

AGENDA
BOARD OF SELECTMEN
October 7, 2019 AT 6:30 PM
TOWN HALL, PAULSEN MEETING ROOM

- I. CALL TO ORDER
 - II. CITIZEN COMMENT
 - III. SCHEDULED MEETINGS:
 - a. Dan Driscoll – Pembroke School Board discussion on Grange Building
 - b. Gerry Fleury – Presentation of 2020 CIP Program
 - IV. OLD BUSINESS:
 - a. Street Light Update
 - b. Broadway/Fairview drainage
 - c. Economic development Committee
 - d. 4 Union Street
 - V. NEW BUSINESS:
 - a. Appointments
 - b. Trust Fund requests
 - c. Job Description – Detective Sgt.
 - d. Budget discussion
 - e. Utility Contract
 - f. Manifest/Abatements
 - g. Minutes 9/16/19, 9/23/19
 - VI. TOWN ADMINISTRATOR REPORT
 - VII. COMMITTEE REPORTS
 - VIII. OTHER/CITIZEN COMMENT
 - IX. NON PUBLIC SESSION
- RSA 91-A:3 II (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim of litigation has been fully adjudicated or otherwise settled.

X. ADJOURN

10/7

David Jodoin

From: Justine Courtemanche <jmcourtemanche2@gmail.com>
Sent: Saturday, August 10, 2019 8:38 PM
To: Dave Jodoin
Subject: Fwd: Grange Building

Hi Daid,

I received this email from Dan. Can you put it on the agenda for the next meeting please.

Tina

Sent from my iPad

Begin forwarded message:

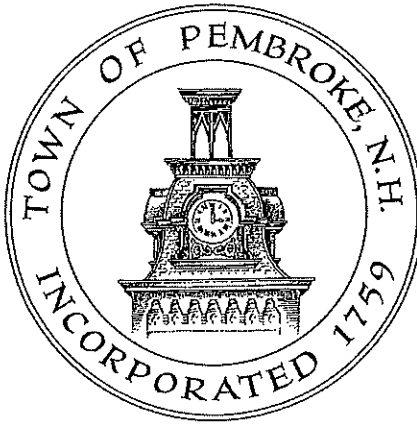
From: Dan Driscoll <dand2920@comcast.net>
Date: August 10, 2019 at 8:09:32 AM EDT
To: Tina Courtemanche <jmc72853@me.com>
Subject: Grange Building

Hi Tina:

I hope you are having a great summer. As you are probably aware the School Board recently closed up the old school house (Grange Building) on Pembroke Street due to some structural issues with the ceiling inside the building. In addition, we recently had some tree work completed at the site to prevent any damage to the structure that could result from a falling tree. At this time the Board has decided not to invest any additional funds to repair the current issues with the building. This decision has resulted in the Pembroke Grange needing to find a new home for their meetings. The current sentiment of the Board is that while the building was once the one room schoolhouse for the town it is no longer a valuable asset to the district. We would like to know if the Town has any interest in the property for historical preservation or future use as a municipal property? I would be happy to appear at an upcoming meeting to discuss the situation at an upcoming meeting if you think that would be valuable. I am also available to discuss this further anytime @ 320-1301.

Thanks,
Dan Driscoll

TOWN OF PEMBROKE, NEW HAMPSHIRE
CAPITAL IMPROVEMENT PROGRAM
2020 - 2025



Pembroke Capital Improvement Program Committee

Adopted

9/4/19

CIP COMMITTEE MEMBERS:

Gerry Fleury, Chair, Budget Committee Representative
Rosemarie Michaud, Vice Chair, Resident
Sandy Goulet, Selectmen Representative
Justine Courtemanche, Alternate Selectmen Representative
Kevin Foss, Citizen Representative
Bethany Chase-Reynolds, Citizen Representative
Gene Gauss, School Board Representative
Robert Bourque, Planning Board Representative

**THE TOWN OF PEMBROKE
CAPITAL IMPROVEMENT PROGRAM**

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THE TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM

SCHEDULE AND RECOMMENDATIONS YEARS 2020-2025

Background and Process

The Capital Improvement Program has been a fundamental component of long range planning in the Town of Pembroke since the mid 1980's. In 2003, the Town voted to create an independent CIP Committee, in accordance with RSA 674:5-8, to annually prepare the CIP.

The process begins with the Town Departments and School District identifying their capital needs over a 6-year horizon period. Capital needs are defined as any project that requires the expenditure of \$10,000 or more for the purchase, renovation, construction or replacement of the physical assets of the Town. The CIP Committee meets with all Town Departments and School Board Representatives and evaluates and prioritizes the project proposals. The Committee may alter requests by increasing, decreasing, or eliminating projects. The Committee then reviews three methods of funding projects. Those methods are:

1. Appropriation – this method raises the entire cost of the project in one budget year. Funding by this method can cause significant swings in the tax rate.
2. Capital Reserve Fund – this method creates a fund for a specific purpose, similar to a savings account, into which monies are set aside in relatively even amounts over a period of budget years consistent with funding approved project(s). This method minimizes the swings in the tax rate from year to year.
3. Borrowing – This method involves borrowing the monies to fund a project by either issuing bonds or entering into a lease/purchasing agreement, similar to a mortgage or car loan. This method is more costly as there are interest costs and fees associated with it but may be appropriate for large projects.

After a public hearing, the Committee considers input from the hearing and then adopts the CIP document and presents it to the Selectmen and Budget Committee for consideration in preparing the annual Town and School budgets.

The 2020-2025 CIP

Attached is the 2020-2025 Capital Improvements Program. Please note that for purposes of the annual budget, the CIP Committee has voted a priority ranking only for the projects proposed for the year 2020. The Committee annually reviews the schedule and makes a recommendation when a project will be implemented in the next yearly budget.

**TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
SCHEDULE FOR YEARS 2020 - 2025
AS PROPOSED BY TOWN DEPARTMENTS**

CAPITAL PROJECT		Page #	FUNDING SOURCE	2019		2020		2021		2022		2023		2024		2025	
MUNICIPAL FACILITIES																	
Municipal Facilities Capital Reserve																	
Beginning Year Balance																	
Annual Appropriation		18	Taxes	274,912	40,000	298,712	30,000	29,384	30,000	59,384	30,000	39,384	30,000	69,384	30,000	99,384	30,000
Public Works Facility																	
Fuel tanks			Capital Res.														
Foundation Repairs			Capital Res.														
Lighting Retrofit			Capital Res.														
Heating system			Capital Res.														
DPW Storage Shed			Capital Res.														
Doors/Windows/Garage Doors		18	Capital Res.			(20,000)											
Camera System		18	Capital Res.			(9,408)											
Perry Eaton Building																	
Roof replacement			Capital Res.														
Chimney			Capital Res.														
Lighting Retrofit			Capital Res.														
Exterior Work			Capital Res.														
Gas Line			Capital Res.														
Plumbing			Capital Res.														
Drainage Work			Capital Res.														
Boiler Work			Capital Res.														
Paving			Capital Res.														
Rear retaining Wall			Capital Res.														
Awning/Sewer			Capital Res.														
Town Hall																	
Flooring			Capital Res.														
Windows/Siding			Capital Res.														
Front Door			Capital Res.														
Cellar Drainage			Capital Res.														
Lighting Retrofit			Capital Res.														
Roof replacement			Capital Res.														
Elevator			Capital Res.														
Meeting Room and Rear Doors			Capital Res.														
Air conditioning			Capital Res.	(16,200)													
Entry Way Work ADA accessible			Capital Res.														
Convert Old tax Office			Capital Res.														
Alarm System			Capital Res.														
Camera System		18	Capital Res.			(15,000)											
Safety Center			Capital Res.														
HVAC System (Fire Side)			Capital Res.														
Roof replacement		19	Capital Res.			(120,000)											
Digital Video surv.camera upg.		19	Capital Res.			(69,920)											
Lighting Retrofit			Capital Res.														
Dorm Room Upgrade/Fire			Capital Res.														
Parking Lot renovations			Capital Res.														
Library			Capital Res.														
HVAC System			Capital Res.														
Roof/Insulation and venting		19	Capital Res.			(65,000)											
Roofing shingles			Capital Res.								(50,000)						
Interest Earned																	

TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
SCHEDULE FOR YEARS 2020 - 2025
AS PROPOSED BY TOWN DEPARTMENTS

CAPITAL PROJECT	Page #	FUNDING SOURCE	2019	2020	2021	2022	2023	2024	2025
CRF Funds Used			(16,200)	(234,328)	-	-	-	-	-
NetCRF Funds Added			(23,800)	29,384	(30,000)	39,384	(30,000)	(30,000)	(30,000)

**TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
SCHEDULE FOR YEARS 2020 - 2025
AS PROPOSED BY TOWN DEPARTMENTS**

CAPITAL PROJECT	Page #	FUNDING SOURCE	2019	2020	2021	2022	2023	2024	2025
ENERGY FUND									
Ending Year Balance			298,712	29,384	59,384	39,384	69,384	99,384	129,384
Energy efficiency Capital Reserve Fund									
Beginning Year Balance			12,533	27,533	47,533	82,533	127,533	182,533	97,533
Annual Appropriation			15,000	20,000	35,000	45,000	55,000	65,000	75,000
Village lighting retrofit	20	Capital Res.							
Street light conversion		Capital Res.							
Solar initiatives		Capital Res.							
Interest Earned			-	-	-	-	-	(150,000)	(150,000)
CRF Funds Used									
NetCRF Funds Added			(15,000)	(20,000)	(35,000)	(45,000)	(55,000)	97,533	22,533
Ending Year Balance			27,533	47,533	82,533	127,533	182,533	97,533	22,533
PROPERTY REVALUATION/UPDATE									
Property Reval./Update Capital Reserve									
Beginning Year Balance			131,775	64,275	96,775	129,275	161,775	194,275	76,775
Annual Appropriation	21	Taxes	32,500	32,500	32,500	32,500	32,500	32,500	32,500
Property Reval./Update		Capital Res.	(100,000)					(150,000)	
Interest Earned									
CRF Funds Used			(100,000)	-	-	-	-	(150,000)	-
NetCRF Funds Added			64,275	(32,500)	(32,500)	(32,500)	(32,500)	76,775	(32,500)
Ending Year Balance			64,275	96,775	129,275	161,775	194,275	76,775	109,275
MUNICIPAL TECHNOLOGY/EQUIPMENT									
Municipal Tech./Equip. Capital Reserve									
Beginning Year Balance			0	0	0	0			
Annual Appropriation									
Record archiving									
Interest Earned									
CRF Funds Used									
NetCRF Funds Added			-	-	-	-	-	-	-
Ending Year Balance			-	-	-	-	-	-	-
MASTER PLAN									
Beginning Year Balance			14,647	7,323	(0)	(0)	(0)	(0)	(0)
Annual Appropriation		Taxes	(7,324)	(7,323)					
New Document									
Funds Used			(7,324)	(7,323)	-	-	-	-	-
Net Funds Added			7,323	(0)	(0)	(0)	(0)	(0)	(0)
Ending Year Balance			7,323	(0)	(0)	(0)	(0)	(0)	(0)

TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
SCHEDULE FOR YEARS 2020 - 2025
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CAPITAL PROJECT	Page #	FUNDING SOURCE	2019	2020	2021	2022	2023	2024	2025
CEMETERY									
Cemetery Capital Reserve Fund									
Beginning Year Balance									
Annual Appropriation	22	Taxes	7,044	2,844	2,004	17,004	32,004	47,004	62,004
			10,000	35,000	15,000	15,000	15,000	15,000	15,000
Pembroke Street Cemetery		Capital Res.							
Monument Repairs		Capital Res.	(6,100)						
Stump grinding/Wall work		Capital Res.	(6,200)						
Tree Removal		Capital Res.	(1,900)						
Buck Street		Capital Res.							
Monument Repairs		Capital Res.							
Pembroke Hill Road		Capital Res.							
Evergreen		Capital Res.							
Monument Caulking		Capital Res.							
Tomb Restoration		Capital Res.							
Tree Removal		Capital Res.							
Stump Grinding		Capital Res.							
Paving	22	Capital Res.		(35,840)					
Surveying		Capital Res.							
Old North Pembroke Cemetery		Capital Res.							
Monument Repairs		Capital Res.							
Tree removal		Capital Res.							
Ground penetrating radar survey		Capital Res.							
Interest Earned									
CRF Funds Used			(14,200)	(35,840)	-	-	-	-	-
NetCRF Funds Added			2,844	2,004	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)
Ending Year Balance			2,844	2,004	17,004	32,004	47,004	62,004	77,004
FIRE									
Major Equipment Capital Reserve									
Beginning Year Balance									
Annual Appropriation	23	Taxes	664,728	113,799	253,799	393,799	533,799	454,279	594,279
			140,000	140,000	140,000	140,000	140,000	140,000	140,000
Fire Engine (Aerial)		Capital Res.							
Pumper Tanker		Capital Res.							
Off Road Forestry Tanker		Capital Res.	(690,929)				(31,907)		
Pickup Truck		Capital Res.							
Forestry Attack Unit		Capital Res.					(187,613)		
Interest Earned									
CRF Funds Used			(690,929)	-	-	-	(219,520)	-	-
NetCRF Funds Added			113,799	(140,000)	(140,000)	(140,000)	454,279	(140,000)	(140,000)
Ending Year Balance			113,799	253,799	393,799	533,799	454,279	594,279	734,279
Small Equipment Capital Reserve									
Beginning Year Balance									
Annual Appropriation	23	Taxes	128,018	138,018	148,018	158,018	168,018	178,018	188,018
			10,000	10,000	10,000	10,000	10,000	10,000	10,000
Expenditures		Capital Res.							
Boat, Motor and Trailer		Capital Res.							
Air packs		Capital Res.							
Mobile radios		Capital Res.							
Compressor		Capital Res.							
Interest Earned									

CAPITAL PROJECT	Page #	FUNDING SOURCE	2019	2020	2021	2022	2023	2024	2025
CRF Funds Used			-	-	-	-	-	-	-
NetCRF Funds Added			(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Ending Year Balance			138,018	148,018	158,018	168,018	178,018	188,018	198,018

TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
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CAPITAL PROJECT	Page #	FUNDING SOURCE	2019	2020	2021	2022	2023	2024	2025
AMBULANCE									
Beginning Year Balance									
User Fees									
Stat Portable Lab A8		User fees	136,533	501,533	551,533	586,033	214,106	264,106	314,106
Portable Ventilator A8		User fees	365,000	50,000	50,000	50,000	50,000	50,000	50,000
Ambulance 3		User fees			(15,500)				
Life Pak 15 A3		User fees				(324,176)			
Ferno Stretcher A3		User fees				(37,295)			
Ferno Stair Chair A3		User fees				(28,000)			
Lucas device CPR A3		User fees				(4,650)			
Braun Infusion Pumps A3		User fees				(20,420)			
Braun Infusion Pumps A3		User fees				(3,693)			
		User fees				(3,693)			
Interest Earned									
Designated Funds Used					(15,500)	(421,927)			
Net Designated Funds Added					(607,533)	(214,106)	(264,106)	(314,106)	(364,106)
Ending Year Balance			501,533	551,533	586,033	214,106	264,106	314,106	364,106

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CAPITAL PROJECT	Page #	FUNDING SOURCE	2019	2020	2021	2022	2023	2024	2025
POLICE									
Police Cruisers Capital Reserve									
Beginning Year Balance									
Annual Appropriation	24	Taxes	74,113	73,113	30,723	40,723	723	30,723	10,723
Police Cruiser Replacement	24	Capital Res.	55,000	55,000	70,000	80,000	90,000	100,000	120,000
Police Admin vehicle Replacement	24	Capital Res.	(56,000)	(52,195)	(60,000)	(120,000)	(60,000)	(120,000)	(120,000)
Police Interceptor		Capital Res.		(45,195)					
Police Tahoe Package		Capital Res.							
Interest Earned									
CRF Funds Used			(56,000)	(97,390)	(60,000)	(120,000)	(60,000)	(120,000)	(120,000)
NetCRF Funds Added			73,113	30,723	(10,000)	723	(30,000)	10,723	10,723
Ending Year Balance			73,113	30,723	40,723	723	30,723	10,723	10,723
Small Equipment Capital Reserve									
Beginning Year Balance									
Annual Appropriation	24	Taxes	66,388	76,388	86,388	62,388	72,388	82,388	82,388
ATVs		Capital Res.	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Radar Units		Capital Res.							
Radios		Capital Res.			(20,000)				
AEDs		Capital Res.							
Firearms		Capital Res.							
Laptop Upgrades		Capital Res.							
Vest replacement		Capital Res.						(10,000)	(10,000)
Tasers		Capital Res.			(14,000)				
Cruiser Camera replacement		Capital Res.							
Interest Earned									
CRF Funds Used				-	(34,000)	-	-	(10,000)	(10,000)
NetCRF Funds Added			(10,000)	(10,000)	62,388	(10,000)	(10,000)	82,388	82,388
Ending Year Balance			76,388	86,388	62,388	72,388	82,388	82,388	82,388
PUBLIC WORKS									
Highway Division									
Major Equipment Capital Reserve									
Beginning Year Balance									
Annual Appropriation	25	Taxes	349,223	316,199	291,199	41,199	131,199	281,199	256,199
6-wheel Dump Truck #2		Capital Res.	150,000	150,000	150,000	150,000	150,000	150,000	150,000
6-wheel Dump Truck #3		Capital Res.	(176,000)				(175,000)		(95,000)
6-wheel Dump Truck #5		Capital Res.							
6-wheel Dump Truck #6		Capital Res.							
10-wheel Dump Truck #4		Capital Res.							
1-ton Dump Truck		Capital Res.			(90,000)				
Automated Split Body		Capital Res.			(310,000)				
Automated Split Body		Capital Res.							
1-ton Dump Truck		Capital Res.							
Backhoe		Capital Res.							
Ford Tractor		Capital Res.							
Packer, Sterling		Capital Res.							
Packer, Peterbilt Re-Furb		Capital Res.							
18 TD Trailer Flatbed		Capital Res.							
4-ton Trailer / 6-ton Trailer		Capital Res.							
Ford Pickup Truck F350		Capital Res.				(60,000)			

TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
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CAPITAL PROJECT	Page #	FUNDING SOURCE	2019	2020	2021	2022	2023	2024	2025
Brush Chipper		Capital Res.							
Sidewalk Plow/Equip		Capital Res.							
Mini Excavator		Capital Res.							
Trailer (Excavator)		Capital Res.							
Trackless Machine		Capital Res.							
Front End Loader	25	Capital Res.		(175,000)					
Recycling Trailer		Capital Res.							
Ford F550		Capital Res.							
Boom Flail Mower		Capital Res.							
Box Plow (Loader)		Capital Res.							
Air Compressor		Capital Res.	(7,024)						
Interest Earned									
GRF Funds Used			(176,000)	(175,000)	(400,000)	(60,000)	-	(175,000)	(95,000)
NetGRF Funds Added			316,199	291,199	41,199	(90,000)	(150,000)	256,199	(55,000)
Ending Year Balance			316,199	291,199	41,199	131,199	281,199	256,199	311,199
Highway Division Continued									

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CAPITAL PROJECT	Page #	FUNDING SOURCE	2019	2020	2021	2022	2023	2024	2025
Roads									
Road Reconstruction/Repair	25	Taxes	(277,950)	(285,300)	(292,650)	(600,000)	(600,000)	(600,000)	(600,000)
Broadway Project		Bond/Taxes							
Pembroke Hill		Bond/Taxes							
Cooperative Way		Bond/Taxes	(334,800)	(324,600)	(314,400)	(304,200)	(283,800)	(283,800)	(283,800)
North Pembroke Road Bridge									
Upper Beacon/ East Meadow Etc.		Bond/Taxes	(322,050)	(314,700)	(307,350)				
Sidewalk Maint./Repair Capital Reserve									
Beginning Year Balance			42,250	42,250	42,250	42,250	42,250	42,250	42,250
Annual Appropriation									
Expenditures									
Interest Earned									
CRF Funds Used									
Net CRF Funds Added			42,250	42,250	42,250	42,250	42,250	42,250	42,250
Ending Year Balance			42,250	42,250	42,250	42,250	42,250	42,250	42,250
Sidewalk Maint./Repair		Taxes							
Roadway and Infrastructure Capital Reserve									
Beginning Year Balance			84,888	84,888	144,888	144,888	144,888	144,888	144,888
Annual Appropriation	25			60,000					
Culvert Repairs/Replacement									
Interest Earned									
CRF Funds Used									
Net CRF Funds Added			84,888	(60,000)	144,888	144,888	144,888	144,888	144,888
Ending Year Balance			84,888	144,888	144,888	144,888	144,888	144,888	144,888
RECREATION									
Recreation Facilities Capital Reserve									
Beginning Year Balance			65,669	80,669	47,439	101,739	109,539	284,539	264,539
Annual Appropriation	26	Taxes	15,000	20,000	150,000	175,000	200,000	10,000	10,000
Memorial Field Irrigation(Softball Field)		Capital Res.							
Mower		Capital Res.		(10,000)					
Bathroom	26	Capital Res.							
Recreation Room expansion		Capital Res.							
Resurface Tennis Courts	26	Capital Res.		(2,557)	(7,000)				
Resurface Basketball Court	26	Capital Res.		(5,473)	(7,000)				
Roofing - Soccer/pavilion		Capital Res.							
Bocce Court		Capital Res.			(2,500)				
Security System		Capital Res.							
Fencing	26	Capital Res.		(35,200)					
Stage Roof		Capital Res.			(20,000)				
Constr. of Baseball/Softball fields		Capital Res.				(150,000)			
Rail Trail		Capital Res.				(10,000)			
Men's Softball back stop		Capital Res.							
Permanent Stage		Capital Res.							

TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
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CAPITAL PROJECT	Page #	FUNDING SOURCE	2019	2020	2021	2022	2023	2024	2025
Pavilion Paving		Capital Res.							
Paving		Capital Res.							
Splash Pad		Capital Res.			(52,000)				(50,000)
Playground surfacing		Capital Res.			(7,200)	(7,200)			
Community Center		Capital Res.							(150,000)
Playground Renovations		Capital Res.							
Dugout repairs		Capital Res.							
Boat Launch		Capital Res.						(30,000)	
Skating Rink		Capital Res.					(25,000)		
Interest Earned									
CRF Funds Used				(53,230)	(95,700)	(167,200)	(25,000)	(30,000)	(200,000)
NetCRF Funds Added			(15,000)	47,439	(54,300)	(7,800)	(175,000)	264,539	74,539
Ending Year Balance			80,669	47,439	101,739	109,539	284,539	264,539	74,539

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CAPITAL PROJECT	Page #	FUNDING SOURCE	2019	2020	2021	2022	2023	2024	2025
LIBRARY									
Library Books Capital Reserve									
Beginning Year Balance			4,682	4,682	4,682	4,682	4,682	4,682	4,682
Annual Appropriation									
Books									
Interest Earned									
CRF Funds Used									
NetCRF Funds Added			4,682	4,682	4,682	4,682	4,682	4,682	4,682
Ending Year Balance			4,682	4,682	4,682	4,682	4,682	4,682	4,682
Media									
Beginning Year Balance			5,072	5,072	5,072	5,072	5,072	5,072	5,072
Annual Appropriation									
Library Book/Catalog Software									
Interest Earned									
CRF Funds Used									
NetCRF Funds Added			5,072	5,072	5,072	5,072	5,072	5,072	5,072
Ending Year Balance			5,072	5,072	5,072	5,072	5,072	5,072	5,072
Building Fund									
Beginning Year Balance			0	0	0	0	0	0	0
Annual Appropriation									
Repairs									
Interest Earned									
CRF Funds Used									
NetCRF Funds Added			0	0	0	0	0	0	0
Ending Year Balance			0	0	0	0	0	0	0

TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
SCHEDULE FOR YEARS 2020 - 2025
AS PROPOSED BY TOWN DEPARTMENTS

CAPITAL PROJECT	Page #	FUNDING SOURCE	2019	2020	2021	2022	2023	2024	2025
SEWER/WATER									
Sewer/Water Lines Capital Reserve									
Beginning Year Balance			65,680	65,680	65,680	65,680	65,680	65,680	65,680
Contributions									
Withdrawals									
Interest Earned									
CRF Funds Used									
NetCRF Funds Added			65,680	65,680	65,680	65,680	65,680	65,680	65,680
Ending Year Balance			65,680	65,680	65,680	65,680	65,680	65,680	65,680
WATER									
Water Capital Reserve I									
Beginning Year Balance			224,857	224,857	224,857	224,857	224,857	224,857	224,857
Contributions	27	User Fees	55,000	55,000	55,000	55,000	55,000	55,000	55,000
Withdrawals	27	User Fees	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)
Interest Earned									
CRF Funds Used			(55,000)	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)
NetCRF Funds Added			224,857	224,857	224,857	224,857	224,857	224,857	224,857
Ending Year Balance			224,857	224,857	224,857	224,857	224,857	224,857	224,857
Water Capital Reserve II									
Beginning Year Balance			243,991	243,991	243,991	243,991	243,991	243,991	243,991
Contributions	27	User Fees	32,000	32,000	27,000	27,000	27,000	27,000	27,000
Withdrawals	27	User Fees	(32,000)	(32,000)	(27,000)	(27,000)	(27,000)	(27,000)	(27,000)
Interest Earned									
CRF Funds Used			(32,000)	(32,000)	(27,000)	(27,000)	(27,000)	(27,000)	(27,000)
NetCRF Funds Added			243,991	243,991	243,991	243,991	243,991	243,991	243,991
Ending Year Balance			243,991	243,991	243,991	243,991	243,991	243,991	243,991
SEWER									
Sewer Capital Impr.									
Beginning Year Balance			241,547	241,547	241,547	241,547	241,547	241,547	241,547
Contributions									
Withdrawals									
Interest Earned									
CRF Funds Used									
NetCRF Funds Added			241,547	241,547	241,547	241,547	241,547	241,547	241,547
Ending Year Balance			241,547	241,547	241,547	241,547	241,547	241,547	241,547
Sewer Rep. and Replace.									
Beginning Year Balance			134,492	134,492	134,492	134,492	134,492	134,492	134,492
Contributions									
Withdrawals									
Interest Earned									
CRF Funds Used									
NetCRF Funds Added			134,492	134,492	134,492	134,492	134,492	134,492	134,492
Ending Year Balance			134,492	134,492	134,492	134,492	134,492	134,492	134,492
Sewer Plant Reserve									
Beginning Year Balance			34,983	34,983	34,983	34,983	34,983	34,983	34,983
Contributions									

**TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
SCHEDULE FOR YEARS 2020 - 2025
AS PROPOSED BY TOWN DEPARTMENTS**

CAPITAL PROJECT	Page #	FUNDING SOURCE	2019	2020	2021	2022	2023	2024	2025
Withdrawals									
Interest Earned									
CRF Funds Used									
NetCRF Funds Added			34,983	34,983	34,983	34,983	34,983	34,983	34,983
Ending Year Balance			34,983	34,983	34,983	34,983	34,983	34,983	34,983
Sewer Equip./Bldgs.									
Beginning Year Balance			114,194	139,194	179,194	224,194	269,194	339,194	284,194
Contributions	28	User Fees	50,000	65,000	70,000	70,000	70,000	70,000	70,000
Sheep Davis Road Station Grinder		User Fees				(25,000)			
Keith Ave Station Grinder		User Fees							
Pembroke Street Station Grinder	28	User Fees	(25,000)					(25,000)	
Bow Lane Station Grinder		User Fees							
Sheep Davis Road Station Roof		User Fees							
Keith Ave Station Roof		User Fees							
Pembroke Street Station Roof		User Fees							
Pickup		User Fees						(50,000)	
2005 Crown Vic		User Fees							
2000 Utility Trailer		User Fees							
2014 1 Ton		User Fees						(50,000)	
Interest Earned									
CRF Funds Used									
NetCRF Funds Added			(25,000)	(40,000)	(45,000)	(45,000)	(70,000)	284,194	(45,000)
Ending Year Balance			139,194	179,194	224,194	269,194	339,194	284,194	329,194
Future Office Building and Storage	28	User Fees		(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
Engin. Bow Lane Pump Station									
Bow Lane Pump Station Bond		User Fees	(58,851)	(58,851)	(58,851)	(58,851)	(58,851)	(58,851)	(58,851)
SCHOOL DISTRICT									
Merging of the two buildings Vill/Hill				(175,000)					
Replacement Flooring	29				(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
Replacement camera and maintenance	29			(15,000)	(15,000)	(15,000)	(10,000)	(10,000)	(10,000)
District Pickup Truck	29				(17,500)	(17,500)			
District Tractor					(15,000)	(15,000)			
District Van					(10,000)	(10,000)	(10,000)	(10,000)	
District Mowers	29				(5,000)	(5,000)	(5,000)	(5,000)	
ADA Upgrades District wide	30				(25,000)	(25,000)	(25,000)	(25,000)	(25,000)
Roof Repair/Replacement	30								
District wide electrical upgrades									
Fire Life Safety	30			(50,000)	(15,000)	(15,000)	(15,000)	(15,000)	
Pembroke Academy stage ramp	30				(25,000)				
Woodshop dust collection system									

TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
SCHEDULE FOR YEARS 2020 - 2025
AS PROPOSED BY TOWN DEPARTMENTS

CAPITAL PROJECT	Page #	FUNDING SOURCE	2019	2020	2021	2022	2023	2024	2025
Exhaust fume hoods	30				(7,500)	(7,500)	(7,500)	(7,500)	
TRS Repair masonry outside boiler room									
Feasibility study Hill/Village School									
Hill School kitchen grease exhaust fan									
Exterior Painting	30				(10,000)	(10,000)	(10,000)		
Air system	31				(15,000)	(15,000)	(15,000)	(15,000)	
Hot Water heaters/Dishwash. District Wide	31				(5,000)	(5,000)	(5,000)	(5,000)	
Gas Boilers PA/TRS									(25,000)
PA Gas Fired heating units									(25,000)
Hill Renovation		Bond			(25,000)	(25,000)	(25,000)	(25,000)	(25,000)
Technology Upgrades - Fiber optics									
Track Resurfacing									
Redundant servers									
Network Access Control									
SANS Storage area Network									
Pembroke Academy SAU Entrance	31				(115,000)				
Paving District Wide	31				(25,000)	(25,000)	(25,000)	(25,000)	(25,000)
Paving @ Pembroke Academy									
Village Doors									
Hill School Bathrooms									
PA/TRS Sprinkler Heads									
Bleachers/Backstops/Academy									
Three Rivers Lockers									
Three Rivers Bleachers									
TOTALS									
TOTAL ANTICIPATED EXPENDITURES ¹			\$ (2,141,304)	\$ (2,073,562)	\$ (1,985,451)	\$ (2,049,178)	\$ (1,551,871)	\$ (1,722,151)	\$ (1,604,651)
EXPENDITURES OFFSET BY EXISTING CRF ACCOUNTS ²			\$ (1,049,129)	\$ (569,948)	\$ (508,813)	\$ (779,127)	\$ (314,520)	\$ (392,613)	\$ (332,613)
CRF DEPOSITS FOR FUTURE USE ³			\$ 1,017,358	\$ 499,288	\$ 237,713	\$ 538,160	\$ 720,132	\$ 1,670,705	\$ 606,036
EXPENDITURES OFFSET BY BONDING ⁴			\$ (656,850)	\$ (639,300)	\$ (621,750)	\$ (304,200)	\$ (10,000,000)	\$ (283,800)	\$ (283,800)
EXPENDITURES OFFSET BY OTHER FUNDING ⁴			\$ 137,000	\$ 152,000	\$ 152,000	\$ 152,000	\$ 152,000	\$ 152,000	\$ 152,000
TOTAL CAPITAL EXPENDITURES RAISED BY TAXES⁵			\$ (2,692,925)	\$ (2,631,522)	\$ (2,726,301)	\$ (2,442,345)	\$ (10,994,259)	\$ (575,859)	\$ (1,463,027)
DEBT SERVICE ⁶			\$ (656,850)	\$ (639,300)	\$ (621,750)	\$ (304,200)	\$ 294,000	\$ 283,800	\$ 283,800
TOTAL FUNDS RAISED BY TAXES⁷			\$ (3,349,775)	\$ (3,270,822)	\$ (3,348,051)	\$ (2,746,545)	\$ (10,700,259)	\$ (292,059)	\$ (1,179,227)

*Mandated by the State

¹This is the total expenditures regardless of the funding source

²These are the funds in the CRF at the beginning of the year that will be used to pay for the expenditures for that year. If the balance is insufficient to cover the costs, the entire balance is used, even if additional fund are being appropriated that year.

³These are funds being appropriated that will not be used for expenditures that year. If the beginning balance is insufficient to cover any expenditures for that year, the shortfall is subtracted from the appropriation to give the balance to be carried into future years.

⁴These are alternate funding sources that reduce the amount to be raised by taxes.

⁵This is the amount of current year expenditures plus appropriation raised for future spending that are to be funded through taxes.

⁶These are the payments for prior year expenditures that were funded through bonding.

⁷These are the total funds for past, present, and future capital expenditures that needs to be raised through taxes.

**TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
2020 CAPITAL PROJECTS
RECOMMENDED BY THE CIP COMMITTEE**

CAPITAL PROJECT	Page #	FUNDING SOURCE	Requested 2020	CIP Committee Vote		
				High	Medium	Low
MUNICIPAL FACILITIES						
Municipal Facilities CRF Request	18	Taxes	30,000	6	1	
Town Hall						
Security Cameras	18	Capital Res.	(9,000)	6	1	
DPW						
Shed Doors/Windows/garage Doors	18	Capital Res.	(20,000)	2	4	1
Security Cameras	18	Capital Res.	(9,408)	6	1	
Safety Center						
Roof	19	Capital Res.	(120,000)	4	3	
Video Cameras	19	Capital Res.	(69,920)	7		
Library						
Roof	19	Capital Res.	(65,000)		3	4
MUNICIPAL CRF ACCOUNT BALANCE		298,712	35,384			
ENERGY FUND						
Energy efficiency CRF Request	20	Taxes	20,000		1	6
Energy Fund CRF ACCOUNT BALANCE		27,533	47,533			
PROPERTY REVALUATION/UPDATE						
Property Reval./Update CRF Request	21	Taxes	32,500	4	2	1
Property Assessment Update			-			
Property Reval. CRF ACCOUNT BALANCE		64,275	96,775			
CEMETERY						
Cemetery Capital Reserve Fund Request	22	Taxes	35,000		6	1
Paving Evergreen Cemetery	22	Capital Res.	(35,840)		6	1
Cemetery CRF ACCOUNT BALANCE		2,844	2,004			
FIRE						
Major Equipment CRF Request	23	Taxes	140,000	6	1	
Major Equipment CRF BALANCE		113,799	253,799			
Small Equipment CRF Request	23	Taxes	10,000	7		
Small Equipment CRF BALANCE		138,018	148,018			
POLICE						
Police Cruisers CRF Request	24	Taxes	55,000	5	2	
Cruiser Replacement SUV	24	Capital Res.	(52,195)	3	3	1
Cruiser Replacement Admin.	24	Capital Res.	(45,195)	4		3
Police Cruisers CRF BALANCE		73,113	30,723			
Small Equipment CRF Request	24	Taxes	10,000	3		4
			-			
Small Equipment CRF BALANCE		76,388	86,388			

PUBLIC WORKS						
Highway Division						
Major Equipment CRF Request	25	Taxes	150,000	6	1	
Front End Loader	25	Capital Res.	(175,000)	7		
Major Equipment CRF BALANCE		316,199	291,199			
Roads						
Road reconstruction/repair	25	Taxes	(285,300)			
Roadway and Infrastructure						
Capital Reserve Fund Request	25	Taxes	60,000		7	
Roadway and Improvement CRF Balance		84,888	144,888			
			-			
RECREATION						
Recreation Facilities CRF Request	26	Taxes	20,000	4	3	
Bathrooms	26	Capital Res.	(10,000)	2	1	3
Re-surface tennis Courts	26	Capital Res.	(2,557)	3	2	1
re-surface Basketball Courts	26	Capital Res.	(5,473)	3	2	1
Fencing	26	Capital Res.	(35,200)		4	2
Rec Facilities CRF BALANCE		80,669	47,439			
WATER						
Water CRF I	27		55,000			
Infrastructure	27	User fees	(55,000)			
Water CRF I Balance		224,857	224,857			
Water CRF II	27		32,000			
Vehicles/Equipment	27	User fees	(32,000)			
Water CRF II Balance		243,991	243,991			
SEWER						
Sewer Equip. /Buildings	28	User Fees	65,000			
Pembroke Street Station Grinder	28	User Fees	(25,000)			
Sewer Equip. /Buildings Balance		139,194	179,194			
Future Office Building	28	User Fees	(100,000)			
SCHOOL DISTRICT						
Replacement Flooring	29		(20,000)	5	1	
Replacement camera/maintenance	29		(15,000)	5	1	
District pickup truck	29		(17,500)		2	4
District mower	29		(5,000)	3	3	
ADA upgrades	30		(25,000)	3	2	1
Fire life safety	30		(15,000)		6	
Pembroke Academy stage ramp	30		(25,000)			6
Exhaust fume hoods	30		(7,500)	1	2	3
Exterior painting	30		(10,000)	4	2	
Air system	31		(15,000)	3	3	
Hot water heaters/dishwasher	31		(5,000)	4	2	
PA Gas fired heating units	31		(25,000)	1	3	2
Pembroke Academy SAU entrance	31		(115,000)			6
Paving district wide	31		(25,000)	2	3	1

MUNICIPAL FACILITIES

I. MUNICIPAL FACILITIES CAPITAL RESERVE FUND DEPOSITS

Project Description: The purpose of this fund is to provide a funding mechanism for future repairs, renovations or replacement for all municipal facilities including the Library.

Amount Requested: \$30,000 in 2020 from taxation.

Committee Vote: High Priority 6; Medium Priority – 1

A. TOWN HALL SECURITY CAMERAS

Project Description: The Town is looking to install security cameras Town wide. As part of our discussion with our insurance carrier, they thought this would be a good first step in securing Town Hall.

Amount Requested: \$9,000 in 2020 from Capital Reserve.

Committee Vote: High Priority – 6; Medium - 1

B. DPW STORAGE SHED DOORS/WINDOWS/GARAGE DOORS (DPW)

Project Description: Replace the door, garage doors and windows at the DPW storage facility located in the transfer station.

Amount Requested: \$20,000 in 2020 from Capital Reserve.

Committee Vote: High Priority – 2; Medium –4; Low - 1

C. SECURITY CAMERAS (DPW)

Project Description: Town wide security system that will cover both the yard and offices.

Amount Requested: \$9,408 in 2020 from Capital Reserve.

Committee Vote: High Priority – 6; Medium –1

D. ROOF (SAFETY CENTER)

Project Description: The Town is looking to replace the roof system on the Fire side. The roof is out of warranty and has been patched several times. There is currently some leakage.

Amount Requested: \$120,000 in 2020 from Capital Reserve.

Committee Vote: High Priority – 4; Medium –3;

E. SECURITY CAMERAS (SAFETY CENTER)

Project Description: Town wide video system. This will cover the Police, Fire and Ambulance.

Amount Requested: \$69,920 in 2020 from Capital Reserve.

Committee Vote: High Priority –7

F. ROOF INSULATION (LIBRARY)

Project Description: The Library roof will need to be re-shingled in the coming years. Currently the way the building is set up, there is little to no insulation value in the ceilings. In the winter heat escapes through the roof and in the summer the roof bakes. In order to do the shingling right, the Building Committee felt that the insulation and venting needed to be taken care of first.

Amount Requested: \$65,000 in 2020 from Capital Reserve.

Committee Vote: Medium Priority –3; Low – 4

ENERGY EFFICIENCY FUND

II. ENERGY EFFICIENCY CAPITAL RESERVE FUND DEPOSITS

Project Description: Town meeting in March of 2007 voted to create an Energy Advisory Committee. The general purpose of the Energy Advisory Committee shall be to develop goals and objectives to improve energy efficiency of municipal buildings, facilities, equipment and vehicles to make them as energy efficient as possible and create a safer environment for the future.

Amount Requested: \$20,000 in 2020 from taxation.

Committee Vote: Medium Priority – 1; Low– 6

PROPERTY REVALUATION / UPDATE

III. PROPERTY REVALUATION / UPDATE CAPITAL RESERVE FUND DEPOSITS

Project Description: Every five years, the State of New Hampshire mandates that towns perform property updates or revaluations in order to be certified that all properties are fully and equitably assessed.

Amount Requested: \$32,500 in 2020 from taxation.

Committee Vote: High Priority – 4; Medium Priority – 2; Low - 1

CEMETERY COMMISSION

IV. CEMETERY CAPITAL RESERVE FUND DEPOSITS

Project Description: This fund is set up for maintenance and repair issues for all Town Cemeteries.

Amount Requested: \$35,000 in 2020 from taxation.

Committee Vote: Medium Priority – 6; Low - 1

A. PAVING EVERGREEN CEMETERY

Project Description: Remove existing pavement, add gravel and re-pave.

Amount Requested: \$35,840 in 2020 from Capital Reserve.

Committee Vote: Medium Priority – 6; Low - 1

PEMBROKE FIRE DEPARTMENT

V. MAJOR FIRE EQUIPMENT CAPITAL RESERVE FUND DEPOSITS

Project Description: This fund is used to replace major fire apparatus. An annual deposit will allow anticipated purchases to be made with a consistent effect on the tax rate.

Amount Requested: \$140,000 in 2020 from taxation.

Committee Vote: High Priority – 6; Medium - 1

VI. SMALL FIRE EQUIPMENT CAPITAL RESERVE FUND DEPOSITS

Project Description: This fund is used for the purchase of items such as replacing breathing apparatus and radios.

Amount Requested: \$10,000 in 2020 from taxation.

Committee Vote: High Priority – 7

PEMBROKE POLICE DEPARTMENT

VII. POLICE CRUISER REPLACEMENT CAPITAL RESERVE FUND DEPOSITS

Project Description: This fund was established to stabilize the funding of cruisers for the Police Department. The Police Department has developed a detailed replacement schedule for police cruisers. The schedule calls for two cruisers to be replaced every other year and one to be replaced in the off years.

Amount Requested: \$55,000 in 2020 from taxation.

Committee Vote: High Priority – 5; Medium – 2

A. CRUISER SUV

Project Description: New Cruiser Replacement

Amount Requested: \$52,195 in 2020 from Capital Reserve.

Committee Vote: High Priority – 3; Medium – 3; Low – 1

B. CRUISER ADMIN

Project Description: New Cruiser Replacement

Amount Requested: \$45,195 in 2020 from Capital Reserve.

Committee Vote: High Priority – 4; Low – 3

VIII. SMALL EQUIPMENT REPLACEMENT CAPITAL RESERVE FUND DEPOSITS

Project Description: This fund is used to purchase items such as ballistic body armor vests for officers, weapons, and communication items.

Amount Requested: \$10,000 in 2020 from taxation.

Committee Vote: High Priority – 3; Low – 4

PUBLIC WORKS DEPARTMENT

IX. TOWN EQUIPMENT CAPITAL RESERVE FUND DEPOSITS

Project Description: The Town has set aside annual deposits to the fund. This fund is used to purchase the major highway equipment scheduled for replacement. Annual funding will allow anticipated purchases to be made with a consistent effect on the tax rate.

Amount Requested: \$150,000 in 2020 from taxation.

Committee Vote: High Priority – 6; Medium -1

A. FRONT END LOADER

Project Description: Front end loader used at the transfer station and for snow removal.

Amount Requested: \$175,000 in 2020 from Capital Reserve.

Committee Vote: High Priority – 7

X. ROAD RECONSTRUCTION / REPAIR

Project Description: To efficiently address the town's roadways, the Public Works Department in conjunction with the Roads Committee and the Board of Selectman will adopt a road repair and reconstruction program on an annual basis. The funding for 2020 will be adjusted to cover the cost of the Upper Beacon Hill bond.

Amount Requested: \$285,300 in 2020 from taxation.

Committee Vote: Committee did not vote. This number is part of the annual operating costs for paving.

A. ROADWAY AND INFRASTRUCTURE

Project Description: This fund is set up for large scale repairs to the Towns culverts.

Amount Requested: \$60,000 from taxation

Committee Vote: Medium Priority – 7

PEMBROKE RECREATION COMMITTEE

XI. RECREATION FACILITIES CAPITAL RESERVE FUND DEPOSIT

Project Description: This fund is used for the construction and major maintenance and repair of various recreational facilities as proposed by the Recreation Committee.

Amount Requested: \$20,000 in 2020 from taxation.

Committee Vote: High Priority – 4; Medium – 3

A. BATHROOM

Project Description: Renovations of bathrooms to include a handicapped accessible toilet

Amount Requested: \$10,000 in 2020 from Capital Reserve.

Committee Vote: High Priority – 2; Medium – 1; Low - 3

B. RESURFACE TENNIS COURTS

Project Description: Crack repairs

Amount Requested: \$2,557 in 2020 from Capital Reserve.

Committee Vote: High Priority – 3; Medium – 2; Low – 1

C. RESURFACE BASKETBALL COURTS

Project Description: Seal courts

Amount Requested: \$5,473 in 2020 from Capital Reserve.

Committee Vote: High Priority – 3; Medium – 2; Low - 1

D. FENCING

Project Description: Fencing would include installing a fence around the basketball courts and re-installing the fabric on the softball field.

Amount Requested: \$31,200 in 2020 from Capital Reserve.

Committee Vote: Medium Priority – 4; Low - 2

TOWN OF PEMBROKE - WATER

XII. CAPITAL RESERVE FUND – WATER

Project Description: There are currently two capital reserve funds for the expansion, maintenance, and repair of water infrastructure and equipment. Money allocated to these funds comes from user fees. The current spreadsheet shows the projected expenses that the Water Department will make which will be offset by user fees.

Amount Requested: User fees deposited to Capital Reserve Funds and then withdrawn for the proposed expenditures.

Committee Vote: N/A. The Committee did not place a vote on this item as the costs are raised through user fees.

TOWN OF PEMBROKE - SEWER

XIV. CAPITAL RESERVE FUNDS DEPOSIT - SEWER

- Project Description:** There are currently four capital reserve funds. Money allocated to these funds comes primarily from user and permit fees.
- Amount Requested:** User fees deposited to the Capital Reserve Funds and then withdrawn for the proposed expenditures.
- Committee Vote:** N/A. The committee did not place a vote on this item as the costs are raised through user fees.

SCHOOL DISTRICT

The Items listed below are the requests for the School during their 2020/2021 budget year which will be brought before the voters in March. The school operates on a fiscal year and the Town on a Calendar.

XV. SCHOOL DISTRICT REPAIRS

A. REPLACEMENT FLOORING

Project Description: District wide repairs.

Amount Requested: \$20,000 in 2020/21 from taxation.

Committee Vote: High Priority – 5; Medium – 1

B. REPLACEMENT CAMERA/MAINTENANCE

Project Description: District wide repairs.

Amount Requested: \$15,000 in 2020/21 from taxation.

Committee Vote: High Priority – 5; Medium – 1

C. DISTRICT PICK UP TRUCK

Project Description: New vehicle

Amount Requested: \$17,500 in 2020/21 from taxation.

Committee Vote: Medium Priority – 2; Low - 4

D. DISTRICT MOWER

Project Description: Replacement

Amount Requested: \$5,000 in 2020/21 from taxation.

Committee Vote: High Priority – 3; Medium – 3

E. ADA UPGRADES

Project Description: District wide repairs.

Amount Requested: \$25,000 in 2020/21 from taxation.

Committee Vote: High Priority – 3; Medium – 2; Low - 1

F. FIRE LIFE SAFETY

Project Description: District wide repairs.

Amount Requested: \$15,000 in 2020/21 from taxation.

Committee Vote: Medium Priority – 6

G. PEMBROKE ACADEMY STAGE RAMP

Project Description: Replace wooden ramp.

Amount Requested: \$25,000 in 2020/21 from taxation.

Committee Vote: Low Priority – 6

H. EXHAUST FUME HOODS

Project Description: District wide repairs.

Amount Requested: \$7,500 in 2020/21 from taxation.

Committee Vote: High Priority – 1; Medium – 2; Low - 3

I. EXTERIOR PAINTING

Project Description: District wide repairs.

Amount Requested: \$10,000 in 2020/21 from taxation.

Committee Vote: High Priority – 4; Medium – 2

J. AIR SYSTEM

Project Description: District wide repairs.

Amount Requested: \$15,000 in 2020/21 from taxation.

Committee Vote: High Priority – 3; Medium – 3

K. HOT WATER HEATERS/DISHWASHER

Project Description: District wide repairs.

Amount Requested: \$5,000 in 2020/21 from taxation.

Committee Vote: High Priority – 4; Medium – 2

L. PA GAS FIRED HEATING UNITS

Project Description: Replacements.

Amount Requested: \$25,000 in 2020/21 from taxation.

Committee Vote: High Priority – 1; Medium – 3; Low - 2

M. PEMBROKE ACADEMY SAU ENTRANCE

Project Description: Repair steps and opening.

Amount Requested: \$115,000 in 2020/21 from taxation.

Committee Vote: Low Priority – 6

N. PAVING

Project Description: District wide.

Amount Requested: \$25,000 in 2020/21 from taxation.

Committee Vote: High Priority – 2; Medium – 3; Low – 1

TOWN OF PEMBROKE
TRUSTEES OF TRUST FUND

APPLICATION FOR PAYMENT FROM TRUST

(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: 10/7/19 Date payment required: 12/31/19

Printed name of person submitting request: David M. Jodoin

Title of person submitting request: Town Administrator

Deliver payment to: 311 Pembroke Street
Pembroke, NH 03275

Signature of person submitting 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: \$2,275.00

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 April 15, 2019.
(Enter the date of the meeting and attach a copy of approved minutes documenting authorization.)

All payments will be made by check unless special arrangements have been made in advance with the trustees of trust funds. Trust requests are received by the trustees on Thursdays. Allow 5 to 12 business days for delivery of payment.

VENDOR | 2-Way | 2-Way Communications

06/18/2019

000074545

PO #	Invoice #	Reference	Inv Date	Invoice Amt	Disc Amt	Payment Amt
	61422	Kustom Signals Raptor, Antenna/Labor	6/13/19	2,275.00	0.00	2,275.00
	61623	4-Radar Certifications 2019	6/13/19	240.00	0.00	240.00
	64624	Unit#7 K-9/Repair Inoperative Lighting	6/13/19	80.00	0.00	80.00
Check 0000074545 - Total All Invoices: \$2,595.00				\$2,595.00	\$0.00	\$2,595.00

Town of Pembroke

NEVO SERVICE LABOR

\$ 240.00

COPY

Vendor Total: \$ 2,275.00

Drayne Bl
Department Authorization

6/5/2019

Date

Purchasing Director (if required)

Date



Payment Voucher

Payment Disposition

X	MAIL
---	------

PICKUP

OTHER

No:

(Finance Office Use)

[illegible]

Vendor Total: \$ 2,275.00

Department Authorization

6/5/2019

Date

Purchasing Director (if required)

Date _____

2-Way Communications Service, Inc.
23 River Road
Newington, NH 03801



Invoice

61422

Date: 5/28/2019

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 15

2-Way Communications Service, Inc. Fleet Division is now doing business as New England Vehicles Outfitters!

Quantity	Item	Description	Amount
1	Radar System	Provide Radar Unit Kustom Signals Part #849 Raptor RP-1, Dual Ka-Band Antenna, Directional & Same Lane Mode	1,975.00
0.75	Fuel/Mileage	Fuel and Mileage fee for on-site service at customer location: \$80 per hour, one way only. (ENTER MILES, TIME)	60.00
3	NEVO Labor	NEVO Service Labor	240.00

COPY

RECEIVED

MAY 31 2019

Subtotal

\$2,275.00

Thank you for choosing 2-WAY.

Sales Tax (0.0%)

\$0.00

Please make all checks payable to 2-Way Communications Service, Inc.

Total

\$2,275.00

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
APRIL 15, 2019 at 6:30 PM**

Present: Chairperson Tina Courtemanche, Selectman Ann Bond, Selectmen and Selectmen Michael Crockwell

Staff: Town Administrator David Jodoin, Recording Secretary Jillian McNeil

Arrived Late: Selectmen Bean

Excused: Selectman Sandy Goulet

I. Call to Order:

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

II. Citizen Comment:

None

III. Scheduled Meetings:

Lt. Gaskell – Police Department Cruiser Purchase

Lt. Gaskell presented the 2019 cruiser and equipment purchases. Lt. Gaskell stated that of the three quotes for the cruiser, the department would like to award the bid to Irwin Motors for \$32,389. All repairs and warrantee will be at Grappone. Selectman Bond made a motion to purchase the police cruiser from warrant article 8 for \$32,389 from Irwin Motors with the funds to be withdrawn from the capital reserve. Selectman Crockwell seconded the motion. Motion passed 3-0

Lt. Gaskell presented three quotes for the installation of equipment into the 2020 Ford Sport Utility. The Department would like to award the bid to Ne-Vo (New England Vehicle Outfitters) for \$19,775. Selectman Crockwell stated that he would like to see what equipment is being installed on future purchase requests. Selectman Bond made a motion approve the purchase from Ne-Vo in the amount of \$19,775 with the funds to be withdrawn from the capital reserve. Selectman Crockwell seconded the motion. Motion passed 3-0.

Lt. Gaskell presented a formal request to purchase one Custom Raptor RP-1 Radar for the fleet of cruisers. Selectman Crockwell asked if there are any grants available for new equipment. Lt. Gaskell stated that the State has done away with matching funds grants. Selectman Bond made a motion to purchase the Custom Radar from

Ne-Vo for \$2,275 with funds to be withdrawn from the capital reserve. Selectman Crockwell seconded the motion. Motion passed 3-0.

New Hampshire Trail Dawgs

Ed Kinney submitted the NH Trail Dawgs Snowmobile Club one-year permission form. The club plans on replacing some culverts and putting in fill on the Range Roads. Selectman Crockwell stated that there has been a concern for the last three years about the damage to the road on Thompson Road. Selectman Bond asked what Range Road is getting the fill. Ed stated that 7th Range Road, Thompson Road, a section of the power lines, and a section right before Hardy Road. Ed stated that the new bridge on 6th Range will also need attention. Ed stated he will discuss Thompson Road with the club. Selectman Courtemanche reminded Ed that the Town cannot assist with bringing any fill out to the Range Roads. The Selectmen stated that there would not be an approval next year if Thompson Road is not fixed. Ed stated that the work will be done by July 4th. David asked when the agreement needs to be signed. Ed said it needs to be signed by April 26th in order to get the Grant-In-Aid application to the State. Selectman Crockwell made a motion to approve the NH Trail Dawgs one-year snowmobile trail permission. Selectman Bond seconded the motion. Motion passed 3-0.

IV. Old Business:

David Jodoin presented the Selectmen with the updated 2016 tax deed listings as of today. Deeding date is May 9, 2019. The police department will start hand delivering letters tomorrow of a final warning.

Selectman Bond stated that they met with Ron of Lightech and George of Eversource. Lightech agreed that if Eversource was out putting an arm up, Lightech would install the light and give a warranty. Selectman Courtemanche asked when the work would be starting. Selectman Bond stated that a work order has been created but a date has not been set. David stated that there are 6 lights that will be going in. Hopefully, they will be starting in 3 weeks.

Selectman Bond made the suggestion to not add the fiberglass poles to the future light pole regulations. Selectman Crockwell asked if the fiberglass poles addressed the light pollution concerns of the Energy Committee. Selectman Bond stated that the light pollution concerns are not addressed by the regulations but the suggested lights that are currently used in Chickering Meadows are so low wattage that light pollution is not a concern. Selectman Bond suggested only using the wood poles that are currently used in the street light pole regulations. Selectman Courtemanche stated that if the town is going to take over the roads, then they should be the standardized wood poles. The Board decided to accept regulations 1-4 as listed as well as 7 without the language regarding fiberglass poles. The regulations will be re-written and submitted to the Board at the next meeting.

David Jodoin submitted all the bills to the contractor for the Eversource Energy Costs. Quotes should be back shortly.

David Jodoin stated that the Sewer Department is meeting tonight to make a decision on 4 Union Street. David stated that last year a base coat was put onto the parking lots at 4 & 6 Union Street and now the Board needs to decide if they want to put the top coat on. The Board also needs to decide if they are going to fix the wall or sell the building as-is. Selectman Crockwell stated that we should discuss with a realtor whether or not it is worth finishing the projects in order to get a higher sale price. Selectman Courtemanche asked how much the top coat will cost. David stated that it would likely be another \$6,000. The Board decided to have a realtor look at the building before making any final decisions.

V. New Business:

Selectman made a motion to approve the applications for the trust funds as follows: \$2,634.40 from the Police Small Equipment Capital Reserve Fund, \$16,150 from the Town Building Capital Reserve Fund, and \$3,625 from the Cemetery Improvement Capital Reserve Fund. Selectman Bond seconded the motion. Motion passed 3-0

Selectman Bond made a motion to appoint Daniel Crean to the Planning Board as an alternate. Motion was seconded by Selectmen Crockwell. Motion passed 3-0.

Selectman Bond made a motion to appoint Jillian McNeil as Deputy Treasurer to the Town. Motion was seconded by Selectmen Crockwell. Motion passed 3-0.

Selectman Bond made a motion to appoint Bruce Kudrick to the Zoning Board of Adjustments. Motion was seconded by Selectmen Crockwell. Motion passed 3-0.

Selectman Bond made a motion to appoint Clint Hanson Jr. to the Planning Board as an alternate. Motion was seconded by Selectman Crockwell. Motion passed 3-0.

David presented the Board with the current Solid Waste Disposal and Recyclable Materials Processing Agreement with Casella Waste Management of Massachusetts and the Town's Solid Waste Ordinances. The Board decided to have a sub-committee to work on the agreement. Further discussion was tabled until the next meeting when more members of the Board would be present.

Selectman Bond made a motion to approve the Manifest and Abatements as presented. Motion was seconded by Selectman Crockwell. Motion passed 3-0

Selectman Bond made a motion to approve the minutes of April 1, 2019 as presented. Selectman Crockwell seconded the motion. Selectman Courtemanche abstained. The minutes were tabled to the next meeting absent a quorum.

VI. Town Administrator Report:

David presented the Board with a letter from Matt Pearson of the Suncook Little League. They are requesting the Board waive the 2019 field use fees. Suncook Little League hires a local lawn care company to maintain a presentable space for Suncook residents to use at Point, Middle, and Memorial fields. They also volunteer to clean up the fields at the annual fall clean up day. Waiving this fee allows them to reinvest the funds back into the grounds. Selectman Bond made a motion to waive the 2019 usage fees for the Suncook Little League. Selectman Crockwell seconded the motion. Motion passed 3-0.

David presented a request from the Cemetery Commission to waive the bid requirements and accept the proposal from NH Monuments in the amount of \$5,200 to fix damaged headstones damaged by a tree that fell at the rear wall of the cemetery. NH Monuments does all the work for the Commission and they are very happy with them. Selectman Courtemanche asked where the funds would come from. David stated that it would come from the capital reserve fund. Selectman Crockwell made a motion to waive the bid requirements and accept the proposal from NH Monuments in the amount of \$5,200. Selectman Bond seconded the motion. Motion passed 3-0.

The non-public minutes from April 1, 2019 were tabled until the next meeting.

David presented the Board with the bids for the new truck for the Department of Public Works approved at Town Meeting. The Liberty International Truck came in at \$92,620. The Freight Liner came in at \$96,851. DPW is recommending the Liberty International truck with funds to be withdrawn from the capital reserve. DPW currently has all Liberty International vehicles outfitted with computer systems that would have to be changed out if the Board went with Freight Liner. Selectman Crockwell asked how the trucks compare to each other. David stated that each truck has certain aspects of it that are better than the other but the Liberty truck is what DPW currently has and they are comfortable using it and maintaining it. Selectman Crockwell made a motion to approve the bid from Liberty International Trucks in the amount of \$92,620 with the funds to be withdrawn from the capital reserve. Selectman Bond seconded the motion. Motion passed 3-0

David discussed a letter received from Kathy Cliver requesting a blind driveway sign be placed by her home on Buck Street. The Police Department went and looked at the corner and recommended a sign being placed. The Department would also like to put out a cautionary sign by Eley Lane on Borough Road. Selectman Bond made a motion that a blind driveway sign be installed on Buck Street and that a cautionary sign be placed at Eley Lane and Borough Road. Selectman Crockwell seconded the motion. Motion passed 3-0.

Selectmen Bean entered the meeting (he had a prior commitment)

David discussed the letters from Donna Severance and Brian Mrazik regarding the site walk for the 4th Range Road/Flagg Robinson development. David stated that the site walk has been posted and the Selectman have met all legal requirements for the site walk. David suggested doing the site walk and then continuing the public hearing on May 6th at 6:30 at Town Hall. David is going to ask DPW to put up cones and to have an officer on the corner for safety. David is also going to post on the website and send a letter to the legal abutters clarifying the site walk.

Selectman Courtemanche stated that on Saturday, May 4th the Board of Selectman will be holding a public hearing at 373 4th Range Road the main purpose of the hearing is do a site walk on the proposed development. At this time, we will listen to the engineer. The public hearing will then be continued at Town Hall on Monday, May 6th at 6:30pm where we will discuss the issue and take comments.

David discussed an email from Dana Carlucci regarding a damaged granite post on his property on January 30th. Since the insurance company will not oversee the project, he would like the town to oversee the project. Primex has told Dana that they would like him to sign a release before they send him a check. The release states that the town does not owe him anything further and he is free to do what he wishes with his property and the matter is closed after he receives payment. The check will be in the amount \$3,360 and there will be no deductible for the Town. Selectman Courtemanche stated that she would not want DPW overseeing the landscapers and signing off on the project. The Board would like a copy of the quote from Tasker Landscaping for the work and have DPW there to repair the sidewalk and the sidewalk only. If the quote does not include digging the post up then Dana will need to discuss that further with the insurance company. The Board was in agreement.

VII. Committee Reports:

Selectman Bond – None

Selectman Crockwell – Conservation did a site walk on all the conservation properties.

Selectman Courtemanche – None

VIII. Other/Citizen Comment:

None

IX. Non-Public Session:

RSA 91-A:3 II (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim of litigation has been fully adjudicated or otherwise settled at 7:35 PM.

Seconded by Selectman Bond.

Roll Call Vote:

Selectman Bean
Selectman Bond
Selectman Courtemanche
Selectman Crockwell

The Board came out of non-public session at 8:26 PM.

X. Adjourn:

Motion by Selectmen Bond, seconded by Selectmen Crockwell to adjourn at 8:27 PM. Vote Unanimous

Justine M. Courtemanche, 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.



TOWN OF PEMBROKE JOB DESCRIPTION

JOB TITLE: Detective Sergeant **APPROVED:** BOS 10/7/19
DEPARTMENT: Police
STATUS: Full-Time, Non-Exempt
LABOR GRADE: 17

JOB SUMMARY

Investigates major misdemeanor, felony, and high profile crimes. Performs patrol and investigative procedures and skilled work in gathering evidence and interviewing crime victims and suspects. Performs responsible technical and supervisory police work participating in the activities of the Police Department on an assigned shift. Also performs all juvenile officer and juvenile prosecutor duties.

SUPERVISION RECEIVED

Works under the general supervision of the Police Chief who approve assignment of officers to assist with investigations and review work performed; consults with superiors as needed for special authorization in an investigation; keeps superiors up to date on high profile cases. Works with considerable independence in performing regularly assigned duties. Work is reviewed through conferences, observation of results obtained, and evaluation of reports.

SUPERVISION EXERCISED

Supervises any officer assigned to assist with investigations. Oversees and assigns duties to officers assisting with investigations.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only and may not include all duties found in this position.)

1. Investigates all major crimes in the Town; follows up on all incidents that cannot be taken beyond an initial report generated by patrol officers. Examines crime scenes and collects all necessary evidence, including processing scene for fingerprints and taking photographs. Conducts interviews with victims and witnesses and interrogates suspects in assigned criminal cases and in cases where the patrol officers are unable to conduct the interview; tape

records and/or video tapes interviews and interrogations as appropriate. Contacts police departments both in-state and out-of-state when investigating cases. Insures that all reports and forms are completed in any case prior to the case being submitted to the prosecutor for court action.

2. With the permission of the Lieutenant assigns patrol officers to follow up investigations when patrol officers have strong leads in an investigation, when patrol officers have a good working rapport with the people involved in the investigation and the officers' involvement would increase the chances of a successful conclusion, and when the Detective needs assistance to complete an investigation. These efforts are coordinated with the effected Patrol Sergeants. The Detective Sergeant takes charge of the direction of investigation until authority is relinquished to a superior officer or as directed by the Police Chief.
3. Assists patrol officers as needed with affidavits, warrants, and complaints; remains accessible to any member of the Police Department to provide technical assistance in any case.
4. Handles juvenile issues; works with school staff on juvenile criminal cases. Works with County Attorney's Office and human service organizations when working on child abuse cases.
5. Coordinates with probation officers and defense attorneys with regard to juvenile prosecution; deals with parents of accused juveniles and counsels parents and juveniles about available services; works with Human Services.
6. Attends Merrimack County Investigator meetings as needed in order to share intelligence on crimes and to assist each other in solving cases. May work with Secret Service, the FBI, and the Attorney General's Office during investigations.
7. Performs background investigations as needed on applicants to the Pembroke Police Department.
8. At the direction of the Police Chief, performs all regular full-time patrol officer duties as needed, including patrol, traffic control, responding to calls for service, investigating traffic accidents and criminal offenses, issuing citations and warnings, serving subpoenas, making physical custody arrests with and without a warrant, transporting prisoners, testifying in court and before administrative bodies, making application for search warrants and arrest warrants, taking juveniles, intoxicated, or mentally ill persons into protective custody, writing investigative reports, conducting crime prevention surveys, responding to citizen inquiries, taking fingerprints of arrested persons, searching for latent fingerprints, searching for and collecting physical evidence at crime and accident scenes, performing various rescue and lifesaving tasks, participating in raids and high-risk warrant services, controlling violent or resisting subjects, apprehending fleeing suspects on foot or in a motor vehicle, and participating in strenuous and physically demanding basic and in-serve training programs.

9. Operates both as a member of a team and independently at incidents of uncertain duration; executes safe work procedures associated with assigned tasks; operates motor vehicles in accordance with State laws and Department regulations in routine and emergency situations.
10. Uses approved firearms, handcuffs, batons, and other hand equipment in the performance of duties in accordance with Federal and State laws, and Town and Department policies and procedures. Maintains proficiency in the operation of technical equipment, including radar, blood alcohol measuring devices cameras, two-way radios, etc.
11. Interprets, applies, and enforces Federal and State laws and local ordinances and bylaws to preserve the peace and protect persons and property.

Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of State and Federal law, State statutes and codes, Federal guidelines and protocols, and local ordinances relating to law enforcement, particularly concerning investigation and evidence; thorough knowledge of police investigative tactics and techniques. Considerable knowledge of the principles and practices of modern police administration and police methods. Knowledge of the use of police records and their application to police administration; knowledge of crime scene interpretation and safe-guarding and preserving of evidence. Skill in working with children; skill in the use of firearms and police equipment, including pepper spray, portable radios, pagers, handcuffs, batons, ammunition, and shotguns; skill in the use of computers with standard office software; skill in basic first aid; skill in attending to detail and organizing activities. Ability to obtain information through interview and interrogation; ability to plan, assign, and supervise the work of subordinates; ability to accurately assess the potential consequences of alternative courses of action and select the one which is most acceptable and appropriate; ability to recognize and the courage to confront potentially dangerous situations and to act decisively to protect persons and property from harm; ability to maintain a high degree of self-control; ability to use a camera; ability to drive a police cruiser; ability to use radar devices; ability to observe, comprehend, retain, and recall factual information; ability to prepare and present concise and meaningful oral and written material relating to the activities of the Department; ability to speak clearly and intelligently; ability to maintain effective working relationships with subordinate and superior officers; ability to deal effectively with both adults and juveniles and provide appropriate referrals to other social service agencies; ability to deal effectively with the public; ability to work under physically and emotionally stressful situations; ability to be on call 24 hours a day to meet police emergencies.

QUALIFICATIONS

Associate's degree in Criminal Justice, Law Enforcement, Police Administration, or related field. Completion of investigation, interviewing, interrogation, and crime scene processing classes provided by the Police Standards and Training Council. Five years experience as a patrol officer; three years experience as a detective. Certified by the Police Standards and Training Council as a full-time police officer. Ability to meet Police Standards and Training Council physical agility

requirements. Possession of a valid NH driver's license; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities; AND willingness to be on call to meet emergency situations.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

For communicating with others, talking is required; for taking instructions from others, hearing is required; and for doing the job effectively and correctly, sufficient corrected vision for reading and sufficient uncorrected vision for the safe control of a motor vehicle and firing of a handgun is required, as well as the ability to recognize colors. Required to use hands to finger, handle, operate, and feel objects, tools, or controls; required to reach with hands and arms. Physical effort involves sitting, standing, walking, and occasional strenuous activities such as running, pushing, lifting, carrying, jumping down from elevated surfaces, climbing, crawling, and when apprehending law violators is required. The nature of the position requires the employee to be in, and maintain, sound physical condition, and attendance at annual re-certification training program(s) is required. Work is performed in a variety of environmental conditions, including heat, cold, wet, slippery, noisy, etc. Employee may be exposed to toxic fumes, chemicals, and substances, fuels, and fluids, as well as grotesque sights and smells associated with major trauma. Tasks and procedures performed in some emergencies may involve risks classified by Center for Disease Control as Category I, Category II, and Category III. Work may involve emotional stress and hazards of disability or even death when pursuing those suspected of a crime.



George E. Sansoucy, PE, LLC
Engineers & Appraisers

September 27, 2019

Lindsey M. Stepp, Commissioner
NH Department of Revenue Administration
Governor Hugh Gallen State Office Park
109 Pleasant Street
P. O. Box 487
Concord, NH 03302-0487

RE: Town of Pembroke

Dear Commissioner Stepp:

In accordance with RSA 21-J:11 "Appraisal of Property for Ad Valorem Tax Purposes", please be advised that George E. Sansoucy, P.E., LLC proposes to provide appraisal services for tax assessment purposes to the Town of Pembroke. I am a Certified General Appraiser (NHCG-774) and will be responsible for the services rendered under this Agreement.

Our proposed Agreement is enclosed herein and has this day been forwarded to the Town of Pembroke for signatures.

Please feel free to contact me if you have any questions.

Very truly yours,

GEORGE E. SANSOUCY, P.E., LLC

A handwritten signature in cursive script that reads 'George E. Sansoucy'.

George E. Sansoucy, P.E.

GES/lt

Enclosure

cc: Town of Pembroke

George E. Sansoucy, PE, LLC

148 Main Street, Lancaster, NH 03584 Tel 603.788.4000 gsansoucy@sansoucy.com
7 Greenleaf Woods Drive, Unit 102, Portsmouth, NH 03801 Tel 603.431.7636 Fax 603.431.7115 mail@sansoucy.com
419 SE Main Street, Suite 201, Simpsonville, SC 29681 Tel 864.757.9575 msansoucy@sansoucy.com
Remittance Address 86 Reed Rd., Lancaster, NH 03584

AGREEMENT

SUBJECT: A Contract to provide valuation, engineering and consulting services to the Town of Pembroke, New Hampshire to value, as of April 1, 2020 for *ad valorem* taxation purposes, the public utility and special purpose property located in the Town of Pembroke.

The Town of Pembroke, hereinafter called the Town, and George E. Sansoucy, P.E., LLC, a Certified General Appraiser and Professional Engineer having a principal place of business at 7 Greenleaf Woods Drive, Unit 102, Portsmouth, New Hampshire 03801 in the County of Rockingham, State of New Hampshire, hereinafter called Sansoucy, hereby mutually agree as follows:

GENERAL PROVISIONS

1. IDENTIFICATION

1.1 Client: Town of Pembroke

1.1.1 Name: David Jodoin, Town Administrator
Town of Pembroke
311 Pembroke Street
Pembroke, NH 03275

1.1.2 Contracting Official: David Jodoin, Town Administrator

1.1.3 Authorized Contact: David Jodoin, Town Administrator

1.2 Consultant: George E. Sansoucy, P.E., LLC

1.2.1 Name: George E. Sansoucy, P.E., LLC
Address: 279 Main Street, Lancaster, NH 03584
Tel: (603) 788-4000
Fax: (603) 788-2798
E-mail: gsansoucy@sansoucy.com

Remittance Address: 89 Reed Road, Lancaster, NH 03584

2. GENERAL SERVICES TO BE PERFORMED BY SANSOUCY

2.1 Scope of Work:

We propose an Agreement, which includes an update of the values prepared for 2019 of the properties listed below, for *ad valorem* tax assessment purposes in the Town of Pembroke as of April 1, 2020.

HB 700 UTILITIES
PSNH d/b/a Eversource Energy – Distribution Property 77% (Estimate) of PSNH
EnergyNorth Natural Gas / Liberty Utilities – Distribution Property
Unitil Energy Systems, Inc.
Use of Public Rights-of-Way
NON-HB 700 UTILITIES
PSNH d/b/a Eversource Energy – Transmission Property 23% (Estimate) of PSNH
China Mill Dam
EUA Energy Investment Corp. c/o Liberty Utilities
Tennessee Gas Pipeline – Transmission Property
Comcast Cable TV – Public Rights-of-Way Only – Cable TV
Eagle Creek Renewable Energy d/b/a Pembroke Hydro Associates LP
Consolidated Communications – Poles and Conduit - Telephone
Freedom Ring Communications, LLC
New Hampshire Optical Systems, LLC
MetroCast – Public Rights-of-Way only – Cable TV
segTEL, Inc. – Poles and Conduit - Telephone
Electric and/or Gas Transmission and Distribution Easements/Rights-of-Way (Off Street)
Use of Public Rights-of-Way (On Street) – Non-HB700 Companies

The annual valuations will be developed based on the new House Bill 700 legally required methodology for valuation of the distribution utilities (77% of electric value) and the conventional valuation for the non-distribution FERC regulated transmission (23% of electric value) utilities comprising that portion of the utility which is excluded from House Bill 700 and is FERC regulated high-voltage transmission property. About 23% of Pembroke's public utilities are FERC regulated and do not come under House Bill 700. Approximately 77% do. For those utilities which are not under House Bill 700 and are FERC regulated transmission utilities, these will be valued based on the normal mass revaluation cost new less depreciation approach with consideration for market sales and income, where applicable, if any, in accordance with USPAP.

The land and land rights, including the easements and use of any public rights-of-way, will be valued based on the current 2019 revaluation land schedules provided to Sansoucy by the Town's revaluation contractor. Additions and deletions will be sought and valued for all of the FERC regulated utilities as part of the updates on an annual basis. The Town will also provide Sansoucy with the fee parcel values based on the CAMA system.

This second section of this scope is intended to address the non-House Bill 700 properties and the non-regulated telecommunication properties, namely China Mill Dam, EUA Energy Investment Corp., Tennessee Gas Pipeline, Eagle Creek Renewable Energy, Comcast, Consolidated Communications, Freedom Ring Communications, New Hampshire Optical Systems, MetroCast, and segTEL, and use of the public rights-of-way.

The first part of the scope will be to build the valuation model and convert the regulated distribution utilities, namely Energy North Natural Gas, Eversource Energy, and Unitil Energy Systems at the retail distribution level into their House Bill 700 valuations and requirements. This will include modeling and developing the 2018 base year glide path for 2020, under the law, for any reductions over the mandated five-year glide path period, plus the value of additions and deletions, construction work in progress (CWIP), and the separation and valuation of contributions in aid of construction (CIAC). This scope also will seek to sort out and make certain that undistributed plant constructed by the utilities but not yet booked to plant, and CWIP is sought after, added to, and valued for each of the utilities. The goal is to have the entire system remodeled, including the reporting forms by the utilities to the Town of Pembroke, by the completion of the next Town-wide revaluation and the end of the phase-down period.

As part of the House Bill 700 phase-down, a portion of the land and land rights, namely the use of the public right-of-way for the distribution utilities will be valued based on House Bill 700 and phased-down, while the remaining transmission utilities will continue to have their easements and fee land valued at full and true fair market value. Buildings, office buildings, warehouses, service centers, etc. are excluded from House Bill 700 and are to be valued separately, either as part of the utility property or utilizing the CAMA system. We will guide that breakup as part of the modeling and value the buildings in their appropriate categories of property, either House Bill 700, non-House Bill 700, and non-utility buildings.

Sansoucy will provide a USPAP-compliant valuation summary sheet and transmittal letter for 2020 that includes improvement values, any estimated economic depreciation, equalized improvement values, land/site values, use of public rights-of-way values, and the total overall recommended assessment, including equalization for the non-House Bill 700 properties. Work papers will be

retained in our files but made available to the Town upon request due to the confidential nature of some of the information derived from the utilities.

For the House Bill 700 properties, Sansoucy will prepare phase-down valuation procedures and calculation sheets for each of the utilities for each of the House Bill 700 phase-down models. At the end of the phase-down in 2024, the revaluation report will include the going forward phased-down single model for House Bill 700.

Other assignments that may be added to this Agreement include such items as cell towers, if any. Cell towers are priced at \$2,500 each for the first-time value, and then \$1,000 per year for each subsequent year. Updates for cell towers are not required each year, and are elective.

2.1.1 Scope of the Work Products:

Sansoucy will provide valuation services for the properties listed above for the tax year of April 1, 2020. The values will be provided in a USPAP-compliant format and will include our recommendation for equalization on the MS-1 form. This report will include summary facts, figures and calculations to support our recommendations.

2.1.2 Services to be Provided by the Town:

The Town will provide access to Town records, tax maps, and information provided by the companies, and will request that the companies provide information directly to Sansoucy in electronic format, if possible.

The Town will provide, where applicable, the following information to the best of its ability:

- Each company's 2019 tax cards, including cell tower host sites, and tax bills;
- Any company's 2020 Inventory of Taxable Property Form PA-28;
- The 2019 MS-1;
- Copy of, or authorized access to, the most recent tax maps;
- Any recent building permits;
- Any current settlement agreements;
- Any PILOTS for the companies;
- Any leases for cell towers or cellular carriers;
- Any cell tower current use / land use change tax forms;
- Any municipal GIS mapping indicating utility location and data;

- Pole license / franchise agreements (cable/telephone/fiber optic/attachers); and
- Most recent land valuation schedules.

2.1.3 Services to be Provided by Sansoucy:

Sansoucy will provide valuation services for special purpose utility property using accepted appraisal standards for utility valuations.

2.2 Completion of Work:

Valuations are to be completed by September 1, 2020 and the report will be provided no later than 30 days after the Town files its MS-1.

Sansoucy will not be responsible for consequential or compensatory damages arising from the late performance or non-performance of the agreement caused by circumstances which are either outside Sansoucy's scope of services, beyond Sansoucy's control, or as a result of non-performance of any other party, person, or entity affecting this contract.

2.3 Personnel:

All work will be overseen and reviewed by a DRA-certified Assessor or Assessor Supervisor.

All personnel and necessary field assistants employed by Sansoucy will be competent to perform the work they are called upon to do in a good and workmanlike manner and in accordance with all applicable laws and rules in effect at the time of the agreement. Sansoucy 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 Sansoucy (New Hampshire DRA required language).

All personnel performing *ad valorem* valuation tasks will be approved by the State of New Hampshire Department of Revenue Administration at an approval level commensurate with their level of appraisal involvement. The Assessor Supervisors are George Sansoucy and Brian Fogg, and the manager of field listings and assessor assistant is Charelle Lucas.

2.4 Public Relations:

The Town and Sansoucy, during the progress of the work, will use their best efforts and that of their agents and employees to promote full cooperation and amiable relations with the utilities. All publicity and news releases, if any, will be sent out only by the Town, or its authorized representative(s), and not Sansoucy.

2.5 Confidentiality:

The work file for this assignment will contain confidential information from the utility company(s). The towns and cities do not have a mechanism to confidentially retain this information. The work file will be retained by Sansoucy, but will be made available to the Town in the event that an appropriate request is made and the utility agrees to the release of the confidential information.

Sansoucy agrees to not disclose to anyone except to the Town or its authorized representative(s) or a court of law or tribunal, any information discovered for any purpose, or to permit anyone to use or peruse any of the data on file in connection with the report, unless disclosure is specifically authorized by the Town.

2.6 Compensation and Terms:

The Town of Pembroke, in consideration of the services hereunder to be performed by Sansoucy, agrees to pay Sansoucy a fixed fee of \$16,900. This contract may be renewed each year from 2021-2024 at the fixed fee of \$16,900 per year with prior authorization by the Town.

Should a taxpayer file for an abatement of taxes, as part of this contract Sansoucy will defend its values through the local abatement process. Any assistance at BTLA or Superior Court hearings as well as litigation support in the future related to these valuations will be charged on a time and material basis per the attached rate sheet.

3. INSURANCE

3.1 Sansoucy will maintain general liability insurance, with an endorsement for hired and non-owned automobile liability.

3.1.1 The liability insurance will be in the form of commercial general liability with limits of \$2,000,000 per occurrence/person for bodily injury and \$4,000,000 general aggregate for the life of the policy.

3.1.2 The hired and non-owned automobile liability endorsement will have a limit of \$2,000,000 each accident.

3.2 Sansoucy will provide a certificate of insurance confirming the above insurance coverages. All insurance will be valid in the State of New Hampshire.

4. ASSIGNMENT

This Contract and the duties of Sansoucy hereunder will not be assigned.

5. AMENDMENTS

This Agreement will not be amended, waived or discharged, unless by mutual written consent of both parties.

Date: _____

In witness thereof, the Town of Pembroke has caused these presents to be signed by its Town Administrator, thereunto lawfully authorized and caused its corporate (if appropriate) seal to be affixed and George E. Sansoucy, P.E., LLC has caused the same to be signed by his lawfully authorized representative on the date and year first above written.

In the presence of:

Town of Pembroke, New Hampshire

Witness

by: _____
David Jodoin, Town Administrator

In the presence of:

George E. Sansoucy, P.E., LLC

Linda Thomas
Witness

by: _____
George E. Sansoucy, P.E.
Certified General Real Estate Appraiser
NH License Number: NHCG-774

George E. Sansoucy, PE, LLC



2019

ENGINEERING AND APPRAISAL RATE SCHEDULE*

Principal engineers, senior appraisers, MBAs, including court testimony and deposition attendance	\$290.00/hour
Research engineers, associates, appraisers	\$225.00/hour
Technical personnel	\$175.00/hour
Clerical personnel	\$125.00/hour

- * All rates are portal to portal from Lancaster, N.H. or Portsmouth, N.H. Rates include general office expenses, such as: non-specific in-house copies, meals, non-specific mileage, office supplies, non-specific postage, telecommunications charges, and tolls.

Job-specific and identifiable expenses are billed at cost in addition to the rates shown, including but not limited to: transportation (air fare, car rental, taxi fare, specific parking, specific mileage, etc.), lodging, document printing and reproduction, research materials such as publications, subscriptions, and database purchases.

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
SEPTEMBER 16, 2019 at 6:30 PM**

DRAFT

Present: Chairman Tina Courtemanche, Selectman Ann Bond, Selectmen Richard Bean, Selectmen Michael Crockwell, Selectman Sandy Goulet

Staff: Town Administrator David Jodoin, Recording Secretary Jillian McNeil

I. Call to Order:

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

II. Citizen Comment:

None

III. Scheduled Meetings:

Public Hearing – Chapter 155 Cemeteries

Ellen Paulsen, Chair, and James Garvin, Treasurer, of the Cemetery Commission presented updates to Chapter 155 of the Town Code, Pembroke Cemetery Ordinances. The last time the code was updated was in 1985.

Selectman Courtemanche opened the public hearing at 6:32 pm.

There being no citizen comments, Selectman Courtemanche closed the public hearing at 6:33 pm.

Selectman Goulet made a motion to accept the Cemetery Ordinance as presented. Selectman Bean seconded the motion. Motion passed 5-0.

National Guard – Riverwood Drive Property

Adjutant General, Major General David Mikolaities and Construction Facility Management Officer, Major Paige Kamal for the New Hampshire Army National Guard presented their plans to purchase the 5-acre parcel at 720 Riverwood Drive adjacent to their current property and would like to discuss any concerns the Select Board may have. On Wednesday, September 18th the Governor and Executive Council are considering the purchase of the property. The National Guard currently owns 200 acres with a large portion being under current environmental restrictions. There is a new armory currently being built and 2 of the newly acquired 5 acres

would be used for a parking lot and the remainder would be left as woods to prevent encroachment and keep a buffer between their facilities and the other businesses on the road. Due to the environmental restrictions, Major General Mikolaities does not foresee any major future development of their property. Selectman Bond asked if they think there will be a need for more land in the future. Major General Mikolaities stated that every 5 years they will reassess their needs but right now, he cannot foresee any more major needs. Selectman Courtemanche expressed concerns for the amount of land the National Guard is taking off the tax roles in the Town's commercial district. Selectman Bean stated that the Town should be able to use the buildings and asked if going forward that will be that be allowed. Major General Mikolaities stated that he knows in the past all requests have been denied but going forward they are going to work with the Town more. The track and trail system are available for use by sports teams as long as there isn't a training scheduled. David also clarified that the facilities cannot be used for any political use. Major General Mikolaities stated that they have a small auditorium that sits about 140 people and a multi-purpose room that can fit 300-400 people. Major Kamal stated that there are also smaller classrooms available that fit approximately 40 people and that all the rooms and facilities available are fully audio visual integrated. Major Kamal and Major General Mikolaities offered tours of the facilities for anyone on the Board who is interested. Selectman Bond asked if the Town is able to get any dirt for Recreation. Major Kamal stated that she is aware that they are looking for fill but it is not clean fill that they have available. Selectman Goulet asked when they were planning to break ground on the parking lot. Major General Mikolaities stated that it will likely be a year or two.

IV. Old Business:

David stated that the arm at Church Street has been put up. The end of the month Ron from Lightec will be in to do a final sweep with the LED lights.

David shared that information on the drainage problem at Broadway and Fairview is at the Town Attorney's office for review. They are pulling more deeds to look at the language surrounding the easements. Robert and Kimberly Malo, 82 Broadway St, stated that just recently learned that the Selectmen were discussing this issue. David gave them a brief synopsis of what has happened thus far, the problems they've encountered, and the advice they have received from legal counsel to not touch the property until the review is complete. Robert asked if they are being held responsible for the water and the pipe. David stated that the language is vague and that is why the town attorney is involved. Robert has no problem fixing the pipe; however, the access easement prevents him from doing so. David stated that they are trying to figure out where the water is coming from and also how to tie the pipe into the current catch basin. Robert and Kimberly are concerned that the issue will not be resolved before winter. The Town will be contacting the owner of the property below the Malo's. David will contact Robert and Kimberly as soon as he knows what the next steps are after talking to the lawyer and the abutters.

David stated that Steve Boucher, Jason Mayeu, Matt Roan, Janna Culberson, and Bob Cavanaugh have all agreed to be on the Economic Development Committee. It looks like Wednesdays are good for meetings nights and the Selectman rep would serve as an Ex-Officio.

David stated that the new owners of 4 Union Street wanted the stickers off the walls of the second floor, a wall repaired, and the brush outside cleaned up. These items have been completed. They also want some shrubs on the property removed and Public Works will take care of those. David suggested seeing if the proposed owner would be willing to touch up and paint the walls and perhaps made a counter offer on the property.

V. New Business:

Selectman Goulet made a motion to award the 2019 Winter Sand Bid to F.L. Merrill in the amount of \$8.48 per ton delivered and \$5.73 per ton picked up. Selectman Crockwell seconded the motion. Motion passed 5-0.

Selectman Goulet made a motion to re-appoint Vincent Greco as the Town Health Officer. Selectman Bean seconded the motion. Motion passed 5-0.

The budget discussion was tabled until the next meeting.

Selectman Goulet made a motion to accept the manifests and abatements as presented. Selectman Bond seconded the motion. Motion passed 5-0.

Selectman Goulet made a motion to accept the minutes of August 19, 2019 as presented. Selectman Bond seconded the motion. Motion passed 5-0.

Selectman Goulet made a motion to accept the minutes of September 3, 2019 as presented. Selectman Crockwell seconded the motion. Motion passed 5-0.

Selectman Goulet made a motion to accept the non-public minutes of August 19, 2019 as presented. Selectman Bond seconded the motion. Motion passed 5-0.

VI. Town Administrator Report:

The Town received Prime3 rating from Primex again.

David reviewed the mail that was received with the Selectmen.

David stated that The Amoskeag Rowing Club Annual Regatta will be held October 13th at Memorial Field. Selectman Goulet expressed concerns from the club for parking now that Village School has been sold.

Diane Schuett sent a letter regarding elderly exemptions and the need for a review. They were last looked at in 2005. David will get a packet together for the Selectman to review at the next meeting.

Councilor Gatsas sent a letter for a transportation program to the Selectman and invited them to join a meeting.

VII. Committee Reports:

Selectman Bean – None

Selectman Goulet – At CIP, Gene Gauss from the School Board stated that they sold the Village School and they are hoping to close in two weeks.

Selectman Bond –Energy Committee met and discussed future projects. The Committee would like to conduct energy audits on all town buildings. David suggested checking with the utility companies to do the audits because they may do them for free. The Committee would also like input on large town purchases such as vehicles to look for energy efficiencies. Selectmen Bond also attended a CNHRP meeting where they went over the 10-year plan for public roads. They want to widen 93 from 89 to exit 15 or 16 around year 2027 and widen Manchester Street by 2023. Planning Board had a work session and finalized 15-foot corner clearances, greenhouses, and are still working on dead ends, hammer heads and cul de sacs. They would like input from Police Fire and the School District for those. Bob Bourque suggested using aluminum poles in the street light policy.

Selectman Courtemanche - None

Selectman Crockwell – Conservation Commission discussed bio solids on the Hillman Property, Poirier Property needs the property lines marked, the pond on Academy Road will be renamed Heiser Pond, the no trespassing signs still need to be taken down on the Heiser property, and there will be recycling informational boards made that can be moved around. They will do a warrant article on the 6th Range Road parcel and for renaming Heiser Pond.

VIII. Other/Citizen Comment:

Police Chief Gilman stated concerns for parking for the Regatta if Village School is sold and that parking is no longer available. Josh Coughlin, Facilities Manager SAU 53, stated that he will not allow parking while the building is in transition. The rowing club is not interested in having spectators parking at the high school and being bused to the field. This will likely lead to a lot of parking related issues in the Village on the day of the Regatta.

IX. Non-Public Session

Selectman Goulet made a motion to go 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 request shall be granted at 7:28 pm. Selectman Bean seconded the motion.

Roll Call Vote:

Selectman Bean	YES
Selectman Goulet	YES
Selectman Bond	YES
Selectman Crockwell	YES
Selectman Courtemanche	YES

The Board came out of non public session at 8:10 PM.

Motion by Selectmen Goulet, seconded by Selectmen Bond to promote Detective Mike Foster to the position of Detective Sgt. with a rate of pay to be \$29 per hour. Vote unanimous.

Selectmen Goulet made a motion to go into Non-Public Session in Accordance with RSA 91-A:3 II © Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such a person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant. Selectmen Bond seconded

Roll Call Vote:

Selectman Bean	YES
Selectman Goulet	YES
Selectman Bond	YES
Selectman Crockwell	YES
Selectman Courtemanche	YES

The Board came out of non-public session at 8:30 PM

The Board reviewed some of the smaller budgets and will meet again on September 23rd at 6:30 PM to review Ambulance, Fire and Police.

X. Adjourn:

Motion by Selectmen Bond, seconded by Selectmen Goulet to adjourn at 8:53 PM.
Motion Passes 5-0.

Justine M. Courtemanche, 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.

**BOARD OF SELECTMEN
BUDGET WORKSHOP
TOWN OF PEMBROKE, NH
SEPTEMBER 23, 2019 at 6:30 PM**

DRAFT

Present: Chairman Tina Courtemanche, Selectmen Richard Bean, Selectmen Michael Crockwell, Selectman Sandy Goulet

Staff: Town Administrator David Jodoin, Recording Secretary Jillian McNeil

Excused: Selectman Ann Bond

I. Call to Order:

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

II. Scheduled Meetings:

Ambulance – Proposed 2020 Budget

Director Christopher Gamache of Tri-Town EMS presented the Ambulance Budget. The ambulance budget is one-line budget up \$74,152 over last year. Both Pembroke and Allentown's rates have increased. From 2018-2019, there was a large sum of money that moved through the budget and into the CIP. This fully funded the next CIP replacement schedule. Those funds were the difference between the budgeted ambulance billing and what was actually received. Those funds essentially accumulated outside of the budget and was applied back to the CIP and also to offset what each town owed in 2019. That money is no longer there to offset the budget which is why there is an increase. Director Gamache explained that from 2018 to 2020 there is a collective increase of 2.5% in the total budget. That figure includes scheduled pay increases that were given to all town employees.

Last year, the service purchased a ventilator and it has been used 12 times. The majority of those times it was used as a BiPAP which allows for people to not be intubated and put onto a ventilator prior to getting to the ICU. This decreases the overall amount of time in the hospital, ICU, and decreases the likely hood of a secondary infection common to being put on a ventilator such as pneumonia. They are the first service in the capital area to use the device. Concord is currently in the process of deploying their device. The service is working a procedure called rapid sequence intubation. Paramedics will be able to medicate people with paralytics and sedatives to make the unconscious so patients can be put on an advanced airway system or be easily intubated. They will be the third service in the capital area to have this ability. All of the permitting is in place and the training is taking place

now. Getting the ventilator was a step in this larger process of rapid sequence intubation.

Selectman Goulet asked if there are large amount of unpaid debts and has it increased and also do they account for unpaid debts in their budget. Director Gamache stated that they transport around 850 people a year and the amount of people who do not pay, is ultimately insignificant. Director Gamache stated that he creates the budgets based on trends. The budgets are based on the revenue brought in a year equated to revenue per transport. Director Gamache stated that the service brings in around 71-74% of what they bill out after reductions from Medicaid, Medicare, and contractual reductions.

Director Gamache stated that they have received 500 satisfaction surveys back in the last two years they have been sending them out. They have sent out roughly 2,500 and the feedback has been mostly all positive.

Selectman Bean asked if they are still Tri-Town Ambulance even though Hooksett is no longer involved. Director Gamache stated that it is official name is The Town of Pembroke DBA Tri-Town and is just Pembroke and Allenstown.

Fire – Proposed 2020 Budget

Chief Harold Paulsen presented the Pembroke Fire Department's proposed 2020 budget. The overall budget is down 3.74% and that was largely because of reduction in a family plan for health and dental insurance that was budgeted last year. The new employee did not take either benefit leading to a \$20,800 savings. The Fire and EMS training line is reduced by \$1,000 because they cannot find the outside instructors they need so they are doing trainings in house. The dispatch services line is for Concord Dispatch and is up slightly by 1.40%. Testing is done at the end of the year and the budgeted amount from last year will be used. That line will likely end with a slight increase as they have been quoted \$13,331 for next year and it was \$12,748 for last year. Fire and EMS supplies line was reduced slightly. The safety equipment purchases line was reduced largely because there is no one that needs to be outfitted in compliant gear. Equipment maintenance & repairs is based on a best estimate from information gathered from across the different departments within the Fire Department. This line is up 67.97%. Selectman Goulet asked why there is such a large increase. Chief Paulsen stated that it changes depending on what breaks down and needs repairs. The new equipment line also fluctuates year to year based on what is needed. This year it is up 124.23%. Selectman Courtemanche asked who receives the personal CO Monitors. Chief Paulsen stated that it is a small carbon monoxide detector that is worn on person. The Chief, Deputy Chief, and two Captains have them. Replacement equipment is also a line that fluctuates. This year it is down .88%. Selectman Goulet asked when the new fire truck that was purchased last year is scheduled to come in. Chief Paulsen said it is 280 working days from the date the agreement was signed. It should be in in March or April of 2020.

The Chief continued with the budget and explained that vehicle maintenance and repair is up 192.55%. The town mechanic is being utilized a little more and it is costing more money as he does more repairs and maintenances than the previous town mechanic. There have been some large expenditures this year for that line. The computer software line is down because there was some large expenditures in that line last year that they will not need this year.

Selectman Courtemanche asked if they are expecting a lot of major repairs this year. The Chief explained that the largest expected repair is for \$9,100 to repair the pump on engine 1. That pump failed its pump test and while it is capable of fighting fires, it is not at its maximum capacity. David Jodoin asked if the truck would have to be taken out of service while getting fixed. Chief Paulsen stated that it would have to be out for about a week. The parts have been ordered and the mechanic is waiting until he has the official word to do the truck before he bills the town for it. Chief Paulsen stated that he would like to wait until next year to do it because he does not have the money in the budget this year. David stated that with the employee not taking health and dental insurance, there should be money in the budget to get it done. The Chief stated that he will look into the budget for offsets in order to do it this year. The Chief explained that the rescue truck needs a refrigerator replaced for \$1,000.

Selectman Goulet asked the Chief why the town has so many trucks. Chief Paulsen stated that each truck has a specific purpose. We have two main pumper tankers, a heavy rescue truck with air supply for the fire fighters and rescue equipment, there are two off-road forestry trucks, a pick-up truck, and an aerial tower. The engine that is being replaced is 20 years old and can only carry 2-3 people. If engine one is out of service, then that becomes the main vehicle. To legally be considered a Fire Department there needs to be two pumpers minimum. Engine three will remain in the fleet until it dies and then that will not be replaced. The Chief would like to look into a small attack vehicle like Allenstown has. This would go to calls that do not warrant a large pumper tanker such as a fire detector going off.

Emergency Management – Proposed 2020 Budget

Chief Paulsen also presented the Emergency Management 2020 budget. The last invoice covers the last of the training for the active shooter training has already come in so that caused a reduction of \$15,625 to that line. There is \$400 in the budget for an Assistant Emergency Management Director but there is currently no one to fill the position. The Chief would like to do some more research into the money that is allocated for the Allenstown river gauge. The Chief believes it was a 5-year term that is over with.

Police – Proposed 2020 Budget

Chief Dwayne Gilman presented the Pembroke Police Department's budget. David stated that the wages has the 27 payroll weeks increase as well as additional hours for the K9 Officer. Selectman Goulet asked if he has certain trainings he has to do

over the year. David stated that he gets 4 hours every week. He has to take care of the dog. Chief Gilman stated that everyday twice a day he has to take the K9 out of the vehicle and do something training related. He brings the dog home and takes care of him and because the dog is the Town's dog, it is considered work for him. He also takes the dog to trainings in the Boston Police Barracks quarterly.

Selectman Goulet asked if the security cameras are in this budget. David stated that they are in the capital outlay budget because they are coming out of trust funds. The only capital expenditures that show up in the budget are items that the Selectman are not agents to expend.

Chief Gilman stated that the Department now hosts their own training which a good cost saver is because their officers can attend for free. There is nothing coming from at the Police Academy for training.

Chief Gilman stated that there are some line items that have zero expenditures for this year, however, there will be expenditures by the end of the year. There are some other uncontrollable costs in the budget such as the 1% increase for dispatch. Merrimack County Attorney Office has zero increase. The Chief explained that there may be a need in the near future to look for their own attorney. Many surrounding towns use the Concord City Prosecutors Office. There is an increase in the computer software line for a live program that will tie reporting into the county and will allow the officers to jump into different databases in order to get real time updates on anyone that may be in front of them.

Selectman Bean asked when the new cruisers are coming in. The Chief stated that he is not 100% sure. Production started in June at the plant and Pembroke is in a line with everyone else.

David stated he has started working on the Budget Committee schedule. They will meet the 2nd week of November and have until the first week of December to review the budget documents before the first meeting.

III. Adjourn:

Motion by Selectmen Goulet, seconded by Selectmen Crockwell to adjourn at 7:35 PM. Motion Passes 5-0.

Justine M. Courtemanche, 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.

RECEIVED

OCT - 1 2019

TOWN OF
PEMBROKE, NH

October 1, 2019

Board of Selectmen
311 Pembroke St
Town of Pembroke, New Hampshire

Honorable Selectmen:

Please consider this letter a formal nomination of the Honorable Francis "Frank" Davis as Citizen of the Year for 2019. Frank graduated from Pittsfield High School, received his bachelor's degree from Keene State College and his master's from the University of New Hampshire. And although he studied Middle East Government at Rutgers, Social Studies Curriculum at Carnegie-Mellon and Economics at the University of Connecticut, via scholarships and grants, he chose to return to New Hampshire to pursue his teaching career. He taught Social Studies and was the department head at Pembroke Academy from 1959 to 1967, then taught at the newly opened Merrimack Valley High, while still living and raising his kids in Pembroke.

After retiring from teaching, Frank served the town of Pembroke as a state representative for a total of 13 years, always working to support education here and across the state. Frank served Pembroke in many ways, five years on the Fire Department, he also served on the Conservation Commission, the Historical Society, was a Library Trustee and Program Director at Bear Hill Pond Camp. Many of you know that he could often be found attending various sporting events at Pembroke Academy, especially basketball games. And his neighbors all miss seeing him running out on Buck Street, preparing for another 5K race.

Always humble and the epitome of the word gentleman, I hope you will agree with me that his years of service and dedication qualify him for this honor and I appreciate your consideration of this nomination.

Sincerely,



Dianne Schuett, 533 Pembroke St, Pembroke 03275

David Jodoin

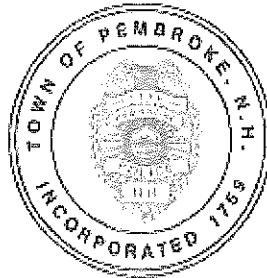
From: Dwayne Gilman <chiefdgilman@pembroke-nh.com>
Sent: Wednesday, September 25, 2019 4:22 PM
To: Dave Jodoin
Subject: timed parking

Hey Dave just wanted to let you know that I have received my answer about chalking, marking, and any other option for determine physically if a car moved or is currently in violation of our town regulations and that is we can't touch the car under the 4th amendment under unlawful search and seizure.

We need to talk with the selectman about this and see how they want to handle the situation either with a Kiosk or some sort of electronic device to print and obtain a parking sticker date and time stamped.

***Chief Dwayne Gilman
Pembroke Police Department
247 Pembroke Street
Pembroke New Hampshire
03275***

(603)-485-9173 ext 2204



<u>TOWN</u>	<u>65 - 74</u>	<u>75 - 79</u>	<u>80 PLUS</u>	<u>INCOME SINGLE</u>	<u>INCOME MARRIED</u>	<u>ASSETS</u>	<u>DISABLED EXEMPTION</u>	<u>INCOME SINGLE</u>	<u>INCOME MARRIED</u>	<u>ASSETS</u>
Pembroke	\$35,000	\$65,000	\$125,000	\$18,400	\$26,400	\$35,000	\$105,000	\$13,400	\$20,400	\$35,000
Pittsfield	\$50,000	\$75,000	\$125,000	\$23,140	\$33,130	\$43,983	NO	N/A	N/A	N/A
Deerfield	\$70,000	\$110,000	\$154,000	\$36,800	\$52,800	\$100,000	NO	N/A	N/A	N/A
Allenstown	\$20,000	\$30,000	\$50,000	\$40,000	\$52,000	\$85,000	NO	N/A	N/A	N/A
Epsom	\$45,000	\$75,000	\$120,000	\$21,775	\$29,471	\$55,000	\$33,500	\$21,775	\$29,471	\$55,000
Chichester	\$40,000	\$55,000	\$70,000	\$32,500	\$45,500	\$100,000	\$40,000	\$32,500	\$45,500	\$50,000

SS Increases since the last time exemptions were adjusted is 29.10%

POSSIBLE CHANGES

Pembroke	\$35,000	\$65,000	\$125,000	\$23,750	\$34,000	\$45,000	\$36,750	\$17,300	\$26,300	\$45,000
Pittsfield	\$50,000	\$75,000	\$125,000	\$23,140	\$33,130	\$43,983	NO	N/A	N/A	N/A
Deerfield	\$70,000	\$110,000	\$154,000	\$36,800	\$52,800	\$100,000	NO	N/A	N/A	N/A
Allenstown	\$20,000	\$30,000	\$50,000	\$40,000	\$52,000	\$85,000	NO	N/A	N/A	N/A
Epsom	\$45,000	\$75,000	\$120,000	\$21,775	\$29,471	\$55,000	\$33,500	\$21,775	\$29,471	\$55,000
Chichester	\$40,000	\$55,000	\$70,000	\$32,500	\$45,500	\$100,000	\$40,000	\$32,500	\$45,500	\$50,000

The changes above reflect an across the Board increase of the 29.10%

This is being presented as a discussion item based on the letter received from rep. Schuett

