The market-sales comparison approach, when utilized, shall be implemented by calibrating and applying valuation models as follows:
 - (a) Contractor shall qualify, analyze, and use sales as direct units of comparison in the valuation of residential, commercial, industrial and any other special use properties;
 - (b) Investigate with documented analysis comparable sales;
 - (c) Document the adjustments for specifics, which may include, but not be limited to: location; time; size; features; and, condition;
 - (d) Document how the adjustments were derived;
 - (e) Document final value reconciliation; and,
 - (f) Document calibration of all sales comparison tables and models.
- 3.4.5 In the utilization of the appraisal approaches to valuation, Contractor shall make and document adjustments made to properties for depreciation factors, which may include, but not be limited to: physical; functional; and, economic conditions.

3.5 Utility Properties

- 3.5.1 The valuation of Utility and telecommunication properties are not covered under this contract.

3.6 Value Notification and Informal Reviews

- 3.6.1 Contractor shall provide to the municipal assessing officials:
- (1) A list of the newly established values for review;
 - (2) There will be up to 8 days allotted for informal review hearings.
 - (3) The contractor will research and investigate all issues surrounding the informal hearings and make determinations and possible changes based on these investigations.
 - (4) The Town, at their discretion and expense, may mail, first class, to all property owners, the notification of the newly established value of their property by sending to the property owner a letter to the owner stating the newly established value of their property.
 - (5) The Town with the contractors assistance will receive and respond to phone calls and prepare schedules for informal hearings at an agreed upon times available; (between the Town and the Contractor.)
- 3.6.1 Notwithstanding Section 2.6 of this contract (Confidentiality), Contractor shall make available to all property owners the property record card and market analysis related to their newly established property value(s).

3.7 Appraisal Reporting and Appraisal Manuals

- 3.7.1 Contractor shall provide a data collection manual, to be included within the USPAP report, or as a separate document, which may include but not be limited to:
- (1) A description of building characteristics; extra features; outbuildings; site improvements; site characteristics; road frontage; water frontage; water access; topography; and view;
 - (2) A glossary and description of all codes used within the data collection and on property record cards;

- (3) A description of all grading factors utilized, which may include, but may not be limited to: condition factors; quality; depreciation; amenity values; and other factors or conditions; and,
 - (4) A glossary and description of the coding used for visitation history.
- 3.7.2 Contractor shall provide a USPAP compliant appraisal report pursuant to RSA 21-J:14-b,1(c): The report shall comply with the most recent edition of the USPAP. The report shall contain, at a minimum, the following:
- (1) A letter of transmittal to include a signed and dated certification statement;
 - (2) Sections detailing:
 - (a) The scope of work;
 - (b) The development of values;
 - (c) Time trending analysis;
 - (d) Land and neighborhood data;
 - (e) Improved property data;
 - (f) Statistical testing, analysis, and quality control; and,
 - (g) The development of approaches to value used in the revaluation of properties.
 - (3) Appendices which may include, but not be limited to:
 - (a) Work plan;
 - (b) Neighborhood maps;
 - (c) Names and levels of DRA-certified individuals authoring or assisting with the development of the USPAP compliant report;
 - (d) CAMA system codes;
 - (e) Identification and description of zoning districts;
 - (f) Qualified and unqualified sale codes; and,
 - (g) Other useful definitions or information.
 - (4) Instructions, or as a separate document, adequate instructions for the municipal assessing officials to:
 - (a) Understand the valuation methodologies employed;
 - (b) Understand the market and neighborhood adjustments; and,
 - (c) Understand the conclusions of the appraisal report.
- 3.7.4 Contractor shall provide a USPAP compliant report to the municipal assessing officials, to be retained by the municipal assessing officials until the next revaluation and shall provide a copy to the DRA.

3.8 Defense of Values

- 3.8.1 Contractor shall, after the final property tax bills have been mailed by Municipality, support and defend the values that were established by Contractor for the year of the revaluation as follows:
- (1) As compensated at an hourly rate under the General assessing contract for January 1, 2024 to December 1, 2024 (or a future contract if contracted for 2025), as established between the Town and the contractor. Property tax abatement requests that are timely filed with Municipality pursuant to RSA 76:16 shall have:
 - (a) A review, by either a DRA-certified property assessor or a DRA-certified property assessor supervisor; and,

(b) The Contractor's written recommendation provided to the municipal assessing officials which an abatement request had been received.

3.8.2 Contractor shall provide a qualified representative for the defense of property tax abatement appeals that are timely filed with the Board of Tax and Land Appeals (BTLA) or Superior Court pursuant to RSA 76:16-a and RSA 76:17, whose compensation has agreed upon by the parties; and, found under Section 2.7 of this Contract.

3.8.3 Appeals to the BTLA or Superior Court:

(1) Contractor will support and defend values established by Contractor that may have been lowered by municipal assessing officials but shall not be required to support or defend values that have been increased by the municipal assessing officials.

3.8.4 All documentation utilized or obtained during the defense of assessed value process shall be relinquished to Municipality.

4. RESPONSIBILITIES OF MUNICIPALITY

4.1 The municipal assessing officials shall identify to Contractor, in writing, which properties within the taxing jurisdiction are exempt from taxation.

4.2 The municipal assessing officials shall furnish to Contractor information such as but not be limited to: the current ownership information of all property; the physical location of all property; property address changes within Municipality; all property transfer information; a set of current tax maps; zoning maps; plans; building permits; subdivisions; boundary line adjustments and mergers; and, other information as specified by Contractor for the services being provided.

4.3 The municipal assessing officials shall keep Contractor informed of all sales of property that occur during the progress of the revaluation.

4.4 The municipal assessing officials shall make corrections to tax maps as of April 1 of the revaluation year where lots have been subdivided, or apportioned, and notify Contractor of all ownership and name and address changes.

4.5 If requested, suitable office space and equipment, as specified by Contractor, for the use of Contractor's personnel in the performance of the appraisal work shall be provided.

5. INDEMNIFICATIONS AND INSURANCE

5.1 Contractor agrees to defend and indemnify Municipality, with which it is contracting, against claims for bodily injury, death and property damage which arises in the course of Contractor's performance of the contract and with respect to which Municipality, with which it is contracting, shall be free from negligence on the part of itself, its employees and agents.

5.2 Contractor shall not be responsible for consequential or compensatory damages arising from the late performance or non-performance of the agreement caused by circumstances, which are beyond Contractor's reasonable control.

5.3 Contractor shall maintain public liability insurance, automobile liability insurance and workmen's compensation insurance unless Contractor is not required to do so by New Hampshire state law or as otherwise agreed upon.

5.3.1 The public liability insurance shall be in the form of commercial general liability with the inclusion of contractual liability coverage and shall provide limits of \$1,000,000 each person and \$1,000,000 each occurrence for bodily injury liability, and \$1,000,000 each occurrence for property damage liability; and,

5.3.2 The automobile liability insurance shall be in the form of comprehensive automobile liability and shall provide limits of \$1,000,000 each person and \$1,000,000 each Occurrence for bodily injury liability.

5.4 Prior to starting the revaluation, Contractor shall provide certificates of insurance by a State of NH licensed insurer confirming the required insurance coverage for Municipality with which the appraisal Contractor is contracting.

5.5 Contractor shall provide Municipality and the DRA a ten (10) day advance written notice of the cancellation or material change in the required insurance coverage.

6. PERFORMANCE BOND

6.1 Contractor, will not be required to get a bond prior to starting any revaluation work.

7. ESTIMATED SIZE OF REVALUATION

7.1 It is agreed between the parties that the entire revaluation consists of an estimate of 3131+/- parcels as defined by RSA 75:9. (Does not include utility parcels.)

8. ADDENDUMS, AMENDMENTS AND APPENDICES

8.1 Addendums, amendments and appendices pertaining to this contract may be added only by separate instrument in writing and shall meet all requirements of Section 2.1.

9. SIGNATURE PAGE

By signing the contract, Contractor attests that pursuant to RSA 21-J:11 and Rev 602.01(c) and (d):

- (1) The contract, any revised contract, and the names and DRA-certified level of all personnel to be employed under the contract has been first submitted to the DRA for examination; and,
- (2) No appraisal work shall begin until a copy of this executed contract, and the names and DRA-certified level of all personnel to be employed under this contract, has been submitted to the DRA.

Date: _____

In the Presence of:

Municipality of: Pembroke

Witness Signature

By David Jodoin, Town Administrator:

In the Presence of:

By Contractor:

Witness Signature

Marybeth G. Walker, President

**PERSONNEL THAT MAY BE UTILIZED DURING THE CYCLICAL REVALUATION
IN PETERBOROUGH FOR 2024**

DRA Certification Levels:

Monica Hurley:

Certified Property Assessor Supervisor & CNHA: Project Supervisor

Marybeth Walker:

Certified Property Assessor Supervisor & CNHA

Nancy Miller:

Certified Property Assessor Supervisor & CNHA

Jay Ferreira:

Certified Property Assessor Supervisor: Commercial Data Collector

Catherine Walker: Certified Property Assessor

Ron Doyon: Certified Property Assessor: Supervisor & Data Collector

Susan Henderson Daniels: Certified Property Assessor Assistant: Data Collector

Jared Hynes: Certified Property Assessor Assistant: Data Collector

Blake Gross: Certified Property Assessor Assistant: Measurer/Listener

Tracie Gallagher: Data entry, multiple listing research, special projects, administration

PART Rev 601 DEFINITIONS

Rev 601.01 “Abatement Review” means to make an assessment recommendation to the municipal assessing officials or to make a change to an assessment that is in response to an abatement request from a taxpayer.

Rev 601.02 “Appraisal” means the act or process of developing a market value estimate of property which will be used as the basis for valuation, fulfilling a municipality’s statutory duties relative to property tax administration including, but not limited to those pursuant to RSA 75:1.

Rev 601.05 “Assessing Services” means the making of appraisals, reappraisals, assessments, or providing other services on behalf of municipal assessing officials for the statutory administration of property valuation and assessment including, but not limited to those pursuant to RSA 75:1.

Rev 601.06 “Assessing Standards Board (ASB)” means the State of New Hampshire assessing standards board as established pursuant to RSA 21-J:14-a.

Rev 601.07 “Assessment” means an estimate of the quality, amount, size, features, or worth of real estate which is used as a basis for a municipalities’ valuation in accordance with statutory requirements including, but not limited to those pursuant to RSA 75:1.

Rev 601.08 “Base Year” means the tax year in which the municipality performed a revaluation of all properties.

Rev 601.09 “BTLA Reassessment” means an order by the State of New Hampshire board of tax and land appeals for a revaluation or partial update of a municipality’s property assessments.

Rev 601.10 “Calibration” means the process of ensuring the predictive accuracy of the CAMA model(s), through testing, which may include but not be limited to; determining the variable rates and adjustments from market analysis for land and land factors, costs and depreciation for a cost model, valuation rates and adjustments for a sales comparison model, and market rents and capitalization rates for an income model.

Rev 601.11 “Computer Assisted Mass Appraisal System (CAMA)” means a system of appraising property that incorporates computer-supported tables, automated valuation models and statistical analysis to assist the appraiser in estimating value for a revaluation, assessment data maintenance and valuation update.

Rev 601.13 “Contract” means any agreement between the municipality and the contractor for making appraisals, reappraisals, assessments, or for appraisal work on behalf of a municipality with the State of New Hampshire.

Rev 601.14 “Contractor” means the person, firm, company, or corporation with which the municipality has executed a contract or agreement for assessing services.

Rev 601.15 “Cyclical Inspection” means the process of a systematic measure and listing of all properties within a municipality over a specified period of time. The term includes “data collection” and “data verification.”

Rev 601.16 “Cyclical Revaluation” means the process of combining a full statistical revaluation of the entire municipality with a cyclical inspection process.

Rev 601.17 “Data Collection” means the inspection, measuring, or listing of property within a municipality. The term includes data verification.

Rev 601.20 “DRA-certified” means a level of certification attained by a person as set forth by the ASB in Asb 300 pursuant to RSA 21-J:14-f.

Rev 601.22 “Executed” means to transact, agree to, carry into effect, sign or act upon a contract or agreement to perform assessing services for a municipality. The term includes “executing.”

Rev 601.23 “Final Monitoring Report” means the DRA’s final letter to the municipality for any revaluation or partial update.

Rev 601.24 “Full Revaluation” means the revaluation of all taxable and nontaxable properties in a municipality, with a complete measure and listing of all taxable and nontaxable properties to occur at the same time of the establishment of the new base year, to arrive at full and true value as of April 1. The term includes “full reappraisal” and “full reassessment.”

Rev 601.25 “Full Statistical Revaluation” means the process of a revaluation of all taxable and nontaxable properties in a municipality, using existing property data, to arrive at full and true value as of April 1. The term includes “statistical update” and “statistical reassessment.”

Rev 601.26 “Highest and Best Use” means the physically possible, legally permissible, financially feasible, and maximally productive use of a property, as appraised in accordance with RSA 75:1.

Rev 601.27 “Improvement” means any physical change to either land or to buildings that may affect value.

Rev 601.29 “In-house Work Plan” means a written set of goals, objectives, processes, and timelines that the municipality intends to rely upon to perform revaluations, partial updates, or cyclical inspections.

Rev 601.30 “Listing” means recording a description of the interior, exterior, and attributes of any improvements or the recording of the description of land features and attributes. The term includes “list.”

Rev 601.31 “Market Analysis” means the study and processes utilized to determine the response of buyers and sellers of real estate, in a geographic area, to various data elements through the analysis of cost data, income data, and sale transactions in the performance of mass appraisal.

Rev 601.32 “Market Value” means the value of a property that:

- (a) Is the most probable price, not the highest, lowest or average price;
- (b) Is expressed in terms of money;
- (c) Implies a reasonable time for exposure to the market;
- (d) Implies that both buyer and seller are informed of the uses to which the property may be put;
- (e) Assumes an arm’s length transaction in the open market;
- (f) Assumes a willing buyer and a willing seller, with no advantage being taken by either buyer or seller; and,
- (g) Recognizes both the present use and the potential use of the property.

The term includes “full and true value.”

Rev 601.33 “Mass Appraisal” means the utilization of standard commonly recognized techniques to value a group of properties as of a given date, using standard appraisal methods, employing common data and providing for statistical testing.

Rev 601.34 “Measure” means the physical inspection, verification, sketching and recording of the exterior dimensions and attributes of any improvements made to a property.

Rev 601.36 “Municipal Assessing Officials” means those charged by law with the duty of assessing taxes and being the:

- (a) Governing body of a municipality;
- (b) Board of assessors or selectmen of a municipality; or
- (c) County commissioners of an unincorporated place.

Rev 601.37 “Municipality” means a city, town or unincorporated place.

Rev 601.38 “Partial Update” means the process of analyzing market sales throughout the entire municipality to identify and implement needed value changes to the affected areas, or classes of property, to bring those properties to the municipality’s general level of assessment utilizing the existing base tax year and providing an addendum to the existing USPAP compliant report. The term includes “partial revaluation.”

Rev 601.40 “Revaluation” means the act of re-estimating the worth of real estate of the entire municipality using standard appraisal methods, calibration of the CAMA tables and models, establishment of a new base year with a USPAP compliant report, and providing for statistical testing whether by either:

- (a) A full revaluation; or,
- (b) A full statistical revaluation.

The term includes “reappraisal,” “reassessment,” and “value anew.”

Rev 601.41 “Sale Validation” means the process of verifying a real estate sale transaction to determine whether the sale was a valid or an invalid indicator of the market value of the sold property. The term includes “sale verification” and “sale qualification.”

Rev 601.42 “Statistical Testing” means the use or application of numerical statistics to understand the results of a reappraisal or the need for a reappraisal.

Rev 601.44 “Uniform Standards of Professional Appraisal Practice (USPAP)” means the generally accepted and recognized standards of appraisal practice printed by The Appraisal Foundation as authorized by Congress as the source of appraisal standards and appraiser qualifications.

Rev 601.45 “USPAP Compliant Report” means an appraisal report based upon the standards established by the ASB pursuant to RSA 21-J:14-b I, (c.)

PART Asb 304 DUTIES

Asb 304.01 DRA-Certified Building Measurer and Lister Duties.

(a) For revaluation or assessing services, under the guidance and oversight of a DRA-certified property assessor or DRA-certified property assessor supervisor, a DRA-certified building measurer and lister may perform:

- (1) Data collection;
- (2) Data verification; and
- (3) Cyclical inspection.

(b) A DRA-certified building measurer and lister shall not perform sale validation.

(c) A DRA-certified building measurer and lister shall not determine, or change, the quality grade or depreciation of structures.

(d) A DRA-certified building measurer and lister shall not determine or change adjustments applied to land attributes.

Asb 304.02 DRA-Certified Property Assessor Assistant Duties.

(a) For revaluation or assessing services, under the guidance and oversight of a DRA-certified property assessor or DRA-certified property assessor supervisor, a DRA-certified property assessor assistant may assist with:

- (1) Assessment tasks as defined in Asb 301.06;
- (2) Sale validation; and
- (3) The training of a building measurer and lister.

(b) A DRA-certified property assessor assistant shall not adjust an assessment unless specifically authorized by a DRA-certified property assessor or DRA-certified property assessor supervisor.

(c) A DRA-certified property assessor assistant shall not perform final field review as defined in Asb 301.26.

(d) A DRA-certified property assessor assistant shall not oversee revaluation informal review process or conduct abatement reviews.

(e) A DRA-certified property assessor assistant shall not represent a municipality in the defense of assessed values.

Asb 304.03 DRA-Certified Property Assessor Duties.

(a) A DRA-certified property assessor may, in accordance with Asb 303.05:

(1) Perform appraisal work which includes:

a. The annual maintenance of assessments by using the base year data collection manual and USPAP-compliant report; and

b. The use of the computer assisted mass appraisal system existing models and cost data established by a DRA-certified property assessor supervisor during the year of the last revaluation for new appraisals;

(2) Perform abatement reviews and the defense of value under the supervision of a DRA-certified property assessor supervisor;

(3) Perform sale validation; and

(4) Submit a signed and dated statement to the DRA attesting to the qualifications of a building measurer and lister, or a property assessor assistant, working under the DRA-certified property assessor's supervision to be true, accurate and correct.

(b) A DRA-certified property assessor shall not adjust the cost, land, depreciation, or other computer assisted mass appraisal tables resulting in a change to the values unless specifically authorized by a DRA-certified property assessor supervisor.

(c) A DRA-certified property assessor shall not establish and certify values.

(d) A DRA-certified property assessor shall not sign the USPAP-compliant report.

(e) A DRA-certified property assessor shall not conduct the final field review.

Asb 304.04 DRA-Certified Property Assessor Supervisor Duties.

(a) Perform and supervise all appraisal work;

(b) Conduct and supervise a revaluation, cyclical revaluation, or partial update by:

(1) Compilation of the data collection manual;

(2) Performing a market analysis for the establishment of the base values and tables for the computer assisted mass appraisal models;

(3) Calibrating the computer assisted mass appraisal models;

(4) Performing the data quality final field review of the mass appraisal results;

(5) Conducting statistical testing;

(6) Complete and certify a USPAP-compliant report; and

(7) Overseeing and supervising:

a. The informal review process;

b. The abatement review; and

c. Defense of the appraised value(s);

(c) Oversee any revaluation by assisting the municipal assessing officials to ensure that:

(1) The revaluation is performed in accordance with applicable state statutes and administrative rules;

(2) The contract terms and conditions are adhered to; and

(d) Submit a signed and dated statement to the DRA attesting to the qualifications at all levels of certification to be true, accurate, and correct.

BANK ACCOUNT REGISTRATION FOR DISTRIBUTIONS FROM TRUSTS AND CAPITAL RESERVES
(BE SURE TO FILE A REVISED REGISTRARION FORM IF YOU CHANGE BANKS OR ACCOUNT NUMBERS)

Wire all disbursement requests from Trust Funds or Capital Reserves to our account at:

Pembroke Trustees of Trust Funds
311 Pembroke Street
Pembroke, NH 03275

<u>FUND</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
Town Building Fund	8,735.65	Sewer Line and Generator repair
Police Small Equipment	6,568.42	AED's
Fire Small Equipment	324,844.29	Air packs
Fire Small Equipment	37,570.00	Compressor
	362,414.29	
Cemetery Improvements	9,225.00	Pembroke Hill Paving
Recreation Fund	18,371.10	Dugouts/Soccer Roof
Town Equipment Fund	46,311.50	Chipper
Town Equipment Fund	248,280.00	6 Wheel
Town Equipment Fund	112,950.00	Balance of 10 Wheeler 2022
	407,541.50	
Police cruiser	6,721.00	Balance to outfit cruiser 2022
Police crusier	62,910.19	Cruiser
	69,631.19	
Property Revaluation	18,173.76	Revaluation work
	900,660.91	

TOWN OF PEMBROKE
TRUSTEES OF TRUST FUND

APPLICATION FOR PAYMENT FROM TRUST OR CAPITAL RESERVE ACCOUNT

(All requests for payment must be submitted using this form pursuant to RSA 31:33 D)

Submitted by: Selectmen

(Selectmen, School Board, Water Commissioners, Sewer Commissioners, Library Trustees, Elementary School Principals, Scholarship Award Committee, PALS.)

Date request submitted: 11/15/23

Date payment required: 12/31/23

Printed name of person submitting request: David M. Jodoin

Title of person submitting request: Town Administrator

Signature of person submitting request: 

When approved, funds will be wired to the account on file for your organization.

Special Request for Payment by Check ☐ Reason: _____

Deliver payment to: Wire deposit to TD Town Fund

Request submitted pursuant to:

☐ Action as agent to expend.

☒ Warrant article approved at town/school district annual or special meeting.

☒ This request is for only a portion of the amount authorized by the article.

☐ This request is for the total amount authorized by the article in question or represents the final payment in a series.

Amount of distribution requested: \$18,371.10

Name of fund from which payment is requested: Recreation Fund

Date and warrant article number which authorizes this request: Article #15

or
Date and minutes of meeting by boards & commissions authorizing withdrawal 11/15/23

(Enter the date of the meeting and attach a copy of approved minutes documenting authorization.)

Signed requests may be sent electronically with supporting documents to PembrokeTTF@Gmail.com.

The Section Below is for Use by Trustees Only:

Trustee poll vote conducted on _____. ☐ Approved ☐ Denied

Request Transmitted to Wealth Management on: _____

[illegible]

Date: May 8, 2023

Invoice #: 10001

Invoice

From:

SBH Builders LLC
16 Townhouse road

Allenstown, NH 03275

Bill To:

Town of Pembroke
Memorial field dugouts project(2)
materials invoice # 1
Pembroke, NH 03234

Description	Quantity	Unit Price	Total
12x8x16" solid cement pads	12	\$10.54	\$126.48
Sonotube 8"x4"(3/5 80lb bag per ft)	12	\$10.40	\$124.80
Quikrete concrete mix 80lb 5000-psi (#1007-00_	36	\$6.25	\$225.00
6x6 adj post base Z-max ABA (pa66e-tz)	12	\$27.74	\$332.88
6x6-8 PT #2 ground contact	6	\$26.94	\$161.64
6x6-12' MCA treated #2 struc.	6	\$51.27	\$307.62
2x10-12'KD western prem. Spruce	8	\$29.98	\$239.84
4x4-8 MCA treatd #1	8	\$12.80	\$102.40
2x6-12' KD wetser prem. Spruce	20	\$18.89	\$377.80
2x8-12' KD wetsern prem. Spruce	40	\$23.98	\$959.20
2x6-16' KD western prem. Spruce	4	\$25.18	\$100.72

5/8/2023

Thank You For Your Business!

powered by

GeneralBlue

Lance Homer

President/Owner

SBH Builders LLC

Date: May 8, 2023

Invoice #: 10002

Invoice

From:

SBH Builders LLC
16 Townhouse road

Allenstown NH 03275

Bill To:

Town of Pembroke
Memorial field dugouts(2)

Materials invoice #2

Pembroke NH, 03234

Description	Quantity	Unit Price	Total
2x6-8'KD western spruce premium stud	4	\$13.43	\$53.72
1x4x16 rough hemlock	30	\$5.90	\$177.00
1x3-8 ft KD strapping	20	\$2.75	\$55.00
Galvalume Metal Roof	2	\$951.00	\$1,902.00
SBH Builders Fee In Total:	1	\$9,000.00	\$9,000.00
Deposit :	1	\$4,500.00	\$4,500.00
Materials:	1	\$5,246.10	\$5,246.10
Deposit + Materials:	1	\$9,246.10	\$9,246.10
Second Payment Due Upon Completion:	1	\$4,500.00	\$4,500.00
Total Amonut Due:	1	\$14,246.10	\$14,246.10

5/8/2023

Thank you for your business!

powered by

GeneralBlue

Lance Homer
President/Owner
SBH Builders LLC



Department Authorization

Date: May 8, 2023

Invoice #: 10001

Invoice

From:

SBH Builders LLC
16 Townhouse road

Allenstown, NH 03275

Bill To:

Town of Pembroke
Memorial field dugouts project(2)
materials invoice # 1
Pembroke, NH 03234

Description	Quantity	Unit Price	Total
12x8x16" solid cement pads	12	\$10.54	\$126.48
Sonotube 8"x4"(3/5 80lb bag per ft)	12	\$10.40	\$124.80
Quikrete concrete mix 80lb 5000-psi (#1007-00	36	\$6.25	\$225.00
6x6 adj post base Z-max ABA (pa66e-tz)	12	\$27.74	\$332.88
6x6-8 PT #2 ground contact	6	\$26.94	\$161.64
6x6-12' MCA treated #2 struc.	6	\$51.27	\$307.62
2x10-12'KD western prem. Spruce	8	\$29.98	\$239.84
4x4-8 MCA treatd #1	8	\$12.80	\$102.40
2x6-12' KD wetser prem. Spruce	20	\$18.89	\$377.80
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5/8/2023

Thank You For Your Business!

powered by

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Lance Homer
President/Owner
SBH Builders LLC

Date: May 8, 2023

Invoice #: 10002

Invoice

From:

SBH Builders LLC
16 Townhouse road

Allenstown NH 03275

Bill To:

Town of Pembroke
Memorial field dugouts(2)
Materials invoice #2
Pembroke NH, 03234

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5/8/2023

Thank you for your business!

powered by

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Lance Homer
President/Owner
SBH Builders LLC

Date: May 8, 2023

Invoice #: 10001

Invoice

From:

SBH Builders LLC
16 Townhouse road

Allenstown, NH 03275

Bill To:

Town of Pembroke
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Pembroke, NH 03234

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5/8/2023

Thank You For Your Business!

powered by

GeneralBlue

Lance Homer
President/Owner
SBH Builders LLC

Date: May 8, 2023

Invoice #: 10002

Invoice

From:

SBH Builders LLC
16 Townhouse road

Allenstown NH 03275

Bill To:

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Memorial field dugouts(2)

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Pembroke NH, 03234

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5/8/2023

Thank you for your business!

powered by

GeneralBlue

Lance Homer
President/Owner
SBH Builders LLC

Date: May 8, 2023

Invoice #: 10001

Invoice

From:

SBH Builders LLC
16 Townhouse road

Allenstown, NH 03275

Bill To:

Town of Pembroke
Memorial field dugouts project(2)
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Pembroke, NH 03234

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5/8/2023

Thank You For Your Business!

powered by

GeneralBlue

Lance Homer
President/Owner
SBH Builders LLC

Date: May 8, 2023

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From:

SBH Builders LLC
16 Townhouse road

Allenstown NH 03275

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Memorial field dugouts(2)
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Pembroke NH, 03234

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Total Amonut Due:	1	\$14,246.10	\$14,246.10

1/2

5/8/2023

Thank you for your business!

powered by

GeneralBlue

Lance Homer
President/Owner
SBH Builders LLC

VENDOR 7 Siding 7 Siding

10/05/2023

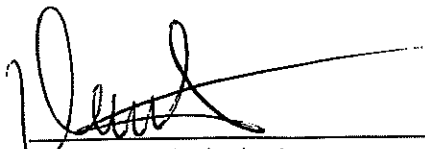
000081542

PO #	Invoice #	Reference	Inv Date	Invoice Amt	Disc Amt	Payment Amt
	1601	Recreation Roof 1/2 Payment	8/9/23	2,062.50	0.00	2,062.50
Check 0000081542 - Total All Invoices: \$2,062.50				\$2,062.50	\$0.00	\$2,062.50

Town of Pembroke

1/2 payment

Vendor Total: \$ 2,062.50 ✓


Department Authorization

9/26/23
Date

Purchasing Director (if required)

Date

est for Amilani
Garebo.

1601

7
siding

97 Glass st.

Pembroke NH 1-603-485-2380

Total

Special Considerations

There is ~~an~~ the B.B. only "Black Bid."

X

Home owner

Date _____

8/9/23

Date _____

Peter Bullock

7 Siding

VENDOR 7 Siding 7 Siding

10/05/2023

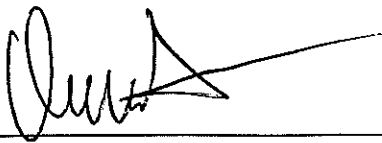
000081543

PO #	Invoice #	Reference	Inv Date	Invoice Amt	Disc Amt	Payment Amt
	1601	Recreation Roof 1/2 Payment	8/9/23	2,062.50	0.00	2,062.50
Check 0000081543 - Total All Invoices: \$2,062.50				\$2,062.50	\$0.00	\$2,062.50

Town of Pembroke

1/2 payment

Vendor Total: \$ 2,062.50 ✓



Department Authorization

9/26/23

Date

Purchasing Director (if required)

Date

EST for April
Garebo

Name Proo Date 8/9/23
Address Memorial Gold "Tennis house"
City/Town Bimbroke State OH
Zip code _____ Phone _____ xt _____

7
siding

Pembroke NH 1-603-485-2380

[illegible]

All service meters to be floated by the appropriate utility companies or licensed contractor before siding and foam applied. The service meters will be reinstalled by appropriate utility companies or licensed contractor once work has been completed in area of the service meters. This cost shall be borne by the home owner. All work and all materials will be default free. Half down. Half on completion. Owner shall assume responsibility for all damages inside the home that may occur during construction. Such as falling pictures, mirrors, and the like.

There is no the B.A. only "Black Box"

X

Home owner ✓

Peter Bullock 7 Siding

Date _____

8/9/23

Date _____

TOWN OF PEMBROKE
TRUSTEES OF TRUST FUND

APPLICATION FOR PAYMENT FROM TRUST OR CAPITAL RESERVE ACCOUNT

(All requests for payment must be submitted using this form pursuant to RSA 31:33 I)

Submitted by: Selectmen

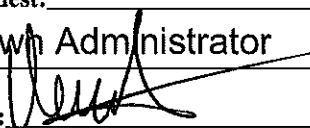
(Selectmen, School Board, Water Commissioners, Sewer Commissioners, Library Trustees, Elementary School Principals, Scholarship Award Committee, PALS.)

Date request submitted: 11/15/23

Date payment required: 12/31/23

Printed name of person submitting request: David M. Jodoin

Title of person submitting request: Town Administrator

Signature of person submitting request: 

When approved, funds will be wired to the account on file for your organization.

Special Request for Payment by Check ☐ Reason: _____

Deliver payment to: Wire deposit to TD Town Fund

Request submitted pursuant to:

☐ Action as agent to expend.

☒ Warrant article approved at town/school district annual or special meeting.

☒ This request is for only a portion of the amount authorized by the article.

☐ This request is for the total amount authorized by the article in question or represents the final payment in a series.

Amount of distribution requested: \$46,311.50

Name of fund from which payment is requested: Town Equipment Fund

Date and warrant article number which authorizes this request: Article #13 2023 TM
or

Date and minutes of meeting by boards & commissions authorizing withdrawal 11/15/23.
(Enter the date of the meeting and attach a copy of approved minutes documenting authorization.)

Signed requests may be sent electronically with supporting documents to PembrokeTTF@Gmail.com.

The Section Below is for Use by Trustees Only:

Trustee poll vote conducted on _____, ☐ Approved ☐ Denied

Request Transmitted to Wealth Management on: _____



www.MBTRACTOR.com

MB TRACTOR & EQUIPMENT

10 Bittern Lane P.O.Box 289

Tilton, NH 03276

TEL: (603) 286-4101

FAX: (603) 286-2039

WWW.MBTRACTOR.COM

THE BEST TRACTORS
& EQUIPMENT ON EARTH!

SHIP TO



SOLD TO
T03792 PEMBROKE, TOWN OF
HWY DEPT
8 EXCHANGE ST.
PEMBROKE, NH 03275

EQUIPMENT SALES INVOICE

Sold By: BMB PO #: #23BANDITCHIPPER Date 10/11/23 EQUIPMENT SALES TE32130
Ship By: Tax #: 10:03:02 PRI: 2

Tax	D	Qty	Description	-----*	Price	Amount
			Group: 01			
			EQUIP SALES			
NH			221606 BANDIT	12XP	CHIPPER	59500.00
			SER#:529030			
			EQUIP TRADE			
NH			U21353 BANDIT	200XP		9570.62
			SER#:4308			
			REBATE ALLOWED			
NH			BANDIT FACTORY PAR			3617.88

STATEMENTS ARE DUE UPON RECEIPT. ALL ACCOUNTS NOT PAID IN FULL WILL BE PLACED ON CASH ONLY STATUS.
A SERVICE CHARGE OF 2% WILL BE CHARGED ON ALL OVERDUE ACCOUNTS. ANNUAL PERCENTAGE RATE IS 24%. I HAVE RECEIVED OPERATING INSTRUCTIONS AND MANUALS ON
ABOVE EQUIPMENT. EQUIPMENT WAS PICKED UP IN NEW HAMPSHIRE BY CUSTOMER AND CUSTOMER ASSUMES RESPONSIBILITY FOR ANY SALES AND/OR USE TAX REQUIRED
ALL EQUIPMENT RETURNED WILL BE SUBJECT TO A 10% RE-STOCKING FEE.
All returns must be in new and unused condition. Equipment returns must be made within 10 days of purchase. All special order wholegoods are non-returnable.
TRUCKING IS NOT COVERED BY THE MANUFACTURERS WARRANTY. TRUCKING COSTS ARE THE RESPONSIBILITY OF THE CUSTOMER.

** SUBTOTAL 46311.50

X Charge Sale

Phone: (603) 485-4422

PAY THIS
AMOUNT



\$46311.50

TOWN OF PEMBROKE
TRUSTEES OF TRUST FUND

APPLICATION FOR PAYMENT FROM TRUST OR CAPITAL RESERVE ACCOUNT

(All requests for payment must be submitted using this form pursuant to RSA 31:33 I)

Submitted by: Selectmen

(Selectmen, School Board, Water Commissioners, Sewer Commissioners, Library Trustees, Elementary School Principals, Scholarship Award Committee, PALS.)

Date request submitted: 11/15/23

Date payment required: 12/31/23

Printed name of person submitting request: David M. Jodoin

Title of person submitting request: Town Administrator

Signature of person submitting request: [Signature]

When approved, funds will be wired to the account on file for your organization.

Special Request for Payment by Check ☐ Reason: _____

Deliver payment to: Wire deposit to TD Town Fund

Request submitted pursuant to:

☐ Action as agent to expend.

☒ Warrant article approved at town/school district annual or special meeting.

☒ This request is for only a portion of the amount authorized by the article.

☐ This request is for the total amount authorized by the article in question or represents the final payment in a series.

Amount of distribution requested: \$248,280.00

Name of fund from which payment is requested: Town Equipment

Date and warrant article number which authorizes this request: Article #12 2023 TM

or

Date and minutes of meeting by boards & commissions authorizing withdrawal 11/15/23.
(Enter the date of the meeting and attach a copy of approved minutes documenting authorization.)

Signed requests may be sent electronically with supporting documents to PembrokeTTF@Gmail.com.

The Section Below is for Use by Trustees Only:

Trustee poll vote conducted on _____ . ☐ Approved ☐ Denied

Request Transmitted to Wealth Management on: _____

ALLEGIANCE

— TRUCKS —

ALLEGIANCE TRUCKS MANCHESTER
AT NEW HAMPSHIRE, LLC
1400 S. WILLOW ST
MANCHESTER NH 03103
(800) 562-3814

INVOICE

DATE: 08/01/2023
INVOICE #: 06096
SALESPERSON: Jim Ramsay

Bill To:

TOWN OF PEMBROKE
311 PEMBROKE ST
SUNCOOK NH 03275
P:(603) 485-4747 | F:(603) 485-3967

Ship To:

TOWN OF PEMBROKE
311 PEMBROKE ST
SUNCOOK, NH 03275

Customer Number: 44940

QTY	PURCHASING	UNIT PRICE	TOTAL
1	New 2024 INTERNATIONAL HV507 [STK#:326328 - VIN:3HAEDTAR0RL455399]	\$253,280.00	\$253,280.00

QTY	TRADES	ALLOWANCE
1	2007 International 7400 [VIN:1HTWDAAR57J444905]	(\$5,000.00)
TOTAL TRADES		(\$5,000.00)
Total		\$248,280.00

Turn Key HV 507 plow truck With HP Fairfield Vin RL455399

Includes Extended warranties :

7 YR OR 150K Miles on Cummins Engine/Aftertreatment

7 YR Unlimited mile on Allison Transmission

5 YR OR 100K Electrical System (T7103B)

SELLER SIGNATURE

PURCHASER SIGNATURE

TOWN OF PEMBROKE
TRUSTEES OF TRUST FUND

APPLICATION FOR PAYMENT FROM TRUST OR CAPITAL RESERVE ACCOUNT

(All requests for payment must be submitted using this form pursuant to RSA 31:33 I)

Submitted by: Selectmen

(Selectmen, School Board, Water Commissioners, Sewer Commissioners, Library Trustees, Elementary School Principals, Scholarship Award Committee, PALS.)

Date request submitted: 11/15/23

Date payment required: 12/31/23

Printed name of person submitting request: David M. Jodoin

Title of person submitting request: Town Administrator

Signature of person submitting request: 

When approved, funds will be wired to the account on file for your organization.

Special Request for Payment by Check ____ Reason: _____

Deliver payment to: Wire deposit to TD Town Fund

Request submitted pursuant to:

____ Action as agent to expend.

☒ Warrant article approved at town/school district annual or special meeting.

☒ This request is for only a portion of the amount authorized by the article.

____ This request is for the total amount authorized by the article in question or represents the final payment in a series.

Amount of distribution requested: \$112,950.00

Name of fund from which payment is requested: Town Equipment Fund

CARRYOVER

Date and warrant article number which authorizes this request: ARTICLE #6 3/22/23 MT4

or

Date and minutes of meeting by boards & commissions authorizing withdrawal 11/15/23.
(Enter the date of the meeting and attach a copy of approved minutes documenting authorization.)

Signed requests may be sent electronically with supporting documents to PembrokeTTF@Gmail.com.

The Section Below is for Use by Trustees Only:

Trustee poll vote conducted on _____, ____ Approved ____ Denied

Request Transmitted to Wealth Management on: _____



Viking Cives of Vermont
74 Armond Lane
Williston, Vermont 05495
802-660-9991

Invoice Number: 4526114
Page: 3 of 3
Date: 6/23/2023
Salesperson: MURRAY, MICHAEL W
Regular Invoice

NYS #: 16-095580001

EIN#
C003981

B CHRISTINE ADDINGTON
I PEMBROKE, TOWN OF
L PUBLIC WORKS DEPT.
L 311 PEMBROKE ST
PEMBROKE NH 03275
T USA
O

Currency:
EIN#

I
S TOWN OF PEMBROKE PUBLIC WORKS DEPT
H 8 EXCHANGE STREET
I PEMBROKE NH 03275
P
T
O

Fax: 603-485-2613

Order	Purchase Order	Packages	Prepaid	Weight	Ship Via	Terms
VE00003016						NET 30 DAYS

Line/Rel	Qty Ordered	Qty Shipped	Back Order	Unit Price	Extended Price
----------	-------------	-------------	------------	------------	----------------

Viking PLSD15' Side Dump Body w/Remote Lube Kit
1/4" AR450 Floor/Tipper w/I-Beam Long Members and Cross Members
Smooth Construction AR450 Driver's Wall and Corten Structural/Safety Wall
Nine Panel Tailgate w/Air Release and Barn Door
1/2 Cab Shield
SA Telescopic Hoist
Screens
Shoulder Chute
Three Point Ladder
Gearbox Step
Inner Body Step
Shovel Holder
Color Camera System w/Dual Feeds
Electric Actuated Body Vibrator and Chute Vibrator
Electric Load Cover w/30 Degree Aluminum Arms, Mesh Tarp, and Tensioner
Steel Sideboards w/Rooftop Painted to Match Body
Pintle Plate w/30 Ton Hook
D- Rings
Electrical Plug, and Glad Hands
Poly Fenders and Rear Flaps
Shot Blasted, Zinc Primed, Epoxy Primed, and High Temperature Baked
Painted Dupont Inmron Red and High Temperature Baked

LED Heated Cab Shield (4) and LED Heated Corner Post Strobes (On 2 Switches)
LED Heated Stop/Tail/Turns, LED Heated Back Ups and LED Markers
LED Heated Plow Lights
(5) LED Heated Spot Lights

Remit Payment To:
Cives Corporation, DBA
Viking-Cives USA
P.O. Box 101768
Atlanta, GA 30392

Sales Amount	112,950.00
Misc Charges	0.00
Freight	0.00
Sales Tax	0.00
Prepaid Amount	0.00
Total	112,950.00



Viking Cives of Vermont
74 Armond Lane
Williston, Vermont 05495
802-660-9991

Invoice Number: 4526114
Page: 2 of 3
Date: 6/23/2023
Salesperson: MURRAY, MICHAEL W
Regular Invoice

NYS #: 16-095580001

EIN#
C003981

B CHRISTINE ADDINGTON
I PEMBROKE, TOWN OF
L PUBLIC WORKS DEPT.
L 311 PEMBROKE ST
PEMBROKE NH 03275
T USA
O

Currency:
EIN#

1
S TOWN OF PEMBROKE PUBLIC WORKS DEPT
H 8 EXCHANGE STREET
I PEMBROKE NH 03275
P
T
O

Fax: 603-485-2613

Order	Purchase Order	Packages	Prepaid	Weight	Ship Via	Terms
VE00003016						NET 30 DAYS
Line/Rel	Qty Ordered	Qty Shipped	Back Order	Unit Price	Extended Price	

Hydraulic Full Detach 500HD Hitch w/Wing Mount

FH20 Cable Over Hydraulic Front Mast Assembly w/Heated Mirror
Full Trip Hinge – 10 Degree w/Lockout

H1059IPQ Hydraulic Rear Shelving Support w/Detachable 3 Point Attach/Tripod

1011WHDSS Stainless Wing
HD Full Trip Hydraulic Arms (Cushion Spring Lower)
HD Sabre Blades w/Nose Blade Saver and Curb Guard
Moldboard Shoes (Pair)

R1142TESS Stainless Trip Edge Reversing Moldboard
PRR Hydraulic Ram Reversing Drive Frame w/Cushion Valve Relief
Three Chain Level Lift
Standard Push Lug Swivel
HD Sabre Blades
Moldboard Shoes (Pair)
Rubber Deflector and Winter Fluorescent Markers

Front Mount Large Volume Pump w/Dry Valve
Behind Cab Mounted Oil Reservoir w/Low Oil Sensor
12 Section Load Sharing Implement/Spreader Valve in Behind Cab Enclosure
Arm Rest CS106 Triple Joystick Electronic Actuated Implement Controls
CS520 Electronic Spreader Control
Stainless Steel Hydraulic Piping to the Front and Rear



Viking Cives of Vermont
74 Armond Lane
Williston, Vermont 05495
802-660-9991

Invoice Number: 4526114
Page: 1 of 3
Date: 6/23/2023
Salesperson: MURRAY, MICHAEL W
Regular Invoice

NYS #: 16-095580001

RECEIVED

JUN 26 2023

PEMBROKE DPW

EIN#
C003981
B CHRISTINE ADDINGTON
I PEMBROKE, TOWN OF
L PUBLIC WORKS DEPT.
L 311 PEMBROKE ST
PEMBROKE NH 03275
T USA
O

Currency:
EIN#

1
S TOWN OF PEMBROKE PUBLIC WORKS DEPT
H 8 EXCHANGE STREET
I PEMBROKE NH 03275
P
T
O

Fax: 603-485-2613

Order	Purchase Order	Packages	Prepaid	Weight	Ship Via	Terms
VE00003016						NET 30 DAYS

Line/Rel	Qty Ordered	Qty Shipped	Back Order	Unit Price	Extended Price
1	1.00	1.00	0.00	112,950.00000	112,950.00

CI:
Item: 1V3016
Description: TOWN OF PEMBROKE
U/M: EA
Date Shipped: 06/23/2023

TOWN OF PEMBROKE
TRUSTEES OF TRUST FUND

APPLICATION FOR PAYMENT FROM TRUST OR CAPITAL RESERVE ACCOUNT

(All requests for payment must be submitted using this form pursuant to RSA 31:33 D)

Submitted by: Selectmen

(Selectmen, School Board, Water Commissioners, Sewer Commissioners, Library Trustees, Elementary School Principals, Scholarship Award Committee, PALS.)

Date request submitted: 11/15/23

Date payment required: 12/31/23

Printed name of person submitting request: David M. Jodoin

Title of person submitting request: Town Administrator

Signature of person submitting request: 

When approved, funds will be wired to the account on file for your organization.

Special Request for Payment by Check ☐ Reason: _____

Deliver payment to: Wire deposit to TD Town Fund

Request submitted pursuant to:

☐ Action as agent to expend.

☒ Warrant article approved at town/school district annual or special meeting.

☒ This request is for only a portion of the amount authorized by the article.

☐ This request is for the total amount authorized by the article in question or represents the final payment in a series.

Amount of distribution requested: \$6,721.00

Name of fund from which payment is requested: Police Cruiser Capital Reserve

Date and warrant article number which authorizes this request: Carry over Art #8 2022 TM

or
Date and minutes of meeting by boards & commissions authorizing withdrawal 11/15/23
(Enter the date of the meeting and attach a copy of approved minutes documenting authorization.)

Signed requests may be sent electronically with supporting documents to PembrokeTTF@Gmail.com.

The Section Below is for Use by Trustees Only:

Trustee poll vote conducted on _____. ☐ Approved ☐ Denied

Request Transmitted to Wealth Management on: _____

New England Vehicle Outfitters
40 Old Dover Road
Suite 12
Newington, NH 03801



Invoice

1463

Date: 5/22/2023

Bill To:

Phone : 603-436-2954

Pembroke Police Department
247 Pembroke Street
Pembroke, NH 03275

E-mail us : automotivetailors@ne-vo.com

P.O. Number:	Terms:
G. Gaskell	Net 30

Combining vision and craftsmanship to transform your vehicle. We are your Automotive Tailors.

Quantity	Item	Description	Amount
1	SUV Upfit - Mid Size	Labor Frontline Mid Size SUV Upfit	1,650.00
1	Add Mirror Lights	Installation of Mirror Mounted or Door Mounted Lights at Time of Vehicle Upfit	250.00
1	Console	Additional Items Needed	0.00
1	Lighting	C-EB35-KCH-1P-A 01-26E389-51 (F) - Light	0.00
<div>RECEIVED MAY 25 2023 CAR 1</div>			

Thank you for choosing NEVO!

Subtotal \$6,721.00

Sales Tax (0.0%) \$0.00

Please make all checks payable to New England Vehicle Outfitters

Total \$6,721.00

New England Vehicle Outfitters
40 Old Dover Road
Suite 12
Newington, NH 03801



Invoice

1463

Date: 5/22/2023

Bill To:

Phone : 603-436-2954

Pembroke Police Department
247 Pembroke Street
Pembroke, NH 03275

E-mail us : automotivetailors@ne-vo.com

P.O. Number:	Terms:
G. Gaskell	Net 30

Combining vision and craftsmanship to transform your vehicle. We are your Automotive Tailors.

Quantity	Item	Description	Amount
0	Hint Mount	SPECIAL ORDER ITEM 500-0008 TM-5126AP-PIU-20 Westin/Hint On-Dash Tablet and Keyboard Mount. Tablet Mount with Single Arm, Double Pivot, and G.R.I.P. Tilt/Swivel with Adaptor Plate with VESA 75, VESA 100 & 2X4 Patterns (AP-5120-UNIV).. Keyboard Mount with 10" Telescopic Post and Double Arm with Triple Pivot, G.R.I.P. Tilt/Swivel with Adjustable Tray for 12" Keyboard for Ford POLICE INTERCEPTOR UTILITY (2020-C)	0.00
0	PT0185ITU20TM	Prisoner Transport SPECIAL ORDER ITEM	0.00
0	B4702UINT20	Flat Panel Transfer Kit SPECIAL ORDER ITEM	0.00
0	WB47NPUINT20	2020-C Ford Utility - Rear Barrier - 1/4' Poly With Filler Panles (For Use With Side Curtain Air Bags - Police Package Only) SPECIAL ORDER ITEM	0.00
1	PB47UINT20HD	2020-C Ford Utility - Steel Window Bars (For Use With OEM Door Panels Only) Exterior Accessories 2020-C Ford Utility - HD Push Bumper - Includes Wire Covers	585.00
1	60605	Antenna System Heavy Duty 1/4 w/Spring 132-525MHz .	55.00
1	3080384M48	NMO Mount 17' Antenna Cable	25.00
1	PL259 UHF	Crimp on PL259 connector	8.00
1	Distro Large	Installation & Materials Blue Sea Systems 5032B ST Blade Split Bus Fuse Block, 12 Circuits, 30A-100A - Bulk Packaging	110.00
1	HP8	Hardware Package, Wire, Loom, ZipTies, Fuses, Fuse Holders, Fasteners, etc.	400.00

Subtotal

Thank you for choosing NEVO!

Sales Tax (0.0%)

Please make all checks payable to New England Vehicle Outfitters

Total

New England Vehicle Outfitters
40 Old Dover Road
Suite 12
Newington, NH 03801



Invoice

1463

Date: 5/22/2023

Bill To:

Phone : 603-436-2954

Pembroke Police Department
247 Pembroke Street
Pembroke, NH 03275

E-mail us : automotivetailors@ne-vo.com

P.O. Number:	Terms:
G. Gaskell	Net 30

Combining vision and craftsmanship to transform your vehicle. We are your Automotive Tailors.

Quantity	Item	Description	Amount
1	TLIB	Rear Hatch Lighting When Hatch Is Open	125.00
1	Lighting	ION T-SERIES LINEAR LT BLUE	135.00
		Whelen TL12J ION T SERIES LINEAR RED/BLUE	
2	Lighting	Rear Cargo Interior Lighting	340.00
		Whelen PELCB Perimeter Light, Black	
		Lightbar Package	
0	Legacy/Core Promo Pkg		
0	EB2SP3BT	SPECIAL ORDER ITEM	0.00
		EB2SP3BT - 54 Inch - Legacy DUO WeCanX Series	
0	C399	CENCOM CORE WCX CONTROL CENTER	0.00
0	CCTL6	WeCanX KNOB/SLIDE CONTROL HEAD	0.00
0	C399K4	OBDII CANPORT CABLE KIT FORD	0.00
0	SA315U	SA315U SPEAKER, BLACK PLASTIC (Replaces SA315P)	0.00
0	SAK66P	Ford Police Interceptor Utility, 2020, Passenger Side Grille	0.00
		Promo Subtotal	0.00
1	C-VS-1012-INUT	Console	525.00
1	Console	2020 Ford Utility - 22' Angled Low Profile Console	
		Havis C-EB30-TK7-1P 1-Piece Equipment Mounting Bracket, 3"	0.00
		Mounting Space, Fits Kenwood TK-5710, TK-5810, TK-690,	
		TK-790, TK-890	
1	C-EB40-CCS-1P	1-Piece Equipment Mounting Bracket, 4' Mounting Space, Fits	0.00
		Whelen Cencom CCSRN, CCSRNTA, MPC03	
1	CUP2-1001	Self-Adjusting Double Cup Holder	65.00
1	C-ARM-103	Molded Armrest with Hinged Cushion	160.00
1	C-MCB	Mic-clip Bracket	18.00
1	MMCLIP	Magnetic Mic Clip	45.00
		Computer Mounting	

Subtotal

Thank you for choosing NEVO!

Sales Tax (0.0%)

Please make all checks payable to New England Vehicle Outfitters

Total

New England Vehicle Outfitters
40 Old Dover Road
Suite 12
Newington, NH 03801



Invoice

1463

Date: 5/22/2023

Bill To:

Phone : 603-436-2954

Pembroke Police Department
247 Pembroke Street
Pembroke, NH 03275

E-mail us : automotivetailors@ne-vo.com

P.O. Number:	Terms:
G. Gaskell	Net 30

Combining vision and craftsmanship to transform your vehicle. We are your Automotive Tailors.

Quantity	Item	Description	Amount
		2023 Ford Interceptor Utility: Provide & Install Public Safety Equipment	
3	NEVO Labor	Removal NEVO Service Labor - Remove Prisoner Cage, Gun Locks, Radar & Flashlights only	375.00
2	VTX609B	Front Lighting Vertex Super-LED HAW Lamp. Self Contained. Blue (Single Unit)	190.00
1	IONR	ION Series Super-LED Universal Light , w/Universal Mount, Scan-Lock Flash Patterns and a 4-wire Pig Tail (RED) Black Housing	145.00
1	IONB	ION™ Series Super-LED Universal Light , w/Universal Mount, Scan-Lock™ Flash Patterns and a 4-wire Pig Tail (BLUE) Black Housing	145.00
1	Lighting	Side / Intersection Lighting Whelen VMFX20 Mirror-Beam™ ION™ V-Series™ Mirror Mounted Super-LED® Series Lightheads	400.00
2	Lighting	Whelen I2J ION™ DUO™ Series Linear-LED® Universal Light, Red/Blue	300.00
1	IONB	Rear Lighting ION™ Series Super-LED Universal Light , w/Universal Mount, Scan-Lock™ Flash Patterns and a 4-wire Pig Tail (BLUE) Black Housing	145.00
1	IONR	ION Series Super-LED Universal Light , w/Universal Mount, Scan-Lock Flash Patterns and a 4-wire Pig Tail (RED) Black Housing	145.00
2	VTX609B	Vertex Super-LED HAW Lamp. Self Contained. Blue (Single Unit)	190.00
2	VTX609R	Vertex Super-LED HAW Lamp. Self Contained. Red (Single Unit)	190.00

Subtotal

Thank you for choosing NEVO!

Sales Tax (0.0%)

Please make all checks payable to New England Vehicle Outfitters

Total

TOWN OF PEMBROKE
TRUSTEES OF TRUST FUND

APPLICATION FOR PAYMENT FROM TRUST OR CAPITAL RESERVE ACCOUNT

(All requests for payment must be submitted using this form pursuant to RSA 31:33 I)

Submitted by: Selectmen


(Selectmen, School Board, Water Commissioners, Sewer Commissioners, Library Trustees, Elementary School Principals, Scholarship Award Committee, PALS.)

Date request submitted: 11/15/23

Date payment required: 12/31/23

Printed name of person submitting request: David M. Jodoin

Title of person submitting request: Town Administrator

Signature of person submitting request: 

When approved, funds will be wired to the account on file for your organization.

Special Request for Payment by Check ☐ Reason: _____

Deliver payment to: Wire deposit to TD Town Fund

Request submitted pursuant to:

☐ Action as agent to expend.

☒ Warrant article approved at town/school district annual or special meeting.

☒ This request is for only a portion of the amount authorized by the article.

☐ This request is for the total amount authorized by the article in question or represents the final payment in a series.

Amount of distribution requested: \$62,910.19

Name of fund from which payment is requested: Police Cruiser Fund

Date and warrant article number which authorizes this request: Article #14 2023 Tm
or

Date and minutes of meeting by boards & commissions authorizing withdrawal 11/15/23.
(Enter the date of the meeting and attach a copy of approved minutes documenting authorization.)

Signed requests may be sent electronically with supporting documents to PembrokeTTF@Gmail.com.

The Section Below is for Use by Trustees Only:

Trustee poll vote conducted on _____. ☐ Approved ☐ Denied

Request Transmitted to Wealth Management on: _____

Gary Gaskell

From: AR <ar@globalpublicsafety.us>
Sent: Friday, July 21, 2023 4:22 PM
To: ggaskell@pembroke-nh.com
Subject: Global Public Safety - Sales Invoice PS-INV109900
Attachments: Sales Invoice PS-INV109900.pdf

Invoice PS-INV109900

July 13, 2023
Page 1 / 4



Invoice

PS-INV109900

PO Box 69276
Baltimore, MD
21264-9276

Sold To
Pembroke Police Department-NH
247 Pembroke St.
Pembroke NH 03275
USA

Ship-to Address
Pembroke Police Department-NH
247 Pembroke St.
Pembroke NH 03275
USA

Customer PO No. 2023 PIU LINE CAR PEMBROKE PD	Salesperson Shirley Breen	Due Date August 12, 2023	Document Date July 13, 2023
Order No. ORD-09420- R0H2Q7	Package Tracking No.	Your Reference	

VIN:1FM5K8AB4PGA04113
2023 PIU LINE CAR PEMBROKE PD

No.	Description	Quantity	Unit	Unit Price	Line Amount
36-2125	Push Bumper Elite	1	Each	550.00	550.00
36-6005W4	Elite 23.5" 4 Light Channel	1	Each	30.00	30.00
I2E	DUO LINEAR ION BLUE/WHITE BLK	2	Each	126.75	253.50
I2D	DUO LINEAR ION RED/WHITE BLK	2	Each	126.75	253.50
VTX609B	VERTEX SUPER-LED LIGHT BLUE	2	Each	95.00	190.00

TLI2E	ION T-SERIES LINEAR DUO B/W	2 Each	122.85	245.70
SA315P	SA315P SPEAKER, BLACK PLASTIC	1 Each	254.15	254.15
SAK66D	SA-315 MT KIT EXPLORER DRVR	1 Each	31.85	31.85
LINSV2B	SURFACE MT LINZ V-SERIES BLUE	2 Each	190.45	380.90
TLI2D	ION T-SERIES LINEAR DUO R/W	1 Each	117.97	117.97
TLI2E	ION T-SERIES LINEAR DUO B/W	1 Each	117.97	117.97
TLIB	ION T-SERIES LINEAR LT BLUE	1 Each	105.95	105.95
TLI2J	ION T-SERIES LINEAR DUO R/B	1 Each	122.85	122.85
I3JC	TRIO ION R/B W/ WHT OVERRIDE	2 Each	150.15	300.30
VTX609B	VERTEX SUPER-LED LIGHT BLUE	2 Each	95.00	190.00
VTX609R	VERTEX SUPER-LED LIGHT RED	2 Each	95.00	190.00
3SRCCDCR	3" ROUND SPLIT RED/WHT COMPART	2 Each	75.00	150.00
C-VS-1012-INUT-H	Console Housing Only 2020 Ford Utilty..NH only uses these	1 Each	508.00	508.00
C-ARM-103	Armrest For Top Mount, Console, Large Pad	1 Each	126.00	126.00
CUP2-1001	Internal Cup Holders	1 Each	60.00	60.00
MMSU-1	Magnetic Mic Single Unit..1 Single Unit Conversion Kit	1 Each	50.00	50.00
TM-5126AP-PIU-20	TM-5120 Series On-Dash Tablet Mount	1 Each	765.00	765.00
S4702UINT20OSB	Charcoal Grey ABS, Transport Seat w/ Poly Window Cargo Barrier and Outboard Seat Belts	1 Each	1,595.00	1,595.00
PRPSP4704UINT20A	Center Sliding Poly Window	1 Each	725.00	725.00
WB47NPUINT20	Pair, Steel Window Bars	1 Each	220.00	220.00
C399	CENCOM CORE WCX CONTROL CENTER	1 Each	1,000.00	1,000.00
CEM16	WeCanX 16 OUTPUT EXPANSION MOD	1 Each	200.00	200.00
CCTL6	WeCanX KNOB/SLIDE CONTROL HEAD	1 Each	325.00	325.00
C399K7	OBD II CANPORT KIT 2021 F-150	1 Each	45.00	45.00

C-EB40-CCS-1P	1-Piece Equipment Mounting Bracket, 4" Mounting Space, Fits Whelen Cencom CCSRN, CCSRNTA, MPC03	1 Each	0.00	0.00
C-FP-3	3" Filler Plate	1 Each	0.00	0.00
NMOKHFUD25	Larsen Mobile Antenna 0-6000 MHz 3 4 Mount Antenna	1 Each	35.00	35.00
ROOF-FT-NITI-M	Flexi-whip mast only, field or factory tuned from 136 MHz-1 GHz	1 Each	60.00	60.00
EB2EEEE	LEGACY WCX 54" BW/BW/BW/BW	1 Each	2,200.00	2,200.00
CUSTOMER ITEM	CUSTOMER ITEM	1 Each	250.00	250.00
CUSTOMER ITEM	CUSTOMER ITEM	1 Each	105.00	105.00
CUSTOMER ITEM	CUSTOMER ITEM	1 Each	0.00	0.00
CUSTOMER ITEM	CUSTOMER ITEM	1 Each	295.00	295.00
SHOP	Shop Supplies	1 Each	395.00	395.00
LABOR- INSTALLATION	Installation	1 Each	3,400.00	3,400.00
EZVAULT- INSTALLKIT	INSTALL KIT FOR EZVAULT 2023 FORD UTILTY	0 Each	215.00	0.00
			Subtotal	15,843.64
			Total Tax	0.00
			Total \$	15,843.64
Total Payments/Credit Memos				0.00
Total Remaining Balance				15,843.64



[Click Here to Pay](#)

Amount Subject to Sales Tax 0.00

Amount Exempt from Sales Tax 15,843.64

ACH Info:

NAME: Global Public Safety

ROUTING#: 022000046

ACCT#: 9871912292

Home Page
GlobalPublicSafety.US

Phone No.
(443) 345-5294 x131

Email
AR@Globalpublicsafety.us



5 Executive Drive
Hudson NH 03051
603.617.7178

Quote

To:
Pembroke Police Department-NH
247 Pembroke St.
Pembroke, NH 03275

From:
Shirley Breen
5 Executive Drive
Hudson, NH 03051
Phone: 603.617.7178

Summary

Total Amount:	\$1,575.00	Quote ID:	QUO-10917-R6P8F0
Shipping Method:		Date:	7/18/2023
Payment Terms:		Expiration Date:	8/17/2023
Contract:			

Shipping Information

Ship To:	Bill To:
247 Pembroke St.	247 Pembroke St.
Pembroke, NH 03275	Pembroke, NH 03275

Vehicles

Vehicle ID	VIN	Tag	Year	Stock/Unit Number	Make/Model
------------	-----	-----	------	-------------------	------------

Details

Product ID	Description	Quantity	Price	Sub Total
EZVAULTUP	EZ Vault "UP..45" W X 24" D X 8" H	1.00	\$1,450.00	\$1,450.00
LABOR-INSTALLATION	Installation	1.00	\$125.00	\$125.00
Total Tax				\$0.00
Total				\$1,575.00

Advantage Signs
128 Hall St., Suite C Concord, New Hampshire 03301
(603) 224-7446

www.advantagesigns.net



Invoice 14859

2023 Ford Interceptor #4

SALES REP INFO
Beth Shaw
beth.advantagesigns@gmail.com
+1
QT#
9579

INVOICE DATE
Mon, 07/17/2023
TERMS
50% deposit
INV.DUE DATE
Tue, 07/18/2023

ORDERED BY
Pembroke NH Police Department
247 Pembroke Street
Pembroke, NH 03275

CONTACT INFO
Gary Gaskell
ggaskell@pembroke-nh.com
(603) 485-9173
Mobile: +19440711

About this Invoice:

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)	TAXABLE
1	Interceptor Reflective Graphics Design will be black Includes : Design, production and professional install of 3M Reflective graphics. Includes roof number. Production (Lamination and Printing), Vehicle Surface Preparation and professional installation.	1	Each	\$860.00	\$860.00	Y

VEHICLE 4

***ON ROOF, BOTTOM OF NUMBER SHOULD FACE THE
BACK OF THE VEHICLE***
Sides: 1

Final payment is due when invoices are received unless credit terms have been extended to include NET 30. If payments for past orders are not received within 60 days, we reserve the right to cancel future orders.

Past Due Invoices are subject to a Late Payment Fee of \$XX.XX for each month past due, and (or) a X% Finance Charge of the outstanding balance due each month. All materials remain the property of Company Name until paid for in full.

Subtotal: \$860.00
Sales Tax (0%): \$0
Total: \$860.00

SIGNATURE:

DATE:



Estimate

Date: 3/20/2023

Customer ID:

TO: Pembroke Police Department
Attn Chief Gary Gaskell

Salesperson: Dave Brown
508-561-3227

Price Per GBPC/BAPERN

Qty	Item #	Description	Unit Price	Line Total
1.00	K8A	2023 Ford PIU Hybrid White	\$ 40,876.00	\$ 40,876.00
1.00	Credit	3.3L Gas Engine Credit	\$ (2,581.00)	\$ (2,581.00)
1.00	43D	Dark Car Feature	\$ 24.25	\$ 24.25
1.00	51R	Driver Side Spot Lamp Unity LED	\$ 383.15	\$ 383.15
1.00	549	Power Heated Mirrors	\$ 58.20	\$ 58.20
1.00	76R	Reverse Sensing System	\$ 266.75	\$ 266.75
1.00	52P	Rear Door Plungers	\$ 155.20	\$ 155.20
1.00	53M	SYNC Voice Activated System	\$ -	\$ -
1.00	86P	Front Headlamp Housing	\$ -	\$ -
1.00	87R	Rear View Mirror with Rear Camera	\$ -	\$ -
1.00	18D	Rear Liftgate Lock Disable	\$ -	\$ -
1.00	002LI76	Install Cargo Dome Lamo	\$ 105.00	\$ 105.00
1.00	FleetKy	Fleet Key to Code 1284X	\$ 225.00	\$ 225.00
1.00	LotFee	In Stock Immediate Off Lot Delivery Fee	\$ 1,500.00	\$ 1,500.00
1.00	SK47UNIT20	Black Powder Coated Skid Plate Engine	\$ 242.00	\$ 242.00
1.00	TSP47UNIT20G	Transmission Skid Plate Gas	\$ 242.00	\$ 242.00
1.00	Labor	Install 2 skid plates	\$ 340.00	\$ 340.00
				\$ -
				\$ -

Special Instructions:

Custom or Special Orders are Non-Refundable

This Estimate is for Budgetary Purposes and is Not a Guarantee of Cost for Services.

Estimate is Based on Current Information From Client About the Project Requirements

Actual Cost May Change Once Project Elements are Finalized

Subtotal

Sales Tax

Grand Total

\$41,836.55

\$41,836.55

Thank you for your business



Invoice

PS-INV109405

PO Box 69276
Baltimore, MD
21264-9276

Sold To
Pembroke NH Police Dept.
247 Pembroke St.

Pembroke NH 03275
USA

Ship-to Address
Pembroke NH Police Dept.
247 Pembroke St.

Pembroke NH 03275
USA

Customer PO No.
K9 STRIP
PEMBROKE NH
POLICE

Salesperson

Due Date
July 7, 2023

Document Date
June 7, 2023

Order No.
ORD-09421-B7G1W8

Package Tracking No.

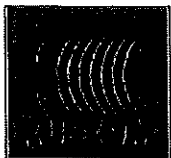
Your Reference

VIN:1FM5K8AR3HGD25932
K9 STRIP PEMBROKE NH POLICE

No.	Description	Quantity	Unit	Unit Price	Line Amount
LABOR- DECOMMISS ION	LABOR-DECOMMISSION	1	Each	495.00	495.00
Subtotal					495.00
Total Tax					0.00
Total \$					495.00
Total Payments/Credit					0.00
Memos					
Total Remaining Balance					495.00



[Click Here to Pay](#)



KUSTOM SIGNALS, INC.

9652 Loiret Blvd
Lenexa, KS 66219-2406
(913) 492-1400 fax (913) 492-1703

381840
PRE-TYPE

INVOICE

SOLD TO:

Name PEMBROKE POLICE DEPT
Address 247 PEMBROKE STREET
PEMBROKE NH 3275

Date 4/10/2023
Customer No. 9262
Order No 381840 SO
PO SIGNED QUOTE
Terms N30

SHIP TO:

Name PEMBROKE POLICE DEPT
Address 247 PEMBROKE STREET
ATTN: CHIEF GASKELL
PEMBROKE NH 3275

Remit Electronic Payment to:

Trust
Routing # 83900680
Swift # BRBTUS33
Kustom Signals Acct # 5189381508

ITEM	Description	PRICE	TOTAL
1	***ProLaser 4*** NEW HAMPSHIRE STATE CONTRACT	\$ 2,300.00	\$ 2,300.00

Additional Payment Options : Check
KUSTOM SIGNALS INC.
PO BOX 896869
Charlotte, NC. 28289-6869

Subtotal	\$ 2,300.00
Tax	\$ -
Total	\$ 2,300.00

ORIGINAL INVOICE

TOWN OF PEMBROKE
TRUSTEES OF TRUST FUND

APPLICATION FOR PAYMENT FROM TRUST OR CAPITAL RESERVE ACCOUNT

(All requests for payment must be submitted using this form pursuant to RSA 31:33 I)

Submitted by: Selectmen

(Selectmen, School Board, Water Commissioners, Sewer Commissioners, Library Trustees, Elementary School Principals, Scholarship Award Committee, PALS.)

Date request submitted: 11/15/23

Date payment required: 12/31/23

Printed name of person submitting request: David M. Jodoin

Title of person submitting request: Town Administrator

Signature of person submitting request: 

When approved, funds will be wired to the account on file for your organization.

Special Request for Payment by Check ____ Reason: _____

Deliver payment to: Wire deposit to TD Town Fund

Request submitted pursuant to:

☒ Action as agent to expend.

____ Warrant article approved at town/school district annual or special meeting.

____ This request is for only a portion of the amount authorized by the article.

____ This request is for the total amount authorized by the article in question or represents the final payment in a series.

Amount of distribution requested: \$9,225.00

Name of fund from which payment is requested: Cemetery Improvements

Date and warrant article number which authorizes this request: _____

or

Date and minutes of meeting by boards & commissions authorizing withdrawal 11/15/23

(Enter the date of the meeting and attach a copy of approved minutes documenting authorization.)

Signed requests may be sent electronically with supporting documents to PembrokeTTF@Gmail.com.

The Section Below is for Use by Trustees Only:

Trustee poll vote conducted on _____. ____ Approved ____ Denied

Request Transmitted to Wealth Management on: _____

ADVANCED
EXCAVATING & PAVING
 PO BOX 581 • 166 GRANITE STREET • SUNCOOK, NH 03275

RECEIVED
 JUN 12 2023
 PEMBROKE DPW

Invoice

Date	Invoice #
6/9/2023	22258

Bill To
TOWN OF PEMBROKE PUBLIC WORKS DEPT 8 EXCHANGE STREET PEMBROKE NH 03275

Phone #	Fax #
6034859755	603-485-5579

Terms	Due Date
30 DAYS	7/9/2023

Date	Description	Quantity	Rate	Amount
5/19/23	PEMBROKE HILL CEMETERY Remove old pavement, add 8" crushed gravel, replace 12" culvert, pave with 2 1/2" single course mix. Prep and paving Replace culvert	135 1	55.00 1,800.00	7,425.00 1,800.00

	Total	\$9,225.00
	Balance Due	\$9,225.00

TOWN OF PEMBROKE
TRUSTEES OF TRUST FUND

APPLICATION FOR PAYMENT FROM TRUST OR CAPITAL RESERVE ACCOUNT

(All requests for payment must be submitted using this form pursuant to RSA 31:33 D)

Submitted by: Selectmen

(Selectmen, School Board, Water Commissioners, Sewer Commissioners, Library Trustees, Elementary School Principals, Scholarship Award Committee, PALS.)

Date request submitted: 11/15/23

Date payment required: 12/31/23

Printed name of person submitting request: David M. Jodoin

Title of person submitting request: Town Administrator

Signature of person submitting request: 

When approved, funds will be wired to the account on file for your organization.

Special Request for Payment by Check ☐ Reason: _____

Deliver payment to: Wire deposit to TD Town Fund

Request submitted pursuant to:

☒ Action as agent to expend.

☐ Warrant article approved at town/school district annual or special meeting.

☐ This request is for only a portion of the amount authorized by the article.

☐ This request is for the total amount authorized by the article in question or represents the final payment in a series.

Amount of distribution requested: \$362,414.29

Name of fund from which payment is requested: Fire Small Equipment Fund

Date and warrant article number which authorizes this request: _____

or

Date and minutes of meeting by boards & commissions authorizing withdrawal 11/15/23.
(Enter the date of the meeting and attach a copy of approved minutes documenting authorization.)

Signed requests may be sent electronically with supporting documents to PembrokeTTF@Gmail.com.

The Section Below is for Use by Trustees Only:

Trustee poll vote conducted on _____. ☐ Approved ☐ Denied

Request Transmitted to Wealth Management on: _____

FIREMATIC SUPPLY CO. INC.



REMIT TO: P.O. Box 187, Yaphank, NY 11980-0187
PHONE: (631) 924-3181 * FAX: (631) 924-5202

E-MAIL: info@firematic.com
WEBSITE: www.firematic.com

INVOICE

NUMBER
408206

DATE
Jul 19, 2023

PAGE
1

For information regarding this invoice please contact
accountsreceivable@firematic.com or (631) 924-3185.
Please reference your customer number on your payment.

Please phone your contact at Firematic Supply to confirm
any request to change payment instructions.

S O L D T O	PEMBROKE FIRE DEPT NH 247 PEMBROKE STREET PAMBROKE, NH 03275
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S H I P T O	PEMBROKE FIRE DEPT NH 247 PEMBROKE STREET PAMBROKE, NH 03275
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CUSTOMER NO. 3826	ORDER NO. 782456	ORDER DATE Mar 24, 2023	SALESPERSON DF2	TERMS NET 30	CUSTOMER PO NO.			
ITEM NUMBER				DESCRIPTION	QTY	UNIT PRICE	U/M	AMOUNT
MSAAG1FS442MA2C2CLER				G1 WITH EXTENDAIRE II AND ITIC	23	9,260.00	EA	212,980.00
MSAAG1FS442MA2C2LAR				MSA G1 COMPLETE WITH EXTENDAIRE II	5	7,925.00	EA	39,625.00
MSAAG1FPFM1M401				G1 FACEPIECE,MEDIUM,4-PT ADJUSTABLE	32	425.00	EA	13,600.00
MSAAG1FPFS1S401				G1 FACE PIECE - SMALL	5	425.00	EA	2,125.00
MSAAG1FPFL1L401				G1 FACE PIECE, LARGE	1	425.00	EA	425.00
MSA10175707				G1 CYLINDER ASSY, 4500PSI, 30 MIN, W/QC	28	1,095.00	EA	30,660.00
MSA10175707				G1 CYLINDER ASSY, 4500PSI, 30 MIN, W/QC	28	0.00	EA	0.00
MSA10158385				G1 BATTERY CHARGING STATION	1	940.00	EA	940.00
MSA10148741SP				G1 LI-ION RECHARGEABLE BATTERY PACK	6	485.00	EA	2,910.00
MSA10083875				TAGS ASSY, ELECTRONIC ID G1/M7 AIR MASK	33	53.00	EA	1,749.00
MSA10149702SP				QUICK CONNECT ADAPTER FOR 4500/5500PSI CYLINDERS	10	85.00	EA	850.00
				UPS 1Z1899350323624890 4/26/23				
MSA10206313				G1 RIT SYS, 4500, QC, QF, GAUGE, QA BYPASS, UEBSS, LESS CYL	2	5,750.00	EA	11,500.00
MSA10175710				G1 CYLINDER 4500PSI 60 MIN W/QC ADAPTER	1	1,620.00	EA	1,620.00
MSA10175710				G1 CYLINDER 4500PSI 60 MIN W/QC ADAPTER	1	0.00	EA	0.00
TNORBL20				RBL20-L-2 RIT BAG W/SKID PLATE - RED	2	0.00	EA	0.00
MSP10208643				Coupling, QC, Universal, SP	4	250.00	EA	1,000.00
MSA10162403				ADAPTER ASSY,QC TO 1/4 NPT F,5000PSI	4	605.00	EA	2,420.00
				UPS 1Z1899350323710091 5/5/23				
MSALOGO				FIRE DEPT LOGO ON CYLINDERS	58	0.00	EA	0.00
MSALOGOSSETUP				LOGO SET UP FEE	1	200.00	EA	200.00
MSA10144230				SPECTACLE KIT FOR G1 FACEPIECE	6	150.00	EA	900.00
RBF425RD				MAS BAG, RED	38	33.00	EA	1,254.00
COMMENTS								Tax Amt: 0.00
								AMOUNT DUE
								324,758.00

CUSTOMER COPY

FIREMATIC SUPPLY CO. INC.



REMIT TO: P.O. Box 187, Yaphank, NY 11980-0187
PHONE: (631) 924-3181 * FAX: (631) 924-5202

E-MAIL: info@firematic.com
WEBSITE: www.firematic.com

INVOICE

NUMBER
408227

DATE
Jul 20, 2023

PAGE
1

For information regarding this invoice please contact
accountsreceivable@firematic.com or (631) 924-3185.
Please reference your customer number on your payment.

Please phone your contact at Firematic Supply to confirm
any request to change payment instructions.

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PEMBROKE FIRE DEPT NH
247 PEMBROKE STREET
PAMBROKE, NH 03275

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PEMBROKE FIRE DEPT NH
247 PEMBROKE STREET
PAMBROKE, NH 03275

CUSTOMER NO. 3826	ORDER NO. 784213	ORDER DATE Jun 30, 2023	SALESPERSON DF2	TERMS NET 30	CUSTOMER PO NO.		
ITEM NUMBER		DESCRIPTION		QTY	UNIT PRICE	U/M	AMOUNT
SFF35251		SCBA BRACKET, CLIP ONLY		4	15.75	EA	63.00
FREIGHT IN		FREIGHT FROM MANUFACTURER UPS - 1ZEY88690343635305		1	23.29	EA	23.29
COMMENTS							Tax Amt: 0.00 AMOUNT DUE 86.29

CUSTOMER COPY



Industrial Protection Services, LLC

33 Northwestern Drive ■ Salem, NH 03079
Tel: (800) 696-4740 ■ www.ipp-ips.com

INVOICE

INVOICE NO.

186100-00

INV. DATE

PAGE #

07/28/23

1

Bill To:

Pembroke Fire Dept
Chief Gagnon
247 Pembroke Street
Pembroke, NH 03275

Ship To:

Pembroke Fire Dept
Tyrel Lemoine
247 Pembroke Street
Pembroke, NH 03275

CUST #	CUSTOMER P.O.	TERMS	SHIP VIA				SALES REP
91648	Tyrel Lemoine	Net 30	UPS Ground				BL
LN	ITEM # / DESCRIPTION	ORD	B/O	SHIP	UM	PRICE	AMOUNT
1	VEC13-E3 Compressor, Vertecon, 10hp, 3 phase, 6000 208V/3PH 13SCFM	1	0	1	ea	28000.00	28000.00
2	0001-SECURUS Securus filtration dew point monitoring	1	0	1	ea	1066.00	1066.00
3	MNR-29/CAL Kit, cal CO	1	0	1	ea	4429.00	4429.00
4	FREIGHT FREIGHT	1	0	1	ea	1000.00	1000.00
5	Installation Installation, of equip	1	0	1	ea	1200.00	1200.00
				Total Invoice	Total		35695.00 35695.00

Last Page

Invoice Total \$ 35695.00

Beginning July 1, 2023, those that choose to continue making payments via Credit Card with an amount of \$2,500 or greater will incur a 3% Credit Card Surcharge Fee

David Murray

15 Cross St.
Concord, NH 03303
Phone 603-494-5375

DATE	INVOICE NO.
8/16/2023	A5501

BILL TO
Pembroke Fire Department Rt. 3 Pembroke St. Pembroke, NH 03275

SHIP TO
Wiring of air compressor PER QUOTE

P.O. NO.	TERMS	DUE DATE
Erik	Due on receipt	8/16/2023

DESCRIPTION	QTY	RATE	AMOUNT
Wiring Of New Air Compressor In Hose Room PER QUOTE	1	1,875.00	1,875.00
		Total	\$1,875.00
		Balance Due	\$1,875.00

TOWN OF PEMBROKE
TRUSTEES OF TRUST FUND

APPLICATION FOR PAYMENT FROM TRUST OR CAPITAL RESERVE ACCOUNT

(All requests for payment must be submitted using this form pursuant to RSA 31:33 f)

Submitted by: Selectmen


(Selectmen, School Board, Water Commissioners, Sewer Commissioners, Library Trustees, Elementary School Principals, Scholarship Award Committee, PALS.)

Date request submitted: 11/15/23

Date payment required: 12/31/23

Printed name of person submitting request: David M. Jodoin

Title of person submitting request: Town Administrator

Signature of person submitting request: 

When approved, funds will be wired to the account on file for your organization.

Special Request for Payment by Check ☐ Reason: _____

Deliver payment to: Wire deposit to TD Town Fund

Request submitted pursuant to:

☒ Action as agent to expend.

☐ Warrant article approved at town/school district annual or special meeting.

☐ This request is for only a portion of the amount authorized by the article.

☐ This request is for the total amount authorized by the article in question or represents the final payment in a series.

Amount of distribution requested: \$8,735.65

Name of fund from which payment is requested: Town Building Fund

Date and warrant article number which authorizes this request: _____

or

Date and minutes of meeting by boards & commissions authorizing withdrawal 11/15/23.
(Enter the date of the meeting and attach a copy of approved minutes documenting authorization.)

Signed requests may be sent electronically with supporting documents to PembrokeTTF@Gmail.com.

The Section Below is for Use by Trustees Only:

Trustee poll vote conducted on _____. ☐ Approved ☐ Denied

Request Transmitted to Wealth Management on: _____

G&O Heating and Air Conditioning Inc
5 Main St
Hooksett NH 03106

Invoice

Date	Invoice #
8/15/2023	5602
Terms	Due Date
Due on receipt	9/1/2023

Bill To
Town of Pembroke 8 Exchange St Pembroke, NH 03275

Enclosed

Vendor	P.O. No.	Rep
	SEWER	DJR

Date	Description	Quantity	Rate	Amount
7/27/2023	<p>Sewer issue at the Town Hall</p> <p>Inspecting and replacing the sewer pipe</p> <p>Price For Job (Material & Labor) A pre determined dollar amount Work done above agreement.</p> <p>additional fittings as it was found the town hall tie in was installed with improper fittings. The description pointing out that piping is run in an unconventional way as it Decreases from 6 to 4in when sewer piping is never meant to Decrease in a run. Also that elevations from town hall were back pitching at connection point.</p>		<p>5,500.00</p> <p>250.00</p>	<p>5,500.00</p> <p>250.00</p>

Thank you for your business.

Total \$5,750.00

Balance Due \$5,750.00

E-mail	AP@gandohvac.com
Phone #	(603) 485-5942

**MERRILL'S RADIATOR**549 First NH TRPK
Northwood, NH 03261

603.942.8711

www.merrillsradiator.com

DATE 5/22/23 AG#

PURCHASE ORDER# SAFETY Center

CONTACT Corey BSB

TELE 603 848 x 4424

TELE x

NAME Town of Pembroke

ADDRESS 8 Exchange St

CITY Pembroke

STATE N.H.

ZIP

✓ **RADIATOR** C & S RT Radiator/CAT

CLEAN EXTERNALLY: PRESSURE WASH STEAM CHEMICAL

CLEAN INTERNALLY: BACK FLUSH ROD OUT ULTRASOUND

FLOW TEST #1 GPM

FLOW TEST #2 GPM

TEST & REPAIR:

FILLER NECK INLET/OUTLET CONNECTION DRAIN ASSEMBLY

TUBE LEAKS: INTERNAL INLET HEADER OUTLET HEADER

INLET TANK: REMOVE/REPLACE RESOLDER SEAM REBUILD HEADER

INLET TANK (\$)

OUTLET TANK: REMOVE/REPLACE RESOLDER SEAM REBUILD HEADER

OUTLET TANK (\$)

STRAIGHTEN FINS PAINT NO PAINT

INDUSTRIAL RADIATOR -

REMOVE & REPLACE TANK(S) / FRAME(S) / SHROUD / ETC.

NEW NUTS / BOLTS / WASHERS / ETC. NEW GASKETS

✓ **RECORE (\$ m25613) RADIATOR (\$) 2928.95****HEATER -****CLEAN, TEST & REPAIR:**

TANK SEAM(S) CONNECTION(S) REBUILD TOP / BOTTOM HEADER

HEATER (\$)

FUEL TANK -

CLEAN, TEST & REPAIR COAT INTERNALLY COAT EXTERNALLY

FUEL TANK (\$)

SPECIAL SERVICES -

STEEL WELD...ALUMINUM WELD...

PLASTIC REPAIR...EPOXY REPAIR...SILVER SOLDER REPAIR...MUGGY ALLOY REPAIR...

✓ **FREIGHT ROSS EXPRESS 56.90**

WARRANTY INFORMATION - LIFETIME* 5 YRS 1YR 90 DAYS NO WARRANTY

CASH

CHECK

CARD

ACCOUNT

TOTAL

2985.65

TOWN OF PEMBROKE
TRUSTEES OF TRUST FUND

APPLICATION FOR PAYMENT FROM TRUST OR CAPITAL RESERVE ACCOUNT

(All requests for payment must be submitted using this form pursuant to RSA 31:33 D)

Submitted by: Selectmen

(Selectmen, School Board, Water Commissioners, Sewer Commissioners, Library Trustees, Elementary School Principals, Scholarship Award Committee, PALS.)

Date request submitted: 11/15/23

Date payment required: 12/31/23

Printed name of person submitting request: David M. Jodoin

Title of person submitting request: Town Administrator

Signature of person submitting request: 

When approved, funds will be wired to the account on file for your organization.

Special Request for Payment by Check ☐ Reason: _____

Deliver payment to: Wire deposit to TD Town Fund

Request submitted pursuant to:

☒ Action as agent to expend.

☐ Warrant article approved at town/school district annual or special meeting.

☐ This request is for only a portion of the amount authorized by the article.

☐ This request is for the total amount authorized by the article in question or represents the final payment in a series.

Amount of distribution requested: \$6,568.42

Name of fund from which payment is requested: Police Small Equipment Fund

Date and warrant article number which authorizes this request: _____

or

Date and minutes of meeting by boards & commissions authorizing withdrawal 11/15/23

(Enter the date of the meeting and attach a copy of approved minutes documenting authorization.)

Signed requests may be sent electronically with supporting documents to PembrokeTTF@Gmail.com.

The Section Below is for Use by Trustees Only:

Trustee poll vote conducted on _____. ☐ Approved ☐ Denied

Request Transmitted to Wealth Management on: _____



2825 Airview Boulevard
Kalamazoo, MI 49002 USA

Invoice

9204529475

Bill to: 20199563

201976-8.11 0 9667-1.2 1oz



TOWN OF PEMBROKE POLICE DEPT
ATTN: ACCOUNTS PAYABLE DEPARTMENT
ROOM - 1
247 PEMBROKE ST
PEMBROKE NH 03275 - 1359
[Barcode]

Customer Information

Invoice #	9204529475
Invoice Date	08/24/2023
Currency	USD
Payer Number	20199563
Payer Name	TOWN OF PEMBROKE POLICE DEPT

Ship to

20199563

TOWN OF PEMBROKE POLICE DEPT
RM 1
247 PEMBROKE ST
PEMBROKE NH 03275-1359

Remit to :

Electronic Payments:

JPMorgan Chase
ABA 071000013 (ACH)
Account: 1035237
ABA 021000021 (WIRE)
SWIFT Code: CHASUS33XXX

Checks:

Stryker Sales, LLC
21343 NETWORK PLACE
CHICAGO IL 60673-1213
USA

For product related inquiries please contact:
Stryker Medical Customer Service: 800-327-0770
For accounts and billing related inquiries please contact:
Stryker account receivable: 800-733-2383(Option 2)

Please transmit in CTX format. If CTX is not possible, please send remittance information by email to EFTpayments@stryker.com

Header Information

Customer PO	952-420		
Payment Terms	Net due in 30 days	Payment Due Date	09/23/2023
Terms of Delivery	PCO		
	ORIGIN		

Item	Item#/GTIN	Description	Quantity / Unit	Unit Price	Extended Price
1	99512-001261 GTIN: 00883873824139	LPCR2,WIFI,B,EN-US,DE,S,1,ROS,MODET, ROS, Serial Number 50708618 50710692 50713269	3 PC	2,440.08	7,320.24
Item Total					7,320.24
Freight and Handling					48.18
Gross Amount					7,368.42



2825 Airview Boulevard
Kalamazoo, MI 49002 USA

Credit Memo
700438298

Bill to
20199563 TOWN OF PEMBROKE POLICE DEPT ATTN: ACCOUNTS PAYABLE DEPARTMENT ROOM - EMS 247 PEMBROKE ST PEMBROKE NH 03275-1359

Ship to
20199563 TOWN OF PEMBROKE POLICE DEPT 247 PEMBROKE ST PEMBROKE NH 03275-1359

For product related inquiries please contact:
Stryker Medical Customer Service: 800-327-0770
For accounts and billing related inquiries please contact:
Stryker account receivable: 800-733-2383{Option 2}

Customer Information	
Credit Memo #	700438298
Invoice Date	09/18/2023
Currency	USD
Payer Number	20199563
Payer Name	TOWN OF PEMBROKE POLICE DEPT

Remit to:	
Electronic Payments:	Checks:
JPMorgan Chase ABA 071000013 (ACH) Account: 1035237 ABA 021000021 (WIRE) SWIFT Code: CHASUS33XXX	Stryker Sales, LLC 21343 NETWORK PLACE CHICAGO IL 60673-1213 USA

Please transmit in CTX format. If CTX is not possible, please send remittance information by email to BFTpayments@stryker.com

Header Information			
Customer PO	952-420	Original Invoice	
Payment Terms	Net due in 30 days	Payment Due Date	10/18/2023
Terms of Delivery	FCO		
	ORIGIN		

Item	Item#/GTIN	Description	Quantity / Unit	Unit Price	Extended Price
1	TR-LPCRP-LPCR2	TR-SYK LP CR PLUS TO CR2	2 PC	-250.00	-500.00
2	TR-ZAEDPL-LPCR2	TR-ZL AED PLUS TO CR2	1 PC	-300.00	-300.00
Item Total					- 800.00
					-
Gross Amount					- 800.00

TOWN OF PEMBROKE
TRUSTEES OF TRUST FUND

APPLICATION FOR PAYMENT FROM TRUST OR CAPITAL RESERVE ACCOUNT

(All requests for payment must be submitted using this form pursuant to RSA 31:33 D)

Submitted by: Selectmen

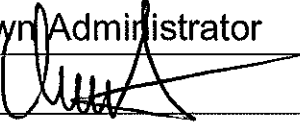
(Selectmen, School Board, Water Commissioners, Sewer Commissioners, Library Trustees, Elementary School Principals, Scholarship Award Committee, PALS.)

Date request submitted: 11/15/23

Date payment required: 12/31/23

Printed name of person submitting request: David M. Jodoin

Title of person submitting request: Town Administrator

Signature of person submitting request: 

When approved, funds will be wired to the account on file for your organization.

Special Request for Payment by Check ☐ Reason: _____

Deliver payment to: Wire deposit to TD Town Fund

Request submitted pursuant to:

☒ Action as agent to expend.

☐ Warrant article approved at town/school district annual or special meeting.

☐ This request is for only a portion of the amount authorized by the article.

☐ This request is for the total amount authorized by the article in question or represents the final payment in a series.

Amount of distribution requested: \$18,173.76

Name of fund from which payment is requested: Property Revaluation Fund

Date and warrant article number which authorizes this request: _____

or

Date and minutes of meeting by boards & commissions authorizing withdrawal 11/15/23.
(Enter the date of the meeting and attach a copy of approved minutes documenting authorization.)

Signed requests may be sent electronically with supporting documents to PembrokeTTF@Gmail.com.

The Section Below is for Use by Trustees Only:

Trustee poll vote conducted on _____. ☐ Approved ☐ Denied

Request Transmitted to Wealth Management on: _____



CORCORAN CONSULTING ASSOCIATES, INC.

July 7, 2023

David M. Jodoin, Administrator
Pembroke Town Hall
311 Pembroke Street
Pembroke, NH 03275

RE: Assessing Services
Invoice # 13623PB – June 2023 Services

Dear Mr. Jodoin,

Please accept and process our agency's invoice for various assessing services rendered during the timeframe specified above. The following is a breakdown of time charged to the Town for this invoice:

Monica Hurley: 49.00 hours @ Assessor Rate (\$86.00 per hour), +
135 miles @ \$.655 per mile (\$ 88.43);
Ron Doyon: 7.50 hours @ Appraiser Rate (\$75.00 per hour), +
74 miles @ \$.655 per mile (\$ 48.47);
Jared Hynes: 7.25 hours @ Sr. Data Collector Rate (\$57.00 per hour), +
35 miles @ \$.655 per mile (\$ 22.93);
Tracie Gallagher: 2.00 hours @ Researcher Rate (\$40.00 per hour), +
0 miles @ \$.655 per mile (\$0.00);

Total for Cycles Services - \$ 1,047.15
Total for Assessing Services - \$ 4,382.42
TOTAL TO SUBMIT - \$ 5,429.57

Our activity logs are attached for your review. Please do not hesitate to contact us with any concerns.

Sincerely,

Wil Corcoran
Principal Consultant

REF: #13623PB
Encl/activity log

Activity Log for Pembroke, NH

Name	Hours	Activities
Monica Hurley		
06/01/2023	8.00	General Administration/2023 Assessment review project
06/05/2023	8.00	General Administration/Assessment review veterans
06/08/2023	8.00	2023 Assessment review project
06/16/2023	8.00	Veteran requalification reviews
06/19/2023	8.50	General Administration
06/29/2023	8.50	General Administration/Call back notices cycles
Ron Doyon		
06/06/2023	7.50	Cycles with Jared
Jared Hynes		
06/06/2023	7.25	Cycles with Ron
Tracie Gallagher		
06/15/2023	2.00	Monthly MLS/Comp Searches



CORCORAN CONSULTING ASSOCIATES, INC.

August 08, 2023

David M. Jodoin, Administrator
Pembroke Town Hall
311 Pembroke Street
Pembroke, NH 03275

RE: Assessing Services
Invoice # 13723PB – July 2023 Services

Dear Mr. Jodoin,

Please accept and process our agency's invoice for various assessing services rendered during the timeframe specified above. The following is a breakdown of time charged to the Town for this invoice:

Monica Hurley: 17.00 hours @ Assessor Rate (\$86.00 per hour), +
52 miles @ \$.655 per mile (\$ 34.06);
Ron Doyon: 8.00 hours @ Appraiser Rate (\$75.00 per hour), +
72 miles @ \$.655 per mile (\$ 47.16);
Jared Hynes: 40.50 hours @ Sr. Data Collector Rate (\$57.00 per hour), +
505 miles @ \$.655 per mile (\$ 330.78);
Tracie Gallagher: 2.00 hours @ Researcher Rate (\$40.00 per hour), +
0 miles @ \$.655 per mile (\$0.00);

Total for Cycles Services - \$ 3,286.44
Total for Assessing Services - \$ 1,576.06
TOTAL TO SUBMIT - \$ 4,862.50

Our activity logs are attached for your review. Please do not hesitate to contact us with any concerns.

Sincerely,

Wil Corcoran
Principal Consultant

REF: #13723PB
Encl/activity log

Activity Log for Pembroke, NH

Name	Hours	Activities
Monica Hurley		
07/11/2023	8.00	General Administration
07/17/2023	9.00	General Administration
Ron Doyon		
07/12/2023	8.00	Appointments
Jared Hynes		
07/10/2023	8.25	Appointments
07/11/2023	8.00	Appointments
07/14/2023	8.25	Appointments
07/17/2023	8.50	Appointments
07/18/2023	7.50	Appointments
Tracie Gallagher		
07/15/2023	2.00	Monthly MLS/Comp Searches



CORCORAN CONSULTING ASSOCIATES, INC.

March 10, 2023

David M. Jodoin, Administrator
Pembroke Town Hall
311 Pembroke Street
Pembroke, NH 03275

RE: Assessing Services
Invoice # 13223PB – February 2023 Services

Dear Mr. Jodoin,

Please accept and process our agency invoice for various assessing services rendered during the timeframe specified above. The following is a breakdown of time charged to the Town for this invoice:

Monica Hurley: 9.00 hours @ Assessor Rate (\$86.00 per hour), +
25 miles @ \$.655 per mile (\$ 16.38);
Jared Hynes: 61.75 hours @ Sr. Data Collector Rate (\$57.00 per hour), +
559 miles @ \$.655 per mile (\$ 366.15);
Tracie Gallagher: 2.00 hours @ Researcher Rate (\$40.00 per hour), +
0 miles @ \$.655 per mile (\$0.00);

Total for Cycles Services - \$ 3,885.90
Total for Assessing Services - \$ 870.38
TOTAL TO SUBMIT - \$ 4,756.28

Our activity logs are attached for your review. Please do not hesitate to contact us with any concerns.

Sincerely,

Wil Corcoran
Principal Consultant

REF: #13223PB
Encl/activity log

Activity Log for Pembroke, NH

Name	Hours	Activities
Monica Hurley		
02/06/2023	7.00	General Administration
02/17/2023	2.00	BTLA Paperwork – Foy case
Jared Hynes		
02/02/2023	8.00	Cycles
02/03/2023	7.75	Cycles
02/07/2023	8.00	Cycles
02/09/2023	8.00	Cycles
02/10/2023	8.00	Cycles
02/16/2023	8.00	Cycles
02/17/2023	8.00	Cycles
02/28/2023	6.00	Cycles
Tracie Gallagher		
2/15/2023	2.00	Monthly MLS/Comp Searches



CORCORAN CONSULTING ASSOCIATES, INC.

February 10, 2023

David M. Jodoin, Administrator
Pembroke Town Hall
311 Pembroke Street
Pembroke, NH 03275

RE: Assessing Services
Invoice # 13123PB – January 2023 Services

Dear Mr. Jodoin,

Please accept and process our agency invoice for various assessing services rendered during the timeframe specified above. The following is a breakdown of time charged to the Town for this invoice:

Monica Hurley: 21.50 hours @ Assessor Rate (\$86.00 per hour), +
50 miles @ \$.655 per mile (\$ 32.75);
Ron Doyon: 15.50 hours @ Appraiser Rate (\$75.00 per hour), +
122 miles @ \$.655 per mile (\$ 79.91);
Jared Hynes: 78.25 hours @ Sr. Data Collector Rate (\$57.00 per hour), +
652 miles @ \$.655 per mile (\$ 427.06);
Tracie Gallagher: 2.00 hours @ Researcher Rate (\$40.00 per hour), +
0 miles @ \$.655 per mile (\$0.00);

Total for Cycles Services - \$ 1,961.75
Total for Assessing Services - \$ 6,129.72
TOTAL TO SUBMIT - \$ 8,091.47

Our activity logs are attached for your review. Please do not hesitate to contact us with any concerns.

Sincerely,

Wil Corcoran
Principal Consultant

REF: #13123PB
Encl/activity log

Activity Log for Pembroke, NH

Name	Hours	Activities
Monica Hurley		
01/03/2023	8.00	General Administration
01/17/2023	8.50	General Administration
01/27/2023	5.00	BTLA mediation and Settlement agreement
Ron Doyon		
01/11/2023	8.25	Cycles – Commercial & Exempt
01/12/2023	7.25	Cycles – Commercial & Series cards with Jared
Jared Hynes		
01/09/2023	8.00	Cycles
01/10/2023	8.00	Cycles
01/12/2023	7.00	Cycles – Commercial with Ron
01/13/2023	7.25	Cycles
01/20/2023	8.25	Cycles
01/23/2023	8.25	Cycles
01/24/2023	8.00	Cycles
01/26/2023	8.00	Cycles
01/27/2023	7.25	Cycles
01/31/2023	8.25	Cycles
Tracie Gallagher		
1/15/2023	2.00	Monthly MLS/Comp Searches



CORCORAN CONSULTING ASSOCIATES, INC.

May 5, 2023

David M. Jodoin, Administrator
Pembroke Town Hall
311 Pembroke Street
Pembroke, NH 03275

RE: Assessing Services
Invoice # 13423PB – April 2023 Services

Dear Mr. Jodoin,

Please accept and process our agency's invoice for various assessing services rendered during the timeframe specified above. The following is a breakdown of time charged to the Town for this invoice:

Monica Hurley: 17.00 hours @ Assessor Rate (\$86.00 per hour), +
54 miles @ \$.655 per mile (\$ 35.37);
Ron Doyon: 8.00 hours @ Appraiser Rate (\$75.00 per hour), +
80 miles @ \$.655 per mile (\$ 52.40);
Jared Hynes: 31.50 hours @ Sr. Data Collector Rate (\$57.00 per hour), +
256 miles @ \$.655 per mile (\$ 167.88);
Tracie Gallagher: 2.00 hours @ Researcher Rate (\$40.00 per hour), +
0 miles @ \$.655 per mile (\$0.00);

Total for Cycles Services - \$ 1120.35
Total for Assessing Services - \$ 3072.60
TOTAL TO SUBMIT - \$ 4,192.95

Our activity logs are attached for your review. Please do not hesitate to contact us with any concerns.

Sincerely,

Wil Corcoran
Principal Consultant

REF: #13423PB
Encl/activity log

Activity Log for Pembroke, NH

Name	Hours	Activities
Monica Hurley		
04/04/2023	8.50	Credits/QC data entry
04/13/2023	8.50	General Administration
Ron Doyon		
04/24/2023	8.00	Campers & Commercial cycles with Jared
Jared Hynes		
04/04/2023	7.75	Permits
04/11/2023	8.00	Permits
04/18/2023	8.00	Permits
04/24/2023	7.75	Campers & Commercial cycles with Ron
Tracie Gallagher		
4/15/2023	2.00	Monthly MLS/Comp Searches



CORCORAN CONSULTING ASSOCIATES, INC.

June 9, 2023

David M. Jodoin, Administrator
Pembroke Town Hall
311 Pembroke Street
Pembroke, NH 03275

RE: Assessing Services
Invoice # 13523PB – May 2023 Services

Dear Mr. Jodoin,

Please accept and process our agency's invoice for various assessing services rendered during the timeframe specified above. The following is a breakdown of time charged to the Town for this invoice:

Monica Hurley: 32.50 hours @ Assessor Rate (\$86.00 per hour), +
105 miles @ \$.655 per mile (\$ 68.78);
Jared Hynes: 103.25 hours @ Sr. Data Collector Rate (\$57.00 per hour), +
964 miles @ \$.655 per mile (\$ 631.42);
Jay Ferreira: 9.00 hours @ Sr. Appraiser Rate (\$86.00 per hour), +
79 miles @ \$.655 per mile (\$ 51.75);
Tracie Gallagher: 2.00 hours @ Researcher Rate (\$40.00 per hour), +
0 miles @ \$.655 per mile (\$0.00);

Total for Cycles Services - \$ 6,872.17
Total for Assessing Services - \$ 3,414.02
TOTAL TO SUBMIT - \$ 10,286.19

Our activity logs are attached for your review. Please do not hesitate to contact us with any concerns.

Sincerely,

Wil Corcoran
Principal Consultant

REF: #13523PB
Encl/activity log

Activity Log for Pembroke, NH

Name	Hours	Activities
Monica Hurley		
05/01/2023	8.50	Old to new reports/Finalize file for Spring bills/Pilot program billing
05/11/2023	8.00	General Administration
05/18/2023	8.00	General Administration
05/25/2023	8.00	General Administration
Jared Hynes		
05/01/2023	7.00	Cycles
05/01/2023	1.00	Permits
05/03/2023	7.25	Exemptions
05/05/2023	8.00	Cycles
05/08/2023	8.00	Cycles
05/09/2023	8.00	Cycles
05/15/2023	8.00	Cycles
05/16/2023	8.00	Cycles
05/17/2023	8.00	Cycles
05/18/2023	8.00	Cycles
05/19/2023	8.00	Cycles
05/23/2023	8.00	Cycles
05/24/2023	8.00	Cycles
05/26/2023	8.00	Commercial Cycles/Residential Cycles
Jay Ferreira		
05/15/2023	9.00	Commercial Cycles
Tracie Gallagher		
05/15/2023	2.00	Monthly MLS/Comp Searches

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
November 1, 2023 at 6:30 PM**

DRAFT,

Present: Selectman Karen Yeaton, Selectman Peter Gagy, Selectman Richard Bean

Staff: Town Administrator David Jodoin

Excused: Selectman Sandy Goulet, Selectman Rick Frederickson

I. Call to Order:

Chairman Yeaton called the meeting to order at 6:30pm.

II. Citizen Comment

Sally Hyland acknowledged the great work of Bob Fanny for the Town and Department of Public Works.

Steve Fowler, Old Home Day and Recreation Commission, explained the money expected to be raised for the stage roof at Memorial Park is not keeping up with the rate of inflation. Each quote they get, the costs have increased, and they are not putting away enough to keep up with it. Selectman Yeaton stated the Selectmen look to the various town committees to make recommendations for the Selectman to discuss. Gerry Fleury, Chair of CIP, stated the CIP Committee gave the project a low priority because there is a \$20,000 donation but it is only a 1/3 of what they will need, and they had to weigh that against other town expenses. Selectman Yeaton stated there needs to be more discussion and collaboration with the Recreation Committee to figure out how they want to approach the project, understand what the problems trying to be solved are, and figure out the amount of funding that can be dedicated to the project. Gerry Fleury suggested working to put together an understanding of the value of the stage, how much longer the stage will last if covered, and the cost of total rebuild. Similar to what was done by the Commission for the Tennis Courts. The citizens need to understand what investing in the asset will look like.

III. Scheduled Meetings

Public Hearing in accordance with RSA 31:95-b III (a) – Acceptance of \$70,000 from the Olivia F. Phipps Trust to purchase land for a town forest to be known as the Phipps Town Forest in memory of Donald and Olivia Phipps

Opened the Public Hearing at 6:49

No Comments

Selectman Yeaton Closed the Public Hearing at 6:49

Selectman Gagyi made a motion to accept the \$70,000 donation from the Olivia F. Phipps Trust on behalf of the Conservation Commission in accordance with RSA 31:95-b III (a). Selectman Bean seconded the motion. Motion passed 3-0.

Solid Waste Committee – Discussion on Recycling

Gerry Fleury and Sally Hyland, Solid Waste Committee, discussed the current state of recycling. Gerry explained the Solid Waste Committee met with representatives from Casella in order to make an informed recommendation to the Selectboard on the future of recycling in Pembroke. The Committee's recommendation is to bear the cost of recycling and continue the program for another year and then reassess. One of the reasons why recycling costs are higher is because China and Indonesia were accepting recycling materials with contamination up to 5% and now, they only accept .5% impurities. There are also economic drivers at play for these commodities in the market. Casella has made significant investments in single stream recycling across all commodities. The committee feels it is premature to consider shutting down the recycling program. The Committee is dedicated to educating residents on the correct way to recycle to get the impurities down. Sally explained the technological improvements Casella has made are still in the testing phase. They feel it will reduce their processing costs and those savings will be passed down to the communities. The committee has refocused their attention on education and the Town's overall savings are still over \$500,000 in recycling.

Gerry shared Wendy Weisinger has stepped down as Chair and Gerry will now be the Chair of the Committee.

Selectman Yeaton asked what the litmus test for changing course would be. Gerry explained the industry and Casella coming up with creative solutions and implementing them.

IV. Old Business

Finalize 2024 Town Budget

Since the last version of the budget, there have been changes to property liability, workman's comp. and unemployment. The Town has not received any information on insurance credits yet. The largest driving factor for the budget increase is still the ambulance service. The new bottom line is \$13,236,343.

Selectman Gagyi made a motion to move the budget to the Budget Committee. Selectman Bean seconded the motion. Motion passed 3-0.

V. New Business

Manifest/Abatements

Selectman Gagyi made a motion to accept the manifests and abatements as presented. Selectman Bean seconded the motion. Motion passed 3-0.

Minutes 10/18/23

Selectman Bean made a motion to approve the minutes of October 18, 2023 as presented. Selectman Gagyi seconded the motion. Motion passed 3-0.

VI. Town Administrator Report

Bob Fanny submitted his resignation effective October 27, 2023.

Monica Hurley, Corcoran Consulting, sent the 2023 equalization report. The Town's ratio has fallen to 64.9%. The next full town reassessment is in 2024.

Tax Bills have gone out in the mail. The Town rate is up \$0.63 cents, County is down \$0.03 cents, and the School is up \$2.38. The tax rate increased from \$24.90 to \$27.88.

VII. Committee Reports

Selectman Yeaton – None

Selectman Bean – None

Selectman Gagyi – Attended the SAU budget meeting with Gerry Fleury. Gerry explained the primary increase in the budget is an added position. He had requested an organization chart of the positions within the SAU but that was not provided. There are also no updates on the audit reports.

VIII. Other/Citizen Comment

VJ Ranfos explained the Town received State Bridge Aid Funds and those should be used on the Bachelder Road Bridge. There are several accidents at the North Pembroke Road/ Rt. 28 Intersection and Bachelder Road is an important traffic detour. The Town Engineer looked at it and recommended a complete re-design. David shared there is quote for the initial survey work from Richard Bartlett and Associates in the amount of \$6,000. VJ Ranfos explained that the project could cost upwards of \$350,000. David explained the Town received \$750,000 in ARPA funds that were set aside for Water. He is going to speak with the Water Department to possibly put some of it towards a project on Cross Country Road rather than use the capital reserve funds and instead use the capital reserve funds for Bachelder. The ARPA must be spent or committed by the end of 2024. The cost for engineering design, permitting, and bidding for the Cross Country Road culvert came back at \$9,800.

Selectman Bean made a motion to authorize the Town Administrator to sign the contract with Richard Bartlett for surveying work for Bachelder Road in the amount of \$6,000. Selectman Gagyi seconded the motion. Motion passed 3-0.

Selectman Gagyi made a motion to authorize the Public Works Director to sign the contract with KV Partners in the amount of \$9,800 for the Cross Country Road engineering work. Selectman Bean seconded the motion. Motion passed 3-0.

VJ gave an update on the Main Street project; all roadway and utility work has been completed up to base pavement, sidewalks and driveways are finished and paved, and loam and seeding is nearly completed. The work remaining is the sidewalk section near the funeral home (waiting on one additional pole relocation), final pave is after that relocation, new traffic and street signs will be placed this year, and finish loaming and hydroseed. In 2024, they will need to finish the sidewalks at 201 and 203 Main St, reseed in the spring, adjust manhole covers and gas covers, and then do a final pave. So far, the project has stayed on budget.

IX. Non-Public Meeting

Selectman Gagyi made a motion to enter into non-public session in accordance with RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the requests shall be granted. seconded by Selectman Bean at 8:04pm

Roll Call Vote:

Selectman Gagyi	Yes
Selectman Bean	Yes
Selectman Yeaton	Yes

The Board came out of non-public session at 8:40 PM

X. Adjourn

Selectman Yeaton made a motion to adjourn at 8:41 PM. Selectman Gagyi seconded the motion, and it was approved unanimously.

Karen Yeaton, Chairman

For more detailed information, the meetings are now taped and can be seen on www.townhallstreams.com click on Pembroke NH and look for the day of the meeting under the month.