

AGENDA
BOARD OF SELECTMEN
October 21, 2019 AT 6:30 PM
TOWN HALL, PAULSEN MEETING ROOM

- I. CALL TO ORDER
- II. CITIZEN COMMENT
- III. SCHEDULED MEETINGS:
 - a. Meet Me In Suncook funding request 2020 Budget
 - b. Old Home Day funding request 2020 Budget
 - c. Bill Evans Range Road opening
 - d. Public Hearing – Proposed changes to Town Ordinances
 - e. Public Hearing Main Street project
 - f. DPW – 2020 Budget request
- IV. OLD BUSINESS:
 - a. Street Light Update
 - b. Broadway/Fairview drainage
 - c. Economic development Committee
 - d. 4 Union Street
- V. NEW BUSINESS:
 - a. Approval of 2020 Health and Dental rates
 - b. Trust Fund Distribution Requests
 - c. Budgets
 - d. Manifest/Abatements
 - e. Minutes 10/7/19
- VI. TOWN ADMINISTRATOR REPORT
- VII. COMMITTEE REPORTS
- VIII. OTHER/CITIZEN COMMENT
- IX. NON PUBLIC SESSION
- X. ADJOURN

PEMBROKE FIRE DEPARTMENT

FIRE PROTECTION REGULATIONS
FIRE SUPPRESSION WATER SUPPLIES

Established by the Pembroke Fire Department

September 2019

FIRE SUPPRESSION WATER SUPPLY REGULATIONS

1.0 PREAMBLE

1.1 Purpose

Due to the rural nature of the Town of Pembroke and the lack of a community wide municipal water system, it has been necessary to require the provision of fire suppression water supplies for newly developed areas within the community.

1.2 Scope

Sufficient water is of vital importance in order for the Fire Department to provide effective fire suppression services to the Town of Pembroke. The water supply requirements set forth by the Fire Department shall allow developers/contractors some options in providing the necessary water supply, while still ensuring that an adequate water supply will be available to support fire suppression operations.

2.0 Definitions.

Approved. Acceptable to the authority having jurisdiction.

Authority Having Jurisdiction. The "authority having jurisdiction" is the organization, office or individual responsible for "approving" equipment, an installation or a procedure. In the context of this regulation the authority having jurisdiction shall be a joint authority as outlined below.

The Chief of the Pembroke Fire Department or his designee shall have authority for the enforcement of those elements that are specifically related to the design and sufficiency of the fire suppression water supply.

The Department of Planning and Land Use shall have authority for those elements of construction and site plan compliance as well as any bond issues.

Drafting Basin. A permanent structure that provides access to a remote water source by utilizing a basin reservoir and a piping system that carries water from the remote source into the basin.

Dry Hydrant. A permanent piping system, normally a drafting source that provides access to a water source other than a municipal-type water system.

Municipal-Type Water System. A system having water pipes serving hydrants and designed to furnish, over and above domestic consumption, a minimum flow of 250 gpm and 20 psi residual pressure for a 2-hour duration.

Protected Property. Property protected by a water supply that is minimally adequate in volume and duration and by a fire department capable of using this water supply to suppress a possible fire within the property.

Shall. Indicates a mandatory requirement.

Should. Indicates a recommendation or that which is advised but not required.

Vehicle Pad. A level hard surfaced area adjacent to a dry hydrant that is large enough and configured so as to allow a fire truck to be connected to the dry hydrant with a 10' length of suction hose and not block the nearest travel lane of the roadway.

3.0 AUTHORITY

3.1 Ordinances

The Town of Pembroke Zoning regulations as adopted March 2009 in Article 6.19; 6.20; 13.3.7 and the Subdivision and Site Plan Review Regulations as amended September 8, 1998 Section V paragraph L stipulate when fire suppression water supplies must be provided

3.2 Regulations

~~Section V paragraph L of the Subdivision and Site Plan Review Regulations require that subdivisions with frontage on bodies of water provide easements for access to the water, with the right to remove all growth and obstructions from the easement and make improvements to provide the access to the water.~~

3.3 Policy

The standards contained within this document shall be the criteria for the design, construction and location of fire suppression water supplies.

3.4 Enforcement Authority

The enforcement of this standard shall be a shared authority between the Pembroke Fire Department, The Department of Planning and Land Use and the Pembroke Code Enforcement Officer.

4.0 ADMINISTRATION

4.1 The development of any water supply for the purpose of fire suppression shall follow the procedure as follows.

4.2 The developer shall contact the authority having jurisdiction and supply the following information for review as part of the regular site plan approval process by the Pembroke Planning Board.

4.3 Design Documentation and Review

4.3.1 A site plan must be provided for review that includes all of the information required by the Pembroke Planning Board and the information listed below.

- a. A plan which shows the location of the water source and delineates the protected property or properties within the specified travel distance of 1,000 feet.
- b. The location of the proposed hydrant(s) must be shown.
- c. A vehicle pad must be shown if a dry hydrant is being proposed.

4.3.2 A design package for the type of water supply to be used must be submitted for review. All designs and calculations must be stamped by a New Hampshire registered professional engineer.

4.3.2.1 The design package must include the following information.

- a. The design and construction methods to be employed in creating the water supply.
- b. The calculations used to determine the capacity of the water source.
- c. The design calculations used to determine the size of the dry hydrant.
- d. If a natural body of water is used, data establishing the normal water level and the low level on a 50 year drought must be supplied.

4.3.3 The authority having jurisdiction shall review the data submitted and do an on scene review and then submit any restrictions to the developer and the Planning Board.

4.4 Construction Timetables

4.4.1 Water supplies that are required by the zoning ordinance shall be constructed according to the following time table.

Subdivisions - Ponds or Cisterns shall be constructed at the beginning phase of the project. No buildings shall be constructed until the water supply is completed.

Subdivisions - Municipal or Community type water system shall be installed at the time the roadways are constructed.

Commercial - The required water supply of any type must be completed and operational prior to any occupancy of the building.

4.4.2 The water supply shall be fully completed and tested prior to being accepted by the authority having jurisdiction.

4.5 Bonds

4.5.1 All required water supply developments must have a bond posted, which will be administered by the Pembroke Department of Planning and Land Use until the water supply is accepted by the Pembroke Fire Department.

4.5.2 Maintenance bonds shall be posted for cisterns and buried tanks and shall be held for a period of two years. The bond will be released by the Department of Planning and Land Use upon acceptance of the system by the Fire Department.

4.6 Inspection and Testing

4.6.1 The water supply shall be inspected during its construction/installation. An inspection schedule will be established for each specific project.

4.6.2 A successful flow test shall be conducted by the authority having jurisdiction prior to acceptance of the system.

5.0 STANDARDS

5.1 A water supply which is provided for the purpose of fire suppression shall be one of the types described below.

5.1.1 Ponds/Lakes.

5.1.1.1 A pond or lake whether it be a preexisting man made or natural shall meet the specifications as set by the U.S. Department of Agriculture, Soil Conservation Service and those found in Section V. A dry hydrant shall be installed that meets the design standard of chapter 8 of NFPA 1142.

5.1.2 Municipal/Public Water Supplies.

5.1.2.1 Extensions of the municipal water service from Pembroke Water Works. Shall be allowed and shall fully meet the design and installation requirements of Water Department.

5.1.3 Community Water Systems.

5.1.3.1 If a community water system is used within a subdivision to provide the fire suppression water requirement, the system must be designed and constructed to meet NFPA 24 Standard for the Installation of Private Fire Service Mains. The design and flow capacities of the complete system shall also meet the criteria of the American Water Works Association for the size subdivision being supplied.

5.1.4 Storage Vessels.

5.1.4.1 Cisterns/Buried Tanks: Cisterns or buried tanks shall meet the minimum standards and follow the design as shown in NFPA 1142 Appendix B.4 thru B.5.

5.1.4.2 Gravity tanks: Tanks using gravity to supply the water to the hydrant shall meet the minimum requirements of NFPA 22 Standard for Water Tanks for Private Fire Protection.

5.1.5 Other Sources for Fire Suppression Water.

5.1.5.1 Other sources not previously identified must be submitted to the Pembroke Fire Department for review as per section 4.2

5.2 Minimum Water Supply Specifications.

5.2.1 Any water supply developed as a fire suppression water source shall have a minimum available capacity of 30,000 gallons.

5.2.2 Water supply capacities for subdivisions where multifamily dwellings are constructed shall be calculated using the NFPA 1142 formula. The amount of water supplied shall be the calculated amount or 30,000 gallons, whichever is the larger amount.

5.2.3 Water supply capacities for commercial and/or industrial properties shall be calculated using the NFPA 1142 formula. The amount of water supplied shall be the calculated amount or 30,000 gallons, whichever is the larger amount.

5.2.4 Ponds/Lakes.

5.2.4.1 Natural ponds/lakes and preexisting man made ponds shall have a calculated minimum volume of 10,000 cubic feet at normal water level. The minimum volume shall be calculated as a net volume which excludes the top two feet of depth and the bottom two feet of depth.

5.2.4.1.1 The size of the pond shall be a minimum of 4,800 sq. ft. of surface area with an average depth of 8 feet. The pond shall be a minimum of 6 feet deep at the point where the hydrant suction strainer is located.

5.2.4.1.2 The site of the pond/lake must be readily accessible from a town maintained road. Access to the pond must conform to the design and construction specifications for a town accepted road.

Exception: a. The width of the access road shall be waived to allow a 12' passage lane.

Exception: b. The surface of the road is allowed to remain a hard packed material that will support the weight of the fire apparatus at any time of the year.

5.2.4.1.3 The owner of the property upon which the access road is located must provide the Town of Pembroke with a written easement for the use and maintenance of the road prior to acceptance by the authority having jurisdiction.

5.2.4.1.4 Any site proposed for the use as a fire pond shall be reviewed by the Soil Conservation Service for engineering feasibility prior to the project being submitted to the fire department for review.

5.2.4.1.4.1 Any proposed site for the development of a fire pond must also

be reviewed by the Department of Planning and Land Use for zoning and site plan regulation compliance.

5.2.4.1.5 Any permits necessary for the development of a pond into a fire suppression water supply shall be the responsibility of the developer/contractor.

5.2.4.1.6 All disturbed ground above finish water level should be stabilized with a permanent vegetation to prevent erosion sedimentation.

5.2.4.1.7 A dry hydrant meeting the design criteria of Section 5.3 of this regulation shall be installed into the pond/lake.

5.2.4.1.8 A drafting basin meeting the design criteria of Section 5.4 of this regulation may be installed in lieu of a dry hydrant upon the approval of the authority having jurisdiction.

5.2.4.1.9 The pond/lake being used as a fire suppression water supply shall be so located as not to exceed a maximum of 1,000 feet of distance from the fire hydrant to the farthest property line within the subdivision. The distance shall be measured along the centerline of the roadway within the subdivision.

5.2.4.1.9.1 Where the 1,000 feet travel distance from the primary water source is exceeded, a second water source must be provided that will cover the remainder of the subdivision. Subsequent water sources must comply with all requirements for type, capacity and location as provided in this regulation.

5.2.5 Municipal/Public Water Supply Systems

5.2.5.1 A municipal water system must conform to the requirements of the American Water Works Association and all applicable federal and state regulations.

5.2.5.2 Extensions of the municipal water service from the Town of Pembroke shall fully meet the requirements of the Pembroke Water Works Department.

5.2.5.3 Hydrants connected to the municipal water service shall be spaced at intervals not to exceed 1,000 linear feet, as measured along the center line of the street.

5.2.5.4 The hydrants used must comply with the specifications as found in Appendix B.

5.2.6 Private/Community Water Supply Systems

5.2.6.1 If a private system is used to provide the fire suppression water requirement, the system must be designed and constructed to meet NFPA 24 Standards for the Installation of Private Fire Service Mains. The design and flow capacities of the complete system shall also meet the criteria of the American Water Works Association for the size subdivision being supplied.

5.2.6.2 The storage capacity of the water system must be a minimum of 30,000 gallons above the calculated average daily consumption of the subdivision.

5.2.6.3 Hydrants connected to the private water service shall be spaced at intervals not to exceed 1,000 linear feet, as measured along the center line of the street.

5.2.6.4 The hydrants used must comply with the specifications as found in Appendix B.

5.2.7 Storage Vessels

5.2.7.1 Cisterns/buried tanks are a vital means of providing a water source in areas where natural or manmade ponds are not available. Cisterns are generally site built units; however, manufactured tanks may be used provided the general construction concepts of this section are met.

5.2.7.2 The property owner/developer must provide the Town of Pembroke Fire with a written easement that allows for the use of the cistern at any fire emergency within a reasonable distance as determined by the Fire department.

5.2.7.3 If the cistern is located within a development that has a condominium form of ownership, the responsibility for maintenance of the cistern shall remain with the Condominium Association.

5.2.7.4 If the cistern is located within a development where lots are individually owned, the developer shall place a maintenance bond of \$30,000 for the cistern for a period of two years after construction.

5.2.7.4.1 After a two year period of operation and after a final inspection by the Pembroke Fire Department, if the cistern has been found to be acceptable to the Town, the Department of Planning and Land Use shall release the bond upon written order from the Board of Selectmen.

5.2.7.5 Cisterns shall be designed specifically for the site and soil

conditions where it is to be constructed. The plans for the design shall be stamped by a NH registered professional engineer.

5.2.7.6 Cisterns shall be designed using the information found in NFPA 1142 Appendix B section B.4 thru B.4.3 as the basic design criteria.

5.2.7.7 The design of the dry hydrant in the cistern must comply with Section 5.3 of this regulation.

5.2.7.8 The dry hydrant must have a minimum delivery capacity of 1,000 gpm for 3/4 of the capacity of the cistern.

5.2.7.9 The dry hydrant shall be located so as to use a single 10' length of suction hose to connect to the fire pump when the apparatus is parked on the vehicle pad.

5.2.7.10 The vehicle pad shall be so located and of sufficient size so as to allow the apparatus to connect to the dry hydrant without blocking a travel lane of the roadway.

5.2.7.11 The dry hydrant suction connection shall be a maximum height of 15 feet above the bottom of the cistern.

5.2.8 Gravity Tanks

5.2.8.1 Water supplies that use storage tanks and gravity to supply the water source must meet the minimum requirements of NFPA 22 Standard for Water Tanks for Private Fire Protection.

5.2.8.2 Water supplies provided by gravity tanks must also meet the requirements of Section 5.2.6 for private water systems in relation to the distribution of the water.

5.2.8.3 Hydrants used on a system with a gravity tank must comply with the specifications as found in Appendix B.

5.3 Dry Hydrant Design & Installation

5.3.1 Dry hydrants shall be designed and installed in accordance with this section. This design criteria shall be used for the installation of a dry hydrant into any static water supply that is used.

5.3.2 Dry hydrants shall be designed and installed in such a manner as to supply a minimum of 1,000 gallons per minute.

5.3.3 The design work sheets shall be submitted to the AHJ for review

prior to any construction.

5.3.3.1 The design for the hydrant shall be according to the information found in Chapter 11 of RURAL FIREFIGHTING OPERATIONS, 1986 edition by Larry Davis. Much of this information is available in appendix A.

5.3.4 Dry hydrants are to be installed with a minimum of two (2) feet of water below the suction strainer and a minimum of four (4) feet of water above the suction strainer.

5.3.5 The strainer for the dry hydrant shall be constructed of a PVC type material. The strainer can be either commercially made or site made. The open area of the strainer shall be a minimum of four (4) times the area of the open area of the horizontal pipe size. The maximum single hole diameter in the strainer shall be 9/16".

5.3.6 Protective hydrant posts that meet the specifications as found in Appendix B must be installed.

5.3.7 The suction connection on the hydrant shall be a standard 6" NST male thread with a cap.

5.3.8 All hydrant piping and protective bollards shall be primed and painted bright red.

5.3.9 The dry hydrant suction connection shall be a maximum of 15 feet above the water surface of any open static body of water.

APPENDIX A

RURAL FIREFIGHTING OPERATIONS
by Larry Davis 1986 edition

Dry Hydrant Design Work Sheets	pages 15-16
Friction Loss Constants for Pipe	page 17
Equivalent Pipe Lengths Chart	page 17
Atmospheric Pressure Chart	page 18
Water Vapor Pressure Chart	page 18
Static Lift Chart	page 19
Loss in Sudden Reduction Chart	page 19
Strainer Suction Area Chart	page 20
Friction Loss in Suction Hose Chart	page 20
Friction Loss/Foot of Pipe Charts	pages 21-23
Velocity Head in Suction Pipe Chart	page 24

RURAL FIREFIGHTING OPERATIONS -- BOOK II

DRY HYDRANTS & OTHER WATER SUPPLY INNOVATIONS

Dry Hydrant Design Worksheet

1. Determine design delivery rate. _____ gpm
2. Determine the elevation above sea level. _____ ft
3. Determine atmospheric pressure (AP) in psi _____ psi
4. Determine static lift (SL) in feet. _____ ft
5. Convert SL to psi. _____ psi
6. Select water temperature. _____ °F
7. Determine water vapor pressure (VP). _____ psi
8. Calculate MUP: $MUP = AP - SL - VP - 5.00 \text{ psi}$

$$MUP = \text{___ psi} - \text{___ psi} - \text{___ psi} - 5.00 \text{ psi} = \text{___ psi}$$

9. Determine total length of pipe including fittings:

$$\text{Total horizontal pipe} = \text{___ feet}$$

$$\text{Total vertical pipe} = \text{___ feet}$$

$$\text{Total fittings} = \text{___ feet}$$

$$\text{Strainer loss (if 4 times area)} = \text{5 feet}$$

$$\text{Total} = \text{___ feet}$$

10. Calculate maximum loss/foot. $ML/ft = MUP/\text{total feet (from step 8)}$

$$ML/ft = \text{___ psi}/\text{___ feet} = \text{___ psi/ft}$$

11. Compare ML/ft to losses per foot of pipe
(Figures 11-11 through 11-13) at design delivery rate.

$$\text{Size where } ML/ft = \text{approximates loss per foot } \text{___ inch}$$

$$C \text{ for pipe } C =$$

12. Choose the next larger size pipe or _____ inch $C =$
pipe with higher C.

$$\text{loss per foot} = \text{___ psi}$$

13. Determine total loss in chosen pipe at _____ psi
design delivery rate (feet x loss/foot).

14. Determine the velocity head for delivery $VH =$ _____ psi
rate in chosen pipe (from Figure 11-16).

15. Determine the loss at the sudden reduction _____ psi
(from Figure 11-17).

16. Determine the loss in the suction hose at _____ psi
design delivery rate (from Figure 11-19).

17. Total the losses in steps 13, 14, 15, and 16

_____ psi + _____ psi + _____ psi + _____ psi = _____ psi

$PP(\text{Pump Psi}) = MUP - \text{Losses} =$ _____ psi - _____ psi =

18. If the total losses in step 17 are equal to or less than MUP, then the design will work. If not, the next larger pipe size should be used, or other variable changed to reduce loss. Trial and error will be required to do this. Repeat steps 12 through 17 until a suitable size of pipe is found to meet the delivery rate and not exceed MUP.

Figure 11-14. Friction Loss Constants

Type of Pipe "C"

Cast iron or other iron or

steel without cement or asphalt lining

New Pipe	120
10-year-old pipe	110
15-year-old pipe	100
20-year-old pipe	90
30-year-old pipe	80
50-year-old pipe	70
75-year-old pipe	60
Enamel-lined pipe	140
Brass or copper pipe	140
Cement-lined pipe	140
Cement-asbestos pipe	140
Plastic pipe	140

Figure 11-15. Equivalent Pipe Length Pipe Diameter

	4"	6"	8"	10"	12"
45° Elbow	5.3	9.2	10.6	13.2	15.9
90° Standard Elbow	13.2	18.5	23.8	29.0	35.6
90° Long Turn Elbow	7.9	11.9	17.2	21.1	23.8
Tee or Cross (Flow turned 90°)	26.4	39.6	46.2	66.0	79.2
Gate Valve	2.6	4.0	5.3	6.6	7.9
Butterfly Valve	15.8	13.2	15.8	25.1	27.7
Swing Check Valve	29.0	42.2	59.4	72.6	85.8

C = 140. For other values of C, multiply these figures by:

Value of C 100 120

Multiplying Factor .54 .757

RURAL FIREFIGHTING OPERATIONS -- BOOK II

DETERMINING MAXIMUM USABLE PRESSURE

The maximum usable pressure for a dry hydrant operation can be determined by using

the following formula:

$$\text{MUP} = \text{AP} - \text{SL} - \text{VP} - 5.00 \text{ psia}$$

To determine AP (atmospheric pressure), SL (static lift) and VP (Vapor Pressure) in terms of psi, the tables shown in Figures 11-22 thru 11-24 can be used.

Figure 11-24. Water Vapor Pressure

Water Temperature(°F)	Pressure (PSI)	Vapor
32	.089	
50	.180	
60	.260	
65	.310	
70	.360	
75	.430	
80	.520	
85		.600
90	.700	
100	.960	

Figure 11-22. Atmospheric Pressure

Elevation (Feet)	PSIA
0 (Sea Level)	14.70

1,000	14.20
2,000	13.70
3,000	13.20
4,000	12.70
5,000	12.20
6,000	11.80
7,000	11.30
8,000	10.90
9,000	10.50
10,000	10.05
12,000	9.35

Figure 11-23. Static Lift

Lift in Feet	Lift in PSI
3	1.30
4	1.74
6	2.60
8	3.47
10	4.34
12	5.21
14	6.08
16	6.94
18	7.81
20	8.68
22	9.55
24	10.42

Figure 11-16. Loss in Sudden Reduction

Pressure Loss in PSI Due To Sudden Reduction
GPM

Reduction Ratio	DL/DS	500	750	1,000	1,250	1,500	1,750	2,000
6" x 5"		1.2	.03	.08	.15	.25	.40	.55 .76
6" x 4-1/2"		1.3	.09	.20	.37	.63	.90	1.30 1.70
6" X 4"		1.5	.25	.44	1.00	1.53	2.20	2.39 --
8" x 6"		1.3	.03	.06	.12	.18	.26	.36 .50
8" x 5"		1.6	.12	.26	.47	.71	1.05	1.38 1.79
8" x 4-1/2"		1.8	.23	.49	.85	1.31	1.79	2.32 3.11
10" x 6"		1.7	.07	.14	.26	.40	.57	.76 .99
10" x 5"		2.0	.17	.36	.62	.93	1.32	1.72 2.18
10" x 4-1/2"		2.2	.27	.56	.97	1.48	2.01	2.63 3.22
12" x 6"		2.0	.08	.18	.31	.47	.67	.89 1.15
12" x 5"		2.4	.18	.39	.68	1.03	1.46	1.88 2.38
12" x 4-1/2"		2.7	.29	.64	1.15	1.79	2.58	3.51 4.59

These figures calculated based on information in Hydraulic Data for Fire Protection Systems. DL = Large diameter DS = Small diameter

Figure 11-7 Strainer Suction Area

Pipe Diameter (inches)	Area (sq. in.)	Four Times Area (sq. in.) of 1/4" holes	Number of 3/8" holes	Number
4	12.56	50.24	1,026	419
6	28.26	113.04	2,307	942
8	50.24	200.96	4,102	1,675
10	78.50	314.00	6,408	2,617
12	113.04	452.16	9,228	3,768

Area of 1/4-inch hole = .049 sq. in.

Area of 5/8-inch hole = .120 sq. in.

Figure 11-19 Friction Loss in 10 feet of Suction Hose

Loss in 10 Feet of Suction Hose (PSI)

Diameter

Flow	4-1/2"	5"	6"
500	.27	.16	.065
600	.39	.23	.094
700	.53	.31	.127
750	.61	.36	.146
800	.70	.41	.166
900	.88	.52	.211
1,000	1.09	.64	.260
1,250	1.70	1.00	.406
1,500	2.45	1.44	.585
1,750	3.34	1.96	.796
2,000	4.36	2.56	1.04

Figure 11-11 Friction Loss per Foot of Pipe
Source: Hydraulic Data for Fire Protection Systems

Friction Loss per Foot of Pipe
C = 140 Enameline Cast-iron Pipe

Pipe Diameter (Inches)

	4	6	8	10	12	14
gpm	(3.98)	(6.02)	(8.11)	(10.10)	(12.12)	(14.09)
300	.022	.0030	.0007			
400	.038	.0050	.0012			
500	.058	.0076	.0018			
600	.008	.0107	.0025			
650	.093	.0124	.0029			
700	.106	.0142	.0033			
750	.121	.0161	.0038			
800	.136	.0182	.0043	.0015		
850	.152	.0203	.0048	.0016		
900	.169	.0226	.0053	.0018		
950	.187	.0249	.0058	.0020		
1,000	.206	.0274	.0064	.0022		
1,050	.225	.0300	.0070	.0024		
1,100	.245	.0327	.0077	.0026		
1,200	.288	.0384	.0090	.0031		
1,250	.311	.0414	.0097	.0033		
1,300	.334	.0446	.0104	.0036	.0015	
1,400	.383	.0511	.0120	.0041	.0017	
1,500	.436	.0581	.0136	.0047	.0019	
1,600	.491	.0654	.0153	.0053	.0022	
1,700	.549	.0732	.0171	.0059	.0024	
1,750	.579	.0772	.0181	.0062	.0026	
1,800	.610	.0814	.0191	.0065	.0027	
1,900	.675	.0899	.0211	.0072	.0030	
2,000	.742	.0989	.0232	.0080	.0033	

Figure 11-12. Friction Loss per Foot of Pipe (C =120)
Source: Hydraulic Data for Fire Protection Systems

Friction loss per Foot of Pipe
C = 120 American Standard Weight Black Steel Pipe

Pipe Diameter (inches)					
gpm	4 (4.026)	6 (6.065)	8 (8.071)	10 (10.192)	12 (12.09)
300	.0279	.0038			
400	.0475	.0080			
500	.0718	.0098			
600	.101	.0137			
650	.093	.0124	.0029		
700	.134	.0182	.0045	.0015	.0006
750	.152	.0207	.0051	.0016	.0007
800	.171	.0233	.0058	.0019	.0008
850	.192	.0260	.0065	.0021	.0009
900	.213	.0289	.0072	.0023	.0010
950	.235	.0320	.0080	.0026	.0011
1,000	.259	.0352	.0087	.0028	.0012
1,050	.283	.0385	.0096	.0031	.0013
1,100	.309	.0420	.0104	.0033	.0015
1,200	.363	.0493	.0123	.0039	.0017
1,250	.391	.0532	.0132	.0042	.0018
1,300	.420	.0572	.0142	.0046	.0020
1,400	.482	.0656	.0163	.0052	.0023
1,500	.548	.0745	.0185	.0059	.0026
1,600	.617	.0839	.0209	.0067	.0029
1,700	.691	.0939	.0233	.0075	.0033
1,750	.729	.0991	.0246	.0079	.0034
1,800	.768	.104	.0260	.0083	.0036
1,900	.848	.115	.0287	.0092	.0040
2,000	.933	.127	.0315	.0101	.0044

Figure 11-13. Friction Loss per Foot of Pipe (C=100)
Source: Hydraulic Data for Fire Protection Systems

Friction Loss per Foot of Pipe
C = 100 Unlined Cast-iron Pipe

Pipe Diameter (Inches)

	4	6	8	10	12	14
gpm	(4.10)	(6.14)	(8.23)	(10.22)	(12.24)	(14.28)
300	.0358	.0050	.0012			
400	.0609	.0085	.0020			
500	.0920	.0129	.0031			
600	.129	.0180	.0043			
650	.150	.0209	.0050			
700	.172	.0240	.0058			
750	.195	.0273	.0065			
800	.220	.0307	.0074	.0026		
850	.246	.0344	.0083	.0029		
900	.273	.0382	.0092	.0032		
950	.302	.0422	.0101	.0035		
1,000	.332	.0464	.0111	.0039		
1,050	.363	.0508	.0122	.0042		
1,100	.396	.0554	.0133	.0046		
1,200	.465	.0650	.0156	.0054		
1,250	.501	.0702	.0168	.0059		
1,300	.539	.0754	.0181	.0063	.0026	
1,400	.618	.0865	.0208	.0072	.0030	
1,500	.703	.0983	.0236	.0082	.0034	
1,600	.792	.111	.0266	.0093	.0038	
1,700	.886	.124	.0297	.0104	.0043	
1,750	.943	.131	.0314	.0109	.0045	
1,800	.984	.138	.0331	.0115	.0048	
1,900		.152	.0365	.0127	.0053	
2,000		.167	.0402	.0140	.0058	

Figure 11-17. Velocity Head in Suction Pipe

Velocity Head in Suction Pipe PSI

GPM	Pipe Diameter (Inches)					
	4	6	8	10	12	
14						
300	.40	.08	.03	.01	.005	.002
400	.70	.14	.05	.02	.009	.005
500	1.10	.22	.07	.03	.014	.007
600	1.58	.31	.10	.04	.020	.011
650	1.86	.37	.12	.05	.023	.012
700	2.15	.43	.14	.06	.027	.014
750	2.47	.49	.15	.06	.031	.016
800	2.81	.56	.18	.07	.035	.019
850	3.17	.63	.20	.08	.040	.021
900	3.56	.70	.22	.09	.044	.024
950	3.96	.78	.25	.10	.049	.026
1,000	4.39	.87	.28	.11	.054	.029
1,050	4.84	.96	.30	.12	.060	.032
1,100	5.31	1.05	.33	.14	.066	.035
1,200	6.32	1.25	.40	.16	.078	.042
1,250	6.86	1.36	.43	.18	.085	.046
1,300	7.42	1.47	.46	.19	.092	.049
1,400	8.61	1.70	.54	.22	.106	.057
1,500	9.88	1.95	.62	.25	.122	.066
1,600	11.24	2.22	.70	.29	.139	.075
1,700	12.69	2.51	.80	.32	.157	.085
1,750	13.45	2.66	.84	.34	.166	.090
1,800	14.23	2.81	.89	.36	.176	.095
1,900	15.86	3.13	.99	.41	.196	.106
2,000		3.47	1.10	.45	.217	.117
Velocity Head = $.434Q^2/386D^4$ Q = gpm D = nominal diameter						

APPENDIX B

Referenced Specifications

B-5.2.5.4 Hydrant Specifications

B-5.2.6.4 Hydrant Specifications

B-5.2.8.3 Hydrant Specifications

Hydrants used are to be Eddy F2640 or US Metropolitan hydrants. They must meet AWWA STANDARD C509-0185 and have a rated working pressure of 200 lbs., as well as the following specifications.

1. 5 1/4 inch valve opening
2. Open right hydrant valve
3. 6" Mechanical joint shoe with retaining gland
4. 6" -6" buried trench
5. Break flange or traffic hydrant
6. National standard, 5 sided 63/64 operating nut
7. 2-2 1/2" Nozzles-National Standard Thread
1-4 1/2" Steamer Nozzle-National Standard Thread
8. No drain hydrant
9. Color - silver and red - body of hydrant is red.
Caps, chains and operating nut are silver
10. Every hydrant must have two hydrant posts (below)
 11. Every hydrant must have a gate valve on hydrant branch

B-5.3.6 Hydrant Post Specification

Hydrant posts that meet the specifications below must be installed at each hydrant location.

1. 2 hydrant posts per hydrant
2. 3" minimum diameter - concrete filled
3. Depth below grade - minimum 3'
4. Height above grade - minimum 4'
5. Minimum of 36" clearance from operating nut
6. Minimum of 6" in front of side of hydrant
7. Free and clear of all nozzle areas
8. Painted bright red
9. Equal in height and size

APPENDIX C

REFERENCED DOCUMENTS

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)

#1142 Water Supplies for Suburban and Rural Firefighting - 2001

#24 Private Fire Service Mains - 2002

#22 Water Tanks for Private Fire Protection - 2003

INTERNATIONAL SOCIETY OF FIRE SERVICE INSTRUCTORS (ISFSI)
Rural Firefighting Operations - 1986

U.S. DEPT. OF AGRICULTURE; SOIL CONSERVATION SERVICE (USDA;SCS)

Design Considerations for Fire Ponds and Dry Hydrants

Strafford Dry Hydrant Information Sheet

INSURANCE SERVICES OFFICE (ISO)

Municipal Grading Schedule

~~TOWN OF~~

~~Zoning Regulations—March, 2009~~

~~Subdivision and Site Plan Review Regulations—1998~~

Chapter 133

- (6) Residents are responsible for ensuring the accessibility of all carts.
- (7) The Director of Public Works shall have the authority to designate placement of carts.
- (8) No parking between the hours of 9am – 2pm on your selected trash day shall be in effect for the following streets: [Amended 9/5/17 Board of Selectmen]

Broadway to Hillcrest
Central Street
Church Street – From the rear exit of the bank to Main Street
Front Street
Glass Street – From 60 Glass Street to 129 Glass Street
High Street
Howard Street
Kimball Street
Lindy Street
Main Street from Broadway to Turnpike
Maple Street
Millard Street
Pine Street
Pleasant Street
Prospect Street
Union Street – From High Street to 6 Union Street

Fines are considered to be Class I violations as noted in Town Code Chapter 191-10 (A).

(G) Prohibited material. All materials prohibited under other ordinances, and:

- (1) Unacceptable Waste as defined in Section 133-1 herein.
- (2) No toxic, extremely hazardous, dangerous/hazardous or liquid waste as defined now or hereafter, shall be deposited curbside or in any automated collection cart intended for disposal.
- (3) Household hazardous waste or small quantity generator waste shall not be deposited curbside or in any automated collection cart.
- (4) No infectious waste shall be placed curbside or in any automated cart for collection.
- (5) No rocks, concrete, asphalt, dirt, construction debris or other similar material shall be placed in automated carts.

CHAPTER 180

SNOW AND ICE CONTROL POLICY

**[HISTORY: Updated by the Board of Selectmen August 17, 2009;
Amended by Board of Selectmen 2/21/2010 section 180-9]**

§ 180-1 Purpose

The purpose of this policy is to insure that normal operating procedures for winter maintenance, snow removal and ice control are performed in a timely and cost-effective manner for the safety and benefit of the Town's residents and the general motoring public.

§ 180-2 Command

Direction of all winter maintenance activities for the Town of Pembroke is vested with the Director of Public Works or his / her designee. The provisions of this policy should not be understood or interpreted as restricting the essential freedom of judgment which must be exercised by the Public Works Director or his / her designee empowered to implement this policy.

§ 180-3 Execution

Due to the many variables that are inherent in New England weather, each storm situation varies and presents a unique set of circumstances and challenges to the individuals employed by the Town who are charged with the responsibility of meeting the Town's winter maintenance obligations. Therefore, this policy is intended to provide general guidelines that are strictly advisory in nature.

EXAMPLES OF UNIQUE CIRCUMSTANCES & CHALLENGES

- Equipment Breakdown
- High Rate of Snow Accumulation
- Extreme Weather Conditions, i.e.: Winds, Freezing Rain, Low Temperatures
- Traffic Congestion
- Emergencies
- Shortage of Personnel

- Road Obstructions, i.e.: Down Trees, Down Electric Wires, Automobile Accidents, etc.

§ 180-4 Level of Service

It is not possible to maintain a black, snow and ice-free road or sidewalk during a storm. The Department of Public Works will provide practical, safe access to homes, businesses and municipal facilities during winter storms. It is our policy to start treatment of road surface operations when determined necessary by the Director of Public Works or when notified from the Police Department of adverse weather conditions. Pre-treatment and ice control may be addressed prior to the actual storm beginning, during the actual storm as seen effective, and following the storm. Road salt has a much slower effect on melting snow and ice at temperatures below 25 degrees and may not be applied until air temperature is warmer. Sidewalk snow clearance will be conducted as soon as possible after all town roads are cleared of snow and/or ice.

§ 180-5 Equipment

Equipment available to the Town varies depending upon many economic, political, social and mechanical related factors.

§ 180-6 Manpower

The Town of Pembroke has Nine (9) full-time personnel assigned to its winter maintenance operations and may hire temporary employees for additional support after all Town employees are called out. The Director of Public Works will first contact plowing companies in Town for assistance before contracting with other companies.

§ 180-7 Salt Free areas

The Town of Pembroke has established that Gravel roads will not be treated with road salt to prevent frozen gravel from melting, however, the Public Works Director or designee may determine that road salt is needed during an extended period of freezing rain.

§ 180-8 School cancellation

In the event of a storm on a school day, the Pembroke Academy Headmaster shall contact the Hill School Principal and have him/her contact the Police Department to determine the safety of students using school buses. The Headmaster and Principal shall make the decision to cancel or postpone school for that day and contact the Director of Public Works to let him/her know their decision.

§ 180-9 Parking

The Town has instituted a winter parking ban from January 1st through March 31st from 12 midnight through 6AM. The Director of public works also has the opportunity to at any time with notice declare a winter emergency parking ban. In the event that a parking ban is called, all notifications will be made to the news and radio stations as well as posting on the Town's website and social media sites.. If a snow emergency has been called, parking on the road is allowed for the following areas. Glass Street from Main Street to the United States Post Office. ~~Main street to Glass street to the post office;~~ Main street from the Allenstown Town Line bridge North to Broadway, Union Street from the Perry Eaton Building to Main street. This is allowed so that the businesses can continue to operate.

§ 180-10 Damage to private property

The Town is not responsible and assumes no liability for damage to private property that is located within the public right-of-way (RSA 231:92). The right-of-way (ROW) is often 50' wide and, in most cases, extends 10 to 20 feet from either side of the paved or gravel road.

§ 180-11 Mail & newspaper boxes

The Town's primary obligation is to ensure that its roadways are kept free of snow and ice. It is also understood that most mailboxes are located inside the public right of way and occasional damage to them is often unavoidable for various reasons. Therefore, there is a shared responsibility between the town and homeowner when mailboxes are damaged during snow removal operations. Any Highway Department employee who knows that damage was done to a mail / newspaper box during maintenance activity shall report the incident to his / her immediate supervisor and any citizen may file a mail / newspaper box damage claim with the Public Works Department within (7) days of when the damage occurred. Upon investigation of the circumstances involved, the Public Works Director will review the request and determine if a

reimbursement is warranted. If the reimbursement is denied, he will note on the mailbox request form his reasons why and notify the resident. If the Public Works Director approves the expense, it shall be no greater than \$25.00. This amount is intended to cover any and all damages to the mailbox, post and brackets. No reimbursement in excess of \$25.00 shall be provided, regardless of the location, size, original cost or elaborateness of the mailbox and post. Only one reimbursement request per address will be accepted for each winter season.

Mailboxes and/or posts on State plowed roads are not covered under this policy.

It is the responsibility of the Public Works Director to insure that any mailbox placed within the Town's sidewalks allows for the plowing of that sidewalk. Any homeowner's mailbox that interferes with plowing shall be notified by the Public Works Director that it needs to be moved. The Public Works Director shall assist in plotting out where the correct placement should be.

§ 180-12 Routes

Currently, the Town is divided into four (4) major plow and/or treatment routes. All of the routes encompass all Town roads; Class V (5) or better and municipal facilities.

§ 180-13 Snow removal & ice control

With a total of approximately 80 miles of roads from which to remove snow and control ice and 10 pieces of equipment to handle this responsibility, the Highway Department has to assign priorities in order to maximize the effectiveness of its efforts. Each specific plow route is identified in this policy with an attached map.

Priority 1: Priority is given to the following streets due to steep hill conditions & high traffic volume: Broadway, Brickett Hill, Bean Hill Road, Center Hill Road and Pembroke Hill Road, Fourth Range Road, North Pembroke Road, Cross Country Road, Main Street & Glass Street.

Priority 2: Priority is given to schools when schools are open. Each plow route will ensure that the best possible snow clearance will be completed within one hour of the bus route time.

- Priority 3:** Priority is primary plow routes.
- Priority 4:** Priority is given to snow removal from all municipal parking lots and facilities.
- Priority 5:** After storm - snow banks shall be pushed back and/or shelved.
- Priority 6:** After storm - plow snow from Primary Sidewalks.
- Priority 7:** After storm – perform snow removal around fire hydrants. (Attachment E)
- Priority 8:** After storm - remove snow banks from downtown (Main Street from Bridge to Church Street and Glass Street from Main Street to Post Office and Bank)
- Priority 9:** After storm - remove snow banks from municipal parking lots.
- Priority 10:** After storm - plow snow from secondary sidewalks.

§ 180-14 Transfer station/recycling center

Transfer station personnel may be required to assist with Town's general winter maintenance operations. If the facility is open during the snow or ice storm, personnel will plow this area prior to opening for public use. Public areas shall be kept as clear as possible to provide as safe access as reasonably possible. Sand and other slip resistant materials shall be used in public areas. It often will not be possible to maintain clear ground, but a reasonable effort will be made during storms. In the event of severe weather the Transfer Station may be closed in order that all available personnel may be utilized during the storm. In the event of a winter parking ban, trash will not be picked up on its normal scheduled day. The trash route that was cancelled will be picked up the following day.

§ 180-15 Depositing snow and ice on streets and sidewalks

In accordance with Town Code, Chapter 186-15; No person shall throw or place or push or cause to be thrown or placed or pushed and leave any snow on the traveled portion of any public highway or sidewalk within the Town of Pembroke from any private driveway, roadway, parking lot, or sidewalk

entering onto any such public highway or sidewalk or from any land adjacent to any such public highway or sidewalk.

Depositing Snow at Memorial Field or 6 Union Street [CA1]

No private haulers will be allowed to deposit any snow on the above noted properties. These locations are approved sites for the sole use of the Town of Pembroke Public Works Department or those haulers hired by the Town.

§ 180-16 Penalties

In accordance with Town Code, Chapter 186-16; any person found to be in violation with the provisions of Chapter 186-15 may be fined not more than one hundred dollars (\$100.00) for each violation.

~~September 5, 2017~~ November 4, 2019

Appendix D

Sidewalk Snow Removal

The Town of Pembroke has classified sidewalks into two categories; Primary and secondary.

Primary Sidewalks:

Academy Road:	South side from Pembroke Street to Cross Road
Broadway:	Both sides: West side from Main Street to Pembroke Street East side from Main Street to where sidewalk ends at 65...
Glass Street:	Both sides from Main Street to Smith Avenue
High Street:	West side from Front Street to Village School
Main Street:	Right side from Glass Street to Turnpike Street Left side from Pembroke Town Line to Pembroke Street
Maple Street:	From High Street to Broadway
Mason Avenue	From Pembroke Street to Lower Beacon Hill Road
Pembroke Hill Road:	From Pembroke Street to Third Range Road
Pembroke Street:	(US Route 3) East side from Dearborn Road to Route 106
Perley Avenue	All
Pine Street:	North side from High Street to Broadway
Prospect Street:	From Union Street to Pine Street
Rowe Avenue	All
Third Range Road:	From Pembroke Hill Road to Belanger Drive From Rowe Avenue and Perley Avenue West side Pembroke Street between Donna Drive and Bow Lane

Secondary Sidewalks:

Alexander Drive	
Ashley Drive	
Buck Street:	North side from Turnpike Street to Smith Avenue
Central Street	
Church Road	From Cross Street to bottom of Hill
Church Street	
Cross Road:	From Academy Road to Church Road
Dearborn Road:	From Pembroke Street (US Route 3) to Chickering Court
Exchange Street	
Fairway Drive	
Front Street	
Jacks Drive	
Kimball Street	West side of street only
Peaslee Drive	
Pembroke Street from #513 to Beacon Hill Road	
Pleasant Street	
Riverview Way:	Littlefields Condominiums
Turnpike Street	

Appendix D

Sidewalk Snow Removal

Sidewalk snow clearance will not begin until all other snow removal operations are manned and in progress. Sidewalks will be cleared using only the Trackless Sidewalk Plow. If there are insufficient personnel available to conduct sidewalk snow removal operations, as well as street and road clearance, the streets and roads shall take priority.

The sidewalks classified as Primary (See Primary Sidewalks above) shall be cleared as soon as possible during and after the storm.

The sidewalks classified as secondary (See Secondary Sidewalks above) shall be cleared as soon as possible after the storm.

- A. The sidewalks will be treated with sand as quickly as possible after the storm. All municipal sidewalks are to be cleared of snow and sanded as described
- B. above except the following:

Public Owned Sidewalks Not Receiving Winter Maintenance:

Belanger Drive (School District)

If pedestrians or vehicles cause obstructions to the sidewalk snow removal operations, the Town's winter maintenance operators are encouraged to request their cooperation. Otherwise, the operator is expected to call the Police Department for assistance. The operator is cautioned to avoid a confrontation at all possible costs.

CHAPTER 187
TOWN BUILDINGS AND GROUNDS

[HISTORY: Adopted by the Board of Selectmen of the Town of Pembroke 6-16-2003 by Ordinance No. 03-03; *Editor's Note: This ordinance also repealed former Chapter 187, Town Hall, Art. I, Use of Meeting Rooms, adopted 10-28-1996 by Ordinance No. 96-22. amended in its entirety 5-4-2006. Subsequent amendments noted where applicable.*]

GENERAL REFERENCES

Facilities and Grounds Committee — See Ch. **159A**.
Parks — See Ch. **172**.

ARTICLE I Smoking Prohibition

§ 187-1 Prohibition

Per the provisions of RSA 155, smoking is strictly prohibited in any area of all Town-owned buildings. "Smoking" shall be defined as having in one's possession a lighted cigarette, cigar or pipe.

§ 187-2 Enforcement

Department heads shall be responsible for the enforcement of this smoking prohibition and shall post adequate signs to ensure compliance. Any Department Head who fails to enforce the policy shall be subject to discipline according to the Town's personnel plan.

ARTICLE II Alcoholic Beverages

§ 187-3 Prohibition

No person shall possess, sell, or have an open container or consume, any alcoholic beverages in any municipal building in the Town, or on any Town-owned property.

§ 187-4 Violations and penalties

Any person violating said article shall be fined no more than \$100, and any employee found to be in possession of alcohol shall be subject to the disciplinary procedures outlined in the Town of Pembroke Personnel Plan.

Editor's Note: See Chapter 175, Personnel Policies.

ARTICLE III Gambling

§ 187-5 Prohibition

Gambling, as defined by state and local statutes, is prohibited in any municipal building in the Town, or on any Town-owned property.

§ 187-6 Violations and penalties

Any person violating said prohibition shall be subject to a fine of not more than \$100.

ARTICLE IV Use of Municipal Facilities

§ 187-7 Classes of users

All users of Town facilities shall be classified in one of the three following classes. This class shall determine the user's eligibility to use specific Town facilities as well as any special rules and procedures applying to that class of user. The classes are:

- A. Town of Pembroke municipal or school government bodies performing necessary, required governmental duties.
- B. Pembroke community interest and nonprofit groups devoted to meeting the educational, social, or recreational needs and the development and betterment of Pembroke residents.
- C. Other Pembroke residents, nonprofit and for-profit entities.

§ 187-8 Rules of use

- A. All individuals and/or organizations wishing to use Town facilities must complete the relevant use of facility application form.
- B. The responsible party shall be at least 18 years of age and a Pembroke resident.

C. User shall remove all materials brought into the facility. This includes cleaning up and removing all trash generated by the user. The facility should be left in the same or better condition than it was found in.

D. All furniture and equipment shall be returned to the position it was found in.

E. No tape, tacks, nails, or other type of adhesive may be used to affix items to walls.

F. In the event that any damages to the facility or equipment occur, the listed responsible party shall be held responsible to make complete restitution for the full amount of the cost of repairs or replacement within 30 days after receipt of notification by the Town of Pembroke.

G. In the event that any provided facility key is lost or not returned, the responsible party shall be charged the cost to change any relevant locks and for the replacement of all keys and associated costs as stipulated by the Town Administrator.

§ 187-9 Insurance

All users of Town facilities shall, at their own expense, deliver to the Town Administration Department a certificate of liability insurance against accidents with at least \$1,000,000 combined single limit coverage. The Town shall be named as an additional insured. The user shall indemnify and hold the Town of Pembroke harmless for damages to persons and property resulting from the use of Town facilities by the user.

ARTICLE V Use of Town Hall Meeting Rooms

§ 187-10 Classes of users

It is the intent of the Town of Pembroke Board of Selectmen to permit maximum use of the meeting rooms at the Pembroke Town Hall by local fraternal, service, civic, and social organizations on a not-to-interfere basis with official municipal activities. Therefore, the use of the meeting rooms will be limited to class (A) and (B) users, as defined in § 187-7, in priority order.

§ 187-11 Permitted hours and days of use

The use of the Town Hall meeting rooms shall be limited to the hours of 8:30 a.m. - 11:00 p.m., Monday - Friday. Exceptions to these hours and days may be approved on a case-by-case basis by the Town Administrator.

§ 187-12 Application procedure

A. The Use of Town Hall Meeting Rooms form may be obtained from the Town Administration Department at the Town Hall, 311 Pembroke Street. The form must be submitted at least two weeks in advance of the date of intended use.

B. Use of the facilities may be denied by the Town of Pembroke for reasons determined to be appropriate within the discretion of the Town Administrator, including but not limited to activity which might appear to cause undue liability for the Town.

C. If the date is open and the use is approved, a copy of the application will be returned to the requesting party. The responsible party must pick up a key from the Town Hall the day of the event.

§ 187-13 Damage deposit

No damage deposit shall be required for use of the Town Hall meeting rooms if required insurance is provided.

ARTICLE VI Use of Perry L. Eaton BuildingU

~~§ 187-14 Classes of users~~

~~The Perry L. Eaton building shall be available for use by class (A) and (B) users as defined in § 187-7, as well as class (C) users as approved on a case-by-case basis by the Town Administrator.~~

~~§ 187-15 Permitted hours of use~~

~~The use of the Perry L. Eaton Building shall be limited to the hours of 8:30 a.m. – 11:00 p.m. Exceptions to these hours may be approved on a case-by-case basis by the Town Administrator.~~

~~§ 187-16 Application procedure~~

~~A. The Use of Perry L. Eaton Building form may be obtained from the Town Administration Department at the Town Hall, 311 Pembroke Street. The form must be submitted at least two weeks in advance of the date of intended use.~~

~~B. Use of the facilities may be denied by the Town of Pembroke if the proposed activity would appear to cause an undue liability risk to the Town.~~

~~C. If the date is open and the use is approved, a copy of the application will be returned to the requesting party. The responsible party must pick up a key from the Town Hall the day of the event.~~

~~§ 187-17 Fee.~~

~~A. The fee for use of the Eaton building shall be determined on a per diem basis by the class of the user as defined in § 187-7, as well as the length of the use.~~

~~(1) Class (A) users shall not be charged a fee for use of the building.~~

~~(2) Class (B) users shall not be charged a fee for use of the building.~~

~~(3) Class (C) users shall be charged a fee of \$50 for uses of less than four hours and \$100 for uses between four hours and a full day.~~

~~B. The Board of Selectmen may approve special annual fees on a case-by-case basis for users who wish to utilize the Eaton Building on a weekly, monthly, or other recurring basis.~~

~~§ 187-18 Damage deposit.~~

~~In addition, class (B) and class (C) users will be required to submit a separate \$100 damage deposit. Violations of the rules of use in § 187-8 and/or damage to the building may result in a partial or total loss of the damage deposit as well as additional charges if cleanup or repair costs exceed the damage deposit. The damage deposit should be in the form of a separate certified or bank check and will be held and returned to the user so long as no damage or cleanup costs are incurred by the Town of Pembroke as a result of the use of the building.~~

Updated November 4, 2019~~September 5, 2017~~

CHAPTER 191

VEHICLES AND TRAFFIC

[HISTORY: Adopted by the Board of Selectmen of the Town of Pembroke 9-16-1991. Amendments noted where applicable.]

GENERAL REFERENCES

Bicycles — See Ch. 150.

ARTICLE I General Provisions

§ 191-1 Definitions

For the purpose of this chapter, the words and phrases used herein shall have the following meanings:

BUSINESS DISTRICT — The territory contiguous to a highway when 50% or more of the frontage thereon for a distance of 300 feet or more is mainly occupied by dwellings or by dwellings and buildings in use for business (RSA 259:8). [Added 7-11-1994 by Ordinance No. 94-2]

CROSSWALK — That portion of a roadway ordinarily included within the prolongation or connection of curb lines and property lines at intersections, or any portion of a roadway clearly indicated for pedestrian crossing by lines on a road surface or by other markings or signs.

MUNICIPAL PARKING LOT — [Amended 12-20-2004; 12-5-2005; Amended BOS Public Hearing 5/7/2012; Amended July 16, 2018 BOS Public Hearing]

A. **PARKING LOT A** — Town-owned land bordered on the north by Central Street, on the east by Crescent Street, on the south by property line of abutters on Glass Street and on the west by property line of abutters on Main Street and a section of Town-owned land that provides street level parking at the intersection of Main Street and Central Street.

~~B. **PARKING LOT B** — Town-owned land located at 4 Union Street, also known as "The Perry L. Eaton Building". The upper parking lot shall provide spaces for municipal parking from 7PM to 6 AM Monday through Saturday and all day Sunday. The above lot area is designated as tenant/patron parking for 4 Union Street only for the hours 6AM to 7PM Monday through Saturday. The four spots located by the fence will be designated (1) handicapped only and the other three (3) 4 Union Street tenant/patron parking 24/7. Municipal stickers are required for overnight parking after 12AM. The lower parking lot shall be restricted to tenant,~~

~~currently the Pembroke Sewer Department's use only and shall not be considered part of the municipal parking lot~~ (CA1):

C. B. PARKING LOT C — Town-owned land bordered on the east by Mill Falls Road, on the south by property line of Tax Map VE, Lot 179 and by the west and north by Main Street that provides head-in parking spaces.

OFFICER — Any officer or constable authorized to make arrest or serve process.

OFFICIAL TRAFFIC SIGNS — All signs, markings and devices, other than signals, not inconsistent with this chapter and which conform to the standards prescribed by the State of New Hampshire Department of Transportation and placed or erected by authority or [sic] a public body or official having jurisdiction for the purpose of guiding, directing, warning or regulating traffic.

PARKING — The standing of any vehicle, whether occupied or not, otherwise than temporarily for the purpose of and while actually engaged in loading or unloading or in obedience to an officer or traffic signs or signals or while making emergency repairs or, if disabled, while arrangements are being made to remove such vehicle.

ROADWAY — That portion of a street or highway between the regularly established curb lines or that part, exclusive of shoulders, improved and intended to be used for vehicular traffic.

SIDEWALK — That portion of a street or highway set aside for pedestrian travel.

STREET OR HIGHWAY — The entire width between property lines of every way open to the use of the public for purposes of travel.

TRAFFIC — Pedestrians, ridden or herded animals, vehicles or other conveyances, either single or together, while using any street or highway for the purpose of travel.

VEHICLE — Any mechanical device suitable for use on highways, except those propelled or drawn by human power or those used exclusively upon stationary tracks.

§ 191-2 Authority and duties of police

A. Police may close streets temporarily. The Police Department is hereby authorized to close, temporarily, any street or highway in an impending or existing emergency or for any lawful assemblage, demonstration or procession, provided that there is reasonable justification for the closing of such street.

B. Police may prohibit parking temporarily. The Police Department is hereby authorized to prohibit, temporarily, parking on any street or highway or part thereof in an impending or existing emergency or for a lawful assemblage, demonstration or procession, provided that there is reasonable justification for such prohibition. Vehicles parked in places where parking is prohibited temporarily may be moved by or under the direction of an officer, at the expense of the owner of the vehicle.

§ 191-3 Traffic signs, signals, markings and zones

A. Interference with signs, signals and markings is prohibited. Any person who willfully defaces, moves, obstructs or interferes with any official traffic sign, signal or marking shall be liable to a penalty as provided by RSA 265:15.

B. Obedience to traffic signs and signals. No driver of any vehicle shall disobey the instructions of any official traffic control signal sign, marking or legend, unless otherwise directed by a police officer.

ARTICLE II Traffic regulations

§ 191-4 Limitations on hauling

A. It shall be unlawful for any person, partnership or corporation to haul, transport or cause to be transported by a vehicle with a gross weight over six tons any material over any Class V or VI gravel road from February 1 to May 1 of each year. This restriction shall not apply to vehicles making local deliveries on the street and to emergency vehicles. **[Amended 4-1-1996 by Ordinance No. 96-17]**

B. Violation of this section shall result in a fine not to exceed \$500.

§ 191-4.1 Truck exclusions.

[Added 7-9-2001 by Ordinance No. 01-5]

A. Trucks over the registered gross weight listed in Schedule VIII (§ 191-22) are hereby excluded from the streets or portions of streets described in said Schedule VIII (§ 191-22), attached to and made a part of this chapter.

B. Nothing herein shall prohibit the operation of any public safety, education, municipal or municipal-purpose vehicle, or the operation of vehicles used in order to pick up or deliver goods, wares, merchandise or material, from or to any premises located on the streets or portions of streets designated in Schedule VIII (§ 191-22).

C. Violations of this section shall result in a fine not to exceed \$500.

§ 191-5 U-turns

A. In the public interest and for the public safety, U-turns shall be prohibited on any street or highway in the Town of Pembroke.

B. Violation of this section shall result in a fine not to exceed \$500. **[Amended 7-11-1994 by Ordinance No. 94-2]**

§ 191-6 Stop intersections

A. The intersections described in Schedule I (§ 191-15), attached to and made a part of this chapter, are hereby designated as stop intersections. Stop signs shall be installed as provided therein.

B. Violation of this section shall result in a fine not to exceed \$500. **[Amended 7-11-1994 by Ordinance No. 94-2]**

§ 191-7 Yield intersections

A. The intersections described in Schedule II (§ 191-16), attached to and made part of this chapter, are hereby designated as yield intersections. Yield signs shall be installed as provided herein.

B. Violation of this section shall result in a fine not to exceed \$500. **[Amended 7-11-1994 by Ordinance No. 94-2]**

§ 191-7.1 Speed zones

[Added 7-11-1994 by Ordinance No. 94-3]

A. Except as otherwise listed in Schedule VII (§ 191-21), attached to and made part of this chapter, the speed limit on all roads, streets and highways in the town shall be 25 miles per hour. **[Amended 6-18-2001 by Ordinance No. 01-3]**

B. No person shall drive a vehicle on a way at a speed greater than is reasonable and prudent under the conditions and having regard to the actual and potential hazards then existing. In every event, speed shall be so controlled as may be necessary to avoid colliding with any person, vehicle or other conveyance on or entering the highway in compliance with legal requirements and the duty of all persons to use due care.

C. Violation of this section shall result in a fine levied in accordance with the most current State of New Hampshire Uniform Fine Schedule (NH RSA 502:A19-b.) **[Amended 10-15-2001 by Ordinance No. 01-07]**

§ 191-7.2 One-way streets

[Added 11-18-1996 by Ordinance No. 96-23]

A. The streets or parts of streets described in Schedule VI (§ 191-20), attached to and made a part of this chapter, are hereby designated as one-way streets in the direction indicated, and it shall be unlawful for any person to drive a vehicle on any one-way street other than in the direction established for traffic on that street^[CA2].

B. Violation of this section shall result in a fine not to exceed \$500.

ARTICLE III Parking/Standing Regulations

[Amended 11-19-1991; 5-1-1998 by Ordinance No. 98-2; 1-8-2001 by Ordinance No. 01-1; Amended BOS Public Hearing 5/7/2012]

§ 191-8 Applicability of standing or parking regulations

The provisions of the article prohibiting the parking or standing of a vehicle shall apply at all times or at those times herein specified or as indicated on official signs, except when it is necessary to stop a vehicle to avoid conflict with other traffic or in compliance with the directions of a police officer or official traffic control device.

§ 191-9 Prohibited stopping, standing or parking

A. No person shall stop, stand, park or operate any self-propelled machinery or equipment designed for personal use or travel on any sidewalk for any purpose (exception: any and all handicap self-propelled devices to accommodate disability needs.)

(1) The following shall be Class I parking violations per section 191-10:

(a) Any vehicle parked for longer than the time limit shown in Schedule V (§ 191-19) at any time between the hours listed in said Schedule V of any day, unless otherwise indicated, upon any of the streets described in said Schedule V (§ 191-19), attached to and made a part of this chapter.

(b) Parking in any Town municipal parking lot for a period of time longer than 24 consecutive hours, without moving the vehicle. Movement of the vehicle is defined as actually moving the car off the lot or moving it to another location within the same lot. Movement is not considered to be rolling the vehicle back and forth to remove the marking. **[Amended 12-20-2004]**

(c) Any vehicle parked at any time upon any roadway or sidewalk, or in any municipal parking lot, for the purpose of displaying such vehicle for sale or washing, greasing, or repairing such vehicle, except repairs necessitated by emergency. **[Amended 12-20-2004]**

(d) In the town municipal parking lot, between the hours of 12:01 a.m. and 6:00 a.m. without a valid town facility permit. **[Amended 5/19/2014 BOS]**

(2) The following shall be Class II parking violations:

(a) On a sidewalk.

(b) Obstructing a public or private driveway.

(c) Within 20 feet of a crosswalk at an intersection, except where designated by striping.

(d) Within 30 feet upon the approach to any flashing beacon, stop sign or traffic control signal located at the side of the roadway.

(e) Alongside or opposite any street excavation or obstruction when stopping, standing or parking would obstruct traffic.

(f) More than 12 inches from a curb.

(g) Within 25 feet of a street corner or intersection, except where designated by striping.

(h) (Reserved)

(i) (Reserved)

(j) On any roadway, or in any Town municipal parking lot when parking so as to occupy more than one space. **[Amended 10-15-2001 by Ordinance No. 01-07; 12-20-2004]**

(k) Wrong way on street against the flow of traffic.

(l) Any vehicle parked at any time upon any of the streets or parts thereof described in Schedule III (§ 191-17), attached to and made a part of this chapter.

(m) Any vehicle parked between the hours specified in Schedule IV (§ 191-18) of any day, unless otherwise indicated, upon any of the streets

or parts of streets described in said Schedule IV (§ 191-18), attached to and made a part of this chapter.

(n) Any place where official town signs prohibit stopping or parking.

(o) Any truck, truck tractor, trailer semitrailer, or any combination thereof, or any commercial vehicle designed for or capable of carrying a load in excess of two thousand pounds (one ton) on any street or roadway within the town at any time except in the case of an emergency. This shall not apply to any vehicle which is parked for purposes of making retail deliveries, picking up or discharging household goods or furnishings or vehicles parked for the purpose of performing maintenance, construction or repair services at a property in the immediate vicinity.

(p) Any house trailer, camping trailer, homemade trailer or any similar trailer, licensed or unlicensed, design to be towed by a vehicle, parked on any street or public property for a period longer than 24 hours.

Fines for above violations will be \$30 per occurrence.

(3) The following shall be Class III parking violations:

(a) On a crosswalk.

(b) On the roadway side of any vehicle stopped or parked at the edge of the curb of a street (double-parked).

(c) Within an intersection.

(d) (Reserved)

(e) (Reserved)

(f) In a designated and signed fire lane.

(g) Within 20 feet of the driveway entrance to any fire station and on the side of the street opposite the entrance of any fire station within 75 feet of such entrance (when properly signposted).

(h) Upon any bridge or other elevated structure upon a highway.

Fines for above violations will be \$50 per occurrence.

(4) The following shall be Class IV parking violations:

- (a) In a handicapped space, marked in accordance with state law, without a permit.
- (b) Within 15 feet of a fire hydrant. **[Amended 5/19/2014 BOS]**
- (c) Any time upon any of the streets or parts thereof described in Schedule IX (§ 191-23). **[Added 1-10-2007 by Ordinance No. 2006-02]**

Fines for the above violations will be based on state statutes.

§ 191-10 Parking violation penalties

[Amended 4-4-2007 by Resolution No. 2007-04; Amended 12/5/2011 BOS Public Hearing]

A. Penalties for violations are as follows: **[Amended 5/19/2014 BOS]**

- (1) Class I violation shall be \$20 for each occurrence.
- (2) Class II violations shall be \$30 for each occurrence.
- (3) Class III violations shall be \$50 for each occurrence.
- (4) Class IV violations shall be based on state statutes.

B. The aforementioned fines shall apply if payment is made to the Police Department within seven days of the date of the violation. Payment is deemed to be made on the date that it is received by the Police Department.

C. Delinquent penalties. Parking citations shall be considered delinquent if they are not paid within seven days of their issuance. If the original fine is not paid within said seven-day period, an additional penalty of \$25 shall be added.

D. Delinquent notice. The Police Department shall send, by first class mail or by issuance of a red-tag warning placed directly on the driver's side window of the registered vehicle, notice to the registered owner of any vehicles against which delinquent citations are outstanding, that with-in [sic] seven days receipt of this notice may lead to the towing and storage or immobilization of any or all of the owners [sic] vehicles, in violation of this chapter, pending resolutions of the outstanding tickets and fines. The notice shall list the number of delinquent citations and the total penalty owed. Such notice shall be mailed by the Police Department as soon as possible to the registered owner at his/her address according to the registration records of the Department of Motor Vehicles of the state in which the vehicle was last registered.

E. If the penalty assessment and delinquent fine are not paid within seven days after the mailing of the delinquent notice or issuance of a red-tag warning directly on the drivers [sic] side window, the person cited shall;

(1) Be summoned upon complaint to the Hooksett District Court by the Police Department. The recommended penalty for violation of these regulations in such case shall be no less than \$100 or

(2) If the vehicle is found parked on any public street, parking lot or any other place for which three or more outstanding parking violation "final notices" for violations of the preceding section have been sent equaling at least \$100 may be subject to towing and storage or immobilization by the Pembroke Police Department provided notice of the intent to tow and store, or immobilize said vehicle has been placed on the vehicle or sent to the last known address listed with the Motor Vehicle Department of the state in which the vehicle is registered. Said notice shall contain the following information,

(a) The date, time and location of the violations leading to the issuance of the notice;

(b) The subject vehicle will be towed, stored, or immobilized after a specific date of not less than seven days after the date of the notice unless all the outstanding violations and late fees are paid.

§ 191-11 Interference with snow removal operations

A. Any vehicle which is parked on any public way, or in the town municipal parking lot, and is interfering with municipal snow removal operations may be removed for safekeeping, by or under the direction of a police officer, to a garage or other location.

B. It shall be the duty of any police officer removing a motor vehicle or under whose direction such a vehicle is removed or immobilized to inform as soon as practicable, within one business day, the owner of the removed vehicle. The Pembroke Police Department shall also send notice of the removal to the registered owner by certified mail, within one business day, of said action.

C. Release of vehicle.

(1) Before the owner or duly authorized person shall be allowed to repossess or to secure the release of said vehicle, he or she shall pay the following:

(a) The cost of towing fee; and

(b) The cost of storage for each day or portion of a day that such vehicle is stored; and

(c) All sums legally due for any Town of Pembroke parking citations issued and outstanding against such vehicle in lieu of the above; or

(d) A bond with a surety company, authorized to do business in this state, in an amount sufficient to cover the charges specified in Subsection **C(1)(a), (b) and (c)** above.

(2) No such vehicle shall be released until the owner or a duly authorized person has established his or her identity and right to possession and has signed a proper receipt therefore.

D. Any person who, after having had his or her vehicle towed, removes such vehicle without complying with Subsection **C** shall, in addition to the charge provided for in said subsection, be subject to a fine of not more than \$100.

§ 191-12 (Reserved)

§ 191-13 (Reserved)

§ 191-14 (Reserved)

ARTICLE IV Schedules 191-15 — § 191-23)

§ 191-15 Schedule I: Stop Intersections

[Amended 7-6-1992]

In accordance with the provisions of Article II, § 191-6, the following described intersections are hereby designated as stop intersections, and stop signs shall be installed as follows:

Stop Sign on	Direction of Travel	At Intersection of
Alexander Drive [Added 6-18-2001 by Ord. No. 01-4]	North	Academy Road
Appleton Street	North	Pleasant Street
Appleton Street	South	Union Street
Bachelor Road [Added 6-26-1995 by Ord. No. 95-2]	East	North Pembroke Road
Beacon Hill Road	East	Fourth Range Road
Belfry Court	North	Church Road
Borough Road	East	North Pembroke Road
Brickett Hill Road	East	Fourth Range Road

Stop Sign on	Direction of Travel	At Intersection of
Bridge Street	North	Pleasant Street
Bridge Street	South	Front Street
Bridge Street Extension	North	Front Street
Broadway	South	Main Street
Buck Street [Repealed 6-26-1995 by Ord. No. 95-2]		
Central Street	East	Church Street
Central Street	West	Main Street
Chappelle Street	East	Rowe Avenue
Chapelle Street	West	Perley Avenue
Church Street	North	Main Street
Church Street	South	Glass Street
Church Street Extension	North	Glass Street
Clough Mill Road	South	Borough Road
Colonial Drive	South	Fairview Avenue
Cooperative Way	East	Pembroke Street
Cooperative Way	North	AGNE Driveway
Crescent Street	North	Central Street
Crescent Street	South	Glass Street
Cross Country Road [Amended 5/19/14 BOS]	North	North Pembroke Road
Cross Country Road	West	Fourth Range Road
Cross Country Road [Added 7-9-2001 by Ord. No. 01-6]	West	Sixth Range Road
Cross Road	North	Church Road
Dearborn Road	East	Buck Street
Deerpath Lane (2)	South	Pembroke Hill Road
Donald Avenue	South	Fairview Avenue
Donald Avenue [Added 1-27-1997 by Ord. No. 97-2]	West	Mason Avenue
Donna Drive	West	Nadine Road
Donna Drive [Added 11-1-2006 by Res. No. 2006-02]	West	Ross Drive
Donna Drive [Added 11-1-2006 by Res. No. 2006-02]	West	Terrie Drive
East Meadow Lane	West	Dudley Hill Road
East View Drive	West	Dudley Hill Road
Eley Lane	South	Borough Road
Elm Street [Added 7-11-1994 by Ord. No. 94-2]	East	Grandview Avenue
Elm Street	South	Pembroke Hill Road
Exchange Street	North	Pleasant Street
Exchange Street	South	Pleasant Street

Stop Sign on	Direction of Travel	At Intersection of
Fourth Range Road	North	Borough Road
Front Street	East	Main Street
Girard Avenue	South	Elm Street
Girard Avenue	South	Pembroke Hill Road
Glass Street	West	Main Street
Grandview Avenue	South	Pembroke Hill Road
Hardy Road	East	North Pembroke Road
High Street	South	Front Street
High Street Extension [Repealed 6-26-1995 by Ord. No. 95-2]		
Kimball Street	North	Main Street
Kimball Street	South	Glass Street
Lindy Street	West	High Street
Maple Street	West	Broadway
Maple Street	East	Prospect Street
Maple Street	West	High Street
Mason Avenue [Added 1-27-1997 by Ord. No. 97-2]	North	Donald Avenue
Mason Avenue [Added 6-26-1995 by Ord. No. 95-2]	North	Fairview Avenue
Mason Avenue [Added 1-27-1997 by Ord. No. 97-2]	South	Donald Avenue
Melissa Drive	East	Terrie Drive
Melissa Drive	West	Nadine Drive
Micol Road	South	Melissa Drive
Middle Street	South	Front Street
Millard Street	East	Turnpike Street
Millard Street	West	Kimball Street
Nixon [Added 5/19/14 BOS]	North	Buck Street
Old Borough Road	North	Clough Mill Road
Old Borough Road	South	Borough Road
Peaslee Drive [Added 8-19 2002 by Ord. No. 02-02]	East	Pembroke Street
Pembroke Hill Road	East	Third Range Road
Pembroke Hill Road	West	Third Range Road
Perley Avenue	North	Pembroke Hill Road
Pheasant Run	North	Buck Street
Pine Street	East	Broadway
Pine Street	West	High Street
Pleasant Street	Both	High Street
Pleasant Street	East	Broadway
Pleasant Street	West	Exchange Street

Stop Sign on	Direction of Travel	At Intersection of
Pleasant Street	West	Prospect Street
Prospect Street	North	Pine Street
Prospect Street	South	Union Street
Rebecca Way [Added 7-9-2001 by Ord. No. 01-6]	East	Sixth Range Road
Renarl Avenue [Added 6-26-1995 by Ord. No. 95-2]	North	Fairview Avenue
Renarl Avenue [Added 1/19/16 BOS]	South	Renarl Ave Apartments
Riverwood Drive [Added 5/19/14 BOS]	West	Sheep Davis Road
Rosedale Lane	North	Borough Road
Ross Road	North	Melissa Drive
Ross Road	South	Donna Drive
Rowe Avenue	North	Pembroke Hill Road
Simpson Avenue	East	High Street
Simpson Avenue Extension [Repealed 6-26-1995 by ord. No. 95-2]		
Sixth Range Road [Amended 7-9-2001 by Ord. No. 01-6]	North	Cross Country Road
Sixth Range Road [Added 7-9-2001 by Ord. No. 01-6]	South	Cross Country Road
Smith Avenue	North	Dearborn Road
Smith Avenue	South	Buck Street
Terrace Lane	East	Main Street
Third Range Road	Both	Pembroke Hill Road
Third Range Road	North	Brickett Hill Road
Thompson Road [Added 6-26-1995 by Ord. No. 95-2]	South	Buck Street
Tina Drive (2)	West	Smith Avenue
Turnpike Street [Added 4-1-1996 by Ord. No. 96-17]	North	Main Street
Turnpike Street	South	Buck Street
Union Street	East	Main Street
Union Street	West	High Street
Wellington Way [Added 8-19-2002 by Ord. No. 02-02]	East	Robinson Road
West View Terrace	East	Dudley Hill Road
White Sands Road [Added 6-26-1995 by Ord. No. 95-2]	East	Bow Lane
Whittemore Road	East	Woodlawn Ridge Road

Stop Sign on	Direction of Travel	At Intersection of
Wilkins Avenue	South	Buck Street
Woodlawn Ridge Road	South	Whittemore Road

§ 191-16 Schedule II: Yield Intersections.

In accordance with the provisions of Article II, § 191-7, the following described intersections are hereby designated as yield intersections, and yield signs shall be installed as follows:

Yield Sign on	Direction of Travel	At Intersection of
Turnpike Street [Repealed 4-1-1996 by Ord. No. 96-17]		
Pembroke Street Sheep Davis Road [Added 5/14/19 BOS]	North South	Sheep Davis Road Pembroke Street
Cooperative Way	North west	AGNE Driveway

§ 191-17 Schedule III: Parking Prohibited at All Times.

[Amended 7-6-1992; 7-11-1994 by Ordinance No. 94-2; 8-5-1996 by Ordinance No. 96-20; 11-18-1996 by Ordinance No. 96-23; 5-11-1998 by Ordinance No. 98-3; 7-13-1998 by Ordinance No. 98-5; 12-7-1998 by Ordinance No. 98-6; 11-22-1999 by Ordinance No. 99-6; 7-9-2001 by Ordinance No. 01-6; Amended by Board of Selectmen 9-19-2011; Amended by Board of Selectmen 10-21-13; Amended 1/7/2013 Board of Selectmen; Amended 5/19/14 Board of Selectmen] Amended 5/20/19 Board of Selectmen

In accordance with § 191-9, Article III, (2), no person shall park a vehicle at any time upon any of the following described streets or parts of streets:

Name of Street	Side	Location
Broadway	East	200 feet North of Pine Street to 50 feet south of Pine Street and 50 feet south of Pine Street to 115 feet north of Pleasant Street and 100 feet north of Pleasant Street to 125 feet south of Pleasant Street.
Central Street	North	From Main Street east for a distance of 67 feet

Name of Street	Side	Location
Central Street	South	For its full length from Main Street to Church
Church Road	South	From Pembroke Street east for 200 feet
Church Street [Added 10-15-2001 by Ord. No.01-07]	East	Beginning at a point 282 feet from Glass street north for a distance of 72 feet
Church Street	West	From Main Street to Glass Street
Church Street Extension [Added 10-15-2001 by Ord. 01-07]	West	From Glass Street to end
Exchange Street	East	From Front Street northerly to Pleasant Street
Front Street	North	Beginning at Bridge Street westerly to Exchange Street
Front Street [Added 8-19-2002 by Ord. No. 02-02]	North	From High Street east for a distance of 42 feet
Front Street	North	For a distance of 45 feet from Main Street
Front Street	South	From Main Street to High Street
Glass Street	North	Beginning at a point 130 feet easterly from the center line of Church Street to Kimball Street
Glass Street	North	From Main Street to Crescent Street
High Street [Added 8-19-2002 by ord. No. 02-02] [Added 10-21-13]	East	From Front Street north for a distance of 30 feet. West side from Harold Ave south to Front Street.
Main Street	North	From Pembroke Street to Broadway
Main Street [Added 10-15-2001 by Ord. No. 01-07]	South	From Church Street east for a distance of 45 feet
Maple Street [Amended 5/19/14 BOS]	North	From High Street to Broadway
Pine Street [Amended 5/19/14 BOS]	South	From Broadway to High Street
Pleasant Street	North	From Broadway west for a distance of 80 feet
Pleasant Street [Added 10-15-2001 by Ord. No. 01-07]	North	From Prospect Street east for a distance of 47 feet
Pleasant Street	South	From Broadway to Prospect Street
Pleasant Street	South	From High Street to Exchange Street
Pleasant Street [Added 10-15-2001 by Ord. No. 01-07]	South	From Prospect Street to High Street

Name of Street	Side	Location
Prospect Street [Added 10-15-2001 by Ord. No. 01-07]	East	From Union Street north for a distance of 87 feet
Prospect Street	West	From Pine Street to Pleasant Street
Prospect Street	East	From Pleasant Street to Union Street
Riverwood Drive [Added 1/19/16 BOS] Simpson Avenue [Added 10-15-2001 by Ord. No. 01-07] Union Street [Added 5/20/19]	South North	Entire Street from Sheep Davis Road From High Street to Harold Avenue
	North	From Prospect Street to High Street
Village Lane	South	From the three marked municipal lot spaces to Glass Street

§ 191-18 Schedule IV: Parking Prohibited Certain Hours.

[Amended 7-9-2001 by Ordinance No. 01-6]

In accordance with § 191-10, Article III, (2), Parking or Standing is Prohibited between the hours listed upon any of the following described streets or parts of streets: **[Amended 5/19/14 BOS]**

Name of Street	Side	Hours/Days	Location
Meadowlark Lane	Both	7:00 a.m. to 3:00 p.m. on school days	From Academy Road to end

§ 191-19 Schedule V: Time Limit Parking.

[Amended 7-6-1992; 5-17-1993; 7-9-2001 by Ordinance No. 01-6; Amended 12/5/2011 BOS Public Hearing]

In accordance with § 191-11, Article III, (1), no person shall park a vehicle for longer than the time limit shown upon any of the following described streets or parts of streets:

Name of Street	Side	Hours/Days	Location
Glass Street	North	2 hrs.; 6:00 a.m. to 10:00 p.m./ All except Sundays and holidays	From Crescent street to bank entrance
Glass Street	South	2 hrs.; 6:00 a.m. to 10:00 p.m./ All except	From Main Street to Post Office.

		Sundays and holidays	
Main Street	Both	2 hrs.; 6:00 a.m. to 10:00 p.m./ All except Sundays and holidays	From the town line to Broadway.
Central Street	South	2 hrs.; 6:00 a.m. to 10:00 p.m./ All except Sundays and holidays	Main Street to Village Lane
Main Street	East	2 hrs; 6:00 a.m. to 10:00 p.m./ All except Sundays and holidays	Town Line to Church Street, excluding the (1) 15 minute space North of Glass Street
Glass Street [Added 5/19/14 BOS]	East	15 Minute parking only	Front of Lavalley's Store
Church Street [Added 5/19/14 BOS]	East	2 hrs; 6:00 a.m. to 10:00 p.m./ All except Sundays and holidays	Glass Street to Bank exit.

§ 191-20 Schedule VI: One-way Streets.

[Added 11-18-1996 by Ordinance No. 96-23]

In accordance with the provisions of § 191.7.2, the following described streets or parts thereof are hereby designated as one-way streets in the direction indicated^[CA3]:

Name of Street	Direction of Travel	Location
Central Street [Added 5-1-1998 by ord. No. 98-2]	East	For its full length from Main Street to Church Street
Crescent Street	North	For its full length from Glass Street to Central Street
Maple Street [Added by Board of Selectmen 9-19-2011 Public Hearing]	East	From High Street to Broadway
Pine Street Added by Board of Selectmen 9-19-2011 Public Hearing]	West	From Broadway to High Street

§ 191-21 Schedule VII: Speed Zones.

[Added 6-18-2001 by Ordinance No. 01-3]

In accordance with the provisions of § 191-7.1., the following described streets or parts thereof, shall be subject to the following speed limits:

Name of Street	MPH Limit	Location
Academy Road	35	Pembroke Street to Buck Street
Academy Road	25	In school zone while lights are flashing
Borough Road	30	Sheep Davis Road to North Pembroke Road
Brickett Hill Road	30	Pembroke Street to Fourth Range Road
Broadway	30	Pembroke Street to Fairview Avenue
Buck Street	30	Glass Street to Academy Road
Buck Street	35	Academy Road to Route 28
Commerce Way	30	Sheep Davis Road to Borough Road
Cross Country Road	30	Fourth Range Road to end
Dearborn Road [Added 9-16-2002 by Ord. No. 02-05]	30	Pembroke Street to Buck Street
Dover Road	45	Full length
Dudley Hill Road	30	Buck Street to Fourth Range Road
Fourth Range Road	30	Pembroke Hill Road to Borough Road
Horse Corner Road	30	Route 9 to Pembroke/Chichester town line
North Pembroke Road	30	Route 28 to Pembroke/Epsom town line
Pembroke Hill Road	30	Pembroke Street to Fourth Range Road
Pembroke Street	35	Pembroke/Allentown town line to Sand Road
Pembroke Street	45	Sand Road to Pembroke/Concord Town Line
Ricker Road	30	Route 9 to town line
Rosedale Lane	25	Borough Road East to Cul-de-sac
Route 28	50	Full length
Sheep Davis Road	45	Pembroke Street to Pembroke/Concord town line
Sixth Range Road	30	Rebecca Way to Sixth Range Rd @ class VI junction.
Third Range Road	30	Full length

§ 191-22 Schedule VIII: Truck Exclusions.

[Added 7-9-2001 by Ordinance No. 01-5]

In accordance with the provisions of § 191-4.1., trucks over the registered gross weight listed below are hereby excluded from the following streets or parts of streets described.

Name of Street	Weight	Location
Main Street	8 tons	Pembroke Street to Broadway

§ 191-23 Schedule IX: Handicap Load and Unload Locations.

[Added 1-10-2007 by Ordinance No. 2006-02]

The following described locations on streets or parts thereof are hereby designated as handicap active loading and unloading zones. No person shall park a vehicle upon the following streets or parts thereof without displaying official disability parking license plates or placards for the purpose of active loading and unloading.

Name of Street	Side	Location
Kimball Street	East	24 Kimball Street [CA4]

§ 191-244 Schedule X: Load and Unload Locations.

No vehicle may park on Village Lane in any area other than those officially marked or striped. However, it is permissible for delivery vehicles to park in the lane of travel while loading or unloading their deliveries. Fines will be based on Class III penalties. **[Amended 1/7/13 BOS]**

Updated ~~May 20, 2019~~ November 4, 2019

Town of Pembroke

2020 Town Budget proposal

Report # 29684

Statement Code: 3TownBudget

Account Number / Description	3 Years Prior Actual 1/1/2017 - 12/31/2017	2 Years Prior Budget 1/1/2018 - 12/31/2018	2 Years Prior Actual 1/1/2018 - 12/31/2018	1 Year Prior Revised 1/1/2019 - 12/31/2019	1 Year Prior Actual 1/1/2019 - 12/31/2019	2020 Budget 1/1/2020 - 12/31/2020	Budget Difference 1/1/2020 - 12/31/2020	Change %
41301 Elected Officials								
1000-41301-13000 Stipends - Selectmen	10,200.00	10,200.00	10,200.00	10,200.00	7,650.00	10,200.00	0.00	0.00 %
1000-41301-13001 Stipend - Treasurer	3,000.00	3,000.00	3,000.00	3,000.00	2,250.00	3,000.00	0.00	0.00 %
1000-41301-22000 Social Security - Elected	818.40	819.00	818.40	819.00	613.80	819.00	0.00	0.00 %
1000-41301-22500 Medicare - Elected	191.48	192.00	191.48	192.00	143.61	192.00	0.00	0.00 %
TOTAL 41301 Elected Officials	\$14,209.88	\$14,211.00	\$14,209.88	\$14,211.00	\$10,657.41	\$14,211.00	\$0.00	0.00 %
41302 Town Administration								
1000-41302-11000 Wages - TA	165,817.09	187,735.00	169,676.55	185,085.00	141,644.18	196,900.00	11,815.00	6.38 %
Notes: \$8527 is the increase for the 27 pay weeks for Salary and benefits								
1000-41302-14000 Overtime - TA	1.81	1.00	42.10	1.00	0.00	1.00	0.00	0.00 %
1000-41302-21000 Health Insurance - TA	22,606.00	25,459.00	25,459.54	26,270.00	21,835.12	26,903.00	633.00	2.41 %
Notes: 4.4% Increase								
1000-41302-21100 Dental Insurance - TA	2,764.71	3,202.00	3,199.92	3,274.00	2,727.90	3,402.00	128.00	3.91 %
Notes: 3.9% Increase								
1000-41302-21500 Life Insurance - TA	67.68	108.00	108.00	108.00	90.00	108.00	0.00	0.00 %
1000-41302-21900 Disability Insurance - TA	1,687.64	2,323.00	2,467.92	2,464.00	2,056.60	2,464.00	0.00	0.00 %
1000-41302-22000 Social Security - TA	10,210.41	11,770.00	10,374.12	11,610.00	8,681.74	12,322.00	712.00	6.13 %
1000-41302-22500 Medicare - TA	2,388.06	2,753.00	2,426.30	2,716.00	2,030.32	2,882.00	166.00	6.11 %
1000-41302-23000 NH Retirement - TA	16,559.04	19,539.00	19,143.13	20,438.00	15,875.18	21,341.00	903.00	4.42 %
1000-41302-29001 Training & Ed. - TA	35.00	250.00	0.00	250.00	105.00	250.00	0.00	0.00 %
1000-41302-31200 Contracted Services - TA	8,561.48	10,000.00	18,217.08	10,000.00	29,005.00	10,000.00	0.00	0.00 %
1000-41302-34100 Telephone - TA	4,722.03	4,500.00	4,813.74	4,500.00	4,225.61	4,500.00	0.00	0.00 %
1000-41302-44000 Office Equipment - TA	3,535.22	4,020.00	5,473.41	4,020.00	2,614.44	4,020.00	0.00	0.00 %
1000-41302-55000 Printing, TA	6,959.52	6,500.00	6,522.00	6,600.00	4,828.29	6,600.00	0.00	0.00 %
1000-41302-56000 Dues & Subscriptions - TA	6,014.00	6,165.00	6,090.00	6,083.00	6,263.00	6,083.00	0.00	0.00 %
Notes: Numbers not in yet								
1000-41302-62500 Postage - TA	3,363.46	4,000.00	3,153.29	4,000.00	3,824.28	4,000.00	0.00	0.00 %
1000-41302-68000 Office Supplies - TA	7,586.91	5,800.00	6,557.85	5,800.00	5,279.73	5,800.00	0.00	0.00 %

Town of Pembroke

2020 Town Budget proposal

Account Number / Description	3 Years Prior Actual	2 Years Prior Budget	2 Years Prior Actual	1 Year Prior Revised	1 Year Prior Actual	2020 Budget	Budget Difference	Change %
1000-41302-83000 Public Notices - TA	816.55	750.00	1,397.72	1,000.00	276.23	1,000.00	0.00	0.00 %
1000-41302-84000 Mileage Reimbursement - TA	0.00	200.00	0.00	200.00	0.00	200.00	0.00	0.00 %
1000-41302-86000 Computer/Software Maint - TA	8,623.50	9,100.00	9,054.68	9,555.00	9,507.41	9,555.00	0.00	0.00 %
TOTAL 41302 Town Administration	\$272,320.11	\$304,175.00	\$294,177.35	\$303,974.00	\$260,870.03	\$318,331.00	\$14,357.00	4.72 %
41401 Town Clerk								
1000-41401-11000 Wages - TC	83,137.82	85,257.00	83,804.91	84,727.00	69,644.45	92,895.00	8,168.00	9.64 %
Notes: \$4002 in the increase for salaries and benefits for the 27th pay week								
1000-41401-14000 Overtime - TC	0.00	0.00	0.00	0.00	182.16	0.00	0.00	---
1000-41401-21000 Health Insurance - TC	17,951.04	15,571.00	15,570.12	16,067.00	13,388.90	16,774.00	707.00	4.40 %
1000-41401-21100 Dental Insurance - TC	937.68	960.00	959.16	982.00	817.70	1,020.00	38.00	3.87 %
1000-41401-21500 Life Insurance - TC	32.76	36.00	36.00	36.00	30.00	36.00	0.00	0.00 %
1000-41401-21900 Disability Insurance - TC	787.44	788.00	894.24	895.00	745.20	895.00	0.00	0.00 %
1000-41401-22000 Social Security - TC	4,958.51	5,286.00	4,990.37	5,254.00	4,190.05	5,760.00	506.00	9.63 %
1000-41401-22500 Medicare - TC	1,159.73	1,237.00	1,167.09	1,229.00	979.97	1,345.00	116.00	9.44 %
1000-41401-23000 NH Retirement - TC	6,801.15	7,091.00	6,981.01	6,996.00	5,733.16	7,608.00	612.00	8.75 %
1000-41401-39000 Binding - Vital Records - TC	0.00	400.00	0.00	400.00	0.00	400.00	0.00	0.00 %
1000-41401-56000 Dues & Subscriptions - TC	65.00	60.00	35.00	60.00	55.00	60.00	0.00	0.00 %
1000-41401-56001 Meetings & Conferences - TC	0.00	550.00	180.00	550.00	538.00	600.00	50.00	9.09 %
1000-41401-62000 Department Supplies - TC	1,299.50	1,500.00	1,349.34	6,000.00	504.46	6,000.00	0.00	0.00 %
1000-41401-62500 Postage - TC	3,585.17	1,800.00	900.61	1,800.00	1,058.52	1,800.00	0.00	0.00 %
1000-41401-63000 Equipment Maintenance - TC	0.00	350.00	0.00	350.00	0.00	350.00	0.00	0.00 %
1000-41401-68000 Office Supplies - TC	115.02	450.00	215.89	450.00	316.64	450.00	0.00	0.00 %
1000-41401-84000 Mileage Reimbursement - TC	400.24	150.00	277.95	200.00	0.00	450.00	250.00	125.00 %
1000-41401-86000 Computer/Software Maint - TC	3,285.90	4,000.00	3,059.85	4,000.00	3,401.95	4,000.00	0.00	0.00 %
TOTAL 41401 Town Clerk	\$124,516.96	\$125,486.00	\$120,421.54	\$129,996.00	\$101,586.16	\$140,443.00	\$10,447.00	8.04 %
41402 Elections								
1000-41402-13000 Wages - EL	780.00	4,000.00	2,420.00	2,000.00	820.00	2,000.00	0.00	0.00 %
1000-41402-22000 Social Security - EL	48.36	248.00	150.04	124.00	50.84	124.00	0.00	0.00 %

Town of Pembroke

2020 Town Budget proposal

Account Number / Description	3 Years Prior Actual 1/1/2017 - 12/31/2017	2 Years Prior Budget 1/1/2018 - 12/31/2018	2 Years Prior Actual 1/1/2018 - 12/31/2018	1 Year Prior Revised 1/1/2019 - 12/31/2019	1 Year Prior Actual 1/1/2019 - 12/31/2019	2020 Budget 1/1/2020 - 12/31/2020	Budget Difference 1/1/2020 - 12/31/2020	Change %
1000-41402-22500 Medicare - EL	11.31	66.00	35.09	29.00	11.89	29.00	0.00	0.00 %
1000-41402-55000 Ballot & Elections Printing - EL	2,651.60	1,000.00	1,362.00	1,500.00	471.65	1,500.00	0.00	0.00 %
1000-41402-62000 Other Elections Supplies - EL	0.00	1,000.00	471.97	1,000.00	66.69	1,000.00	0.00	0.00 %
1000-41402-62500 Postage - EL	0.00	50.00	0.00	100.00	0.00	100.00	0.00	0.00 %
1000-41402-63000 Equipment Maintenance- EL	225.00	300.00	225.00	300.00	287.00	300.00	0.00	0.00 %
1000-41402-74000 Equipment Programming - EL	658.00	3,000.00	2,410.00	1,000.00	567.00	3,000.00	2,000.00	200.00 %
1000-41402-83000 Public Notices - EL	0.00	100.00	0.00	100.00	0.00	100.00	0.00	0.00 %
TOTAL 41402 Elections	\$4,374.27	\$9,764.00	\$7,074.10	\$6,153.00	\$2,275.07	\$8,153.00	\$2,000.00	32.50 %
41502 Auditing								
1000-41502-30100 Auditing Services	15,980.00	15,944.00	14,444.00	16,745.00	15,705.02	17,046.00	301.00	1.80 %
TOTAL 41502 Auditing	\$15,980.00	\$15,944.00	\$14,444.00	\$16,745.00	\$15,705.02	\$17,046.00	\$301.00	1.80 %
41504 Tax Collecting								
1000-41504-11000 Wages - TX	0.00	1.00	0.00	1.00	0.00	1.00	0.00	0.00 %
1000-41504-22000 Social Security - TX	0.00	1.00	0.00	1.00	0.00	1.00	0.00	0.00 %
1000-41504-22500 Medicare - TX	0.00	1.00	0.00	1.00	0.00	1.00	0.00	0.00 %
1000-41504-39006 Deed Research - TX	2,055.00	2,500.00	1,802.00	2,000.00	1,675.95	2,000.00	0.00	0.00 %
1000-41504-55000 Printing - TX	1,483.02	1,800.00	1,393.00	1,800.00	697.25	1,800.00	0.00	0.00 %
1000-41504-56000 Dues & Subscriptions - TX	20.00	20.00	20.00	20.00	0.00	20.00	0.00	0.00 %
1000-41504-56001 Meetings & Conferences - TX	0.00	250.00	0.00	250.00	0.00	250.00	0.00	0.00 %
1000-41504-62500 Postage - TX	3,521.20	4,200.00	3,921.82	4,200.00	4,237.58	4,200.00	0.00	0.00 %
1000-41504-68000 Office Supplies - TX	0.00	250.00	0.00	250.00	0.00	250.00	0.00	0.00 %
1000-41504-81100 Filing Fees - TX	680.72	1,000.00	567.22	1,000.00	743.95	1,000.00	0.00	0.00 %
1000-41504-86000 Computer/Software Maint - TX	4,367.36	4,500.00	4,542.05	4,700.00	4,723.73	4,935.00	235.00	5.00 %
TOTAL 41504 Tax Collecting	\$12,127.30	\$14,523.00	\$12,246.09	\$14,223.00	\$12,078.46	\$14,458.00	\$235.00	1.65 %
41506 Information System								
1000-41506-39005 Website Maint.	2,000.00	2,500.00	2,000.00	2,500.00	2,100.00	2,500.00	0.00	0.00 %

Town of Pembroke

2020 Town Budget proposal

Account Number / Description	3 Years Prior Actual	2 Years Prior Budget	2 Years Prior Actual	1 Year Prior Revised	1 Year Prior Actual	2020 Budget	Budget Difference	Change %
1000-411506-86000 Network System Maint.	4,086.32	5,500.00	7,596.85	5,500.00	5,006.09	5,500.00	0.00	0.00 %
TOTAL 41506 Information System	\$6,086.32	\$8,000.00	\$9,596.85	\$8,000.00	\$7,106.09	\$8,000.00	\$0.00	0.00 %
41509 Budget Committee								
1000-41509-11000 Wages - Budget Committee	814.64	1,100.00	830.88	1,100.00	581.70	1,100.00	0.00	0.00 %
1000-41509-22000 Social Security - BC	50.50	69.00	51.49	69.00	36.07	69.00	0.00	0.00 %
1000-41509-22500 Medicare - BC	11.80	16.00	12.05	16.00	8.45	16.00	0.00	0.00 %
1000-41509-55000 Printing - BC	67.50	150.00	315.89	150.00	197.75	200.00	50.00	33.33 %
1000-41509-83000 Public Notices - BC	238.75	300.00	124.15	300.00	459.87	300.00	0.00	0.00 %
TOTAL 41509 Budget Committee	\$1,183.19	\$1,635.00	\$1,334.46	\$1,635.00	\$1,283.84	\$1,685.00	\$50.00	3.06 %
41522 Assessing Services								
1000-41522-31200 Assessing Services (General)	59,377.72	86,000.00	40,625.91	43,000.00	19,877.45	42,000.00	(1,000.00)	(2.33)%
1000-41522-31201 Assessing Services (Utility)	39,342.57	25,000.00	19,837.20	25,000.00	11,037.98	20,000.00	(5,000.00)	(20.00)%
TOTAL 41522 Assessing Services	\$98,720.29	\$111,000.00	\$60,463.11	\$68,000.00	\$30,915.43	\$62,000.00	\$(6,000.00)	(8.82)%
41532 Legal Services								
1000-41532-32000 Legal Services	102,028.76	150,000.00	32,996.54	100,000.00	17,321.00	100,000.00	0.00	0.00 %
Notes: While we did not spend everything, we are still in litigation with a church, the utility companies and two potential developers								
TOTAL 41532 Legal Services	\$102,028.76	\$150,000.00	\$32,996.54	\$100,000.00	\$17,321.00	\$100,000.00	\$0.00	0.00 %
41911 Planning & Land Use Dept.								
1000-41911-11000 Wages - PLU	154,986.55	153,240.00	158,467.62	162,568.00	130,450.94	176,754.00	14,186.00	8.73 %
Notes: 53 pay weeks in 2020 and all three employees will have earned enough time for a sickleave buyout. COLA in 2019 is 2.8%								
27th pay week totals for salary and benefits are \$7714								
1000-41911-21000 Health Insurance - PLU	28,712.33	41,640.00	24,325.04	25,708.00	21,380.89	26,903.00	1,195.00	4.65 %
1000-41911-21100 Dental Insurance - PLU	2,359.80	3,202.00	2,372.62	2,470.00	2,057.90	2,567.00	97.00	3.93 %
1000-41911-21500 Life Insurance - PLU	81.90	108.00	94.50	108.00	90.00	108.00	0.00	0.00 %
1000-41911-21900 Disability Insurance - PLU	2,048.52	2,049.00	2,197.97	2,431.00	2,025.40	2,431.00	0.00	0.00 %

Town of Pembroke

2020 Town Budget proposal

Account Number / Description	3 Years Prior Actual	2 Years Prior Budget	2 Years Prior Actual	1 Year Prior Revised	1 Year Prior Actual	2020 Budget	Budget Difference	Change %
	1/1/2017 - 12/31/2017	1/1/2018 - 12/31/2018	1/1/2018 - 12/31/2018	1/1/2019 - 12/31/2019	1/1/2019 - 12/31/2019	1/1/2020 - 12/31/2020	1/1/2020 - 12/31/2020	
1000-41911-22000 Social Security - PLU	9,379.33	9,501.00	9,533.59	10,179.00	7,959.62	11,068.25	889.25	8.74 %
1000-41911-22500 Medicare - PLU	2,193.43	2,222.00	2,229.75	2,381.00	1,861.45	2,589.00	208.00	8.74 %
1000-41911-23000 NH Retirement - PLU	17,403.16	17,439.00	18,018.78	18,684.00	14,738.62	19,941.00	1,257.00	6.73 %
1000-41911-29001 Training & Education - PLU	1,670.80	960.00	675.00	1,500.00	32.50	1,500.00	0.00	0.00 %
1000-41911-31200 Contracted Serv - Planner	0.00	1.00	8,987.50	1.00	0.00	1.00	0.00	0.00 %
1000-41911-39007 Mapping Services - PLU	11,492.25	10,300.00	11,350.00	15,000.00	10,500.00	15,000.00	0.00	0.00 %
1000-41911-49001 Equipment - PLU	2,633.28	2,500.00	2,578.99	2,500.00	2,073.45	2,500.00	0.00	0.00 %
1000-41911-55000 Printing - PLU	499.74	250.00	1,248.02	1,500.00	424.47	1,500.00	0.00	0.00 %
1000-41911-56000 Dues & Subscriptions - PLU	790.00	610.00	150.00	400.00	175.00	400.00	0.00	0.00 %
1000-41911-56003 CNHRPC Dues - PLU	7,797.00	8,187.00	8,133.00	8,154.00	8,154.00	8,154.00	0.00	0.00 %
Notes: Actual Numbers not in yet								
1000-41911-62500 Postage - PLU	2,028.14	2,000.00	2,057.38	2,500.00	1,104.18	2,500.00	0.00	0.00 %
1000-41911-63500 Gas & Fuel - PLU	356.80	700.00	382.32	500.00	236.59	500.00	0.00	0.00 %
1000-41911-68000 Office Supplies - PLU	1,094.56	800.00	1,616.06	1,000.00	667.40	1,000.00	0.00	0.00 %
1000-41911-76001 Vehicle Maint & Repair - PLU	489.70	750.00	480.16	750.00	695.59	750.00	0.00	0.00 %
1000-41911-81100 Filing Fees - PLU	377.33	50.00	417.50	250.00	693.49	250.00	0.00	0.00 %
1000-41911-84000 Mileage Reimbursement - PLU	226.04	250.00	11.45	200.00	0.00	200.00	0.00	0.00 %
1000-41911-86000 Computer/Software Maint - PLU	5,510.00	5,840.00	23,670.00	6,015.00	5,840.00	20,496.00	14,481.00	240.75 %
Notes: Actual numbers not in yet from Assessing package. remaining \$14,000 is for new building software. Current package is outdated and no longer supported. If we have funds left in 19 we will purchase and remove from budget similar to what we did 1st year with the Assessing package								
TOTAL 41911 Planning & Land Use Dept.	\$252,130.66	\$262,599.00	\$278,997.25	\$264,799.00	\$211,161.49	\$297,112.25	\$32,313.25	12.20 %
41912 Planning Board								
1000-41912-11000 Wages - PB Secretary	4,433.82	3,100.00	3,354.68	3,100.00	2,424.02	3,100.00	0.00	0.00 %
1000-41912-22000 Social Security - PB	274.91	193.00	207.99	193.00	150.25	193.00	0.00	0.00 %
1000-41912-22500 Medicare - PB	64.29	45.00	48.65	45.00	35.14	45.00	0.00	0.00 %
1000-41912-39000 Contracted Services-PB	12,353.33	0.00	0.00	0.00	0.00	0.00	0.00	---
1000-41912-56001 Meetings & Conferences - PB	175.00	500.00	55.00	350.00	525.00	400.00	50.00	14.29 %
1000-41912-62000 Department Supplies - PB	0.00	200.00	173.00	200.00	306.26	200.00	0.00	0.00 %
1000-41912-62500 Certified Postage - PB	122.84	1,000.00	995.51	1,000.00	1,909.73	1,000.00	0.00	0.00 %

Town of Pembroke

2020 Town Budget proposal

Account Number / Description	3 Years Prior Actual	2 Years Prior Budget	2 Years Prior Actual	1 Year Prior Revised	1 Year Prior Actual	2020 Budget	Budget Difference	Change %
1000-41912-81000 Legal Hearing Notices - PB	6,919.20	3,500.00	3,442.16	3,500.00	2,232.83	3,500.00	0.00	0.00 %
TOTAL 41912 Planning Board	\$24,343.39	\$8,538.00	\$8,276.99	\$8,388.00	\$7,583.23	\$8,438.00	\$50.00	0.60 %
41913 Zoning Board								
1000-41913-11000 Wages - ZB Secretary	762.38	800.00	1,179.03	800.00	481.51	800.00	0.00	0.00 %
1000-41913-22000 Social Security - ZB	47.29	50.00	73.10	50.00	29.85	50.00	0.00	0.00 %
1000-41913-22500 Medicare - ZB	11.06	12.00	17.09	12.00	6.97	12.00	0.00	0.00 %
1000-41913-56001 Meetings & Dues - ZBA	220.00	250.00	126.75	250.00	248.75	300.00	50.00	20.00 %
1000-41913-62500 Certified Postage - ZB	496.69	700.00	1,395.47	700.00	1,197.23	700.00	0.00	0.00 %
1000-41913-81000 Legal Hearing Notices - ZB	1,328.15	2,000.00	2,526.12	2,000.00	1,121.27	2,200.00	200.00	10.00 %
TOTAL 41913 Zoning Board	\$2,865.57	\$3,812.00	\$5,317.56	\$3,812.00	\$3,085.58	\$4,062.00	\$250.00	6.56 %
41940 General Government Buildings								
1000-41940-11000 Wages - GB	12,411.09	20,303.00	19,767.98	19,959.00	9,617.45	20,000.00	41.00	0.21 %
1000-41940-22000 Social Security - GB	777.43	1,259.00	1,225.63	1,238.00	596.29	1,240.00	2.00	0.16 %
1000-41940-22500 Medicare - GB	181.81	295.00	286.63	290.00	139.46	290.00	0.00	0.00 %
1000-41940-41000 Electricity - Town Clock	430.93	600.00	437.36	600.00	347.54	650.00	50.00	8.33 %
1000-41940-41001 Electricity - Safety Center	20,045.26	20,000.00	21,027.84	21,000.00	14,564.04	21,000.00	0.00	0.00 %
1000-41940-41003 Electricity - Town Hall	4,928.36	6,000.00	4,867.02	6,000.00	3,091.13	6,000.00	0.00	0.00 %
1000-41940-41004 Electricity - Public Works	6,206.23	7,000.00	6,307.14	7,000.00	4,470.90	6,500.00	(500.00)	(7.14)%
1000-41940-41005 Electricity - P. Eaton Bldg.	3,502.56	3,500.00	4,784.80	5,000.00	2,851.45	5,000.00	0.00	0.00 %
1000-41940-41101 Heating Fuel - Safety Center	8,684.86	12,000.00	10,923.07	12,000.00	7,836.74	12,000.00	0.00	0.00 %
1000-41940-41103 Heating Fuel - Town Hall	1,959.73	2,500.00	2,264.49	2,500.00	1,848.55	2,500.00	0.00	0.00 %
1000-41940-41104 Heating Fuel - Public Works	3,880.29	6,000.00	5,110.18	6,000.00	4,146.57	6,000.00	0.00	0.00 %
1000-41940-41105 Heating Fuel - P. Eaton Bldg.	2,798.32	4,000.00	3,829.43	4,500.00	2,543.30	4,500.00	0.00	0.00 %
1000-41940-43000 Repair & Maint. - Town Clock	43.25	1,000.00	0.00	1,000.00	10.99	1,000.00	0.00	0.00 %
1000-41940-43001 Repair & Maint - Safety Center	23,365.17	15,000.00	17,609.22	15,000.00	14,523.59	16,000.00	1,000.00	6.67 %
1000-41940-43003 Repair & Maint - Town Hall	6,286.24	6,000.00	6,861.96	6,000.00	5,031.86	6,000.00	0.00	0.00 %
1000-41940-43004 Repair & Maint - Public Works	5,544.54	6,000.00	3,752.31	6,000.00	6,153.24	6,000.00	0.00	0.00 %
1000-41940-43005 Repair & Maint - P. Eaton Bldg.	4,676.22	3,400.00	7,739.53	3,400.00	2,109.49	3,400.00	0.00	0.00 %

Town of Pembroke

2020 Town Budget proposal

Report # 29684

Account Number / Description	3 Years Prior Actual	2 Years Prior Budget	2 Years Prior Actual	1 Year Prior Revised	1 Year Prior Actual	2020 Budget	Budget Difference	Change %
1000-41940-43007 Repair & Maint - Library	5,805.34	6,000.00	5,502.85	6,500.00	6,711.76	7,000.00	500.00	7.69 %
1000-41940-67002 Maint & Repair - Parks & Lots	397.76	600.00	435.92	600.00	102.21	600.00	0.00	0.00 %
TOTAL 41940 General Government Buildings	\$111,925.39	\$121,457.00	\$122,733.36	\$124,587.00	\$86,696.56	\$125,680.00	\$1,093.00	0.88 %
41951 Cemeteries								
1000-41951-39000 Contracted Mowing Services	15,750.00	22,670.00	21,165.00	22,670.00	16,690.30	24,000.00	1,330.00	5.87 %
1000-41951-43000 Marker Repairs & Cemetery Maint.	1,033.60	2,500.00	2,330.00	2,500.00	0.00	2,500.00	0.00	0.00 %
1000-41951-44000 Burials - CE	2,950.00	3,500.00	1,650.00	3,500.00	2,350.00	3,800.00	300.00	8.57 %
1000-41951-62000 Other Supplies - CE	9.89	50.00	5.57	50.00	4.28	50.00	0.00	0.00 %
1000-41951-83000 Public Notices - CE	0.00	150.00	0.00	150.00	0.00	150.00	0.00	0.00 %
TOTAL 41951 Cemeteries	\$19,743.49	\$28,870.00	\$25,150.57	\$28,870.00	\$19,044.58	\$30,500.00	\$1,630.00	5.65 %
41961 Liability Insurance								
1000-41961-52000 Liability Insurance	75,141.02	80,965.00	80,965.00	76,539.00	76,539.00	76,539.00	0.00	0.00 %
TOTAL 41961 Liability Insurance	\$75,141.02	\$80,965.00	\$80,965.00	\$76,539.00	\$76,539.00	\$76,539.00	\$0.00	0.00 %
41962 Liability Insurance Deductible								
1000-41962-52000 Liability Ins. Deductible	0.00	2,000.00	1,000.00	2,000.00	2,000.00	2,000.00	0.00	0.00 %
TOTAL 41962 Liability Insurance Deductible	\$0.00	\$2,000.00	\$1,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	0.00 %
41963 Unemployment								
1000-41963-52000 Unemployment Comp.	821.95	2,118.00	2,119.00	2,244.00	2,243.81	2,244.00	0.00	0.00 %
TOTAL 41963 Unemployment	\$821.95	\$2,118.00	\$2,119.00	\$2,244.00	\$2,243.81	\$2,244.00	\$0.00	0.00 %
41964 Workers Compensation								
1000-41964-52000 Workers Comp	54,328.52	52,280.00	52,279.00	59,485.00	32,817.65	59,485.00	0.00	0.00 %
TOTAL 41964 Workers Compensation	\$54,328.52	\$52,280.00	\$52,279.00	\$59,485.00	\$32,817.65	\$59,485.00	\$0.00	0.00 %
42101 Police Department								
1000-42101-11000 Wages - PD	732,414.89	770,353.00	757,464.30	797,420.00	607,612.01	872,290.00	74,870.00	9.39 %

Notes: 27th pay week totals for salaries and benefits are \$42,217

Town of Pembroke

2020 Town Budget proposal

Account Number / Description	3 Years Prior Actual	2 Years Prior Budget	2 Years Prior Actual	1 Year Prior Revised	1 Year Prior Actual	2020 Budget	Budget Difference	Change %
1000-42101-14000 Overtime - PD	29,477.59	40,000.00	30,853.11	40,000.00	34,206.13	50,000.00	10,000.00	25.00 %
1000-42101-15000 Court Time - PD	964.61	5,000.00	2,254.70	5,000.00	1,273.58	5,000.00	0.00	0.00 %
1000-42101-21000 Health Insurance - PD	256,923.45	248,346.00	235,313.01	248,233.00	187,979.28	262,595.00	14,362.00	5.79 %
1000-42101-21100 Dental Insurance - PD	15,209.37	18,478.00	17,137.86	18,981.00	13,701.62	18,981.00	0.00	0.00 %
1000-42101-21500 Life Insurance - PD	436.20	504.00	489.00	504.00	381.00	504.00	0.00	0.00 %
1000-42101-21900 Disability Insurance - PD	9,011.14	9,505.00	10,459.33	10,591.00	8,320.82	10,591.00	0.00	0.00 %
1000-42101-22000 Social Security - PD	5,428.19	5,865.00	5,552.39	5,806.00	4,492.94	6,229.00	423.00	7.29 %
1000-42101-22500 Medicare - PD	10,603.11	10,599.00	10,830.96	10,963.00	9,009.33	12,091.00	1,128.00	10.29 %
1000-42101-23000 NH Retirement - PD	191,439.83	217,162.00	205,625.75	225,329.00	171,327.09	240,827.00	15,498.00	6.88 %
1000-42101-24000 Tuition Reimbursement - PD	0.00	1.00	0.00	1.00	0.00	1.00	0.00	0.00 %
1000-42101-29000 Uniforms - PD	8,687.44	11,500.00	7,685.29	11,500.00	6,569.50	11,500.00	0.00	0.00 %
Notes: Outfit 12 Officers in uniforms for winter/summer wear to include replacement outdated ballistic vests or replacement from wear and tear								
1000-42101-29001 Training & Education - PD	6,739.94	7,000.00	6,551.57	7,000.00	1,548.48	7,000.00	0.00	0.00 %
Notes: All outside training classes that PSTC doesn't offer to include special training re-certs in firearms, tasers, pepper spray, and self defense, ammunition and firearms								
1000-42101-29002 Police Immunizations	0.00	1.00	0.00	1.00	0.00	1.00	0.00	0.00 %
1000-42101-33000 Animal Control	300.00	1,000.00	881.83	1,000.00	500.00	1,000.00	0.00	0.00 %
Notes: Potential housing fees, Licensing software, leashes, collars etc								
1000-42101-34100 Telephone - PD	12,069.20	13,000.00	12,300.88	13,000.00	9,084.55	13,000.00	0.00	0.00 %
Notes: verizon wireless, Comcast, Lobby phone								
1000-42101-39000 Prosecutor Services	15,983.00	18,500.00	15,683.00	19,425.00	15,683.00	19,500.00	75.00	0.39 %
1000-42101-39001 Community Education	975.75	1,000.00	1,304.87	1,000.00	529.98	1,000.00	0.00	0.00 %
Notes: DARE, Law enforcement against drugs								
1000-42101-39002 Criminal Investigations - PD	0.00	4,100.00	3,499.02	5,800.00	1,860.98	5,850.00	50.00	0.86 %
Notes: Evidence equipment, camera equipment, leads on line software, Trans union software, surveillance camera								
1000-42101-39008 Breathalyzer Services	500.00	1,500.00	947.32	1,500.00	855.89	1,500.00	0.00	0.00 %
Notes: blood tests, breath machine, new machine intox 9000								
1000-42101-39009 Pre-Employment Testing	1,364.50	3,000.00	1,198.90	3,000.00	1,973.96	3,000.00	0.00	0.00 %
1000-42101-39010 Dispatch Services - PD	38,327.00	45,000.00	41,318.00	45,000.00	20,066.50	45,000.00	0.00	0.00 %

Town of Pembroke

2020 Town Budget proposal

Report # 29684

Account Number / Description	3 Years Prior Actual	2 Years Prior Budget	2 Years Prior Actual	1 Year Prior Revised	1 Year Prior Actual	2020 Budget	Budget Difference	Change %
1000-42101-39012 Central NH Special Ops. Unit-PD	0.00	1.00	0.00	1.00	0.00	1.00	0.00	0.00 %
1000-42101-55000 Printing - PD	1,042.00	1,000.00	1,014.00	1,500.00	1,006.00	1,500.00	0.00	0.00 %
Notes: Parking tickets, warnings, parking reminders, must appear in court summons, blue house call cards, business cards, detail/leave requests								
1000-42101-56000 Due & Subscriptions - PD	739.25	1,700.00	506.00	800.00	195.00	700.00	(100.00)	(12.50)%
Notes: NH LEAP, NH COP, Concord Monitor, Concord Crime line								
1000-42101-56001 Meetings & Conferences - PD	285.00	500.00	285.00	500.00	284.00	500.00	0.00	0.00 %
1000-42101-62000 Department Supplies - PD	1,937.56	4,000.00	3,276.06	4,500.00	899.00	4,500.00	0.00	0.00 %
1000-42101-62500 Postage - PD	412.44	450.00	457.17	450.00	62.40	450.00	0.00	0.00 %
1000-42101-63500 Gas & Fuel - PD	18,257.74	30,000.00	22,687.54	30,000.00	14,077.18	30,000.00	0.00	0.00 %
1000-42101-68000 Office Supplies - PD	3,363.71	6,500.00	6,135.63	8,000.00	3,546.18	8,000.00	0.00	0.00 %
Notes: Copier, File shredding, cubicle, desks, file equipment, paper								
1000-42101-74000 Equipment Purchases - PD	6,867.15	9,200.00	6,912.99	9,200.00	4,166.94	9,200.00	0.00	0.00 %
Notes: 1 desktop computer/installation, 5Co2 meters, drone & equipment, tablet, gun replacement								
1000-42101-74001 Equip/Radio Repairs & Maint. - PD	1,733.90	2,000.00	1,827.93	2,000.00	558.24	2,000.00	0.00	0.00 %
Notes: batteries, radar certification, ear pieces, misc repairs								
1000-42101-76001 Vehicle Maint & Repair - PD	10,740.35	10,000.00	9,764.40	10,000.00	6,206.49	10,000.00	0.00	0.00 %
Notes: Tires, non warranty work, repairs, oil changes								
1000-42101-83000 Public Notices - PD	60.00	500.00	178.73	500.00	100.00	500.00	0.00	0.00 %
Notes: Job advertising, sign maintenance								
1000-42101-84000 Mileage Reimbursement - PD	101.76	250.00	103.66	250.00	0.00	250.00	0.00	0.00 %
1000-42101-86000 Computer/Software Maint - PD	13,349.08	13,000.00	11,079.29	15,064.00	10,001.08	21,800.00	6,736.00	44.72 %
Notes: tri tech software, maintenance								
TOTAL 42101 Police Department	\$1,395,745.15	\$1,510,515.00	\$1,431,579.49	\$1,553,819.00	\$1,138,079.15	\$1,676,861.00	\$123,042.00	7.92 %
42151 Ambulance - Contracted								
1000-42151-39000 Tri-Town Ambulance	226,632.00	224,635.00	224,635.00	147,822.00	73,911.00	221,974.00	74,152.00	50.16 %
TOTAL 42151 Ambulance - Contracted	\$226,632.00	\$224,635.00	\$224,635.00	\$147,822.00	\$73,911.00	\$221,974.00	\$74,152.00	50.16 %
42202 Fire Department								

Town of Pembroke

2020 Town Budget proposal

Account Number / Description	3 Years Prior Actual	2 Years Prior Budget	2 Years Prior Actual	1 Year Prior Revised	1 Year Prior Actual	2020 Budget	Budget Difference	Change %
1000-42202-11000 Wages - FD	165,328.11	183,750.00	163,130.32	190,614.00	138,060.43	188,500.00	(2,114.00)	(1.11)%
1000-42202-13000 Forest Fires payroll - FD	0.00	1,500.00	0.00	1,500.00	0.00	1,500.00	0.00	0.00 %
1000-42202-14000 Overtime - FD	0.00	0.00	28.64	0.00	675.35	0.00	0.00	---
1000-42202-21000 Health Insurance - FD	8,975.52	7,786.00	6,487.50	21,690.00	448.05	884.00	(20,806.00)	(95.92)%
Notes: Buyout								
1000-42202-21100 Dental Insurance - FD	484.44	496.00	413.00	1,786.00	0.00	0.00	(1,786.00)	(100.00)%
1000-42202-21500 Life Insurance - FD	36.00	36.00	27.00	36.00	0.00	36.00	0.00	0.00 %
1000-42202-21900 Disability Insurance - FD	652.08	462.00	558.09	520.00	339.72	520.00	0.00	0.00 %
1000-42202-22000 Social Security - FD	7,350.90	8,463.00	7,954.96	8,680.00	7,047.08	8,891.00	211.00	2.43 %
1000-42202-22500 Medicare - FD	2,368.26	2,686.00	2,358.22	2,785.00	2,016.79	2,753.00	(32.00)	(1.15)%
1000-42202-23000 NH Retirement - FD	14,187.79	14,216.00	11,348.98	14,759.00	7,842.77	13,143.00	(1,616.00)	(10.95)%
1000-42202-29001 Fire & EMS Training	929.35	3,500.00	3,157.03	4,120.00	810.00	3,120.00	(1,000.00)	(24.27)%
Notes: Outside Courses and instructors 3 @ \$500; FF1 classes 2 @ \$810								
1000-42202-34100 Telephone - FD	4,154.87	3,720.00	3,646.44	3,600.00	2,806.69	3,780.00	180.00	5.00 %
1000-42202-39010 Dispatch Services - FD	59,878.00	63,195.00	63,195.00	62,084.00	62,084.00	62,952.00	868.00	1.40 %
1000-42202-43000 Testing - FD	7,835.00	10,392.00	9,093.00	12,748.00	6,211.08	13,331.00	583.00	4.57 %
Notes: SCBA Fit testing 35 @ \$70; SCBA (Re-testing) \$500; Hydro Testing \$1998; SCBA Flow testing 28 @ \$161; Compressor testing \$1200; Pump testing \$675; Ladder Testing \$2000								
1000-42202-49001 Fire Alarm Maint. - FD	2,626.00	1,300.00	1,008.00	0.00	0.00	0.00	0.00	---
1000-42202-56000 Dues & Subscriptions - FD	1,345.00	1,350.00	1,495.00	1,350.00	0.00	1,350.00	0.00	0.00 %
Notes: NFPA								
1000-42202-62000 Fire & EMS Supplies	2,801.06	5,030.00	1,556.80	4,350.00	1,674.75	3,625.00	(725.00)	(16.67)%
Notes: 25 gallons Class A foam \$19 gallon; speedy dry \$250; Miscellaneous \$1500; Building supplies \$500; EMS supplies/re-hab supplies \$900								
1000-42202-62500 Postage - FD	42.50	50.00	25.00	50.00	62.15	75.00	25.00	50.00 %
1000-42202-63500 Gas & Fuel - FD	3,945.14	4,000.00	4,327.63	4,565.00	3,566.88	4,800.00	235.00	5.15 %
1000-42202-74000 Safety Equipment Purchases - FD	2,654.19	15,612.00	8,227.64	14,282.00	5,251.20	10,046.00	(4,236.00)	(29.66)%
Notes: Fire coats/pants 3 @ \$1625; Helmets 2 @ \$260; Helmet fonts 2 @ \$55; Nomex hoods 5 @ \$40; FF Boots 2 @ \$180; FF Gloves 10 @ \$75; FF gear annual preventative maintenance \$1690; Work uniform pants 10 @ \$54; Work uniform shirts 10 @ \$48; Work T shirts 25 @ \$8; Forestry shirts 2 @ \$80; Forestry gloves 5 @ \$5; forestry goggles 6 @ \$6; vehicle identification plates 5 @ \$20								

Town of Pembroke

2020 Town Budget proposal

Account Number / Description	3 Years Prior Actual	2 Years Prior Budget	2 Years Prior Actual	1 Year Prior Revised	1 Year Prior Actual	2020 Budget	Budget Difference	Change %
1000-42202-74001 Equipment Maint & Repairs - FD	4,000.25	3,715.00	6,550.05	3,715.00	1,699.54	6,240.00	2,525.00	67.97 %
Notes: Miscellaneous SCBA repairs \$1000; Compressor air quality test kit 4@\$135; cascade system repairs\$1000; gas meter maintenance \$1200; Small equipment repairs \$1500; Radio maintenance \$1000	5,466.04	6,912.00	3,319.32	1,614.00	0.00	3,619.00	2,005.00	124.23 %
1000-42202-74002 New Equipment - FD								
Notes: Small parts cleaner system \$500; Emergency road signs 3@\$300; Storz adaptors 2@\$217; Personal CO monitors 3@\$95; Short throw projector \$1500	7,094.43	10,586.00	5,006.86	14,460.00	0.00	14,333.00	(127.00)	(0.88)%
1000-42202-74003 Replacement Equipment - FD								
Notes: Four gas meter \$1800; Bathery chain saw \$700; Filing cabinets/chairs \$500; Floating pump \$3300; 5" Storz blind cap \$90; Pike poles 2@\$130; SCBA replacement bottles 2@\$1500; 2.5" gate valve \$183; Mobile radio \$3500;m Misc \$1000	16,060.99	5,700.00	6,466.70	6,890.00	9,920.34	19,157.00	12,267.00	178.04 %
1000-42202-76001 Vehicle Maint & Repair - FD								
Notes: 62E1 general Maintenance/pump repairs; 62E3 General maintenance; 62R1 General Maintenance/rust/4 rear tires/exhaust system; 62T1 General maintenance/3 batteries; 62FT1 General maintenance/Tire/Battery box; 62U1 General maintenance; 62F1 General maintenance/steering parts/battery	140.70	100.00	63.66	100.00	32.48	100.00	0.00	0.00 %
1000-42202-84000 Mileage Reimbursement - FD	4,859.93	5,900.00	4,985.14	6,940.00	938.50	5,150.00	(1,790.00)	(25.79)%
1000-42202-86000 Computer/Software Maint - FD								
Notes: Software 1 am responding \$650; Firehouse software \$4000; Misc \$ 500								
TOTAL 42202 Fire Department	\$323,216.55	\$360,457.00	\$314,429.98	\$383,238.00	\$251,487.80	\$367,905.00	\$(15,333.00)	(4.00)%
42290 Other Fire								
1000-42290-44000 Hydrant Rental	28,548.00	29,484.00	29,484.00	29,484.00	14,742.00	29,484.00	0.00	0.00 %
TOTAL 42290 Other Fire	\$28,548.00	\$29,484.00	\$29,484.00	\$29,484.00	\$14,742.00	\$29,484.00	\$0.00	0.00 %
42904 Emergency Management								
1000-42904-11000 Wages - EM	400.00	400.00	0.00	400.00	0.00	1.00	(399.00)	(99.75)%
1000-42904-22000 Social Security - EM	24.80	25.00	0.00	25.00	0.00	1.00	(24.00)	(96.00)%
1000-42904-22500 Medicare - EM	5.80	6.00	0.00	6.00	0.00	1.00	(5.00)	(83.33)%
1000-42904-29001 Training & Education - EM	5,500.00	1,750.00	1,750.00	16,625.00	5,600.00	1,000.00	(15,625.00)	(93.98)%
1000-42904-34100 Telephone - EM	1,553.70	1,550.00	1,993.41	1,738.00	1,321.65	1,762.00	24.00	1.38 %
1000-42904-62000 Department Supplies - EM	1,600.00	1,600.00	0.00	1,600.00	0.00	1,600.00	0.00	0.00 %
1000-42904-74000 Equipment -EM	488.80	1,500.00	0.00	1,500.00	0.00	1,500.00	0.00	0.00 %
TOTAL 42904 Emergency Management	\$9,573.10	\$6,831.00	\$3,743.41	\$21,894.00	\$6,921.65	\$5,865.00	\$(16,029.00)	(73.21)%

Town of Pembroke

2020 Town Budget proposal

Account Number / Description	3 Years Prior Actual 1/1/2017 - 12/31/2017	2 Years Prior Budget 1/1/2018 - 12/31/2018	2 Years Prior Actual 1/1/2018 - 12/31/2018	1 Year Prior Revised 1/1/2019 - 12/31/2019	1 Year Prior Actual 1/1/2019 - 12/31/2019	2020 Budget 1/1/2020 - 12/31/2020	Budget Difference 1/1/2020 - 12/31/2020	Change %
43111 Public Works Department								
1000-43111-11000 Wages - PWD	468,934.84	510,440.00	470,797.02	519,249.00	414,064.22	564,061.00	44,812.00	8.63 %
Notes: 27th pay week totals for salaries and benefits are \$24,890								
1000-43111-14000 Overtime Wages - PWD	40,101.68	34,000.00	38,377.37	36,500.00	31,053.79	37,500.00	1,000.00	2.74 %
1000-43111-16000 Part Time/Seasonal Wages - PWD	13,607.35	19,968.00	9,224.17	18,096.00	0.00	18,000.00	(96.00)	(0.53)%
1000-43111-21000 Health Insurance - PWD	193,225.47	185,292.00	159,593.57	185,290.00	153,160.80	191,553.00	6,263.00	3.38 %
1000-43111-21100 Dental Insurance - PWD	11,526.21	13,240.00	10,990.49	11,783.00	9,819.10	12,246.00	463.00	3.93 %
1000-43111-21500 Life Insurance - PWD	342.36	396.00	369.00	396.00	330.00	396.00	0.00	0.00 %
1000-43111-21900 Disability Insurance - PWD	6,493.06	6,753.00	7,213.21	7,584.00	6,319.70	7,584.00	0.00	0.00 %
1000-43111-22000 Social Security - PWD	31,807.09	34,994.00	30,612.26	35,579.00	26,029.37	37,297.00	1,718.00	4.83 %
1000-43111-22500 Medicare - PWD	7,438.78	8,184.00	7,159.37	8,322.00	6,087.48	8,723.00	401.00	4.82 %
1000-43111-23000 NH Retirement - PWD	58,821.88	61,924.00	57,484.01	63,208.00	50,130.28	67,236.00	4,028.00	6.37 %
1000-43111-29000 Uniforms - PWD	4,549.15	5,700.00	4,483.45	5,700.00	2,572.24	5,700.00	0.00	0.00 %
1000-43111-29001 Training & Education - PWD	1,090.00	1,400.00	1,086.98	1,400.00	960.00	1,500.00	100.00	7.14 %
1000-43111-31200 Contracted Services - PWD	0.00	3,000.00	1,425.00	3,000.00	300.00	3,000.00	0.00	0.00 %
1000-43111-34100 Telephone - PWD	3,882.45	4,200.00	4,002.18	4,200.00	3,757.85	4,300.00	100.00	2.38 %
1000-43111-39001 Striping Contract - PWD	11,649.57	12,500.00	12,089.46	13,299.00	13,055.39	13,299.00	0.00	0.00 %
1000-43111-39002 Street Sweeping - PWD	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,650.00	150.00	2.00 %
1000-43111-39003 Tree Cutting - PWD	4,329.35	2,000.00	304.58	2,000.00	632.13	3,000.00	1,000.00	50.00 %
1000-43111-39004 Storm Drain Cleaning/Repair - PWD	16,000.00	20,000.00	20,000.00	30,000.00	25,916.93	35,000.00	5,000.00	16.67 %
1000-43111-39010 Pager Services - PWD	161.28	275.00	161.28	275.00	120.96	275.00	0.00	0.00 %
1000-43111-44000 Equipment Rentals - PWD	2,150.81	8,000.00	883.44	8,000.00	668.47	5,000.00	(3,000.00)	(37.50)%
1000-43111-44001 Tower Rental	3,401.64	4,200.00	3,794.96	4,200.00	2,694.24	4,500.00	300.00	7.14 %
1000-43111-55000 Printing - PWD	499.35	600.00	446.00	600.00	0.00	600.00	0.00	0.00 %
1000-43111-56000 Dues & Subscriptions - PWD	548.05	500.00	553.05	800.00	550.04	800.00	0.00	0.00 %
1000-43111-56001 Meetings & Conferences - PWD	0.00	100.00	0.00	100.00	0.00	100.00	0.00	0.00 %
1000-43111-61000 Street Signs - PWD	2,082.74	2,000.00	1,252.27	2,000.00	1,559.50	2,000.00	0.00	0.00 %
1000-43111-62000 Department Supplies - PWD	3,383.20	1,500.00	1,216.97	1,500.00	546.22	1,500.00	0.00	0.00 %
1000-43111-62001 Fleet Tools & Parts - PWD	5,525.67	6,000.00	6,013.73	6,000.00	2,027.98	6,000.00	0.00	0.00 %

Town of Pembroke

2020 Town Budget proposal

Account Number / Description	3 Years Prior Actual	2 Years Prior Budget	2 Years Prior Actual	1 Year Prior Revised	1 Year Prior Actual	2020 Budget	Budget Difference	Change %
1000-43111-62500 Postage - PWD	85.73	100.00	94.31	100.00	186.46	100.00	0.00	0.00 %
1000-43111-63500 Gas & Fuel - PWD	36,887.16	50,000.00	43,554.19	50,000.00	31,564.98	50,000.00	0.00	0.00 %
1000-43111-68000 Office Supplies - PWD	345.78	600.00	397.45	700.00	509.57	600.00	(100.00)	(14.29)%
1000-43111-69000 Salt & Sand - PWD	56,642.30	50,000.00	57,762.59	50,000.00	40,873.47	50,000.00	0.00	0.00 %
1000-43111-73000 Road Maintenance and Improvement - PWD	11,071.47	38,000.00	31,592.40	40,000.00	15,415.72	40,000.00	0.00	0.00 %
1000-43111-74000 Machinery & Equip Purchases - PWD	0.00	725.00	18.81	725.00	0.00	800.00	75.00	10.34 %
1000-43111-74001 Equip/Radio Maint & Repair - PWD	295.00	1,000.00	792.10	1,000.00	86.65	1,000.00	0.00	0.00 %
1000-43111-74002 Safety Equipment - PWD	643.29	1,500.00	648.42	1,500.00	0.00	1,500.00	0.00	0.00 %
1000-43111-76001 Vehicle Maint & Repair - PWD	46,799.29	50,000.00	46,008.22	55,000.00	31,606.27	48,000.00	(7,000.00)	(12.73)%
1000-43111-83000 Public Notices - PWD	0.00	300.00	0.00	300.00	0.00	300.00	0.00	0.00 %
1000-43111-86000 Computer/Software Maint - PWD	1,373.68	2,300.00	1,951.18	2,500.00	1,136.18	2,300.00	(200.00)	(8.00)%
TOTAL 43111 Public Works Department	\$1,053,195.68	\$1,149,191.00	\$1,039,853.49	\$1,178,406.00	\$881,235.99	\$1,233,420.00	\$55,014.00	4.67 %
43112 Engineering								
1000-43112-31000 Engineering	0.00	0.00	0.00	5,000.00	0.00	25,000.00	20,000.00	400.00 %
TOTAL 43112 Engineering	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$25,000.00	\$20,000.00	400.00 %
43113 Union Contract								
1000-43113-10000 Union Contract	2,253.00	0.00	0.00	0.00	0.00	0.00	0.00	---
TOTAL 43113 Union Contract	\$2,253.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	---
43163 Street Lighting								
1000-43163-41000 Electricity - Street Lighting	41,243.47	44,000.00	41,744.09	30,000.00	10,130.17	18,000.00	(12,000.00)	(40.00)%
TOTAL 43163 Street Lighting	\$41,243.47	\$44,000.00	\$41,744.09	\$30,000.00	\$10,130.17	\$18,000.00	\$ (12,000.00)	(40.00)%
43231 Solid Waste Division								
1000-43231-62000 Department Supplies - SW	3,951.68	4,000.00	3,978.10	4,000.00	4,249.40	5,000.00	1,000.00	25.00 %
1000-43231-83200 Environmental Monitoring - SW	1,679.12	7,000.00	5,148.72	7,000.00	9,836.10	10,500.00	3,500.00	50.00 %
TOTAL 43231 Solid Waste Division	\$5,630.80	\$11,000.00	\$9,126.82	\$11,000.00	\$14,085.50	\$15,500.00	\$4,500.00	40.91 %

Town of Pembroke

2020 Town Budget proposal

Account Number / Description	3 Years Prior Actual 1/1/2017 - 12/31/2017	2 Years Prior Budget 1/1/2018 - 12/31/2018	2 Years Prior Actual 1/1/2018 - 12/31/2018	1 Year Prior Revised 1/1/2019 - 12/31/2019	1 Year Prior Actual 1/1/2019 - 12/31/2019	2020 Budget 1/1/2020 - 12/31/2020	Budget Difference 1/1/2020 - 12/31/2020	Change %
43243 Solid Waste Collection								
1000-43243-39000 CRSW/RCC Tipping	188,195.06	220,000.00	195,352.06	220,000.00	144,261.86	222,000.00	2,000.00	0.91 %
TOTAL 43243 Solid Waste Collection	\$188,195.06	\$220,000.00	\$195,352.06	\$220,000.00	\$144,261.86	\$222,000.00	\$2,000.00	0.91 %
43244 Solid Waste Division								
1000-43244-39000 Recycling	5,742.54	10,000.00	19,072.74	15,000.00	13,141.67	20,000.00	5,000.00	33.33 %
TOTAL 43244 Solid Waste Division	\$5,742.54	\$10,000.00	\$19,072.74	\$15,000.00	\$13,141.67	\$20,000.00	\$5,000.00	33.33 %
43245 Solid Waste Division								
1000-43245-39000 Hazardous Waste Removal	7,346.00	0.00	0.00	7,500.00	0.00	0.00	(7,500.00)	(100.00)%
1000-43245-39050 Used Oil/Antifreeze Disposal	609.93	450.00	471.62	450.00	399.62	500.00	50.00	11.11 %
TOTAL 43245 Solid Waste Division	\$7,955.93	\$450.00	\$471.62	\$7,950.00	\$399.62	\$500.00	\$(7,450.00)	(93.71)%
43249 Solid Waste Division								
1000-43249-39000 Container Removal	24,540.73	25,000.00	27,674.10	30,000.00	23,215.44	33,000.00	3,000.00	10.00 %
TOTAL 43249 Solid Waste Division	\$24,540.73	\$25,000.00	\$27,674.10	\$30,000.00	\$23,215.44	\$33,000.00	\$3,000.00	10.00 %
44110 Health Administration								
1000-44110-11000 Wages - HE	2,500.00	3,000.00	3,000.00	3,000.00	1,500.00	3,000.00	0.00	0.00 %
1000-44110-22000 Social Security - HE	155.00	186.00	186.00	186.00	93.00	186.00	0.00	0.00 %
1000-44110-22500 Medicare - HE	36.26	44.00	43.50	44.00	21.75	44.00	0.00	0.00 %
1000-44110-62000 Other Supplies - HE	0.00	150.00	0.00	150.00	0.00	150.00	0.00	0.00 %
TOTAL 44110 Health Administration	\$2,691.26	\$3,380.00	\$3,229.50	\$3,380.00	\$1,614.75	\$3,380.00	\$0.00	0.00 %
44410 Welfare Administration								
1000-44410-11000 Wages - WE	25,996.45	29,729.00	28,101.10	29,637.00	22,118.85	31,584.00	1,947.00	6.57 %
TOTAL 44410 Welfare Administration	\$25,996.45	\$29,729.00	\$28,101.10	\$29,637.00	\$22,118.85	\$31,584.00	\$1,947.00	6.57 %
Notes: 27 Pay weeks salary and benefit totals are \$1270								
1000-44410-22000 Social Security - WE	1,662.64	1,844.00	1,705.26	1,838.00	1,371.37	1,959.00	121.00	6.58 %
1000-44410-22500 Medicare - WE	388.84	432.00	398.81	430.00	320.71	458.00	28.00	6.51 %
1000-44410-56000 Dues & Subscriptions - WE	30.00	30.00	30.00	30.00	30.00	30.00	0.00	0.00 %
1000-44410-56001 Meetings & Conferences - WE	145.00	250.00	30.00	250.00	45.00	250.00	0.00	0.00 %

Town of Pembroke

2020 Town Budget proposal

Account Number / Description	3 Years Prior Actual	2 Years Prior Budget	2 Years Prior Actual	1 Year Prior Revised	1 Year Prior Actual	2020 Budget	Budget Difference	Change %
1000-44410-62500 Postage - WE	55.27	150.00	51.76	150.00	13.38	150.00	0.00	0.00 %
1000-44410-68000 Office Supplies - WE	333.97	150.00	35.49	150.00	19.99	150.00	0.00	0.00 %
1000-44410-86000 Computer Maint. - WE	0.00	500.00	870.99	500.00	0.00	500.00	0.00	0.00 %
TOTAL 44410 Welfare Administration	\$28,612.17	\$33,085.00	\$31,223.41	\$32,985.00	\$23,919.30	\$35,081.00	\$2,096.00	6.35 %
44411 CAP Contribution								
1000-44411-39000 CAP Contribution	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00	0.00	0.00 %
TOTAL 44411 CAP Contribution	\$21,000.00	\$21,000.00	\$21,000.00	\$21,000.00	\$21,000.00	\$21,000.00	\$0.00	0.00 %
44421 Direct Assistance								
1000-44421-00000 Direct Assistance	10,682.78	55,000.00	3,895.33	55,000.00	9,205.86	55,000.00	0.00	0.00 %
TOTAL 44421 Direct Assistance	\$10,682.78	\$55,000.00	\$3,895.33	\$55,000.00	\$9,205.86	\$55,000.00	\$0.00	0.00 %
45201 Recreation Administration								
1000-45201-11000 Wages - Rec	10,446.99	13,500.00	10,279.44	13,500.00	7,286.08	13,500.00	0.00	0.00 %
Notes: Maintenance of memorial Field \$11,100; Program Supervisor \$2400								
1000-45201-22000 Social Security - Rec	647.69	837.00	637.31	837.00	451.71	837.00	0.00	0.00 %
1000-45201-22500 Medicare - Rec	151.50	196.00	149.07	196.00	105.65	196.00	0.00	0.00 %
1000-45201-34100 Telephone - Rec	431.40	540.00	490.99	540.00	399.42	500.00	(40.00)	(7.41)%
1000-45201-41000 Electricity - Rec	1,506.38	1,500.00	1,688.80	1,600.00	1,164.79	1,750.00	150.00	9.38 %
1000-45201-43000 Improvements - Rec.Facilities	2,300.00	2,200.00	0.00	2,200.00	2,200.00	2,200.00	0.00	0.00 %
Notes: Pruning								
1000-45201-49000 Field Maint. - Rec	2,745.00	3,000.00	2,681.50	3,200.00	1,653.00	3,300.00	100.00	3.13 %
Notes: Aeration, fertilizer, grub control, slice/seed, lime								
1000-45201-62000 Department Supplies - Rec	4,982.16	6,300.00	7,358.13	6,300.00	5,284.19	6,400.00	100.00	1.59 %
1000-45201-63500 Gas & Fuel - Rec	470.40	500.00	633.05	500.00	594.80	550.00	50.00	10.00 %
1000-45201-76001 Vehicle Maint & Repairs - Rec	3,077.29	1,700.00	654.63	1,700.00	894.22	1,500.00	(200.00)	(11.76)%
1000-45201-88109 Community Programs - Rec	200.00	800.00	700.00	800.00	727.00	900.00	100.00	12.50 %
Notes: Fishing Derby \$200; Concerts \$700								

Town of Pembroke

2020 Town Budget proposal

Report # 29684

Account Number / Description	3 Years Prior Actual 1/1/2017 - 12/31/2017	2 Years Prior Budget 1/1/2018 - 12/31/2018	2 Years Prior Actual 1/1/2018 - 12/31/2018	1 Year Prior Revised 1/1/2019 - 12/31/2019	1 Year Prior Actual 1/1/2019 - 12/31/2019	2020 Budget 1/1/2020 - 12/31/2020	Budget Difference 1/1/2020 - 12/31/2020	Change %
TOTAL 45201 Recreation Administration	\$26,958.81	\$31,073.00	\$25,272.92	\$31,373.00	\$20,760.86	\$31,633.00	\$260.00	0.83 %
45830 Patriotic Purposes								
1000-45830-00000 Memorial Day	200.00	200.00	200.00	200.00	200.00	200.00	0.00	0.00 %
TOTAL 45830 Patriotic Purposes	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$0.00	0.00 %
45891 Old Home Day								
1000-45891-00000 Old Home Day	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00	0.00 %
1000-45891-11000 Wages - Old Home Day	2,823.49	3,000.00	1,594.28	3,000.00	2,075.68	3,000.00	0.00	0.00 %
1000-45891-22500 Medicare - Old Home day	40.02	44.00	23.11	44.00	29.66	44.00	0.00	0.00 %
1000-45891-23000 NH Retirement - Old Home Day	742.67	759.00	469.20	759.00	0.00	759.00	0.00	0.00 %
TOTAL 45891 Old Home Day	\$5,606.18	\$5,803.00	\$4,086.59	\$5,803.00	\$4,105.34	\$5,803.00	\$0.00	0.00 %
45892 Meet Me in Suncook								
1000-45892-00000 Meet Me in Suncook	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.00 %
TOTAL 45892 Meet Me in Suncook	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	0.00 %
45893 Christmas in the Village								
1000-45893-00000 Christmas in the Village	250.00	250.00	250.00	250.00	0.00	250.00	0.00	0.00 %
TOTAL 45893 Christmas in the Village	\$250.00	\$250.00	\$250.00	\$250.00	\$0.00	\$250.00	\$0.00	0.00 %
46110 Conservation Commission								
1000-46110-00000 Conservation Land Maintenance	0.00	500.00	0.00	500.00	0.00	0.00	(500.00)	(100.00)%
1000-46110-39000 Professional Services-Conservation	0.00	2,000.00	2,000.00	2,424.00	3,337.00	3,000.00	576.00	23.76 %
1000-46110-55000 Printing - CC	0.00	75.00	0.00	75.00	0.00	0.00	(75.00)	(100.00)%
1000-46110-56000 Dues & Subscriptions	363.00	350.00	663.00	350.00	575.00	300.00	(50.00)	(14.29)%
1000-46110-56001 Meeting & Conferences - CC	545.92	100.00	180.00	100.00	0.00	200.00	100.00	100.00 %
1000-46110-62500 Postage - CC	6.56	1.00	0.00	1.00	0.00	0.00	(1.00)	(100.00)%
1000-46110-68000 Supplies - CC	0.00	250.00	62.00	250.00	0.00	500.00	250.00	100.00 %
TOTAL 46110 Conservation Commission	\$915.48	\$3,276.00	\$2,905.00	\$3,700.00	\$3,912.00	\$4,000.00	\$300.00	8.11 %

Town of Pembroke

2020 Town Budget proposal

Report # 29684

Account Number / Description	3 Years Prior Actual 1/1/2017 - 12/31/2017	2 Years Prior Budget 1/1/2018 - 12/31/2018	2 Years Prior Actual 1/1/2018 - 12/31/2018	1 Year Prior Revised 1/1/2019 - 12/31/2019	1 Year Prior Actual 1/1/2019 - 12/31/2019	2020 Budget 1/1/2020 - 12/31/2020	Budget Difference 1/1/2020 - 12/31/2020	Change %
46510 Economic Development								
1000-46510-11000 Recording Wages - EDC	0.00	1.00	0.00	1.00	0.00	1.00	0.00	0.00 %
1000-46510-22000 Social Security - EDC	0.00	1.00	0.00	1.00	0.00	1.00	0.00	0.00 %
1000-46510-22500 Medicare - EDC	0.00	1.00	0.00	1.00	0.00	1.00	0.00	0.00 %
1000-46510-32000 Consulting Services - EDC	0.00	100.00	0.00	100.00	0.00	100.00	0.00	0.00 %
1000-46510-39000 Marketing, Advertising & Promo - EDC	0.00	50.00	0.00	50.00	0.00	50.00	0.00	0.00 %
1000-46510-55000 Printing - EDC	0.00	50.00	0.00	50.00	0.00	50.00	0.00	0.00 %
1000-46510-56000 Dues & Subscriptions - EDC	0.00	1.00	0.00	1.00	0.00	1.00	0.00	0.00 %
1000-46510-56001 Meetings & Conferences - EDC	0.00	1.00	0.00	1.00	0.00	1.00	0.00	0.00 %
1000-46510-62500 Postage - EDC	0.00	50.00	0.00	50.00	0.00	50.00	0.00	0.00 %
1000-46510-68000 Supplies - EDC	0.00	50.00	0.00	50.00	0.00	50.00	0.00	0.00 %
1000-46510-83000 Public Notices - EDC	0.00	50.00	0.00	50.00	0.00	50.00	0.00	0.00 %
TOTAL 46510 Economic Development	\$0.00	\$355.00	\$0.00	\$355.00	\$0.00	\$355.00	\$0.00	0.00 %
47112 Principal - General Obligation Bonds								
1000-47112-98000 Principal - General Obligation Bonds	380,000.00	571,000.00	571,000.00	600,000.00	600,000.00	600,000.00	0.00	0.00 %
Notes: Upper Beacon \$300,000; \$100,000 Safety Center; \$200,000 TIF								
TOTAL 47112 Principal - General Obligation Bonds	\$380,000.00	\$571,000.00	\$571,000.00	\$600,000.00	\$600,000.00	\$600,000.00	\$0.00	0.00 %
47212 Interest - General Obligation Bonds								
1000-47212-98100 Interest - General Obligation Bonds	52,110.00	191,780.00	191,779.42	179,450.00	179,450.00	157,450.00	(22,000.00)	(12.26)%
Notes: Upper Beacon \$14,700; Safety Center \$18,150; TIF \$124,600								
TOTAL 47212 Interest - General Obligation Bonds	\$52,110.00	\$191,780.00	\$191,779.42	\$179,450.00	\$179,450.00	\$157,450.00	\$(22,000.00)	(12.26)%
47901 Interest on TANs/LOCs								
1000-47901-98100 Interest on TANs/LOCs	0.00	1.00	0.00	1.00	0.00	1.00	0.00	0.00 %
TOTAL 47901 Interest on TANs/LOCs	\$0.00	\$1.00	\$0.00	\$1.00	\$0.00	\$1.00	\$0.00	0.00 %
49020 CO - Vehicle/Equipment Purchases								
1000-49020-00050 Capital Vehicles/Equipment - PW	213,390.37	18,709.00	17,447.93	176,000.00	92,620.00	175,000.00	(1,000.00)	(0.57)%

Town of Pembroke

2020 Town Budget proposal

Account Number / Description	3 Years Prior Actual 1/1/2017 - 12/31/2017	2 Years Prior Budget 1/1/2018 - 12/31/2018	2 Years Prior Actual 1/1/2018 - 12/31/2018	1 Year Prior Revised 1/1/2019 - 12/31/2019	1 Year Prior Actual 1/1/2019 - 12/31/2019	2020 Budget 1/1/2020 - 12/31/2020	Budget Difference 1/1/2020 - 12/31/2020	Change %
Notes: Loader								
1000-49020-00051 Capital Vehicles/Equipment - FD	0.00	0.00	0.00	748,414.00	690,929.00	0.00	(748,414.00)	(100.00)%
1000-49020-00053 Capital Vehicles/Equipment - PD	71,126.09	45,859.00	45,509.43	56,000.00	5,118.77	97,390.00	41,390.00	73.91 %
Notes: Admin vehicle \$45,195; Cruiser \$52,195								
TOTAL 49020 CO - Vehicle/Equipment Purchases	\$284,516.46	\$64,568.00	\$62,957.36	\$980,414.00	\$788,667.77	\$272,390.00	\$(708,024.00)	(72.22)%
49022 CO - Equipment (Minor) Purchases								
1000-49022-00050 Minor Capital Equipment - PW	0.00	0.00	0.00	7,024.00	7,024.00	0.00	(7,024.00)	(100.00)%
TOTAL 49022 CO - Equipment (Minor) Purchases	\$0.00	\$0.00	\$0.00	\$7,024.00	\$7,024.00	\$0.00	\$(7,024.00)	(100.00)%
49030 CO - Buildings								
1000-49030-00706 Recreation Structures Improvements	0.00	0.00	0.00	0.00	0.00	17,130.00	17,130.00	---
Notes: Basketball court coating \$5,473; tennis Courts crack repair \$2,557; fencing basketball court \$7,800; Fencing \$1,300 Little League major field replace center field gate								
TOTAL 49030 CO - Buildings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,130.00	\$17,130.00	---
49091 CO - Facilities								
1000-49091-00059 Cemetery	14,827.00	9,000.00	8,485.00	0.00	0.00	0.00	0.00	---
1000-49091-00708 Town Clock	0.00	0.00	0.00	34,420.00	34,420.00	0.00	(34,420.00)	(100.00)%
1000-49091-00709 Energy Improvements	1,240.00	0.00	0.00	0.00	0.00	0.00	0.00	---
TOTAL 49091 CO - Facilities	\$16,067.00	\$9,000.00	\$8,485.00	\$34,420.00	\$34,420.00	\$0.00	\$(34,420.00)	(100.00)%
49093 CO - Infrastructure Improvements								
1000-49093-73001 Major Road Construction	0.00	1,200,000.00	1,200,000.00	0.00	0.00	0.00	0.00	---
1000-49093-73002 Road Repair/Reconstruction	217,660.04	323,115.00	207,531.73	277,950.00	277,949.99	285,300.00	7,350.00	2.64 %
1000-49093-73008 Crack Sealing	0.00	0.00	0.00	20,000.00	19,999.56	20,000.00	0.00	0.00 %
TOTAL 49093 CO - Infrastructure Improvements	\$217,660.04	\$1,523,115.00	\$1,407,531.73	\$297,950.00	\$297,949.55	\$305,300.00	\$7,350.00	2.47 %
49095 CO - Municipal Technology								
1000-49095-00057 Municipal Technology	0.00	3,600.00	3,600.00	3,600.00	3,000.00	3,600.00	0.00	0.00 %
TOTAL 49095 CO - Municipal Technology	\$0.00	\$3,600.00	\$3,600.00	\$3,600.00	\$3,000.00	\$3,600.00	\$0.00	0.00 %

Town of Pembroke

2020 Town Budget proposal

Account Number / Description	3 Years Prior Actual 1/1/2017 - 12/31/2017	2 Years Prior Budget 1/1/2018 - 12/31/2018	2 Years Prior Actual 1/1/2018 - 12/31/2018	1 Year Prior Revised 1/1/2019 - 12/31/2019	1 Year Prior Actual 1/1/2019 - 12/31/2019	2020 Budget 1/1/2020 - 12/31/2020	Budget Difference 1/1/2020 - 12/31/2020	Change %
49121 Transfers to Library								
1000-49121-91000 Transfers to Library	228,450.00	231,572.00	231,572.00	255,426.00	255,426.00	246,697.00	(8,729.00)	(3.42)%
TOTAL 49121 Transfers to Library	\$228,450.00	\$231,572.00	\$231,572.00	\$255,426.00	\$255,426.00	\$246,697.00	\$(8,729.00)	(3.42)%
49141 Transfers to Sewer								
1000-49141-95000 Transfers to Sewer	1,057,783.00	1,230,586.00	1,230,586.00	1,061,127.00	1,061,127.00	1,061,127.00	0.00	0.00 %
TOTAL 49141 Transfers to Sewer	\$1,057,783.00	\$1,230,586.00	\$1,230,586.00	\$1,061,127.00	\$1,061,127.00	\$1,061,127.00	\$0.00	0.00 %
49142 Transfers to Water								
1000-49142-95000 Transfers to Water	914,457.00	883,904.00	883,904.00	898,793.00	898,793.00	898,793.00	0.00	0.00 %
TOTAL 49142 Transfers to Water	\$914,457.00	\$883,904.00	\$883,904.00	\$898,793.00	\$898,793.00	\$898,793.00	\$0.00	0.00 %
49150 Transfers to Capital Reserve Funds								
1000-49150-00050 Trans to CRF - PWD Equip	150,000.00	200,000.00	200,000.00	150,000.00	150,000.00	90,000.00	(60,000.00)	(40.00)%
1000-49150-00051 Trans to CRF - Fire Major/Vehic. Equip	135,000.00	135,000.00	135,000.00	140,000.00	140,000.00	140,000.00	0.00	0.00 %
1000-49150-00052 Trans to CRF - Fire Small Equip	20,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.00	0.00 %
1000-49150-00053 Trans to CRF - Police Cruisers	50,000.00	55,000.00	55,000.00	55,000.00	55,000.00	55,000.00	0.00	0.00 %
1000-49150-00054 Trans to CRF - Police Small Equip.	13,500.00	13,500.00	13,500.00	10,000.00	10,000.00	0.00	(10,000.00)	(100.00)%
1000-49150-00055 Trans to CRF - Muni Facilities	50,000.00	10,000.00	10,000.00	40,000.00	40,000.00	40,000.00	0.00	0.00 %
1000-49150-00056 Trans to CRF - Rec. Facilities	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	---
1000-49150-00059 Trans to CRF - Assessment Updates	32,500.00	32,500.00	32,500.00	32,500.00	32,500.00	32,500.00	0.00	0.00 %
1000-49150-00061 Trans to CRF - Roadway & Infrastructure	0.00	0.00	0.00	0.00	0.00	60,000.00	60,000.00	---
TOTAL 49150 Transfers to Capital Reserve Funds	\$466,000.00	\$456,000.00	\$456,000.00	\$437,500.00	\$437,500.00	\$427,500.00	\$(10,000.00)	(2.29)%
49160 Transfers to Trust & Agency Funds								
1000-49160-00000 Transfers to Trust & Agency Funds	0.00	10,000.00	10,000.00	10,000.00	10,000.00	35,000.00	25,000.00	250.00 %
1000-49160-00001 Transfer to Energy Capital Reserve	0.00	0.00	0.00	15,000.00	15,000.00	0.00	(15,000.00)	(100.00)%
TOTAL 49160 Transfers to Trust & Agency Funds	\$0.00	\$10,000.00	\$10,000.00	\$25,000.00	\$25,000.00	\$35,000.00	\$10,000.00	40.00 %
GRAND TOTAL	\$8,220,279.26	\$10,238,488.00	\$9,631,447.71	\$9,803,025.00	\$8,146,657.69	\$9,342,586.25	\$(460,438.75)	(4.70)%

Town of Pembroke

2020 Town Budget proposal

Report # 29684

Account Number / Description	3 Years Prior Actual	2 Years Prior Budget	2 Years Prior Actual	1 Year Prior Revised	1 Year Prior Actual	2020 Budget 1/1/2020 - 12/31/2020	Budget Difference 1/1/2020 - 12/31/2020	Change %
	1/1/2017 - 12/31/2017	1/1/2018 - 12/31/2018	1/1/2018 - 12/31/2018	1/1/2019 - 12/31/2019	1/1/2019 - 12/31/2019	1/1/2020 - 12/31/2020	1/1/2020 - 12/31/2020	



October 10, 2019

Mr. David Jodoin
Town Administrator
Town of Pembroke
311 Pembroke Street
Pembroke, NH 03275

RECEIVED

OCT 11 2019

TOWN OF
PEMBROKE, NH

Dear Mr. Jodoin:

The HealthTrust Board of Directors met on October 7, 2019 to set renewal rates for the 2020 renewal period. Enclosed are your Group's renewal rates for medical coverage for the period of January 1, 2020 through December 31, 2020. Also included are the renewal rates for dental, life, short-term and long-term disability coverage, if applicable. Your Benefits Advisor can work directly with you to provide alternative benefit options and applicable rates. Please see the enclosed transmittal for your Group's specific renewal rates for all your coverage lines.

Medical Rates

The rate adjustment for all Member Groups renewing medical coverage for January 2020 is an *overall average increase of 7.1%*, primarily due to projected medical and prescription trend and increased claims utilization. ***Your Group's rate change will vary from this overall average increase based in part on your Group's own claims experience.*** If you are a Group in the Small Group Rating Tier (50 and Under), or part of a combined rating group, your rate reflects the claims experience of that combined rating group.

Dental Rates

For Member Groups currently participating in HealthTrust's dental coverage, there is an *increase of 3.9%* for all Member Groups primarily due to projected dental trend.

Short-Term Disability Coverage

For Member Groups currently participating in HealthTrust's short-term disability coverage, there is an *overall average rate increase of 8.5%* for calendar year 2020 due to increased claims volume and average claim duration. ***However, your Group's actual rate adjustment will vary from the overall increase depending on your Group's experience and demographic make-up.***

Long-Term Disability Coverage

For Member Groups currently participating in HealthTrust's long-term disability coverage, your rate will *decrease by 15%*. *Rates will remain the same for all Member Groups that added coverage on January 1, 2019 or later.* If your Group has had a recent benefit change, your rate adjustment may vary from this standard adjustment. These rate adjustments are based on contractual negotiations influenced by the positive experience of the covered Member Groups.

Life Coverage

For Member Groups that participate in HealthTrust's life coverage and who have 10 or more employees, rates for your life coverage will *decrease by 15%*. For Groups with fewer than 10 employees that participate in the life coverage with standard benefits, rates will *decrease to \$.18 for each \$1,000 of benefit.* *Rates will remain the same for all Member Groups that added coverage on January 1, 2019 or later.* These rate reductions apply only to Base Life coverage; Accidental Death &

Dismemberment, Dependent Life and Supplemental Life rates will remain the same. If your Group has had a recent benefit change, your rate adjustment may vary from this standard adjustment. These rate adjustments are based on contractual negotiations influenced by the positive experience of the covered Member Groups.

Benefit Advantage

For Member Groups currently participating in HealthTrust's Benefit Advantage Health Reimbursement Arrangement (HRA) and enhanced Flexible Spending Account (FSA) services, *there is no change to the per participant/per month rates*. FSA and HRA administration services per participant/per month fees are waived for participants enrolled in the following HealthTrust medical plans: AB15/40IPDED, ABSOS20/40/1KDED, ABSOS25/50/3KDED, ABSOS30/60/5KDED, ABHD/5K/20COIN and LUMENOS2500.

Enclosures

Please review these enclosures for additional details on your renewal, the rating process, and benefit enhancements and updates:

- Group Transmittal (*includes monthly contribution rates for all your coverage lines*)
- Group Medical Rate Exhibit (*includes monthly contribution rates for existing benefit options and alternatives*)
- How Your Rate is Determined - *The Rating Process, Capital Adequacy Reserve and Return of Surplus*
- 2020 Plan Enhancements and Updates

Timeline

Benefit Changes Notification Deadline - November 27, 2019

Your Benefits Advisor, Candace Schaefer, will be contacting you to discuss the renewal and work with you to review available options and assist with any changes you may be considering. Please note that requests for any coverage changes must be communicated to us and completed prior to November 27, 2019 to be effective January 1, 2020.

Renewal Transmittal Deadline - December 13, 2019

The signed renewal transmittal must be returned to HealthTrust by December 13, 2019 to renew coverage for January 1, 2020. Transmittals not received by December 13th may result in claim payment delays.

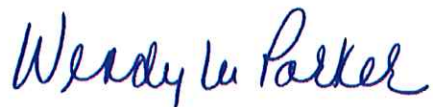
Meet with your Benefits and Wellness Advisors

Your Benefits Advisor is available to work with you to schedule meetings to review the following key education and reporting tools.

- **Benefit Education Sessions** – *New PowerPoint Presentation format* – a customized Benefit Education presentation to make it even easier to educate your employees about their benefit plans, medical consumerism, and wellness programs, including how they can access tools and resources through the *Enhanced* HealthTrust Secure Enrollee Portal and HealthTrust Mobile.
- **Rating Summary** – a report showing how your Group's rates were calculated. (*Also available to Small Groups showing the 50 and under summary*)
- **Stewardship Report** (*for Groups with 100 or more Enrollees*) – a detailed report showing your Group's membership data, medical and prescription claims utilization data, wellness program participation and recommendations.

Thank you for your continued participation with HealthTrust. If you have any questions or concerns, please do not hesitate to contact Candace at 800.527.5001.

Sincerely,

A handwritten signature in blue ink that reads "Wendy Lee Parker". The signature is fluid and cursive, with the first name "Wendy" being the most prominent.

Wendy Lee Parker
Executive Director

Enclosures



Town of Pembroke ("Member")

Member hereby elects the following HealthTrust, Inc. ("HealthTrust") coverage(s):

Medical Coverage and Rates

January 2020 Medical Renewal

The following rates shall apply from January 1, 2020 to December 31, 2020

Rating Renewal January
Probationary Period 0M

Rating Tier Large
Rating Type Combined

Benefit Option(s)	Single	2-Person	Family
BC3T10(01L)-RX10/20/45/3K(L)	\$965.86	\$1,931.72	\$2,607.83
AB5(01L)-RX10/20/45/3K(L)	\$898.81	\$1,797.62	\$2,426.79
AB20(01L)-R10/25/40M10/40/70/3K(L)	\$822.23	\$1,644.46	\$2,220.02
MC3(01L)-RX10/20/45(LCY)	\$569.04		
MC3(01L)-R10/25/40M10/40/70(LCY)	\$550.52		
MCNRX(01L)	\$227.58		

Monthly rates and continued Member Group coverage are subject to applicable HealthTrust minimum participation requirements including, without limitation:

- 1) at least 75% participation of Eligible Employees who do not otherwise have group medical coverage; and
- 2) Employees who elect to cover dependents must enroll all of their Eligible Dependents (other than dependent children age 19 and over) who do not otherwise have group medical coverage.

HealthTrust reserves the right to change these rates at any time if there is a 10% or more increase or decrease in enrollment.

PROBATIONARY PERIOD EXCEPTIONS

None

SPECIAL NOTES

-Coverage includes Domestic Partner (same sex and opposite sex) Rider.

-Member participates in a *Combination of Entities* agreement for medical coverage rating purposes. The *Combination of Entities* is comprised of:

BCEP Solid Waste, Town of Allenstown, Town of Barnstead, Town of Chichester, Town of Epsom, Town of Pembroke, Town of Pittsfield, Town of Strafford.

Dental Coverage and Rates

January 2020 Dental Renewal

The following rates shall apply from January 1, 2020 to December 31, 2020

Rating Renewal January
Probationary Period OM

Benefit Option(s)	Single	2-Person	Family
OPTION 1	\$43.89	\$84.96	\$154.57

Monthly rates and continued Member Group coverage are subject to applicable HealthTrust minimum participation requirements including, without limitation:

- 1) at least 75% participation of Eligible Employees who do not otherwise have dental coverage; and
- 2) Employees who elect to cover dependents must enroll all of their Eligible Dependents (other than dependent children age 19 and over) who do not otherwise have dental coverage.

BENEFIT SCHEDULE

Benefit Option(s)	Coverage A	Coverage B	Coverage C	Plan Year Maximum	Coverage D	Coverage D Maximum	Deductible
OPTION 1	100%	80%	50%	\$1,000	50%	\$1,000	\$25/\$75

PROBATIONARY PERIOD EXCEPTIONS

None

SPECIAL NOTES

-Coverage includes Domestic Partner (same sex and opposite sex) Rider.

BILLING SERVICES

Member Group has separately contracted with HealthTrust for the following Billing Services with respect to any selected medical and dental plan coverages:

☒ COBRA ☒ Retirees

ADDITIONAL TERMS

SBC Compliance: HealthTrust, Inc. agrees to prepare and provide Member with a Summary of Benefits and Coverage ("SBC") for each medical plan coverage option listed on this transmittal. Member must distribute the SBCs to applicable eligible individuals. These obligations will be performed in accordance with (i) the statutory and regulatory requirements for SBCs under the Affordable Care Act ("ACA"), and (ii) related SBC compliance information provided to Member by HealthTrust, Inc.

Maximum Probationary Period Compliance: The eligibility conditions and probationary period requirements for enrollment in each medical plan coverage option listed on this transmittal must comply with the 90-Day Maximum Waiting Period rule of the ACA.

Agreement and Authorization

Member agrees that the coverages elected herein are subject to the terms and conditions of the HealthTrust Membership Agreement, the HealthTrust Bylaws and applicable Coverage Documents.

Member hereby authorizes HealthTrust, Inc. to execute and deliver any and all documents necessary to effectuate the enrollment of the Member and its Employees into the coverage(s) listed on this transmittal.

For the Member, duly authorized

Title

Date

For HealthTrust, Inc.

Title

Date



Medical Rate Exhibit

Town of Pembroke

Rating Renewal: January

Rating Tier: Large

Rating Type: Combined

Current Benefit Option(s)	Enrollment Type	Enrollee Counts	1/19 Rates	1/20 Rates	% Change
BC3T10(01)-RX10/20/45/3K(L)	Single	1	\$925.16	\$965.86	4.4%
	2-Person	1	\$1,850.31	\$1,931.72	4.4%
	Family	0	\$2,497.92	\$2,607.83	4.4%
AB5(01)-RX10/20/45/3K(L)	Single	3	\$860.93	\$898.81	4.4%
	2-Person	4	\$1,721.86	\$1,797.62	4.4%
	Family	3	\$2,324.51	\$2,426.79	4.4%
AB20(01L)-R10/25/40M10/40/70/3K(L)	Single	7	\$787.58	\$822.23	4.4%
	2-Person	9	\$1,575.16	\$1,644.46	4.4%
	Family	8	\$2,126.46	\$2,220.02	4.4%
MC3(01L)-RX10/20/45(LCY)	Single	0	\$545.05	\$569.04	4.4%
MC3(01L)-R10/25/40M10/40/70(LCY)	Single	3	\$527.32	\$550.52	4.4%
MCNRX(01L)	Single	4	\$217.99	\$227.58	4.4%
Monthly Total		43	\$58,374.33	\$60,942.65	4.4%

Alternative Benefit Option(s): As you consider your benefit offerings for January 1, 2020, please refer to the sampling of Benefit Option(s) provided below. It is important to note that not all of the sample plans listed below can be offered along with your current Benefit Option(s). Your Benefits Advisor is available to help you select the plans that best meet your Group's needs and work within HealthTrust's underwriting guidelines.

Alternative Benefit Option(s)	Enrollment Type	1/20 Rates
BC2T20(01L)-RX10/20/45/3K(L)	Single	\$910.76
	2-Person	\$1,821.53
	Family	\$2,459.06
ABSOS20/40/1KDED(01L)-R10/25/40M10/40/70/5K(L)	Single	\$662.78
	2-Person	\$1,325.56
	Family	\$1,789.51

HealthTrust values your membership and strives to continually enhance our benefits and programs to meet your Group's expectations.

Coverage information will be shared with Member Groups and Enrollees prior to the effective dates of the changes.

Infertility Treatment

- New coverage for medically necessary treatment of fertility-related conditions. (Coverage is currently provided for diagnostic services related to determining the cause of infertility.)
- Applies to all HealthTrust medical benefit options, with the exception of Medicomp Three.

Effective January 1, 2020

Autism Benefit

- Enhanced coverage for the treatment of pervasive developmental disorder or autism, including Applied Behavioral Analysis therapy (ABA).
- Services for ABA must be medically necessary and furnished by, or under the supervision of, an individual who is professionally certified by a national board of behavioral analysts.
- Applies to all HealthTrust medical benefit options, with the exception of Medicomp Three.

Effective January 1, 2020

Accordant Specialty Care Program

A voluntary program available through HealthTrust, for those living with a complex or rare condition at no cost to eligible covered individuals.

Effective January 1, 2020

Dedicated nurses to help manage covered individual's health and wellness needs by:

- Helping manage rare conditions and treatment
- Monitoring side effects, changes in health, mood or daily activities
- Working with the covered individual's case managers, doctors and others

Accordant Specialty Care specializes in 19 rare conditions:

- | | | |
|-----------------------|--------------------------------|--------------------------------|
| • ALS | • Hemophilia | • Polymyositis |
| • CIDP | • Hereditary Angioedema | • Rheumatoid Arthritis |
| • Crohn's Disease | • Human Immunodeficiency Virus | • Scleroderma |
| • Cystic Fibrosis | • Multiple Sclerosis | • Sickle Cell Disease |
| • Dermatomyositis | • Myasthenia Gravis | • Systemic Lupus Erythematosus |
| • Epilepsy (Seizures) | • Parkinson's Disease | • Ulcerative Colitis |
| • Gaucher Disease | | |

Emergency Room Boarding Benefit

- New coverage for boarding and non-medical care costs of a covered individual who is waiting in an acute care hospital in NH for an involuntary inpatient or other psychiatric admission, with no cost sharing for the individual.
- Applies to all HealthTrust medical benefit options, with the exception of Medicomp Three.

Effective January 1, 2020

Advanced Specialty Formulary

- Management of medications in specialty classes to promote cost-effective use of specialty drugs.
- Integrates preferred drug and generic drug strategies.
- Ensures access to drugs in each specialty drug class to make sure covered individuals have access to medications they need to stay healthy.
- Provides resources for physicians to support covered individuals.
- Applies to all CVS Caremark prescription benefit options.
- Additional Resources for Enrollees – Focusing on Health and Wellness!

Effective July 1, 2020



OTHER EXCITING UPDATES



Grand Rounds – New Benefit effective August 1, 2019

A new benefit available through HealthTrust to individuals enrolled in a HealthTrust medical plan who are experiencing complex and serious medical conditions.

Grand Rounds services include:

- **Second opinions** from world class doctors who are experts in their field to help you get the most appropriate diagnosis and treatment plan.
- **Treatment decision support** and resources to help you make the best choices for care.
- Facilitating **complex care office visits** with the most appropriate specialists.
- Available to individuals enrolled in a HealthTrust medical plan (except Medcomp Three)



ConvenientMD – Two new locations – Opening Soon!

Littleton: November 2019 and **Belmont:** December 2019

- Biometric Health Screenings for Slice of Life participants
- Free flu shots for the whole family



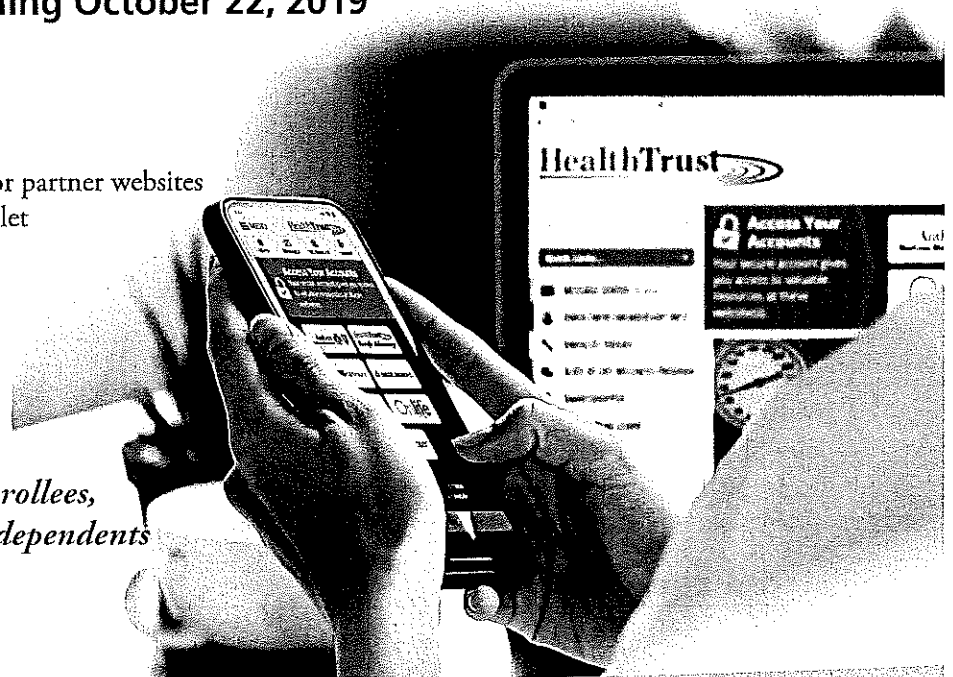
All ConvenientMD locations are open 8am to 8pm, 7 days a week. Just walk in; no appointment required.

Enhanced Secure Enrollee Portal (SEP) and easy-to-use HealthTrust Mobile – Launching October 22, 2019

- Digital ID cards
- Coverage documents
- Secure Message Center
- Easy sign-on access to even more vendor partner websites
- Now easy to use on your computer, tablet or smartphone!
- Launch mobile apps from our vendor partners on a smartphone!



Encourage your HealthTrust Enrollees, covered spouses and/or covered dependents age 18 or older to login today!



800.527.5001 • www.healthtrustnh.org



JANUARY 2020 RENEWAL

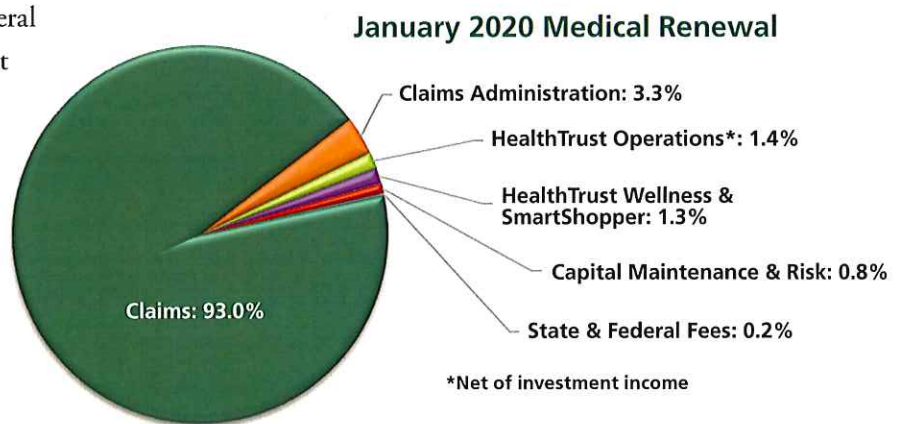
How HealthTrust Medical Rates are Determined

Rating Process

The renewal rates were set by the HealthTrust Board of Directors (HealthTrust Board) on October 7, 2019 as the last step in our comprehensive rate setting process. Staff, consultants and external actuaries work together to review historical claims data that is then projected forward using the latest trend forecasts to derive the change required, if any, in renewal rates. This information is presented to the Board's Finance & Personnel Committee for their review and consideration. The Finance & Personnel Committee determines the recommended renewal rates, which are then presented at two public hearings for Members. Finally, the HealthTrust Board adopts the renewal rates, taking into consideration feedback received from the two public hearings and the recommendation by the Finance & Personnel Committee.

Medical Contribution Components

The overall medical rates are comprised of several components. Claims are the largest component at approximately **93%** of the rate, **3.3%** for claims administration, **1.3%** for wellness and SmartShopper, and **1.4%** for HealthTrust's operations (net of investment income). The remainder of the rate is for required state vaccine fees (**0.2%**) and risk charges recommended by the actuary (**0.8%**) to ensure adequate reserve levels.



Medical Plan Relativities

HealthTrust works with its actuaries from time to time to determine the relative cost of the different medical benefit options we offer. At this time, the percentage rate change for each benefit option will remain the same as the overall percentage rate change for Member Groups.

CAPITAL ADEQUACY RESERVE AND RETURN OF SURPLUS



Capital Adequacy Reserve Level

Annually the HealthTrust Board determines the target level for HealthTrust's capital adequacy reserve. The purpose of a capital adequacy reserve is to ensure that all future obligations for the payment of claims and expenses are fully paid even if HealthTrust's actual experience differs from the rating assumptions used to set the contribution rates. Check out our video explaining Capital Adequacy Reserve on our website www.healthtrustnh.org, in the "Who We Are" section under Financials.

HealthTrust locks in the rates it charges for future coverage based on the actuaries' best information known at this time. However, actual future claims costs may be significantly higher than predicted for numerous reasons. The capital adequacy reserve exists to make sure HealthTrust can pay claims and expenses even if future performance differs from the projections used to set rates.

The HealthTrust Board has established a policy that it shall rely on the opinion of a qualified actuary using a sound actuarial methodology to determine the target capital adequacy reserve level for HealthTrust to meet its obligations to pay claims and expenses, even if the rating assumptions end up being too low. This policy is consistent with the NH Supreme Court's 2014 decision which addresses how such reserves should be set.

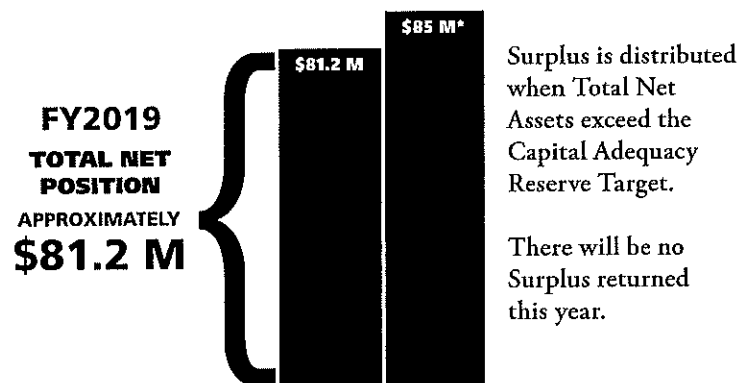
HealthTrust retained the Milliman firm, one of the preeminent actuarial firms in the country, to determine, using an actuarially sound methodology, how much capital adequacy reserve HealthTrust needed as of the start of this fiscal year, July 1, 2019. Milliman recommended that HealthTrust should target a capital adequacy reserve level of at least \$85 million. This amount provides HealthTrust with a 95% confidence level that it can meet all its obligations over a 5-year period, provided it has pricing flexibility to respond to adverse situations as they develop. Milliman recommends that HealthTrust use that confidence level as it provides only a 5% chance of insolvency over the next five years.

Based on this actuarial recommendation, the HealthTrust Board established a capital adequacy reserve target level of \$85 million as of June 30, 2019.

Return of Surplus

After the Board sets the capital adequacy reserve level, it determines whether there is any surplus to return to Members. Since the ending Net Position in HealthTrust's 2019 Fiscal Year audited financial statement was \$81.2 million, which is below the \$85 million capital adequacy reserve target, there will not be a Return of Surplus to Members for the fiscal year ending June 30, 2019.

*Once the HealthTrust 2019 Fiscal Year audited financial statement is finalized, it will be posted online on our website www.healthtrustnh.org, in the "Who We Are" section under Financials.



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: 10/21/19 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: \$31,538.85

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

Date and warrant article number which authorizes this request: _____

or

Date and minutes of meeting by boards & commissions authorizing withdrawal 10/21/19.
(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 | OSSPEEM | Ossipee Mountain Electronics, Inc.

10/10/2019

000075151

PO #	Invoice #	Reference	Inv Date	Invoice Amt	Disc Amt	Payment Amt
	INVO78443	Radio Replacements	9/4/19	31,538.85	0.00	31,538.85
Check 0000075151 - Total All Invoices: \$31,538.85				\$31,538.85	\$0.00	\$31,538.85

Town of Pembroke

DO NOT ACCEPT UNLESS THIS CHECK IS PRINTED WITH A COLOR BACKGROUND, CONTAINS A VOID PANTOGRAPH, MICROPRINTING FACE AND BACK, UV FIBERS AND A WATERMARK ON THE REVERSE SIDE



TOWN OF PEMBROKE
311 Pembroke St.
Pembroke, NH 03275

TD-Bank
Concord, NH

54-7/114

CHECK DATE

10/10/2019

CHECK #

000075151

AMOUNT

31,538.85

PAY

Thirty-one thousand five hundred thirty-eight and 85 / 100

TO THE
ORDER
OF

Ossipee Mountain Electronics, Inc.
PO Box 950
832 Whittier Highway
Moultonboro NH 03254

Susan Dean Jones

⑈000075151⑈ ⑆011400071⑆ 9243267625⑈

VENDOR | OSSPEEM | Ossipee Mountain Electronics, Inc.

10/10/2019

000075151

PO #	Invoice #	Reference	Inv Date	Invoice Amt	Disc Amt	Payment Amt
	INVO78443	Radio Replacements	9/4/19	31,538.85	0.00	31,538.85
Check 0000075151 - Total All Invoices: \$31,538.85				\$31,538.85	\$0.00	\$31,538.85

COPY

Town of Pembroke

Date 10/9/19
Voucher # 191009

Payment Approved by:





Ossipee Mountain Electronics, Inc.

Invoice INV078443
Date 9/4/2019
Page 1 of 4
Service Call 190424-0003

Bill To

Pembroke Fire Dept
247 Pembroke St
Pembroke, NH 03275

Ship To

Pembroke Fire Dept
Attn: Harold Paulsen
247 Pembroke St
Pembroke, NH 03275

PO Number	Customer No.	Salesperson	Shipping Method	Payment Terms	Order No.
RBF1901	PEM020	Brian Vastine	INSTALL	Net 30	ORD074155

Ordered	Shipped	B/O	Item Number	Description	Unit Price	Ext Price
2.00	2.00	0.00	VM5730BF	Mobile, VM5000, Deck Only, VHF 136-174 MI erial Numbers: X73004833730084 X73004833730083	1,505.00	3,010.00
2.00	2.00	0.00	KCH-19VM	Control Head, Dash/Desktop Mt, Viking	126.00	252.00
2.00	2.00	0.00	KMC-9C	Microphone, Desktop Base 150/160/180/60	60.20	120.40
2.00	2.00	0.00	KCT-23M	Cable, 10' DC Cable, Med Power 7150/8150/1	22.05	44.10
2.00	2.00	0.00	KMB-34	Housing, Control Station Mtg KPS-15 Pwr Sup	33.60	67.20
2.00	2.00	0.00	KMB-33M	Mounting Bracket, Standard Deck	9.80	19.60
2.00	2.00	0.00	KPS-15	Power Supply, DC Switching 117/230VAC, 23	121.10	242.20
2.00	2.00	0.00	8322000002	Software, P25 Digital Conventional, Viking Se	0.00	0.00
2.00	2.00	0.00	8323000005	ARC4 (ADP Compatible), Viking	0.00	0.00
2.00	2.00	0.00	8326000002	MDC1200 / GE-Star Signaling	35.00	70.00
1.00	1.00	0.00	VM7730HBF-P	Mobile, VM7000, Deck Only, Hi Pwr, VHF Prin erial Numbers: X73003905630008	2,170.00	2,170.00
2.00	2.00	0.00	KCH-20RV	Control Head, Enhanced Remote, Viking	490.00	980.00
1.00	1.00	0.00	KCT-71M2	Cable, Remote Control Head, 17'	49.00	49.00
1.00	1.00	0.00	597535777050	Cable, Remote, up to 50', VM5/7000	210.00	210.00
2.00	2.00	0.00	KMC-35	Microphone, Std. Mobile 7160/7302/7360, 8	36.75	73.50
1.00	1.00	0.00	KCT-23M4	Cable DC Power, 90 Series High Power	31.70	31.70
1.00	1.00	0.00	KMB-36	Mounting Bracket, Hi Pwr Deck, VM7000	52.50	52.50
1.00	1.00	0.00	597539077901	Cable, Micro USB A - B	0.00	0.00
1.00	1.00	0.00	KCT-18	Ignition Sense Cable 7150/8150	9.60	9.60
2.00	2.00	0.00	KCT-72M	Cable, External Accessory Connection, NX5*(25.70	51.40
2.00	2.00	0.00	KES-5	Extension Speaker, 20 W, 7150/8150, 790/8	42.90	85.80
1.00	1.00	0.00	8322000002	Software, P25 Digital Conventional, Viking Se	245.00	245.00
1.00	1.00	0.00	8326000002	MDC1200 / GE-Star Signaling	35.00	35.00
5.00	5.00	0.00	VM7730HBF-P	Mobile, VM7000, Deck Only, Hi Pwr, VHF Prin	2,170.00	10,850.00
Program new Viking mobile radios						31,538.85
7-15-19 Install the following into Fire apperatus: 2 - base radios in the EOC, 5 - single head, 1 - dash mount, 1 - dual head						0.00
7-23-19 Install the following into Fire apperatus: 2 - base radios in the EOC, 3 - single head						0.00
						0.00
						31,538.85

Ossipee Mountain Electronics, Inc. PO Box 950 • 832 Whittier Highway • Moultonboro, NH 03254

NOTE: This job does not include interfacing with headsets or repeater base equipment in place. TEL: (603) 476-5581 • Toll Free: (800) 639-5081 • Fax: (603) 476-5587

NOTE: Contact is Rob 496-9159

www.omesbs.com

If payment is not received within 30 days of the invoice date, a finance charge of 2% per month will be assessed on all past due invoices. If purchaser fails to pay within 60 days of invoice date, purchaser shall be responsible for all reasonable Attorney's fees and collection fees incurred in the collection of all past due invoice and interest charges. WORK PERFORMED ON ALL REPAIRS WILL BE WARRANTED FOR 30 DAYS.



Ossipee Mountain Electronics, Inc.

Invoice INV078443
Date 9/4/2019
Page 2 of 4
Service Call 190424-0003

Bill To

Pembroke Fire Dept
247 Pembroke St
Pembroke, NH 03275

Ship To

Pembroke Fire Dept
Attn: Harold Paulsen
247 Pembroke St
Pembroke, NH 03275

PO Number	Customer No.	Salesperson	Shipping Method	Payment Terms	Order No.
RBF1901	PEM020	Brian Vastine	INSTALL	Net 30	ORD074155

Ordered	Shipped	B/O	Item Number	Description	Unit Price	Ext Price
				erial Numbers: X73002833330073		
				X73002904930028		
				X73003905630025		
				X73003905630028		
				X73002904930030		
5.00	5.00	0.00	KCH-20RV	Control Head, Enhanced Remote, Viking	490.00	2,450.00
5.00	5.00	0.00	KCT-71M2	Cable, Remote Control Head, 17'	49.00	245.00
5.00	5.00	0.00	KMC-35	Microphone, Std. Mobile 7160/7302/7360, 8	36.75	183.75
5.00	5.00	0.00	KCT-23M4	Cable DC Power, 90 Series High Power	31.70	158.50
5.00	5.00	0.00	KMB-36	Mounting Bracket, Hi Pwr Deck, VM7000	52.50	262.50
5.00	5.00	0.00	597539077901	Cable, Micro USB A - B	0.00	0.00
5.00	5.00	0.00	KCT-18	Ignition Sense Cable 7150/8150	9.60	48.00
5.00	5.00	0.00	KCT-72M	Cable, External Accessory Connection, NX5*(25.70	128.50
5.00	5.00	0.00	KES-5	Extension Speaker, 20 W, 7150/8150, 790/8	42.90	214.50
5.00	5.00	0.00	8322000002	Software, P25 Digital Conventional, Viking Se	245.00	1,225.00
5.00	5.00	0.00	8326000002	MDC1200 / GE-Star Signaling	35.00	175.00
5.00	5.00	0.00	8326000002	Mobile, VM5000, Deck Only, VHF 136-174 MI	1,505.00	1,505.00
1.00	1.00	0.00	VM5730BF	erial Numbers: X73004833730042		
1.00	1.00	0.00	KCH-19VM	Control Head, Dash/Desktop Mt, Viking	126.00	126.00
1.00	1.00	0.00	KMC-35	Microphone, Std. Mobile 7160/7302/7360, 8	36.75	36.75
1.00	1.00	0.00	KCT-23M	Cable, 10' DC Cable, Med Power7150/8150/1	22.05	22.05
1.00	1.00	0.00	KMB-33M	Mounting Bracket, Standard Deck	9.80	9.80
1.00	1.00	0.00	KCT-46	Ignition Sense Cable TK-5720/TK-7180/NX-7	9.60	9.60
1.00	1.00	0.00	KES-5	Extension Speaker, 20 W, 7150/8150, 790/8	42.90	42.90
1.00	1.00	0.00	KAP-2	Cable, Horn Alert/PA Relay Opt, TK*160/*18	44.10	44.10
1.00	1.00	0.00	8322000002	Software, P25 Digital Conventional, Viking Se	0.00	0.00
1.00	1.00	0.00	8326000002	MDC1200 / GE-Star Signaling	35.00	35.00
Program new Viking mobile radios						31,538.85
7-15-19 Install the following into Fire apperatus: 2 - base radios in the EOC, 5 - single head, 1 - dash mount, 1 - dual head						0.00
7-23-19 Install the following into Fire apperatus: 2 - base radios in the EOC, 3 - single head						0.00
						0.00
						31,538.85

Ossipee Mountain Electronics, Inc. • PO Box 950 • 832 Whittier Highway • Moultonboro, NH 03254
NOTE: This job does not include interfacing with headsets or repeater leave equipment in place.
NOTE: Contact is Rob 496-9159
TEL: (603) 476-5581 • Toll Free: (800) 639-5081 • Fax: (603) 476-5587
www.omesbs.com

If payment is not received within 30 days of the invoice date, a finance charge of 2% per month will be assessed on all past due invoices. If purchaser fails to pay within 60 days of invoice date, purchaser shall be responsible for all reasonable Attorney's fees and collection fees incurred in the collection of all past due invoice and interest charges. WORK PERFORMED ON ALL REPAIRS WILL BE WARRANTED FOR 30 DAYS.



Invoice INV078443
Date 9/4/2019
Page 3 of 4
Service Call 190424-0003

Bill To
Pembroke Fire Dept 247 Pembroke St Pembroke, NH 03275

Ship To
Pembroke Fire Dept Attn: Harold Paulsen 247 Pembroke St Pembroke, NH 03275

PO Number	Customer No.	Salesperson	Shipping Method	Payment Terms	Order No.
RBF1901	PEM020	Brian Vastine	INSTALL	Net 30	ORD074155

Ordered	Shipped	B/O	Item Number	Description	Unit Price	Ext Price
1.00	1.00	0.00	2990045094	Programming Software, ARMADA, 5 Yr Subsc	500.00	500.00
1.00	1.00	0.00	KPG-46XM	NX Series, Mobile, USB Programming Cable, F	158.50	158.50
1.00	1.00	0.00	R5975357791	Cable, USB 2.0 A Male to Micro Male, 6'	30.00	30.00
1.00	1.00	0.00	PROGRAMMING	Programming - Viking mobiles	967.50	967.50
3.00	3.00	0.00	BB132R	Antenna, HD 132-512MHz, 1/4Wave, Black, F	49.00	147.00
6.00	6.00	0.00	CPL259-01	Crimp On PL259 RG58 (RFU-505)75476	3.50	21.00
3.00	3.00	0.00	EB30-KCH-1P	Bracket, Equipment Mtg. 3" VM Series	25.00	75.00
2.00	2.00	0.00	10S/DC	DC Stereo Headset, 3.5mm, 1/4" Stereo & M	237.25	474.50
2.00	2.00	0.00	MISC-	Adapter, 3.5mm M Mono to 3.5mm F Stereo	16.00	32.00
2.00	2.00	0.00	RG8X	Cable, low loss jumper, 10'	12.00	24.00
2.00	2.00	0.00	CPN17	N Male Crimp LMR240/RG8X RFN1007-2SX (5	9.45	18.90
8.00	8.00	0.00	MISC-	Wire, wire ties, fuses, fuse holders, loom, etc	20.00	160.00
1.00	1.00	0.00	LABOR	LABOR	2,860.00	2,860.00
4.00	4.00	0.00	SCZ-2	Install (2) Base Radios in the EOC. Install		
1.00	1.00	0.00	KCT-71M3	(5) VM7000 Rem Mnt mobiles into		
6.00	6.00	0.00	CABLE	various fire apparatus. Install (1) Dual		
1.00	1.00	0.00	RFU507-SI	Head into RES1. Install a Dash Mnt into		
5.75	5.75	0.00	LABOR	FORTAN1. Strip existing radio from each		
17.32	17.32	0.00	LABOR	vehicle. No radio interface w/headsets,		
17.32	17.32	0.00	LABOR	repeater, etc. necessary. Include new		
				antennas for vehicles, use existing		
				antennas for Base Radios.		
				Service Call Zone 2	100.00	400.00
				Cable, Remote Control Head, 25'	72.10	72.10
				Cable, RG58	0.40	2.40
				Connector, UHF Male Crimp, Ultra Link TL931	5.00	5.00
				BRIAN	0.00	0.00
				MAX	0.00	0.00
				ALLEN	0.00	0.00

Program new Viking mobile radios	31,538.85
7-15-19 Install the following into Fire apperatus: 2 - base radios in the EOC, 5 - single head, 1 - dash mount, 1 - dual head	0.00
7-23-19 Install the following into Fire apperatus: 2 - base radios in the EOC, 3 - single head	0.00
	0.00
	31,538.85

Ossipee Mountain Electronics, Inc. • PO Box 950 • 832 Whittier Highway • Moultonboro, NH 03254
 NOTE: This job does not include interfacing with headsets or repeater leave equipment in place.
 TEL: (603) 476-5581 • Toll Free: (800) 639-5081 • Fax: (603) 476-5587
 NOTE: Contact is Rob 496-9159
 www.omesbs.com

If payment is not received within 30 days of the invoice date, a finance charge of 2% per month will be assessed on all past due invoices. If purchaser fails to pay within 60 days of invoice date, purchaser shall be responsible for all reasonable Attorney's fees and collection fees incurred in the collection of all past due invoice and interest charges.
 WORK PERFORMED ON ALL REPAIRS WILL BE WARRANTED FOR 30 DAYS.



Ossipee Mountain Electronics, Inc.

Invoice INV078443
Date 9/4/2019
Page 4 of 4
Service Call 190424-0003

Bill To

Pembroke Fire Dept
247 Pembroke St
Pembroke, NH 03275

Ship To

Pembroke Fire Dept
Attn: Harold Paulsen
247 Pembroke St
Pembroke, NH 03275

PO Number	Customer No.	Salesperson	Shipping Method	Payment Terms	Order No.
RBF1901	PEM020	Brian Vastine	INSTALL	Net 30	ORD074155

Ordered	Shipped	B/O	Item Number	Description	Unit Price	Ext Price
23.93	23.93	0.00	LABOR	GREG	0.00	0.00
Program new Viking mobile radios					Subtotal	31,538.85
7-15-19 Install the following into Fire apperatus: 2 - base radios in the EOC, 5 - single head, 1 - dash mount, 1 - dual head					Additional Discount	0.00
7-23-19 Install the following into Fire apperatus: 2 - base radios in the EOC, 3 - single head					Freight	0.00
					Payment Received	0.00
					Total	31,538.85

Ossipee Mountain Electronics, Inc. • PO Box 950 • 832 Whittier Highway • Moultonboro, NH 03254
NOTE: This job does not include interfacing with headsets or repeater leave equipment in place.
NOTE: Contact is Rob 496-9159
TEL: (603) 476-5581 • Toll Free: (800) 639-5081 • Fax: (603) 476-5587
www.omesbs.com

If payment is not received within 30 days of the invoice date, a finance charge of 2% per month will be assessed on all past due invoices. If purchaser fails to pay within 60 days of invoice date, purchaser shall be responsible for all reasonable Attorney's fees and collection fees incurred in the collection of all past due invoice and interest charges.
WORK PERFORMED ON ALL REPAIRS WILL BE WARRANTED FOR 30 DAYS.

**THE STATE OF NEW HAMPSHIRE
JUDICIAL BRANCH
SUPERIOR COURT**

Merrimack Superior Court
5 Court Street
Concord NH 03301

Telephone: 1-855-212-1234
TTY/TDD Relay: (800) 735-2964
<http://www.courts.state.nh.us>

SUMMONS IN A CIVIL ACTION



Case Name: **San-Ken Homes, Inc, et al v Town of Pembroke**
Case Number: **217-2019-CV-00658**

Date Complaint Filed: October 03, 2019

A Complaint has been filed against Town of Pembroke in this Court. A copy of the Complaint is attached.

The Court ORDERS that ON OR BEFORE:

November 23, 2019	San-Ken Homes, Inc; SKRE Holdings, LLC shall have this Summons and the attached Complaint served upon Town of Pembroke by in hand or by leaving a copy at his/her abode, or by such other service as is allowed by law.
December 14, 2019	San-Ken Homes, Inc; SKRE Holdings, LLC shall electronically file the return(s) of service with this Court. Failure to do so may result in this action being dismissed without further notice.
30 days after Defendant is served	Town of Pembroke must electronically file an Appearance and Answer or other responsive pleading form with this Court. A copy of the Appearance and Answer or other responsive pleading must be sent electronically to the party/parties listed below.

Notice to Town of Pembroke: If you do not comply with these requirements you will be considered in default and the Court may issue orders that affect you without your input.

Send copies to:

John Gerard Cronin, ESQ

Cronin Bisson & Zalinsky PC 722 Chestnut Street Manchester
NH 03104-3001

Laura Nicole Carlier, ESQ

Cronin Bisson & Zalinsky PC 722 Chestnut St Manchester NH
03104-3001

Town of Pembroke

311 Pembroke Street Pembroke NH 03275

BY ORDER OF THE COURT

October 09, 2019

Catherine J. Ruffle
Clerk of Court

(126987)

**THE STATE OF NEW HAMPSHIRE
JUDICIAL BRANCH
SUPERIOR COURT**

Merrimack Superior Court
5 Court Street
Concord NH 03301

Telephone: 1-855-212-1234
TTY/TDD Relay: (800) 735-2964
<http://www.courts.state.nh.us>

NOTICE TO DEFENDANT

Case Name: **San-Ken Homes, Inc, et al v Town of Pembroke**
Case Number: **217-2019-CV-00658**

You have been served with a Complaint which serves as notice that this legal action has been filed against you in the **Merrimack Superior Court**. Review the Complaint to see the basis for the Plaintiff's claim.

Each Defendant is required to electronically file an Appearance and Answer 30 days after service. You may register and respond on any private or public computer. For your convenience, there is also a computer available in the courthouse lobby.

If you are working with an attorney, they will guide you on the next steps. If you are going to represent yourself in this action, go to the court's website: www.courts.state.nh.us, select the Electronic Services icon and then select the option for a self-represented party.

1. Complete the registration/log in process. Click Register and follow the prompts.
2. After you register, click Start Now. Select **Merrimack Superior Court** as the location.
3. Select "I am filing into an existing case". Enter **217-2019-CV-00658** and click Next.
4. When you find the case, click on the link and follow the instructions on the screen. On the "What would you like to file?" screen, select "File a Response to Civil Complaint". Follow the instructions to complete your filing.
5. Review your Response before submitting it to the court.

IMPORTANT: After receiving your response and other filings the court will send notifications and court orders electronically to the email address you provide.

A person who is filing or defending against a Civil Complaint will want to be familiar with the Rules of the Superior Court, which are available on the court's website: www.courts.state.nh.us.

Once you have registered and responded to the summons, you can access documents electronically filed by going to <https://odypa.nhecourt.us/portal> and following the instructions in the User Guide. In that process you will register, validate your email, request access and approval to view your case. After your information is validated by the court, you will be able to view case information and documents filed in your case.

If you have questions regarding this process, please contact the court at 1-855-212-1234.

THE STATE OF NEW HAMPSHIRE

MERRIMACK, SS

SUPERIOR COURT

Docket Number: _____

217-2019-CV-00658

SAN-KEN HOMES, INC.
586 Turnpike Road
New Ipswich, New Hampshire 03071

and

SKRE Holdings, LLC
586 Turnpike Road
New Ipswich, New Hampshire 03071

v.

TOWN OF PEMBROKE
311 Pembroke Street
Pembroke, NH 03275

COMPLAINT

NOW COME, San-Ken Homes, Inc. and SKRE Holdings, LLC (the "Plaintiffs"), by and through their attorneys, Cronin, Bisson & Zalinsky, P.C., and complains against the Town of Pembroke ("Defendant") stating as follows:

PARTIES

1. San-Ken Homes, Inc. is a New Hampshire corporation with a principal address of 586 Turnpike Road, New Ipswich, New Hampshire 03071, is the owner of 373 Fourth Range Road, Pembroke, New Hampshire.

2. SKRE Holdings, LLC is a New Hampshire limited liability company with a principal address of 586 Turnpike Road, New Ipswich, New Hampshire 03071, is the owner of 421-423 Fourth Range Road, Pembroke, New Hampshire.

3. The Town of Pembroke is a body politic, with a principal place of business at 311 Pembroke Street, Pembroke, New Hampshire 03576.

JURISDICTION AND VENUE

4. The Merrimack County Superior Court is a court of general jurisdiction authorized and empowered to hear and determine cases regarding constitutional claims, road layouts, declaratory judgments and the Right-To-Know Law. NH RSA 491:7; 231:34; and, 91-A:8.

5. Town of Pembroke and the property at issue are located within the Town of Pembroke, Merrimack County, State of New Hampshire and, thus, venue for this civil action in the Merrimack County Superior Court is proper.

FACTS

6. The Plaintiffs are engaged in business as land developers and home builders.

7. The Plaintiffs purchased two separate parcels of real estate in the Town of Pembroke.

8. One parcel is 111 acres in area and is known as 373 Fourth Range Road, Pembroke, New Hampshire and is referred to in the Defendant's assessing records as parcel 262-45.

9. The second parcel is 66 acres in area and is known as 421-423 Fourth Range Road, Pembroke, New Hampshire and is referred to in the Defendant's assessing records as parcel 262-43.

10. The Plaintiffs seek to develop residential housing on both parcels.

11. There is an urgent statewide need to create more housing.

12. The parcels have significant frontage of Fourth Range Road and (Flagg) Robinson Road, both Class VI highways.

13. The Plaintiffs hired qualified and experienced civil engineers to study the land, take the appropriate tests, and design a plan for a residential subdivision covering both parcels.

14. The engineers created a proposed subdivision plan, known as “Meadow View,” and presented it to the Town of Pembroke Planning Board for consideration.

15. During the Planning Board hearing, a number of residents appeared and voiced opposition to the proposed housing development.

16. Opposition to residential subdivisions is expected in Pembroke as the Defendant has a history of frustrating large scale residential housing projects and the active residents fear change and are generally opposed to large scale residential developments.

17. The basis for the opposition was self-serving as many opponents wanted to maintain the two parcels, which they do not own, for open space to be used for horse riding trails or for conservation.

18. As part of the approval process, the Plaintiffs filed a Road Layout Petition with the Defendant’s Board of Selectmen asserting there was “occasion” to layout Fourth Range Road and (Flagg) Robinson Road in the area of the subdivision as Class V highways. *See, Green Crow Corporation v. Town of New Ipswich, 157 N.H. 344 (2008).*

19. The Defendant’s Board of Selectmen conducted a public hearing on the Road Layout Petition on August 19, 2019.

20. The Plaintiffs presented information, including expert testimony and a report of a municipal planning expert, Mark Fougere, to the Board of Selectmen supporting a finding of “occasion” to lay out Fourth Range Road and (Flagg) Robinson Road pursuant to the Green Crow factors.

21. The Selectmen did not offer any evidence but heard the usual and customary, “Not in My Backyard” cries from existing residents, few of whom had standing as abutters.

22. Walter Mitchell, Esquire, the Defendant’s counsel, also attended the public hearing.

23. After accepting the Plaintiffs' testimony and report and considering the public testimony, the Board of Selectmen closed the public hearing and moved into discussion.

24. It was apparent from the discussion that the Board of Selectmen was not familiar with the layout process and the standards to be considered to determine if "occasion" existed for layout of the Class V highways.

25. The Board of Selectmen requested the assistance of Attorney Mitchell, who suggested that it take a preliminary poll and that he would then retreat to his office and return on September 3, 2019 with a written decision for the Board of Selectmen.

26. The Board of Selectmen had no substantive discussions or deliberations and made no findings or rulings at the hearing on August 19, 2019.

27. The poll taken of the Board of Selectmen was clear that individual members sided with the residents and indicated they were not willing to grant the Plaintiffs' Road Layout Petition.

28. Presumably between August 19, 2019 and September 3, 2019, Attorney Mitchell or someone at his direction, drafted a decision to deny the Road Layout Petition for Layout with reasoning and support from town counsel and not the elected members of the Board of Selectmen.

29. On September 3, 2019, Attorney Mitchell appeared at the Board of Selectmen's meeting.

30. At the outset of the meeting, Attorney Mitchell presented a typewritten decision prepared prior to the hearing.

31. The Board of Selectmen accepted the report without discussion, debate or findings.

32. In what appears to be a growing trend, the Board of Selectmen improperly delegated its decision making responsibility to town counsel.

33. Although a well-known and regarded municipal counsel, Attorney Mitchell is neither a resident of the community, nor an elected member of the Board of Selectmen.

34. The Plaintiffs contend the decision of the Board of Selectmen is flawed in one or more particulars in that important facts were overlooked and the law was misinterpreted.

35. The relevant evidence presented to the Board of Selectmen established that there is “occasion” to layout Fourth Range Road and (Flagg) Robinson Road as Class V highways.

36. The process used by the Board of Selectmen to decide the case was flawed by due process violations and circumvention of the Right-To-Know Law.

COUNT I – STATUTORY APPEAL – NH RSA 231:34

37. The Plaintiffs reasserts and incorporates herein the allegations set forth above.

38. The Plaintiffs contend there is “occasion” for the Board of Selectmen to lay out existing Class V highways over existing Class VI highways to provide public road access to the proposed residential subdivision.

39. The Pembroke Master Plan contemplates improvements and status upgrades to improve interior road networks.

40. The Plaintiffs proposed to pay all costs for the road improvements.

41. The Plaintiffs offered evidence of the Green Crow factors, including expert testimony and reports from Mark Fougere, an expert on municipal planning matters, and Jon Rokeh, a civil engineer.

42. The Defendant, without examination of the proposed roads, denied the Plaintiffs’ Road Layout Petition.

43. The Plaintiffs contend that the Defendant's decision to deny the Road Layout Petition was erroneous as it overlooked and disregarded the relevant facts and misapprehends the applicable law.

44. The denial was focused upon the timing of road construction even though the Board of Selectmen never engaged in a discussion about its alleged concerns on the matter or provided an opportunity for the Plaintiffs to address those alleged concerns at the public hearing.

45. The alleged concern about temporary hammerheads set forth in the decision is a post hearing fabrication as the issue was never discussed at the public hearing.

46. It is usual and customary for roads to be constructed in phases consistent with construction, and surety for road construction is provided to the municipality in the form of completion bonds, letters of credit, or cash surety.

47. In short, the reason cited by the Defendant was not grounds to find no "occasion" existed to layout Class V highways over the existing Class VI highways.

48. Moreover, the facts of the case and the relevant law show that an "occasion" did exist for the requested layout of Class V highways over the existing Class VI highways.

49. The Court, after a *de novo* hearing, should find that an "occasion" existed to lay out the Class V highways over the relevant portions of the existing Class VI highways known as Fourth Range Road and (Flagg) Robinson Road and the Defendant erred in finding otherwise.

COUNT II – DUE PROCESS

50. The Plaintiffs reasserts and incorporates herein the allegations set forth above.

51. RSA Chapter 31 establishes the Board of Selectmen as the decision-maker relative to petitions for layout.

52. Part 1, Article 15 of the New Hampshire Constitution provides that no person shall be deprived of his property, immunities, privileges, put out of the protection of the law,

exiled or deprived of his life, liberty, or estate, but by judgement of his peers, without due process of law. *See, State v. Veale*, 158 N.H. 632 (2009) (Law of the land means due process of law).

53. The Plaintiffs have a property interest at stake in the proceeding to determine whether there is an “occasion” for the layout of a Class V public highway as it effect the use and value of their parcels.

54. The Plaintiffs pay property taxes to the Defendant.

55. The Board of Selectmen is charged with the duty to decide cases seeking a layout of public highways.

56. However, in what appears to be a growing trend, the governmental body abdicates its responsibility and effectively delegates its decision making responsibility to town counsel.

57. In this case, the Plaintiffs incurred substantial expense to present their Road Layout Petition to the Board of Selectmen.

58. Although they may not have examined the proposed road, the Board of Selectmen heard the presentation and took testimony from the public at the public hearing.

59. While they conducted the hearing, the Board of Selectmen did not engage in any meaningful discussion, debate, or review of the relevant evidence or law.

60. The Board of Selectmen instead abdicated its responsibility under the statute and delegated its decision making obligation to town counsel.

61. At the close of the meeting on August 19, 2019, the Board of Selectmen requested that town counsel prepare the substantive decision denying the Road Layout Petition.

62. Other than stating without elaboration that they were not in favor of the layout, the Board of Selectmen offered no reasoning or rationale for their position in the public session,

and gave no consideration to the Green Crow factors as to whether “occasion” existed for the layout.

63. Per the Board of Selectmen’s request, Town counsel retreated to his office and returned on September 3, 2019 with a fully typewritten and printed decision setting forth a rationale that was never discussed during the public hearing process.

64. The substance of the decision was wholly a creation of Town counsel, and the Board of Selectmen never deliberated on the relevant issues.

65. When Town counsel presented the prepared decision to the Board of Selectmen, it adopted the decision of Town counsel without discussion or deliberation.

66. The State statute contemplates that the Board of Selectmen will determine whether there is “occasion” to layout a Class V highway over an existing Class VI highway.

67. The Board of Selectmen do not have the power or authority to delegate its decision making power under the statutory scheme relative to layouts to other persons, let alone unelected persons.

68. The citizens of this State have a strong interest in ensuring governmental decision making is made in public by duly elected public officials.

69. Government by town counsel, an unelected, non-resident of the community, which is what occurred here, violates the statutory scheme and deprives the Plaintiffs of a meaningful opportunity to be heard by rendering the public hearing process a sham contrary to constitutional protections of due process.

70. The Plaintiffs request that the Honorable Court vacate the decision of the Board of Selectmen and provide instruction that decision making via Town counsel is not proper under the State statute or under due process provisions of the New Hampshire Constitution.

COUNT III – THE RIGHT-TO-KNOW LAW

71. The Plaintiffs reasserts and incorporates herein the allegations set forth above.

72. The Right-To-Know Law was adopted to ensure the greatest possible public access to the actions, discussions, and records of all public bodies, and to ensure their accountability to the people. NH RSA 91-A:1.

73. Public bodies shall deliberate on matters over which they have supervision, control, jurisdiction, or advisory powers only in meetings held pursuant to and in compliance with the Right-To-Know Law.

74. The Board of Selectmen did not deliberate on the relevant issues and did not offer any reasons for their opposition to the Road Layout Petition in the public forum, but rather delegated to town counsel the task of finding reasons to deny the Road Layout Petition outside of the public forum.

75. Unless there were communications outside a public meeting, the reasons for denial are not supported by the limited discussions in the public meetings.

76. The Board of Selectmen's failure to discuss and deliberate the reasons for its decisions in a public meeting is a violation of the Right-To-Know Law.

77. Similarly, having Town counsel effectively deliberate on the matter outside of the public meeting and craft a decision in private was a violation of the Right to Know Law.

78. The Plaintiffs request that the Court invalidate the decision of the Board of Selectmen as contrary to the Right-to-Know Law. NH RSA 91-A:8.

79. The Defendant knew or should have known that it could not effectively deliberate on the matter outside of the public forum and that it could not delegate its decision-making power so as to have the substantive decision deliberated outside of the public forum.

80. As such, the Plaintiffs request an award of legal fees and costs for the Town's bad faith conduct. NH RSA 91-A:8.

WHEREFORE, the Plaintiffs pray the Honorable Court:

- A. Issue Orders of Notice;
- B. Schedule a de novo hearing to determine whether “occasion” exists to layout Class V highways over existing Class VI Highways;
- C. Find there is “occasion” to layout portions of Forth Range Road and (Flagg) Robinson Road as Class V highways;
- D. In the alternative, vacate the decision of the Board of Selectmen for due process violations;
- E. Find the practice of delegating decision making to town counsel is a violation, knowing, intentional, or otherwise of the Right-To-Know Law;
- F. Award the Plaintiffs damages, costs, and reasonable attorney’s fees; and,
- G. Grant such other and further relief as is just and equitable.

Respectfully submitted,

SAN-KEN HOMES, INC. and
SKRE HOLDINGS, LLC
By Their Attorneys
CRONIN, BISSON, & ZALINSKY, P.C.

Dated: October 3, 2019

By: /s/ John G. Cronin
John G. Cronin, Esq. (NHBA #6818)
722 Chestnut Street
Manchester, New Hampshire 03104
Tel: (603) 624-4333
Email: jcronin@cbzlaw.com

Dated: October 3, 2019

By: /s/ Laura N. Carlier
Laura N. Carlier, Esq. (NHBA #265789)
722 Chestnut Street
Manchester, New Hampshire 03104
Tel: (603) 624-4333
Email: lcarter@cbzlaw.com