

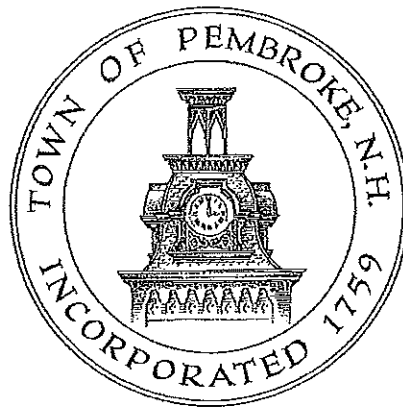
**AGENDA**  
**BOARD OF SELECTMEN**  
**October 1, 2018 AT 6:30 PM**  
**TOWN HALL, PAULSEN MEETING ROOM**

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- I. CALL TO ORDER
- II. CITIZEN COMMENT
- III. SCHEDULED MEETINGS:
  - a. Gerry Fleury – 2019 CIP presentation
- IV. OLD BUSINESS:
  - a. Street Light Conversion
- V. NEW BUSINESS:
  - a. Winter Sand Bids
  - b. Striping Bids
  - c. Execute contract with Corcoran Consulting/Assessing services 2019
  - d. Trust Fund Application for payment
  - e. Manifest/Abatements
  - f. Minutes 9/17/18; 9/24/18
- VI. TOWN ADMINISTRATOR REPORT
- VII. COMMITTEE REPORTS
- VIII. OTHER/CITIZEN COMMENT
- IX. NON PUBLIC SESSION
- X. ADJOURN

**TOWN OF PEMBROKE, NEW HAMPSHIRE**  
**CAPITAL IMPROVEMENT PROGRAM**

**2019 - 2024**



Pembroke Capital Improvement Program Committee

*Adopted*

9/5/18

### **CIP COMMITTEE MEMBERS:**

Gerry Fleury, Chair, Budget Committee Representative  
Rosemarie Michaud, Vice Chair, Resident  
Ann Bond, Selectmen Representative  
Justine Courtemanche, Alternate Selectmen Representative  
Bryan Christiansen, Citizen Representative  
Kevin Foss, Citizen Representative  
Gene Gauss, School Board Representative  
Larry Young, Planning Board Representative

**THE TOWN OF PEMBROKE  
CAPITAL IMPROVEMENT PROGRAM**

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**THE TOWN OF PEMBROKE  
CAPITAL IMPROVEMENT PROGRAM  
SCHEDULE AND RECOMMENDATIONS  
YEARS 2019-2024**

**Background and Process**

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

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

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

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

**The 2019-2024 CIP**

Attached is the 2019-2024 Capital Improvements Program. Please note that for purposes of the annual budget, the CIP Committee has voted a priority ranking only for the projects proposed for the year 2019. The Committee annually reviews the schedule and makes a recommendation when a project will be implemented in the next yearly budget.

**TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM  
SCHEDULE FOR YEARS 2019 - 2024  
AS PROPOSED BY TOWN DEPARTMENTS**

CAPITAL PROJECT	Page #	FUNDING SOURCE	2018	2019	2020	2021	2022	2023	2024
<b>MUNICIPAL FACILITIES</b>									
Municipal Facilities Capital Reserve									
Beginning Year Balance			332,364	318,489	191,321	141,321	191,321	241,321	231,321
Annual Appropriation	19	Taxes	10,000	50,000	50,000	50,000	50,000	50,000	50,000
Public Works Facility									
Fuel tanks		Capital Res.							
Foundation Repairs		Capital Res.							
Lighting Retrofit		Capital Res.							
Heating system		Capital Res.							
Perry Eaton Building									
Roof replacement		Capital Res.							
Chimney		Capital Res.							
Lighting Retrofit		Capital Res.							
Exterior Work		Capital Res.							
Gas Line		Capital Res.							
Plumbing		Capital Res.							
Drainage Work		Capital Res.							
Boiler Work		Capital Res.							
Paving		Capital Res.							
Rear retaining Wall	19	Capital Res.		(120,000)					
Town Hall									
Flooring		Capital Res.							
Windows/Siding		Capital Res.							
Front Door		Capital Res.							
Ceiling Drainage		Capital Res.							
Lighting Retrofit		Capital Res.							
Roof replacement		Capital Res.							
Elevator		Capital Res.							
Meeting Room and Rear Doors		Capital Res.							
Air conditioning	19	Capital Res.		(22,148)					
Entry Way Work ADA accessible		Capital Res.							
Convert Old tax Office		Capital Res.							
Safety Center									
HVAC System (Fire Side)		Capital Res.			(100,000)				
Roof replacement		Capital Res.							
Digital Video surv camera upg.		Capital Res.							
Lighting Retrofit		Capital Res.							
Dorm Room Upgrade/Fire		Capital Res.							
Parking Lot renovations		Capital Res.							
Library									
HVAC System		Capital Res.							
Roof Shingles		Capital Res.		(35,000)				(60,000)	
Town Clock									
Interest Earned									
CRF Funds Used			(23,895)	(142,148)	(100,000)	-	-	-	-
Net CRF Funds Added			318,469	191,321	141,321	(50,000)	(50,000)	231,321	(50,000)
Ending Year Balance			318,469	191,321	141,321	191,321	241,321	231,321	281,321

**TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM  
SCHEDULE FOR YEARS 2019 - 2024  
AS PROPOSED BY TOWN DEPARTMENTS**

CAPITAL PROJECT	Page #	FUNDING SOURCE	2018	2019	2020	2021	2022	2023	2024
<b>ENERGY FUND</b>									
Energy efficiency Capital Reserve Fund									
Beginning Year Balance			12,532	12,532	42,532	72,532	102,532	132,532	162,532
Annual Appropriation	20			30,000	30,000	30,000	30,000	30,000	30,000
Village lighting retrofit		Capital Res.							
Street light conversion		Capital Res.							
Solar initiatives		Capital Res.							(150,000)
Interest Earned									(150,000)
CRF Funds Used									42,532
NetCRF Funds Added				(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	42,532
Ending Year Balance			12,532	42,532	72,532	102,532	132,532	162,532	194,264
<b>PROPERTY REVALUATION/UPDATE</b>									
Property Reval./Update Capital Reserve									
Beginning Year Balance			99,264	131,764	64,264	96,764	129,264	161,764	194,264
Annual Appropriation	21	Taxes		32,500	32,500	32,500	32,500	32,500	32,500
Property Reval./Update	21	Capital Res.		(100,000)					(150,000)
Interest Earned									(150,000)
CRF Funds Used				(100,000)					76,764
NetCRF Funds Added				64,264	(32,500)	(32,500)	(32,500)	(32,500)	76,764
Ending Year Balance			99,264	64,264	96,764	129,264	161,764	194,264	194,264
<b>MUNICIPAL TECHNOLOGY/EQUIPMENT</b>									
Municipal Tech./Equip. Capital Reserve									
Beginning Year Balance			0	0	0	0	0	0	0
Annual Appropriation									
Record archiving									
Interest Earned									
CRF Funds Used									
NetCRF Funds Added									
Ending Year Balance									
<b>MASTER PLAN</b>									
Beginning Year Balance			14,647	14,647	7,323	(0)	(0)	(0)	(0)
Annual Appropriation		Taxes		(7,324)	(7,323)				
New Document									
Funds Used				(7,324)	(7,323)				
Net Funds Added				7,323	(0)	(0)	(0)	(0)	(0)
Ending Year Balance			14,647	7,323	(0)	(0)	(0)	(0)	(0)

TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM  
SCHEDULE FOR YEARS 2019 - 2024  
AS PROPOSED BY TOWN DEPARTMENTS

CAPITAL PROJECT	Page #	FUNDING SOURCE	2018	2019	2020	2021	2022	2023	2024
<b>CEMETERY</b>									
Cemetery Capital Reserve Fund									
Beginning Year Balance			7,869	9,094	6,794	16,794	26,794	36,794	46,794
Annual Appropriation	22	Taxes	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Pembroke Street Cemetery		Capital Res.							
Monument Repairs	22	Capital Res.	(3,500)	(6,100)					
Stump grinding/Wall work	22	Capital Res.	(5,275)	(6,200)					
Tree Removal		Capital Res.							
Buck Street		Capital Res.							
Pembroke Hill Road		Capital Res.							
Evergreen		Capital Res.							
Monument Caulking		Capital Res.							
Tomb Restoration		Capital Res.							
Tree Removal		Capital Res.							
Stump Grinding		Capital Res.							
Surveying		Capital Res.							
Old North Pembroke Cemetery		Capital Res.							
Monument Repairs		Capital Res.							
Tree removal		Capital Res.							
Ground penetrating radar survey		Capital Res.							
Interest Earned				(12,300)	-	-	-	-	-
CRF Funds Used			(8,775)	6,794	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Net/CRF Funds Added			(1,225)		16,794	26,794	36,794	46,794	56,794
Ending Year Balance			9,094	6,794					



TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM  
SCHEDULE FOR YEARS 2019 - 2024  
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CAPITAL PROJECT	Page #	FUNDING SOURCE	2018	2019	2020	2021	2022	2023	2024
<b>FIRE</b>									
Major Equipment Capital Reserve									
Beginning Year Balance			529,672	664,672	56,258	201,258	351,258	506,258	446,738
Annual Appropriation	23	Taxes	135,000	140,000	145,000	150,000	155,000	160,000	165,000
Fire Engine (Aerial)		Capital Res.							
Pumper Tanker	23	Capital Res.		(748,414)				(31,907)	
Off Road Forestry Tanker		Capital Res.							
Pickup Truck		Capital Res.						(187,613)	
Forestry Attack Unit		Capital Res.							
Interest Earned									
CRF Funds Used				(748,414)	-	-	-	(219,520)	-
NetCRF Funds Added			(135,000)	56,258	(145,000)	(150,000)	(155,000)	446,738	(165,000)
Ending Year Balance			664,672	56,258	201,258	351,258	506,258	446,738	611,738
Small Equipment Capital Reserve									
Beginning Year Balance			119,105	59,105	69,105	39,105	49,105	59,105	69,105
Annual Appropriation	23	Taxes	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Expenditures		Capital Res.							
Boat, Motor and Trailer		Capital Res.							
Air packs		Capital Res.							
Mobile radios		Capital Res.	(70,000)		(40,000)				
Compressor		Capital Res.							
Interest Earned									
CRF Funds Used			(70,000)	-	(40,000)	-	-	-	-
NetCRF Funds Added			59,105	(10,000)	39,105	(10,000)	(10,000)	(10,000)	(10,000)
Ending Year Balance			59,105	69,105	39,105	49,105	59,105	69,105	79,105

TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM  
SCHEDULE FOR YEARS 2019 - 2024  
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CAPITAL PROJECT	Page #	FUNDING SOURCE	2018	2019	2020	2021	2022	2023	2024
<b>AMBULANCE</b>									
Beginning Year Balance			30,033	136,533	501,533	551,533	586,033	214,106	284,106
User Fees		User fees	120,000	365,000	50,000	50,000	50,000	50,000	50,000
Stat Portable Lab A8		User fees				(15,500)			
Portable Ventilator A8		User fees	(13,500)				(324,176)		
Ambulance 3		User fees					(37,295)		
Life Pak 15 A3		User fees					(28,000)		
Ferno Stretcher A3		User fees					(4,650)		
Ferno Stair Chair A3		User fees					(20,420)		
Lucas device CPR A3		User fees					(3,693)		
Braun Infusion Pumps A3		User fees					(3,693)		
Braun Infusion Pumps A3		User fees							
Interest Earned						(15,500)	(421,927)	-	-
Designated Funds Used			(13,500)		(551,533)	(607,533)	(214,106)	(264,106)	(314,106)
Net Designated Funds Added			(136,533)	(501,533)	551,533	585,033	214,106	264,106	314,106
Ending Year Balance			136,533	501,533	551,533	585,033	214,106	264,106	314,106

**TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM**  
**SCHEDULE FOR YEARS 2019 - 2024**  
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CAPITAL PROJECT	Page #	FUNDING SOURCE	2018	2019	2020	2021	2022	2023	2024
<b>POLICE</b>									
Police Cruisers Capital Reserve									
Beginning Year Balance			64,616	73,757	72,757	27,257	22,257	12,257	37,257
Annual Appropriation	24	Taxes		55,000	55,000	55,000	110,000	85,000	95,000
Police Cruiser Replacement	24	Capital Res.		(56,000)	(60,000)	(60,000)	(120,000)	(60,000)	(120,000)
Police Admin vehicle Replacement		Capital Res.			(40,500)				
Police Interceptor		Capital Res.							
Police Tahoe Package		Capital Res.							
Interest Earned			(45,859)						
CRF Funds Used			(45,859)		(100,500)	(60,000)	(120,000)	(60,000)	(120,000)
NetCRF Funds Added			(9,141)	72,757	27,257	22,257	12,257	(25,000)	12,257
Ending Year Balance			73,757	72,757	27,257	22,257	12,257	37,257	12,257
<b>Small Equipment Capital Reserve</b>									
Beginning Year Balance			52,882	66,382	76,382	65,382	41,382	51,382	61,382
Annual Appropriation	24	Taxes		10,000	10,000	10,000	10,000	10,000	10,000
ATVs		Capital Res.			(16,000)				
Radar Units		Capital Res.				(20,000)			
Radios		Capital Res.							
AEDs		Capital Res.							
Firearms		Capital Res.							
Laptop Upgrades		Capital Res.			(5,000)				(10,000)
Vest replacement		Capital Res.							
Tasers		Capital Res.				(14,000)			
Cruiser Camera replacement		Capital Res.							
Interest Earned									
CRF Funds Used					(21,000)	(34,000)	-	-	(10,000)
NetCRF Funds Added			(73,500)	(10,000)	65,382	41,382	(10,000)	(10,000)	61,382
Ending Year Balance			66,382	76,382	65,382	41,382	51,382	61,382	61,382

**TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM**  
**SCHEDULE FOR YEARS 2019 - 2024**  
**AS PROPOSED BY TOWN DEPARTMENTS**

CAPITAL PROJECT	Page #	FUNDING SOURCE	2018	2019	2020	2021	2022	2023	2024
<b>PUBLIC WORKS</b>									
Highway Division									
Major Equipment Capital Reserve									
Beginning Year Balance			166,650	349,202	167,878	162,878	22,878	102,878	135,878
Annual Appropriation	25	Taxes	200,000	200,000	200,000	225,000	250,000	250,000	250,000
6-wheel Dump Truck #2	25	Capital Res.	(176,000)				(170,000)		
6-wheel Dump Truck #3		Capital Res.							(170,000)
6-wheel Dump Truck #5		Capital Res.							
6-wheel Dump Truck #6		Capital Res.							
10-wheel Dump Truck #4		Capital Res.							
1-ton Dump Truck		Capital Res.			(90,000)	(310,000)			
Automated Split Body		Capital Res.							
Automated Split Body		Capital Res.						(90,000)	
1-ton Dump Truck		Capital Res.							
Backhoe		Capital Res.							
Ford Tractor		Capital Res.							
Packer, Sterfling		Capital Res.							
Packer, Peterbilt Re-Furb		Capital Res.							
18 TD Trailer Flatbed		Capital Res.							
4-ton Trailer / 6-ton Trailer		Capital Res.							
Ford Pickup Truck F350		Capital Res.			(85,000)	(55,000)			
Brush Chipper		Capital Res.							
Sidewalk Plow/Equip		Capital Res.	(14,000)						
Mini Excavator		Capital Res.							
Trailer (Excavator)		Capital Res.						(127,000)	
Trackless Machine		Capital Res.							
Front End Loader	25	Capital Res.		(198,300)					
Recycling Trailer		Capital Res.							
Ford F550		Capital Res.			(30,000)				
Boom Flail Mower		Capital Res.							
Box Plow (Loader)		Capital Res.	(3,448)	(7,024)					
Air Compressor	25	Capital Res.							
Interest Earned									
CRF Funds Used			(17,448)	(374,300)	(305,000)	(365,000)	(170,000)	(217,000)	(170,000)
NetCRF Funds Added			(182,552)	167,878	162,878	22,878	(80,000)	(33,000)	(80,000)
Ending Year Balance			349,202	167,878	162,878	22,878	102,878	135,878	215,878

TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM  
SCHEDULE FOR YEARS 2019 - 2024  
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CAPITAL PROJECT	Page #	FUNDING SOURCE	2018	2019	2020	2021	2022	2023	2024
Highway Division Continued									
Roads									
Road Reconstruction/Repair	26	Taxes	(323,115)	(77,950)	(285,300)	(292,650)	(500,000)	(600,000)	(600,000)
Broadway Project		Bond/Taxes							
Pembroke Hill		Bond/Taxes	(276,885)						
Cooperative Way		Bond/Taxes		(334,800)	(324,600)	(314,400)	(304,200)	(294,000)	(283,600)
North Pembroke Road Bridge									
Upper Beacon/ East Meadow Etc.		Bond/Taxes		(322,050)	(314,700)	(307,350)			
Nadine Drive Culverts and headers	26			(200,000)					
Sidewalk Maint./Repair Capital Reserve									
Beginning Year Balance			42,246	42,246	42,246	42,246	42,246	42,246	42,246
Annual Appropriation									
Expenditures									
Interest Earned									
CRF Funds Used									
Net CRF Funds Added			42,246	42,246	42,246	42,246	42,246	42,246	42,246
Ending Year Balance			42,246	42,246	42,246	42,246	42,246	42,246	42,246
Sidewalk Maint./Repair		Taxes							
Bridge Repair/Replacement Capital Reserve									
Beginning Year Balance			84,879	84,879	84,879	84,879	84,879	84,879	84,879
Annual Appropriation									
Bridge Repairs									
Interest Earned									
CRF Funds Used									
Net CRF Funds Added			84,879	84,879	84,879	84,879	84,879	84,879	84,879
Ending Year Balance			84,879	84,879	84,879	84,879	84,879	84,879	84,879

**TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM**  
**SCHEDULE FOR YEARS 2019 - 2024**  
**AS PROPOSED BY TOWN DEPARTMENTS**

CAPITAL PROJECT	Page #	FUNDING SOURCE	2018	2019	2020	2021	2022	2023	2024
<b>RECREATION</b>									
Recreation Facilities Capital Reserve									
Beginning Year Balance			65,663						272,363
Annual Appropriation	27	Taxes			29,763	15,263	89,563	97,363	
Memorial Field Irrigation(Softball Field)		Capital Res.	15,000		20,000	150,000	175,000	200,000	10,000
Mower		Capital Res.			(8,000)				
Bathroom	27	Capital Res.		(33,800)					
Recreation Room expansion		Capital Res.				(7,000)			
Resurface Tennis Courts		Capital Res.				(7,000)			
Resurface Basketball Court		Capital Res.			(6,500)				
Roofing - Soccer/pavilion		Capital Res.				(2,500)			
Bocce Court		Capital Res.							
Security System		Capital Res.							
Fencing	27	Capital Res.		(17,100)					
Stage Roof		Capital Res.			(20,000)		(150,000)		
Constr. of Baseball/Softball fields		Capital Res.					(10,000)		
Rail Trail		Capital Res.							
Men's Softball back stop		Capital Res.							
Permanent Stage		Capital Res.							(50,000)
Pavilion Paving		Capital Res.							
Paving		Capital Res.				(52,000)			
Splash Pad		Capital Res.				(7,200)	(7,200)		
Playground surfacing		Capital Res.							(150,000)
Community Center		Capital Res.							
Playground Renovations		Capital Res.							
Dugout repairs		Capital Res.							(30,000)
Boat Launch		Capital Res.						(25,000)	
Skating Rink		Capital Res.							
Interest Earned									
CRF Funds Used				(50,900)	(34,500)	(75,700)	(167,200)	(25,000)	(230,000)
NetCRF Funds Added			65,663	29,763	15,263	(74,300)	(7,600)	(175,000)	52,363
Ending Year Balance			65,663	29,763	15,263	89,563	97,363	272,363	52,363

TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM  
SCHEDULE FOR YEARS 2019 - 2024  
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CAPITAL PROJECT	Page #	FUNDING SOURCE	2018	2019	2020	2021	2022	2023	2024
<b>LIBRARY</b>									
Library Books Capital Reserve									
Beginning Year Balance			4,682	4,682	4,682	4,682	4,682	4,682	4,682
Annual Appropriation									
Books									
Interest Earned									
CRF Funds Used									
NetCRF Funds Added			4,682	4,682	4,682	4,682	4,682	4,682	4,682
Ending Year Balance			4,682	4,682	4,682	4,682	4,682	4,682	4,682
Media									
Beginning Year Balance			6,838	6,838	6,838	6,838	6,838	6,838	6,838
Annual Appropriation									
Library Book/Catalog Software									
Interest Earned									
CRF Funds Used									
NetCRF Funds Added			6,838	6,838	6,838	6,838	6,838	6,838	6,838
Ending Year Balance			6,838	6,838	6,838	6,838	6,838	6,838	6,838
Building Fund									
Beginning Year Balance			0	0	0	0	0	0	0
Annual Appropriation									
Repairs									
Interest Earned									
CRF Funds Used									
NetCRF Funds Added			0	0	0	0	0	0	0
Ending Year Balance			0	0	0	0	0	0	0

TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM  
SCHEDULE FOR YEARS 2019 - 2024  
AS PROPOSED BY TOWN DEPARTMENTS

CAPITAL PROJECT	Page #	FUNDING SOURCE	2018	2019	2020	2021	2022	2023	2024
<b>SEWER/WATER</b>									
Sewer/Water Lines Capital Reserve									
Beginning Year Balance			65,673	65,673	65,673	65,673	65,673	65,673	65,673
Contributions									
Withdrawals									
Interest Earned									
CRF Funds Used									
NetCRF Funds Added			65,673	65,673	65,673	65,673	65,673	65,673	65,673
Ending Year Balance			65,673						
<b>WATER</b>									
Water Capital Reserve I	29								
Beginning Year Balance			208,143	208,143	208,143	208,143	208,143	208,143	208,143
Contributions		User Fees	55,000	55,000	55,000	55,000	55,000	55,000	55,000
Withdrawals		User Fees	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)
Interest Earned									
CRF Funds Used			(55,000)	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)
NetCRF Funds Added			208,143	208,143	208,143	208,143	208,143	208,143	208,143
Ending Year Balance			208,143						
Water Capital Reserve II	29								
Beginning Year Balance			213,970	213,970	213,970	213,970	213,970	213,970	213,970
Contributions		User Fees	32,000	32,000	32,000	27,000	27,000	27,000	27,000
Withdrawals		User Fees	(32,000)	(32,000)	(32,000)	(27,000)	(27,000)	(27,000)	(27,000)
Interest Earned									
CRF Funds Used			(32,000)	(32,000)	(32,000)	(27,000)	(27,000)	(27,000)	(27,000)
NetCRF Funds Added			213,970	213,970	213,970	213,970	213,970	213,970	213,970
Ending Year Balance			213,970						



**TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM  
SCHEDULE FOR YEARS 2019 - 2024  
AS PROPOSED BY TOWN DEPARTMENTS**

[illegible]

**TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM  
SCHEDULE FOR YEARS 2019 - 2024  
AS PROPOSED BY TOWN DEPARTMENTS**

CAPITAL PROJECT	Page #	FUNDING SOURCE	2018	2019	2020	2021	2022	2023	2024
<b>SCHOOL DISTRICT</b>	<b>30</b>								
Merging of the two buildings Vill/Hill				(170,000)					
Roof Repair/Replacement									
District wide electrical upgrades					(50,000)				
Fire panels/strobes/horns/speakers					(25,000)				
Pembroke Academy stage ramp									
Woodshop dust collection system			(35,000)						
PA/Three Rivers Exhaust fume hoods					(26,000)				
TRS Repair masonry outside boiler room					(5,000)				
Feasibility study Hill/Village School					(40,000)				
Hill School Kitchen grease exhaust fan									
Village School renovate stair enclosure									
Village school renovate bathrooms						(20,000)			
PA eave painting						(16,000)			
PA Weight Room air system						(75,000)			
PA Gym Roof						(30,000)			
Renovate corridor ramp west entr. and caf									
Village refurbish retaining wall							(9,500)		
Village roof replacement							(23,500)		
Academy repair asphalt sidewalks							(15,000)		
PA replace drain lines							(30,000)		
PA Replace kitchen dishwasher							(8,000)		
PA replace hot water heater/tank/boiler room							(20,000)		
PA replace water heater/Sprinkler room							(15,000)		
TRS replace sanitary fixtures/Gym bathrooms							(30,000)		
TRS replace hot water heater/boiler room							(3,000)		
Hill replace sanitary fixtures/bath/room							(15,000)		
Hill extend ventilation system/office							(15,000)		
Hill replace dishwasher/kitchen							(15,000)		
Hill replace water heater/boiler room							(10,000,000)		
Hill Renovation		Bond							
TRS paving									
Technology Upgrades - Fiber optics									
Track Resurfacing									
Redundant servers									
Network Access Control									
SANS Storage area Network									
Pembroke Academy SAU Entrance					(105,000)				
Paving @ Hill School/Village									
Paving @ Pembroke Academy									(438,000)
Village Doors									

**TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM  
SCHEDULE FOR YEARS 2019 - 2024  
AS PROPOSED BY TOWN DEPARTMENTS**

CAPITAL PROJECT	Page #	FUNDING SOURCE	2018	2019	2020	2021	2022	2023	2024
School District Continued									
Hill School Bathrooms									
New Athletic Field									
PA/TRS Sprinkler Heads					(45,000)				
Bleachers/Backstops/Academy									
Three Rivers Lockers									
Three Rivers Bleachers									
<b>TOTALS</b>									
TOTAL ANTICIPATED EXPENDITURES <sup>1</sup>			\$ (901,477)	\$ (2,853,186)	\$ (1,815,923)	\$ (1,687,600)	\$ (2,049,327)	\$ (11,497,520)	\$ (2,233,800)
EXPENDITURES OFFSET BY EXISTING CRF ACCOUNTS <sup>2</sup>			\$ (184,202)	\$ (1,481,762)	\$ (414,618)	\$ (474,818)	\$ (889,127)	\$ (531,520)	\$ (758,618)
CRF DEPOSITS FOR FUTURE USE <sup>3</sup>			\$ 900,086	\$ 1,146,452	\$ 641,941	\$ 82,952	\$ 367,619	\$ 1,013,221	\$ 540,960
EXPENDITURES OFFSET BY BONDING <sup>4</sup>			\$ (276,885)	\$ (656,850)	\$ (639,300)	\$ (621,750)	\$ (304,200)	\$ (10,000,000)	\$ (283,800)
EXPENDITURES OFFSET BY OTHER FUNDING <sup>4</sup>			\$ 127,000	\$ 137,000	\$ 152,000	\$ 132,000	\$ 152,000	\$ 152,000	\$ 152,000
TOTAL CAPITAL EXPENDITURES RAISED BY TAXES <sup>5</sup>			\$ (335,478)	\$ (3,708,346)	\$ (2,075,900)	\$ (2,549,217)	\$ (2,723,035)	\$ (20,863,819)	\$ (2,583,259)
DEBT SERVICE <sup>6</sup>			\$ (276,885)	\$ (656,850)	\$ (639,300)	\$ (621,750)	\$ (304,200)	\$ 294,000	\$ 283,800
TOTAL FUNDS RAISED BY TAXES <sup>7</sup>			\$ (612,363)	\$ (4,365,196)	\$ (2,715,200)	\$ (3,170,967)	\$ (3,027,235)	\$ (20,569,819)	\$ (2,299,459)

\*Mandated by the State

<sup>1</sup>This is the total expenditures regardless of the funding source

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

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

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

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

<sup>6</sup>These are the payments for prior year expenditures that were funded through bonding.

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

**TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM  
2019 CAPITAL PROJECTS  
RECOMMENDED BY THE CIP COMMITTEE**

CAPITAL PROJECT	Page #	FUNDING SOURCE	Requested 2018	CIP Committee Vote		
				High	Medium	Low
<b>MUNICIPAL FACILITIES</b>						
Municipal Facilities CRF Request	19	Taxes	50,000		5	1
Town Hall						
Air Conditioning	19	Capital Res.	(22,148)	4	2	
Union Street						
Retaining Wall	19	Capital Res.	(120,000)	4	2	
Town Clock	19	Capital Res.	(35,000)		2	4
<b>MUNICIPAL CRF ACCOUNT BALANCE</b>		318,469	191,321			
<b>ENERGY FUND</b>						
Energy efficiency CRF Request	20	Taxes	30,000	4	1	1
<b>Energy Fund CRF ACCOUNT BALANCE</b>		12,532	42,532			
<b>PROPERTY REVALUATION/UPDATE</b>						
Property Reval./Update CRF Request	21	Taxes	32,500	1	5	
Property Revaluation	21		(100,000)		6	
<b>Property Reval. CRF ACCOUNT BALANCE</b>		131,764	64,264			
<b>CEMETERY</b>						
Cemetery Capital Reserve Fund Request	22	Taxes	10,000		6	
Monument repairs	22	Capital Res.	(6,100)	1	5	
Wall Work	22	Capital Res.	(6,200)	2	4	
<b>Cemetery CRF ACCOUNT BALANCE</b>		9,094	6,794			
<b>FIRE</b>						
Major Equipment CRF Request	23	Taxes	140,000	5	1	
Pumper Tanker	23		(748,414)	4	2	
Major Equipment CRF BALANCE		664,672	804,672			
<b>Small Equipment CRF Request</b>	23	Taxes	10,000	4	2	
<b>Small Equipment CRF BALANCE</b>		59,105	69,105			

**TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM  
2019 CAPITAL PROJECTS  
RECOMMENDED BY THE CIP COMMITTEE**

CAPITAL PROJECT	Page #	FUNDING SOURCE	Requested 2018	CIP Committee Vote		
				High	Medium	Low
<b>POLICE</b>						
Police Cruisers CRF Request	24	Taxes	55,000	3	3	
Cruiser Replacement	24	Capital Res.	(56,000)	2	4	
Police Cruisers CRF BALANCE		73,757	72,757			
Small Equipment CRF Request	24	Taxes	10,000	4	2	
		Capital Res.	-			
Small Equipment CRF BALANCE		66,382	76,382			
<b>PUBLIC WORKS</b>						
Highway Division						
Major Equipment CRF Request	25	Taxes	200,000	3	3	
6 Wheel dump Truck #2	25	Capital Res.	(176,000)	1	5	
Front End Loader	25	Capital Res.	(198,300)	2	4	
Compressor	25	Capital Res.	(7,024)	5	1	
Major Equipment CRF BALANCE		349,202	167,878			
<b>Roads</b>						
Road reconstruction/repair	26	Taxes	(77,950)	5	1	
Culvert	26	Taxes	(200,000)	No Opinion		
<b>RECREATION</b>						
Recreation Facilities CRF Request	27	Taxes	15,000	2	4	
Bathrooms	27	Capital Res.	(33,800)	1	1	4
Fencing	27	Capital Res.	(17,100)		3	3
Rec Facilities CRF BALANCE		65,663	29,763			

**TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM  
2019 CAPITAL PROJECTS  
RECOMMENDED BY THE CIP COMMITTEE**

CAPITAL PROJECT	Page #	FUNDING SOURCE	Requested 2018	CIP Committee Vote		
				High	Medium	Low
<b>WATER</b>						
Water CRF I	29		55,000	No Opinion		
Infrastructure		User fees	(55,000)			
Water CRF I Balance		208,143	208,143			
Water CRF II			32,000			
Vehicles/Equipment		User fees	(32,000)			
Water CRF II Balance		213,970	213,970			
<b>SCHOOL DISTRICT</b>						
Merging of the two buildings	30		(170,000)	3	3	

## MUNICIPAL FACILITIES

### **I. MUNICIPAL FACILITIES CAPITAL RESERVE FUND DEPOSITS**

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

**Amount Requested:** \$50,000 in 2019 from taxation.

**Committee Vote:** Medium Priority – 5; Low -1

#### **A. AIR CONDITIONING TOWN HALL**

**Project Description:** Install new energy efficient air conditioner throughout Town Hall and also install a wall unit in the meeting room on the first floor.

**Amount Requested:** \$22,148 in 2019 from Capital Reserve.

**Committee Vote:** High Priority – 4; Medium - 2

#### **B. 4 UNION STREET RETAINING WALL**

**Project Description:** Replace in its entirety the rear wall that is failing. This project has been reviewed by the Town Engineer and other contractors. The wall is saturated with salt and is cracking.

**Amount Requested:** \$120,000 in 2019 from Capital Reserve.

**Committee Vote:** High Priority – 4; Medium –2

#### **C. TOWN CLOCK**

**Project Description:** The Town has a 99 year lease on the clock and is required to make the necessary repairs. The Clock has been reviewed by the same restoration company that has repaired it over the years. The south side face needs restoration, some of the carrying beams need replacing. In addition venting will be installed to help remove some of the heat that is causing moisture and rot.

**Amount Requested:** \$35,000 in 2019 from Capital Reserve.

**Committee Vote:** Medium Priority –2; Low - 4

## ENERGY EFFICIENCY FUND

### II. ENERGY EFFICIENCY CAPITAL RESERVE FUND DEPOSITS

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

**Amount Requested:** \$30,000 in 2019 from taxation.

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



## PROPERTY REVALUATION / UPDATE

### III. PROPERTY REVALUATION / UPDATE CAPITAL RESERVE FUND DEPOSITS

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

**Amount Requested:** \$32,500 in 2019 from taxation.

**Committee Vote:** High Priority – 1; Medium - 5

#### A. REVALUATION UPDATE

**Project Description:** This is year number 5 and a Revaluation is required by the State of NH DRA.

**Amount Requested:** \$100,000 in 2019 from Capital Reserve.

**Committee Vote:** Medium Priority - 6

## **CEMETERY COMMISSION**

### **IV. CEMETERY CAPITAL RESERVE FUND DEPOSITS**

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

**Amount Requested:** \$10,000 in 2019 from taxation.

**Committee Vote:** Medium Priority - 6

#### **A. PEMBROKE STREET CEMETERY**

**Project Description:** Repair Monuments.

**Amount Requested:** \$6,100 in 2019 from Capital Reserve.

**Committee Vote:** High Priority – 1; Medium - 5

#### **B. PEMBROKE STREET CEMETERY**

**Project Description:** Wall Work

**Amount Requested:** \$6,200 in 2019 from Capital Reserve.

**Committee Vote:** High Priority – 2; Medium – 4

## PEMBROKE FIRE DEPARTMENT

### **V. MAJOR FIRE EQUIPMENT CAPITAL RESERVE FUND DEPOSITS**

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

**Amount Requested:** \$140,000 in 2019 from taxation.

**Committee Vote:** High Priority – 5; Medium - 1

#### **A. PUMPER/TANKER**

**Project Description:** Replacement of Engine 3 (1998)

**Amount Requested:** \$748,414 in 2019 from Capital Reserve.

**Committee Vote:** High Priority – 4; Medium - 2

### **VI. SMALL FIRE EQUIPMENT CAPITAL RESERVE FUND DEPOSITS**

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

**Amount Requested:** \$10,000 in 2019 from taxation.

**Committee Vote:** High Priority – 4; Medium - 2

## PEMBROKE POLICE DEPARTMENT

### **VII. POLICE CRUISER REPLACEMENT CAPITAL RESERVE FUND DEPOSITS**

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

**Amount Requested:** \$55,000 in 2019 from taxation.

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

#### **A. CRUISER**

**Project Description:** New Cruiser Replacement

**Amount Requested:** \$56,000 in 2019 from Capital Reserve.

**Committee Vote:** High Priority – 2; Medium – 4

### **VIII. SMALL EQUIPMENT REPLACEMENT CAPITAL RESERVE FUND DEPOSITS**

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

**Amount Requested:** \$10,000 in 2019 from taxation.

**Committee Vote:** High Priority – 4; Medium - 2

## **PUBLIC WORKS DEPARTMENT - EQUIPMENT**

### **IX. TOWN EQUIPMENT CAPITAL RESERVE FUND DEPOSITS**

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

**Amount Requested:** \$200,000 in 2019 from taxation.

**Committee Vote:** High Priority – 3; Medium -3

#### **A. 6 WHEEL DUMP AND ACCESSORIES**

**Project Description:** 6 Wheel Dump Truck to replace the 2006

**Amount Requested:** \$176,000 in 2019 from Capital Reserve.

**Committee Vote:** High Priority – 1; Medium -5

#### **B. FRONT END LOADER**

**Project Description:** This machine is used at the transfer station as well as snow removal.

**Amount Requested:** \$198,300 in 2019 from Capital Reserve.

**Committee Vote:** High Priority – 2; Medium – 4

#### **C. COMPRESSOR**

**Project Description:** This piece of machinery is used extensively by the mechanic and the current system is not generating enough power due to its age.

**Amount Requested:** \$7,024 in 2019 from Capital Reserve.

**Committee Vote:** High Priority – 5; Medium – 1

## PUBLIC WORKS DEPARTMENT - ROADS

### X. ROAD RECONSTRUCTION / REPAIR

**Project Description:** To efficiently address the town's roadways, the Public Works Department in conjunction with the Roads Committee and the Board of Selectman will adopt a road repair and reconstruction program on an annual basis. The funding for 2019 will be adjusted to cover the cost of the Upper Beacon Hill bond.

**Amount Requested:** \$77,950 in 2019 from taxation.

**Committee Vote:** High Priority – 5; Medium - 1

#### A. CULVERT

**Project Description:** There are several culverts in Town that are failing and in need of repair. The descriptions and comments at the meeting by the DPW Director and the Roads Committee conflicted.

**Amount Requested:** \$200,000 from taxation

**Committee Vote:** The committee felt that they did not have enough clear information to vote on this item.

## PEMBROKE RECREATION COMMITTEE

### **XI. RECREATION FACILITIES CAPITAL RESERVE FUND DEPOSIT**

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

**Amount Requested:** \$15,000 in 2019 from taxation.

**Committee Vote:** High Priority – 2; Medium – 4

#### **A. FENCING**

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

**Amount Requested:** \$17,100 in 2019 from Capital Reserve.

**Committee Vote:** Medium Priority – 3; Low - 3

#### **B. BATHROOM**

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

**Amount Requested:** \$33,800 in 2019 from Capital Reserve.

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

## TOWN OF PEMBROKE - SEWER

### XII. CAPITAL RESERVE FUND – SEWER

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



## TOWN OF PEMBROKE - WATER

### **XIV. CAPITAL RESERVE FUNDS DEPOSIT - WATER**

- Project Description:** There are currently two capital reserve funds for the expansion, maintenance, and repair of water infrastructure and equipment. Money allocated to these funds comes from user fees. The current spreadsheet shows the projected expenses that the Water Department will make which will be offset by user fees.
- Amount Requested:** User fees deposited to Capital Reserve Funds and then withdrawn for the proposed expenditures.
- Committee Vote:** N/A. The Committee did not place a vote on this item as the costs are raised through user fees.

## SCHOOL DISTRICT

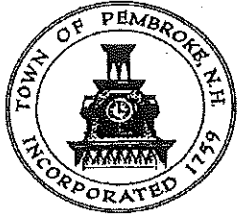
### XV. MERGING OF TWO BUILDINGS

**Project Description:** Costs associated with moving Village School to Hill School.

**Amount Requested:** \$170,000 in 2019/20 from taxation.

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

on:



# Town of Pembroke

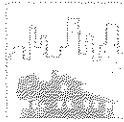
## Department of Public Works

8 Exchange Street, Pembroke, NH 03275  
Phone: (603) 485-4422 Fax: (603) 485-2613

### Striping Bid Summary

	2019	2020	2021	TOTAL	Comments
Industrial Traffic Lines, Inc. 3 Sanborn Road Londonderry, N.H. 03053	\$ 13,298.10	\$ 13,298.10	\$ 13,308.10	\$ 39,904.30	Ins. Cert on file current
HiWay Safety Systems, Inc. 9 Rockview Way Rockland, MA. 02370	\$ 16,158.70	\$ 19,780.90	\$ 22,647.10	\$ 58,586.70	Ins. Cert current
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	

BOS awarded to



**CORCORAN CONSULTING ASSOCIATES, INC.**  
**PO Box 1175, Wolfeboro Falls, NH 03896-1175**  
**603-630-8575 or Cell: 603-396-3268**

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

**David Jodoin, Town Administrator**  
**603-485-4747 x202**

**Agreement for Cyclical Assessing Services &**  
**Revaluation and Re-certification**  
**To the Assessed Values 2019**

**January 1, 2019 – December 31, 2019**

**Contractual Agreement between the Town of Pembroke, NH  
And  
Corcoran Consulting Associates, Inc.**

**Section 1. Functions/Responsibilities:**

The Town of Pembroke agrees to retain Corcoran Consulting Associates, Inc. (Contractor) of Wolfeboro, NH to perform regular assessing services and a full revaluation as provided for in this Agreement. A cyclical Revaluation is defined as: the revaluation of all taxable and non-taxable properties in a Municipality, combining a complete measure and listing of all taxable and nontaxable properties over time and updating an establishment of the new base year, to arrive at full and true value as of April 1, 2019

("Measure and Listing" was performed between January 1, 2014 and December 30, 2018.)

This contract also provides services to perform all tasks required to meet the mandatory five year recertification as set by the New Hampshire Department of Revenue as well as assessing services for 2019 and Quality control over the conversion process to Vision Appraisal "V8" cama system.

**Section 2. Term:**

The term of this Agreement shall be for a period of 12 months from January 1, 2019 through December 31, 2019.      Date of Recertification: 2019      Date of new values: As of April 1, 2019

**Section 3. Termination/Resignation:**

Nothing in this Agreement shall prevent, limit or otherwise interfere with the rights of either party to terminate this Agreement subject to the terminating party giving sixty (60) days written notice to the other party, prior to the effective date of separation.

The Town Administrator retains the right to dismiss unsuitable personnel employed by the Contractor in connection with the services under this Agreement for any reason. The Contractor shall replace any dismissed employees of the firm with a professional of commensurate qualifications and experience of the dismissed employee. In the event that any person assigned to the Pembroke project is convicted of any act resulting in personal gain, then the Town shall have no obligation of prior notice, and may immediately terminate this Agreement.

**Non-Appropriation-** The Town of Pembroke will in its "best efforts", obtain the necessary approval for the 2019 appropriation for assessing and cyclical revaluation services. If for any reason the Town of Pembroke is unable to obtain funding for the 2019 Assessing contract, the Town of Pembroke can terminate such contract without further obligation or penalty.

**Section 4. Compensation:**

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

*This contract is for January 1, 2019 through December 31, 2019.*

*The total amount of the contract is for: \$89,000*

*Assessing Services: \$43,000*

*Revaluation Services: \$46,000*

*Compensation is paid based on an hourly rate plus expenses.*

*To be paid out as stated below:*

<b>Position</b>	<b>Hourly Rate 2019</b>
Utilities are not included in this contract	
Director	\$85.00
Sr. Assessor/Sr. Appraiser	\$78.00
Appraiser	\$67.00
Field Supervisor	\$60.00
Senior Data Collector	\$56.00
Data Collector	\$52.50
Data Entry/Clerical Support Depends on designation of assigned person.	\$52.50-\$56.00
Technical/Research Assistance	\$40.00

Travel allowance will be billed @ .57 per mile, portal to portal, (one direction), plus mileage incurred while on the job site.

The Contractor shall submit invoices on a monthly basis according to the foregoing rate schedule. The Town shall issue payment no later than twenty (20) days after receipt of invoices from the previous month's activities.

**Section 5. Work Schedule/Key Personnel Assignment:**

By mutual agreement between the Contractor and the Town the following personnel and tentative work schedule is hereby established:

**The following activities outline a general guideline for scheduling:**

April/June: Analysis of Sales & Adjustment of tables to include depreciation reset to year 2019.

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

Preliminary values presented for BOS approval (August 12)

Notices mailed (at town expense) by August 15

Hearings August 25 - 31

Finalize file by September 15

Finalize MS1 by October 1

Prepare USPAP report.

**Director:** Marybeth Walker - will assume general responsibility of all company employees assigned to Pembroke. The directors' hours will remain flexible according to the immediate needs of the department, for assessing and consultations.

**Assessor's Agent:** Monica Hurley will assume general oversight of all functions and projects occurring as a result of this agreement. Ms. Hurley's schedule will be on average 3 days a month and she will remain in communication with the department and management on an ongoing basis to ensure that all projects and tasks are proceeding in a timely and workmanlike manner. Ms. Hurley will also assume all routine and day-to-day supervision of company employees assigned to the Pembroke project.

**Data Collectors:** Ben Lafond, Brian Hathorn, Steve Marquis, Catie Walker, Jared Hynes and Susan Daniels and/or similarly qualified individuals will assist the Assessor's Agent in the collection of data during annual 'pick-up' work, sales inspections and similar routine data collections.

**Appraisers:** Appraisers assigned to Pembroke will include Monica Hurley as supervising appraiser/Sr. Assessor, with Jay Ferreira and/or Ron Doyon assisting as required over the course of the year.

## **Section 6. Responsibilities and Services provided by the Contractor**

### **6.1 Contract Submission**

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

### **6.2. Assessing\Appraisals:**

The Contractor shall:

#### **Sub-section A - Assessing**

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



## **Sub-section B- Assessment of all Property:**

- 6.2.1 *This cyclical revaluation commenced in tax year 2014 and ran through tax year 2018. 2019: a full statistical revaluation analysis shall be conducted to bring values to 95% to 100% of market value. (This will include “values anew” with the depreciation year changed to 2019).*
- 6.2.2 Contractor shall measure and list all taxable property (RSA 72:6) within Municipality in a good and workmanlike manner in accordance with RSA 75:1.
- 6.2.3 Contractor shall measure and list all tax exempt and non-taxable property (RSA 74:2) within the taxing jurisdiction of Municipality in the same manner as taxable property.
- 6.2.4 Contractor shall measure, list and verify all sales used to determine benchmarks for the revaluation.
- 6.2.5 The contractor shall update the existing assessment information to correct errors or omissions pertaining to:  
(1) Incorrect measurements; and  
(2) Physical changes, which may include, but not be limited to:  
a. Additions;  
b. Renovations;  
c. Finished areas;  
d. Structural alterations;  
e. Outbuildings; or  
f. Other site factors or improvements;
- 6.2.6 Contractor shall measure and list all new construction brought to their attention by Municipality via building permits, inventories and any other source. (This is part of a separate assessing contract.)
- 6.2.7 Contractor shall utilize the municipalities Vision Appraisal (V8) CAMA System to appraise properties for the fall 2019 bill.
- 6.2.8 Contractor shall be responsible for quality control for the conversion process for Vision Appraisal system to the new V8 system.

## **6.3 Completion of Work**

- 1.3.1 Contractor shall complete all work and deliver a finalized MS-1 to the municipal Assessing officials on or before October 1, 2019.
- 6.3.2 Contractor shall provide Municipality a list of all products to be delivered and dates of delivery thereof. The products include:  
(1) Property record cards in hard copy, electronic or both formats;  
(2) The USPAP Compliant Appraisal Report, (Due 30 days after the Final MS-1); and

- (3) The Data Collection Manual.

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

- (1) The informal review of assessments has been completed as described in Section 7.6;
- (2) Any required value adjustments are made;
- (3) The final values are submitted to and accepted by the municipal assessing officials;
- (4) All products required by the contract are delivered to Municipality and the DRA;
- (5) The DRA has completed its final monitoring report;
- (6) Values established by Contractor have been defended through the municipal abatement process, as described under RSA 76:16, for the year of the full statistical revaluation; and,
- (7) All other terms of the contract have been satisfied.

#### **6.4 Personnel**

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

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

6.4.2 Upon approval of the contract and before the cyclical revaluation begins, Contractor shall provide to the DRA and the municipal assessing officials, a list of the DRA-certified personnel assigned to work under the contract.

6.4.3 Contractor shall ensure that the DRA-certified assessor supervisor is proficient in the use and calibration of the CAMA system that will be used to assess the property specified in Section 6.2.7.

6.4.4 Contractor shall ensure that the individual(s) assigned to perform data entry are proficient in the use of Municipality's CAMA system.

6.4.5 Contractor shall ensure that the DRA-certified assessor supervisor or Assessor will be present on site 75% or the time and be available off site 95 % of the time for the duration of the contract.

#### **6.5 Public Relations**

6.5.1 Contractor and the Town Administrator or designee, during the progress of the work, shall each use their best efforts to promote full cooperation and amiable relations with taxpayers. All publicity and news releases shall be approved by the municipal Town administrator before being released to the news media. Contractor, upon request of the

Municipal assessing officials and or Town management, shall provide assistance in conjunction with the municipal assessing staff to acquaint the public with the mechanics and purpose of the cyclical revaluation.

## **6.6 Confidentiality**

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

## **6.7 Compensation and Terms**

6.7.1 Municipality, in consideration of the services hereunder to be performed by Contractor, agrees to pay Contractor the sum not to exceed \$ 89,000 dollars pursuant to the terms of the agreement as defined in Section 6. Payment shall be dispersed as listed under section 4.

The amount or terms of compensation to be paid by Municipality for assessing services to support and defend assessments that are appealed to the BTLA or superior court, if not included in the regular assessing agreement with the Town of Pembroke, is quoted on a hourly or daily basis plus expenses is: \$ 85 hourly for all classes of properties except utilities. Defense of utility properties to include hydros will be compensated at a rate of \$ 200 hourly.

Appraisal/expert support in the event of formal filings before the Superior Court or NH Board of Tax & Land Appeals will be addressed on a time and materials basis. **Such costs are not included in this contract.** In the event of receipt of appeals through July 1<sup>st</sup> 2020, the Contractor shall consult with the Town Administrator to inform whether the costs of defense can or cannot be absorbed into the instant contract.

6.7.3 The manner and time schedule in which Municipality shall make payments to Contractor is included in section 4.

## **SECTION 7: Detail of services to be provided by the Contractor-**

**If properties need to be visited during the revaluation process the following guidelines will be followed:**

### **7.1 Collection of Property Data**

7.1.1 All vacant land parcels and any attributes that may affect the market value shall be listed accurately. Such attributes may include, but not be limited to: number of acres; road frontage; neighborhoods; water frontage; water access; views; topography; easements; deeded restrictions and other factors that might affect the market value.

- 7.1.2 Every principal building(s), and any appurtenant building(s), or other improvements, shall be accurately measured and listed to account for the specific elements and details of construction as described in the data collection manual. Such elements and details may include, but not be limited to: quality of construction; age of structure; depreciation factors; basement area; roofing; exterior cover; flooring; fireplaces; heating & cooling systems; plumbing; story height; number of bathrooms; number of bedrooms; and, other features, attributes, or factors that might affect market value.
- 7.1.3 Contractor shall make an attempt to inspect the property, and if the attempt is unsuccessful, Contractor may:
- (a) Leave a notification card at the property requesting that the property owner call the Contractor's designee, within a stated time frame as agreed upon by the municipal assessing officials and Contractor, to arrange for an interior inspection; or,
  - (b) Send a letter to the property owner requesting that the property owner call the Contractor's designee, within a stated time frame as agreed upon by the municipal assessing officials and Contractor, to arrange for an interior inspection;
- 7.1.4 If the municipal assessing officials are not able to arrange for an interior inspection, or entrance to a building or parcel of land cannot be obtained as detailed in Section below, Contractor shall:
- (a) Estimate the value of the improvements using the best evidence available; and,
  - (b) Annotate the property record card accordingly.
- 7.1.5 Contractor shall complete interior inspection of all properties except:
- (a) Vacant or unoccupied structures;
  - (b) Where multiple attempts for inspection have been made without success and the owner or occupant has not responded to Contractor or the municipal assessing officials' notifications;
  - (c) Where postings prevent access;
  - (d) Unsafe structures;
  - (e) When the owner has refused access to Contractor or designee;
  - (f) When inhabitants appear impaired, dangerous or threatening; and,
  - (g) Any other reason for which the municipal assessing officials agree that the property is inaccessible.
- 7.1.6 Contractor shall provide to Municipality a complete copy of the: field data collection card(s); worksheet(s); and, other document(s) used in the valuation process.

## **7.2 Property Record Cards**

- 7.2.1 Contractor shall prepare an individual property record card, for each separate parcel of property in Municipality arranged to show:
- (1) The owner's name, street number, map and lot number or other designation of the property;
  - (2) The owner's mailing address;

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

### **7.3 Full Statistical Revaluation Market Analysis**

7.3.1 A DRA-certified property assessor supervisor shall conduct the market analysis.

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

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

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

- (1) A review of all property transfers provided by the municipal assessing officials to Contractor;

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

7.3.5 The preliminary market analysis summary shall:

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

7.3.6 Contractor shall ensure that an initial comprehensive review of the newly established property record cards, established during the conversion process, shall be performed.

and a parcel-by-parcel field review of the entire Municipality will be completed in conjunction with DRA-certified property Assessor Supervisor or Assessors to:

- (1) Ensure that the conversion process reflects the correct data.
- (2) All properties are valued at their highest and best use; and,
- (3) Identify and correct: any mechanical errors; inconsistencies; unusual features or value influencing factors.
- (4) Once the new values are established the contractor will ensure that a sampling of properties are visited to ensure the newly established data and values are accurate.

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

#### **7.4 Full Statistical Revaluation Approaches to Value**

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

7.4.2 Cost Approach:

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

practices in Municipality; various story heights and square foot areas adequate for the valuation of all types of buildings and other improvements to the land; tables for additions and deductions for variations from the base cost improvement specifications; and, tables for depreciation based upon age and condition of the improvements.

- (d) Document the calibration of all building cost tables and models.

#### 7.4.3 Income Approach:

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

#### 7.4.4 Market-Sales Comparison Approach:

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

- 7.4.5 In the utilization of the appraisal approaches to valuation, Contractor shall make and document adjustments made to properties for depreciation factors, which may include, but not be limited to: physical; functional; and, economic conditions.

### 7.5 Full Statistical Revaluation Utility and Special Use Properties

- 7.5.1 Contractor shall identify the utility and special use properties within Municipality by:
  - (1) Providing documentation of the methodology and analysis that was utilized by Contractor in the establishment of the assessed value(s); and,



- (2) Indicating the properties that were not part of the appraisal work performed under the cyclical revaluation contract by:
  - (a) Identification of the property; and,
  - (b) Identification of the source of the appraisal of the property for the revaluation. **(Utilities are not included in this contract.)**

## **7.6 Full Statistical Revaluation Value Notification and Informal Reviews**

7.6.1 Contractor shall provide to the municipal assessing officials:

- (1) A list of the newly established values for review;
- (2) A preliminary value analysis; and,
- (3) The informal review schedule in advance.

7.6.2 Contractor shall provide to the Town a list of the newly established values. The Town shall mail, first class, to all property owners, the notification of the newly established value of their property by sending to the property owner a letter to the owner stating the newly established value of their property.

7.6.3 The notification of newly established values shall contain the details of the informal review process, instructions on scheduling an informal review; and the time frame in which informal reviews shall be scheduled.

7.6.4 The notification of newly established values shall contain instructions in regard to the appeal process for abatements pursuant to RSA 76:16, RSA 76:16-a and RSA 76:17.

7.6.5 After mailing or posting of the notification of newly established values, Contractor shall ensure that an informal review of the newly established property values is provided to all property owners who may, within the time prescribed by the contract, request such a review.

7.6.6 Notwithstanding Section 6.6 of this contract (Confidentiality), Contractor shall make available to all property owners the property record card and market analysis related to their newly established property value(s).

7.6.7 The Town may at their discretion, notify, by first class mail, all property owners addressed during the informal reviews and indicate whether or not a change in value resulted and the amount thereof.

7.6.8 All documentation utilized or obtained during the informal review process shall be relinquished to the municipal assessing officials.

## **7.7 Appraisal Manuals and Full Statistical Revaluation Appraisal Reporting**

7.7.1 Contractor shall provide a data collection manual, to be included within the USPAP report, or as a separate document, which may include but not be limited to:

- (1) A description of building characteristics; extra features; outbuildings; site improvements; site characteristics; road frontage; water frontage; water access; topography; and view;
- (2) A glossary and description of all codes used within the data collection and on property record cards;
- (3) A description of all grading factors utilized, which may include, but may not be limited to: condition factors; quality; depreciation; amenity values; and other Factors or conditions; and,
- (4) A glossary and description of the coding used for visitation history.

7.7.2 Contractor shall ensure that the municipal assessing officials have:

- (1) A technical CAMA manual detailing the CAMA system utilized; and,
- (2) Been provided training in the proper use of the CAMA system.

7.7.3 Contractor shall provide a USPAP compliant appraisal report pursuant to RSA 21-J: 14-b, 1, (c): The report shall comply with the most recent edition of the USPAP. The report shall contain, at a minimum, the following:

- (1) A letter of transmittal to include a signed and dated certification statement;
- (2) Sections detailing:
  - (a) The scope of work;
  - (b) The development of values;
  - (c) Time trending analysis;
  - (d) Land and neighborhood data;
  - (e) Improved property data;
  - (f) Statistical testing, analysis, and quality control; and,
  - (g) The development of approaches to value used in the revaluation of properties.
- (3) Appendices which may include, but not be limited to:
  - (a) Work plan;
  - (b) Neighborhood maps;
  - (c) Names and levels of DRA-certified individuals authoring or assisting with the development of the USPAP compliant report;
  - (d) CAMA system codes;
  - (e) Identification and description of zoning districts;
  - (f) Qualified and unqualified sale codes; and,
  - (g) Other useful definitions or information.
- (4) Instructions, or as a separate document, adequate instructions for the municipal assessing officials to:
  - (a) Understand the valuation methodologies employed;
  - (b) Understand the market and neighborhood adjustments; and,
  - (c) Understand the conclusions of the appraisal report.

7.7.4 Contractor shall provide a USPAP compliant report to the municipal assessing officials, to be retained by the municipal assessing officials until the next revaluation and a copy to the DRA. The deadline for the USPAP report is due within 30 days of the finalized MS-1.

7.7.5 Contractor shall provide a USPAP compliant report to the municipal assessing officials for any utilities, and a copy to the DRA.

**7.8 Full Statistical Revaluation Defense of Values**

7.8.1 Contractor shall, after the final property tax bills have been mailed by Municipality, support and defend the values that were established by Contractor for the 2019 tax year through the revaluation as follows:

- (1) The cost for processing abatements will be included in the regular assessing contract; if entered into for 2020. The defense of subsequent filings with the BTLA or Superior court is covered under section 6.7.2 of this contract. Processing of abatements will include:
  - (a) A review, by either a DRA-certified property assessor or a DRA-certified property assessor supervisor; and,
  - (b) The Contractor's written recommendation provided to the municipal Assessing officials in which an abatement request had been received.

7.8.2 Contractor shall provide a qualified representative for the defense of property tax abatement appeals that are timely filed with the Board of Tax and Land Appeals (BTLA) or Superior Court pursuant to RSA 76:16-a and RSA 76:17, whose compensation has been agreed upon by the parties to the contract as stipulated in 6.7.2; and,

7.8.3 Appeals to the BTLA or Superior Court:

- (1) Contractor will support and defend values established by the Contractor.
- (2) For utility and special use property tax abatement appeals, Contractor shall provide the services of a DRA-certified property assessor supervisor to testify to and defend values based upon the compensation terms identified in Section 6.7.2. Depending upon the complexity of the property being appealed, the services of an expert may be required and shall be covered under a separate contract for the services rendered.

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

**7.9 Recertification Process: The recertification process is defined and approved by the Assessing Standards Board under RSA 21-J: 11 as established for the 2019 recertification year as defined by this contract.**

7.9.1 Contractor shall perform the revaluation and recertification in such a way that it meets the requirements to pass recertification:

- (a.) Level and Uniformity of Assessments
- (b) Assessing Practices
- (c) Exemptions and credits
- (d) Data Accuracy
- (e) Proportionality
- (f) USPAP

- 7.9.2 Contractor shall provide a list of all property owners with exemptions and credits, with address and mailing addresses to the Town to mail out verification packets as part of the recertification process; under RSA 21-J:11-a.1(c).
- 7.9.3 Upon receipt of documentation the Contractor shall process and follow up on all documentation in order to determine if the exemptions and credits are still applicable. (New applications are covered under the Assessing contract.)
- 7.9.4 In conjunction with Town personnel the contractor shall follow up on all properties receiving current use land assessments to assure they meet the recertification requirements under RSA 21-J:11-a.1(b).

### **Section 8 Responsibilities of the Municipality.**

- 8.1 The municipal assessing officials shall identify to Contractor, in writing, which properties within the taxing jurisdiction are exempt from taxation.
- 8.2 The municipal assessing officials shall furnish to Contractor information such as but not be limited to: the current ownership information of all property; the physical location of all property; property address changes within Municipality; all property transfer information; a set of current tax maps; zoning maps; plans; building permits; subdivisions; boundary line adjustments and mergers; and, other information as specified by Contractor for the services being provided.
- 8.3 The municipal assessing officials shall keep Contractor informed of all sales of property that occur during the progress of the cyclical revaluation.
- 8.4 The municipal assessing officials shall make corrections to tax maps as of April 1 of the revaluation year where lots have been subdivided, or apportioned, and notify Contractor of all ownership and name and address changes.
- 8.5 If requested, suitable office space and equipment, as specified by Contractor, for the use of Contractor's personnel in the performance of the appraisal work shall be provided.
- 8.6 The municipal assessing office will provide assistance as described in other sections of this contract. This includes, but is not limited to, making appointments, data entry and the cost of postage.

### **Section 9 Indemnifications and Insurance.**

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

- 9.2 Contractor shall not be responsible for consequential or compensatory damages arising from the late performance or non-performance of the agreement caused by circumstances, which are beyond Contractor's reasonable control.
- 9.3 Contractor shall maintain public liability insurance, automobile liability insurance and workmen's compensation insurance unless Contractor is not required to do so by New Hampshire state law or as otherwise agreed upon.
- 9.3.1 The public liability insurance shall be in the form of commercial general liability with the inclusion of contractual liability coverage as follows:
- Comprehensive General Liability: \$1,000,000 each occurrence, \$2,000,000 aggregate coverage; Automobile Liability: \$1,000,000 combined single limit, \$500,000 Bodily Injury/person Workers Compensation: NH Statutory Limits
- 9.4 Prior to starting the cyclical revaluation, Contractor shall provide certificates of insurance by a State of NH licensed insurer, naming the municipality as additional insured and confirming the required insurance coverage for the Municipality with which the appraisal Contractor is contracting.
- 9.5 Contractor shall provide Municipality and the DRA a ten (10) day advance written notice of the cancellation or material change in the required insurance coverage.

#### **Section 10 Estimated size of Cyclical Revaluation**

- 10.1 It is agreed between the parties that the entire revaluation consists of an estimate of 2935 parcels minus 15 Utility parcels for a total of 2920 parcels as defined by RSA 75:9. Any newly subdivided properties will be included in the process.

#### **Section 11 Addendums, Amendments and Appendixes**

- 11.1 Addendums, amendments and appendixes pertaining to this contract may be added only by separate instrument in writing. All addendums, amendments and appendixes shall be sent to the DRA.

**Section 12 Signature page**

**Date:** \_\_\_\_\_

**Municipality of:**   Pembroke  

\_\_\_\_\_  
**Tina Courtemanche, Chair**

\_\_\_\_\_  
**Vincent Greco, Vice Chair**

\_\_\_\_\_  
**Mike Crockwell**

\_\_\_\_\_  
**Ann Bond**

\_\_\_\_\_  
**Sandy Goulet**

**In the Presence of:**

**By Contractor:**

\_\_\_\_\_  
**Marybeth G. Walker, President  
Corcoran Consulting Associates, Inc.**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Date**

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: 10/1/18 Date payment required: 12/1/18

Printed name of person submitting request: David 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: \$45,509.43

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

Date and warrant article number which authorizes this request: Article#8 3/17/18 TM

or  
Date and minutes of meeting by boards & commissions authorizing withdrawal \_\_\_\_\_.  
( 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.



Town of Pembroke  
Police

Payment Voucher

Vendor: MACMULKIN

3 MARMON DRIVE, P.O. BOX 568X, NASHUA, NH 03061-0568

No: \_\_\_\_\_

(Finance Office Use)

Payment Disposition

Mail

X Pickup

Other

Invoice No.	Date	Account No./Desc.	Description	Amount
158500	06/20/18	1000-49020-00053	(1) 2018 CHGEVROLET TAHOE (TRUCK)	\$ 35,859.00
		CAPITAL VEHICLES /EQUIPMENT -PD	STOCK NO. T6663 COLOR: WHITE	
			VIN 1GNSKDEC7JR354258	

COPY

Vendor Total: \$ 35,859.00

Department Authorization

Purchasing Director (if required)

Date

Date



SELLER:

## RETAIL ORDER FOR A MOTOR VEHICLE

06/20/18

DATE

**MacMULKIN***Cadillac*

NEW ENGLAND AUTOMOTIVE VILLAGE  
3 MARMON DRIVE • P.O. Box 568X • NASHUA, N.H. 03061-0568  
(603) 888-1121  
www.macmulkinchevrolet.com

LAROCHÉ, PAUL

TOWN OF PEMBROKE

PURCHASER'S NAME

CO-PURCHASER'S NAME

311 PEMBROKE STREET

PEMBROKE NH 03275

CITY

(603) 485-9173 (603) 485-9173

STATE

ZIP

RES. PHONE

BUS. PHONE

PLEASE ENTER MY ORDER FOR THE FOLLOWING)

☐ NEW ☐ USED ☐ DEMO☐ CAR ☒ TRUCK

MILEAGE 12

YEAR 2018 MAKE CHEVROLET MODEL OR SERIES TAHOE BODY TYPE APURP COLOR WHT TRIM

MVI OR SERIAL NO. 1GNSKDEC7JR354258 STOCK NO. T6663 TO BE DELIVERED ON OR ABOUT 06/20/18

CASH DELIVERED PRICE OF UNIT \$ 35587.00

PURCHASER'S D.O.B.

CO-PURCHASER'S D.O.B.

PURCHASER'S S.S. NO.

CO-PURCHASER'S S.S. NO.

PURCHASER'S E-MAIL

DGILMAN@PEMBROKE-NH.

CO-PURCHASER'S E-MAIL

USED CAR TRADE-IN AND/OR OTHER CREDITS

MAKE OF TRADE-IN

MILEAGE

YEAR

MODEL

BODY

MVI OR SERIAL NO.

BALANCE OWED TO

ADDRESS

USED TRADE-IN ALLOWANCE

\$

BALANCE OWED ON TRADE-IN

NET ALLOWANCE ON USED TRADE-IN

\$

DEPOSIT OR CREDIT BALANCE

\$

DOWN PAYMENT (Trans. to Left Col.)

ADMINISTRATIVE FEE

\$

272.00

ADMINISTRATION FEE

272.00

CASH SALE PRICE OF DESCRIBED MOTOR VEHICLE

\$

35859.00

STATE AND LOCAL TAXES

LICENSE, LICENSE TRANSFER, TITLE, REGISTRATION FEE

1. TOTAL PRICE OF UNIT

\$

35859.00

2. DOWN PAYMENT

consisting of \$ in cash  
and/or \$ net trade-in al-  
lowance on trade-in; see statement in right hand  
column for details

Prior to delivery of the motor vehicle order hereunder to the Purchaser, the Dealer or the Purchaser may terminate this Order if the Dealer shall determine that a mistake in the quotation of the cash delivered price of such motor vehicle has been made by the Manufacturer, Dealer or its agent. If the Dealer or Purchaser terminates this Order pursuant to this provision, Dealer shall return to the Purchaser any and all deposits, trade-ins, or down payments made by the Purchaser pursuant to this Order.

CONTRACTUAL DISCLOSURE STATEMENT FOR USED VEHICLES ONLY

"The information you see on the (FEDERAL TRADE COMMISSION) window form is part of this agreement. Information on the window form overrides any contrary provisions on the contract of sale."

3. UNPAID CASH BALANCE DUE ON DELIVERY  
(difference between items 1 and 2)

\$

35859.00

The front and back of this Order comprise the entire agreement affecting this purchase and no other agreement or understanding of any nature concerning same had been made or entered into, or will be recognized. I hereby certify that no credit has been extended to me for the purchase of this motor vehicle except as noted in writing on the face of this agreement. I have read the matter printed on the back hereof and agree to it as a part of this order the same as if it were printed above my signature. I certify that I am of legal age, and hereby acknowledge receipt of a copy of this order. I also warrant that the (OBDII) or emission system has not been tampered with. If the emission system or (OBDII) has been found to be tampered with then the sale will be void or subject to re-negotiation. [ ] Initial

ALL C.O.D. MUST BE CASHED OR CERTIFIED FUNDS.

THIS ORDER IS NOT A BINDING CONTRACT UNTIL ACCEPTED BY DEALER OR HIS AUTHORIZED REPRESENTATIVE.

PURCHASER'S NAME

DATE

06/20/18

CO-PURCHASER'S NAME

DATE

ACCEPTED BY:

DEALER OR HIS AUTHORIZED REPRESENTATIVE

# MACMULKIN

NEW ENGLAND AUTOMOTIVE VILLAGE  
3 MARION DRIVE • P.O. Box 588X • NASHUA, N.H. 03061-0568  
(603) 888-1121  
www.macmulkin.com

SOLD TO TOWN OF PEMBROKE

311 PEMBROKE STREET  
PEMBROKE NH 03275

DEAL#: 121749

YEAR	MAKE	MODEL	NEW OR USED	VEHICLE IDENT. OR SERIAL NO.
2018	CHEVROLET	TAHOE	F	1GNSKDEC7JR354258
SALESMAN	LAROCHE, PAUL	KEY NOS.	V5571	

DISCLAIMER OF WARRANTIES:  
Unless a separate written document showing the terms of any dealer warranty or service contract is furnished by the seller to the buyer, the seller makes no warranties, either express or implied with regard to this vehicle. Therefore, with respect to the seller the vehicle is sold "as is" and the entire risk as to quality or performance of the vehicle is with the buyer and/or the manufacturer. If a manufacturer supplied warranty is in effect, if the vehicle proves defective after purchase, the buyer (and/or manufacturer) and not the seller, shall assume the entire cost of repair.

OPTIONAL EQUIPMENT AND ACCESSORIES

LIENHOLDER:

MILEAGE: 12



I CERTIFY THE PRICE OF THE ABOVE DESCRIBED

VEHICLE WAS ATTACHED AT THE TIME OF MY

ACCEPTANCE

IT IS UNDERSTOOD THAT LEGAL TITLE TO THE HEREIN DESCRIBED AUTOMOBILE DOES NOT PASS TO SAID BUYER UNTIL HIS CHECK GIVEN IN PAYMENT CLEARS THE BANK ON WHICH IT IS DRAWN.

USED CAR TRADED

YEAR	MAKE	MODEL	VEHICLE IDENT. OR SERIAL NO.
------	------	-------	------------------------------

BODY COLOR

DATE 06/20/18	INVOICE NO. 158500	STOCK NO. T6663
SALESMAN NUMBER 1599		
DESCRIPTION SALE		
NEW CAR	ADMINISTRATION	35587.00
NEW TRUCK-		
USED CAR-RETAIL		
-WHLSE.		
USED TRUCK-RETAIL		
-WHLSE.		
TOTAL CASH PRICE		35959.00
TOTAL TIME PRICE		35959.00
DEPOSIT		
CASH ON DELIVERY		
USED CAR ALLOWANCE		
PAYMENTS	35859.00	35859.00
MOS. @ \$	PER MO.	
TOTAL		35959.00
PAY OFF BAL. OWING FINANCE CO.		
CONTRACTS IN TRANSIT		
DOCUMENTATION FEE		
Always Bring Your Vehicle Here For Factory Authorized Service		

VENDOR AdvSigns Advantage Signs Inc

09/05/2018

000073234

PO #	Invoice #	Reference	Inv Date	Invoice Amt	Disc Amt	Payment Amt
	11696	Black & White Reflective Graphics	8/24/18	718.40	0.00	718.40
Check 0000073234 - Total All Invoices: \$718.40				\$718.40	\$0.00	\$718.40

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

FD Bank  
Concord, NH

54-7/114

CHECK DATE  
09/05/2018

CHECK #  
000073234

PAY

Seven hundred eighteen and 40/100

AMOUNT  
718.40

TO THE  
ORDER  
OF

Advantage Signs Inc  
128 Hall St, Suite C  
Concord NH 03301

*Shelley L. Fowler*

⑈000073234⑈ ⑆011400071⑆ 9243267625⑈

VENDOR AdvSigns Advantage Signs Inc

09/05/2018

000073234

PO #	Invoice #	Reference	Inv Date	Invoice Amt	Disc Amt	Payment Amt
	11696	Black & White Reflective Graphics	8/24/18	718.40	0.00	718.40
Check 0000073234 - Total All Invoices: \$718.40				\$718.40	\$0.00	\$718.40

Town of Pembroke



**VENDOR: *ADVANTAGE SIGNS***

**No:**

(Finance Office Use)

Payment Disposition	
X	MAIL
	PICKUP
	OTHER

need  
copy  
Dmca

Vendor Total: \$ 718.40

Department Authorization

Date \_\_\_\_\_

Purchasing Director (if required)

Date \_\_\_\_\_

Advantage Signs  
128 Hall St., Suite C, Concord, New Hampshire, 03301  
Primary Phone: 603-224-7446



# Invoice 11696

2018 Chevy Tahoe

SALES REP INFO  
Beth Shaw  
beth.advantagesigns@gmail.com  
QT#  
5395

INVOICE DATE  
08/24/2018  
TERMS  
50% deposit  
INV.DUE DATE  
08/28/2018

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

SHIPPING ADDRESS  
247 Pembroke Street  
Pembroke, NH, 03275, United  
States

INSTALL ADDRESS  
247 Pembroke Street  
Pembroke, NH, 03275, United  
States

CONTACT INFO  
Gary Gaskell  
ggaskell@pembroke-  
nh.com  
603-485-9173  
Mobile: 9440711

#	ITEM	QTY	UOM	UNIT PRICE	TOTAL (EXCL. TAX)
1	<b>Black &amp; White Reflective Graphics</b> ****CAR 8**** Includes : Premium 3M reflective digitally printed and laminated media as per approved proof. Includes design, layout, production, vehicle surface prep and application by skilled vehicle graphics professionals. Sides: 1	1	Each	\$718.40	\$718.40

COPY

Subtotal: \$718.40  
Sales Tax (0%): \$0  
Total: \$718.40

SIGNATURE:

DATE:

VENDOR: OSSPEEM Ossipee Mountain Electronics, Inc.

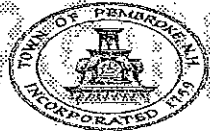
09/18/2018

000073337

PO #	Invoice #	Reference	Inv Date	Invoice Amt	Disc Amt	Payment Amt
	INVO75275	Remove Equipment & Install into New Veh	9/10/18	8,883.05	0.00	8,883.05
Check 0000073337 - Total All Invoices: \$8,883.05				\$8,883.05	\$0.00	\$8,883.05

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 09/18/2018	CHECK # 000073337
AMOUNT 8,883.05	

PAY Eight thousand eight hundred eighty-three and 05/100

TO THE ORDER OF  
Ossipee Mountain Electronics, Inc.  
PO Box 950  
832 Whittier Highway  
Moultonboro NH 03254

*Shelley L. Fowler*

⑈000073337⑈ ⑆011400071⑆ 9243267625⑈

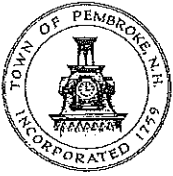
VENDOR: OSSPEEM Ossipee Mountain Electronics, Inc.

09/18/2018

000073337

PO #	Invoice #	Reference	Inv Date	Invoice Amt	Disc Amt	Payment Amt
	INVO75275	Remove Equipment & Install into New Veh	9/10/18	8,883.05	0.00	8,883.05
Check 0000073337 - Total All Invoices: \$8,883.05				\$8,883.05	\$0.00	\$8,883.05

Town of Pembroke



**Town of Pembroke  
Police**

**Payment Voucher**

VENDOR: **OSSIPEE MOUNTAIN ELECTRONICS, INC.**  
**P.O. BOX 950, MOULTONBORO, NH 03254**

No: \_\_\_\_\_  
(Finance Office Use)

Payment Disposition	
X	MAIL
	PICKUP
	OTHER

Invoice No.	Date	Account No./Desc.	Description	Amount
INV075275	9/11/18	1000-49020-00053	Remove all equipment from 2010 Ford PIU	\$ 8,883.05
		CAPITAL VEHICLES/EQUIPMENT-PD	MP7428 and install into New 2018 TAHOE	
			Installed at Northfield location	

**UNIT #8 2018 CHEVY TAHOE**

*\* THANK YOU FOR THE SUPPORT ON THIS VEHICLE. \**

*Wayne*

**COPY**

*Need copy*

Vendor Total: \$ **8,883.05**

*[Signature]*  
Department Authorization

Purchasing Director (if required)

9/12/2018

Date

*9/14/18*

Date



Ossipee Mountain Electronics, Inc.

Invoice **INV075275**  
 Date **9/10/2018**  
 Page **1 of 3**  
 Service Call **180806-0005**

<b>Bill To</b>
Pembroke Police Dept 247 Pembroke St Pembroke, NH 03275

<b>Ship To</b>
Pembroke Police Dept 247 Pembroke St Pembroke, NH 03275

PO Number	Customer No.	Salesperson	Shipping Method	Payment Terms	Order No.
	PEM060	Brian Vastine	Northfield Install	Net 30	ORD072261

Ordered	Shipped	B/O	Item Number	Description	Unit Price	Ext Price
1.00	1.00	0.00	ISFW455	InnerEdge, FST WC, 5Lmp,TD, Psgr 15+TAH/14	489.30	489.30
5.00	5.00	0.00	ISSB	InnerEdge LED, FST/RST, No Chrg w/Tray, Solo	0.00	0.00
1.00	1.00	0.00	VMCT15BB	Mirror Beams, Pair, ION V Ser, BLUE, 15-18 TAH	403.90	403.90
2.00	2.00	0.00	VTX609J	LED, VERTEX Lighthouse, Mtg 1" Hole, BLUE/RE	86.80	173.60
2.00	2.00	0.00	VTX609R	LED, VERTEX Lighthouse, Mtg 1" Hole, RED	86.80	173.60
3.00	3.00	0.00	IONBB	ION Super LED, BLUE/BLUE Black Housing	105.00	315.00
3.00	3.00	0.00	I2J	ION DUO LED, Blue/Red, Black Housing	149.25	447.75
4.00	4.00	0.00	IONK1B	Mounting Bracket, Swivel, ION - BLACK	22.75	91.00
2.00	2.00	0.00	MCRNSB	LED, Micron, BLUE, Surface Mount	109.20	218.40
1.00	1.00	0.00	TLI2J	ION, T-Series, DUO, Linear, Surface Mount, BLU	109.90	109.90
1.00	1.00	0.00	TLIB	ION, T-Series, Linear, Surface Mount, BLUE	94.50	94.50
2.00	2.00	0.00	PELCB	LED, Perimeter Light, Srfc Mnt, Black Flange, WI	147.00	294.00
1.00	1.00	0.00	ETHFSS-SP	Flasher, Hd Lt, Select-A-Pattern, Pos. Switched	46.90	46.90
1.00	1.00	0.00	CCSRN5	Siren, Carbide, Amp Only w/CANport OBDII Inter	1,194.20	1,194.20
1.00	1.00	0.00	CC5K2	Install Kit, Carbide/Control, 16-18 TAH	0.00	0.00
1.00	1.00	0.00	CANCTL6	Siren Control Head, Remote, w/Rotary Knob & M	0.00	0.00
1.00	1.00	0.00	SA315P	Speaker, Siren, Whelen Nylon Composite, 123dB	229.60	229.60
1.00	1.00	0.00	SAK1	Bracket, Siren Speaker, Universal SA315P	28.70	28.70
1.00	1.00	0.00	PTK15TAHOE	Cage Transfer Kit, VS Flat Panel, w/LEP 15+ TAH	239.00	239.00
				PT0185TAH15		
1.00	1.00	0.00	12-VS-15 TAH	Partition, Rear Expanded Steel Screen, 2015+ T/	347.65	347.65
1.00	1.00	0.00	514-TAHOE	Window Bars, Pair, Tahoe, Suburban	219.00	219.00
1.00	1.00	0.00	TM-5502-SMP	Mount, Computer, Side Console, Tablet & Keybo	394.05	394.05
1.00	1.00	0.00	TH-387	Tablet Holder, Adjustable 10" - 13", Locking	133.00	133.00
1.00	1.00	0.00	AP-GRIP-TH	Adaptor Plate, Convert G.R.I.P. Articulation to 2"	55.00	55.00
1.00	1.00	0.00	C-VS-1013-TAH-1	Console, 23" 2015 TAHOE	365.00	365.00

Vehicle Make/Model: CHEVY TAHOE	Vehicle # or ID: CAR 8	
Remove all equipment from 2010 Ford PIU MP7428 and install into new 2018 Tahoe		8,733.05
		0.00
		150.00
		0.00
		8,883.05

COPY

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

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.





Ossipee Mountain Electronics, Inc.

Invoice INV075275  
Date 9/10/2018  
Page 2 of 3  
Service Call 180806-0005

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

Ship To
Pembroke Police Dept 247 Pembroke St Pembroke, NH 03275

PO Number	Customer No.	Salesperson	Shipping Method	Payment Terms	Order No.
	PEM060	Brian Vastine	Northfield Install	Net 30	ORD072261

Ordered	Shipped	B/O	Item Number	Description	Unit Price	Ext Price
				C-EB25-XTL-1P XTL M5 C-EB25-NX3-1P NX-3820 C-EB40-CCS-1P CANCTL6 C-FP-1 1" Filler C-FP-3 3" Filler C-FP-6 6" Filler		
1.00	1.00	0.00	C-ARM-103	Armrest, Console, Hinged Pad	105.35	105.35
1.00	1.00	0.00	C-CUP2-I	Cup Holder, Dual Internal, 4" C Series Consoles	39.00	39.00
2.00	2.00	0.00	14-570*	Able-2 Chrome Power Outlet	11.25	22.50
2.00	2.00	0.00	MMSU-1	Clip, Magnetic Mic Hangup System, Single	34.95	69.90
2.00	2.00	0.00	C-MCB	Mic Clip Bracket	14.70	29.40
1.00	1.00	0.00	BB132R	Antenna, HD 132-512MHz, 1/4Wave, Black, Flex	49.00	49.00
1.00	1.00	0.00	EMFLX-M10003	Antenna, UHF 3 dB Gain, 420-470MHz, FlexSpri	48.15	48.15
1.00	1.00	0.00	MB8	3/4" Antenna Mount, RG58 Cable, No Conn	15.30	15.30
1.00	1.00	0.00	EM-M11001-058	Cable, NMO Mount, 17' RG58, No Conn ( MB8)	17.10	17.10
1.00	1.00	0.00	CPL259-01	Crimp On PL259 RG58 (RFU-505)75476	3.50	3.50
1.00	1.00	0.00	CMUHF58	Mini UHF Crimp Conn, RG58, MALE	1.80	1.80
2.00	2.00	0.00	2750712	Switch, Illuminated Rocker, SPST(73312DL)	6.85	13.70
2.00	2.00	0.00	AE5060	Fuse Holder ATC #12 w/fuse	1.80	3.60
7.00	7.00	0.00	AE5063	Fuse Holder ATC #18 w/fuse	1.10	7.70
2.00	2.00	0.00	AE5062	Fuse Holder ATC #10 w/fuse	2.00	4.00
1.00	1.00	0.00	MISC-	Wire, wire ties, fuses, fuse holders, loom, etc.	105.00	105.00
1.00	1.00	0.00	LABOR	LABOR	275.00	275.00
				Strip all equipment from a 2010 Ford PIU, Car 8.		
1.00	1.00	0.00	LABOR	LABOR	1,860.00	1,860.00
				Install equipment into a new 2018 Chevy Tahoe.		
49.40	49.40	0.00	LABOR	CHUCK	0.00	0.00
Vehicle Make/Model: CHEVY TAHOE				Vehicle # or ID: CAR 8		
Remove all equipment from 2010 Ford PIU MP7428 and install into new 2018 Tahoe						8,733.05
						0.00
						150.00
						0.00
						8,883.05

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

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.



Ossipee Mountain Electronics, Inc.

Invoice INV075275  
Date 9/10/2018  
Page 3 of 3  
Service Call 180806-0005

Bill To

Pembroke Police Dept  
247 Pembroke St  
Pembroke, NH 03275

Ship To

Pembroke Police Dept  
247 Pembroke St  
Pembroke, NH 03275

PO Number	Customer No.	Salesperson	Shipping Method	Payment Terms	Order No.
	PEM060	Brian Vastine	Northfield Install	Net 30	ORD072261

Ordered	Shipped	B/O	Item Number	Description	Unit Price	Ext Price
13.15	13.15	0.00	LABOR	STEVE	0.00	0.00
Vehicle Make/Model: CHEVY TAHOE				Vehicle # or ID: CAR 8		
Remove all equipment from 2010 Ford PIU MP7428 and install into new 2018 Tahoe					Subtotal	8,733.05
					Additional Discount	0.00
					Freight	150.00
					Payment Received	0.00
					Total	8,883.05

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

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.

SEP 11 2018

VENDOR GaryGaskel Gary Gaskell

09/18/2018

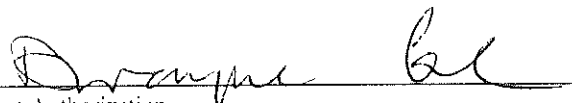
000073320

PO #	Invoice #	Reference	Inv Date	Invoice Amt	Disc Amt	Payment Amt
	Reimbursement	Kenisngton Rugged Case,Keyboard	9/5/18	77.97	0.00	77.97
Check 0000073320 - Total All Invoices: \$77.97				\$77.97	\$0.00	\$77.97

Town of Pembroke

COPY

Vendor Total: \$ 77.97

  
Department Authorization

9/13/2018  
Date

Purchasing Director (if required)

Date

**Town of Pembroke  
Police**

Vendor: **GARY GASKELL**  
**C/O PEMBROKE POLICE DEPT.**

No: \_\_\_\_\_  
(Finance Office Use)

### Payment Disposition

## Mail

X Pickup

Other\_\_\_\_\_

LEAVE IN PPD MAILBOX

Invoice No.	Date	Account No. / Desc.	Description	Amount
N/A	9/5/18	1000-49020-00053	Reimbursement :Kensington Rugged Case CAPITAL VEHICLES /EQUIPMENT -PD Scrrn Protector for UNIT #8 Tablet	\$ 48.98
N/A	9/5/18	1000-49020-74000	Reimbursement for Keyboard for Unit #2 EQUIPMENT PURCHASES - PD tablet	\$ 28.99
1000-49020-74000				
COPY				

**Vendor Total:** \$ 77.97

Department Authorization

9/13/2018

Date \_\_\_\_\_

Date \_\_\_\_\_

Purchasing Director (if required)



**Final Details for Order #112-4854093-8991452**  
Print this page for your records.

**Order Placed:** September 5, 2018  
**Amazon.com order number:** 112-4854093-8991452  
**Order Total:** \$77.97

**Shipped on September 5, 2018**

**Items Ordered**

1 of: *Kensington BlackBelt 2nd Degree Rugged Case for Surface Pro & Surface Pro 4* **Price**  
 (K97443WW) \$40.99  
 Sold by: Amazon.com Services, Inc  
 Condition: New

**Shipping Address:**

Gary Gaskell  
 247 PEMBROKE ST  
 PEMBROKE, NH 03275-1359  
 United States

Item(s) Subtotal: \$40.99  
 Shipping & Handling: \$0.00

Total before tax: \$40.99  
 Sales Tax: \$0.00

**Shipping Speed:**  
 Two-Day Shipping

**Total for This Shipment: \$40.99**

**Shipped on September 6, 2018**

**Items Ordered**

1 of: *Folding Bluetooth Keyboard, Jelly Comb Rechargeable Portable BT Wireless Foldable* **Price**  
*Mini Keyboard with Touchpad for Tablet Samsung or Other Cell Phones (Dark Gray)* \$28.99  
 Sold by: Jelly Comb Direct ([seller profile](#)) | Product question? [Ask Seller](#)

Condition: New

1 of: *JETech Screen Protector for Microsoft Surface Pro 4 and Surface Pro 2017,* **Price**  
*Tempered Glass Film* \$7.99  
 Sold by: JEDirect ([seller profile](#)) | Product question? [Ask Seller](#)

Condition: New

**Shipping Address:**

Gary Gaskell  
 247 PEMBROKE ST  
 PEMBROKE, NH 03275-1359  
 United States

Item(s) Subtotal: \$36.98  
 Shipping & Handling: \$0.00

Total before tax: \$36.98  
 Sales Tax: \$0.00

**Shipping Speed:**  
 Two-Day Shipping

**Total for This Shipment: \$36.98**

**Payment information**

**Payment Method:**

Visa | Last digits: 9390

Item(s) Subtotal: \$77.97  
 Shipping & Handling: \$0.00

Total before tax: \$77.97

**Billing address**

# Town of Pembroke Trial Balance

Report # 27401

Account Groups: (First) - (Last)  
Account: 1000-49020-00053  
Dates: 01/01/2018 - 12/31/2018  
Book Type: Actual  
Sort By: Account Number  
Detail Option: Full Detail  
Include Zero Activity Accounts: No  
Subtotal First Account Segment: No  
Select Accounts Utility: No

Account Number	Description	Class	Beginning Balance	Total Debits	Total Credits	Net Change	Ending Balance
1000-49020-00053	Capital Vehicles/Equipment - PD	Expense	0.00	45,509.43	0.00	45,509.43	45,509.43
<b>Posting Date</b>	<b>Batch #</b>	<b>Document Type</b>	<b>Document #</b>	<b>Doc. Code</b>	<b>Reference</b>	<b>Debit Amount</b>	<b>Credit Amount</b>
06/20/2018	14399	Voucher	158500	MAC	VIN# 1GNSKDEC7JR354258	35,859.00	0.00
08/29/2018	14624	Voucher	11696	AdvSigns	Black & White Reflective Graphics	718.40	0.00
09/17/2018	14658	Voucher	INVO75275	OSSIPEEMOU	Remove Equipment & Install into New Ve	8,883.05	0.00
09/17/2018	14658	Voucher	Reimbursement GaryGaskel		Kensington Rugged Cas Unit #8	48.98	0.00
				<b>Account 1000-49020-00053 Totals:</b>		<b>\$45,509.43</b>	<b>\$0.00</b>
<b>Report Totals:</b>			<b>\$0.00</b>	<b>\$45,509.43</b>	<b>\$0.00</b>	<b>\$45,509.43</b>	<b>\$45,509.43</b>

1 Account Listed.

**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)

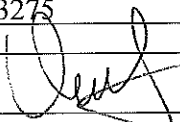
Submitted by: Selectmen  
( Selectmen, School Board, Water Commissioners, Sewer Commissioners, Library Trustees, Elementary School Principals, Scholarship Award Committee, PALS.)

Date request submitted: 10/1/18 Date payment required: 12/1/18

Printed name of person submitting request: David 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: \$1,099.15 radios installation 18

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

Date and warrant article number which authorizes this request: \_\_\_\_\_

or

Date and minutes of meeting by boards & commissions authorizing withdrawal 10/1/18.  
( 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.

7000

100



Payment Approved by:





Ossipee Mountain Electronics, Inc.

49022-  
00052  
Paulsen

Invoice INV072663  
Date 12/13/2017  
Page 1 of 1  
Service Call 171106-0009

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.
2017RBF002	PEM020	Brian Vastine	INSTALL	Net 30	ORD070151

Ordered	Shipped	B/O	Item Number	Description	Unit Price	Ext Price
1.00	1.00	0.00	PROGRAMMING	Programming - (3) APX6500 mobiles Each with a different CodePlug	240.00	240.00
1.00	1.00	0.00	EMFLX-M10014	Antenna, VHF 3dB Gain, 144-174 Mhz, w/FlexPo	53.10	53.10
1.00	1.00	0.00	TMB8U	Mount, Trunk Lid BLK, NMO RG58/U, No Conn(5	36.15	36.15
2.00	2.00	0.00	ROOF-FT-NITI-M	Antenna STICO Flexi-Whip, 136mhz-1Ghz, Mast	45.00	90.00
2.00	2.00	0.00	EM-M11001-058	Cable, NMO Mount, 17' RG58, No Conn ( MB8)	17.10	34.20
3.00	3.00	0.00	CMUHF58	Mini UHF Crimp Conn, RG58, MALE	1.80	5.40
3.00	3.00	0.00	MMSU-1	Clip, Magnetic Mic Hangup System, Single	34.95	104.85
2.00	2.00	0.00	C-MCB	Mic Clip Bracket	14.70	29.40
3.00	3.00	0.00	MISC-	Wire, wire ties, fuses, fuse holders, loom, etc.	10.00	30.00
3.00	3.00	0.00	LABOR	LABOR	150.00	450.00
				Install a new APX6500 high power mobile with a 03 control head into (3) POV's. Flexi-Whip for the GMC Sierra and Acadia. Trunk lip mount for fender of Silverado. No Strip.		
3.00	3.00	0.00	ATMM02	Fuse Tap, Add-A-Circuit, Micro2 Fuse FT-Micro2r	6.15	18.45
1.00	1.00	0.00	74-418	Velcro, 6", Dual Lock Heavy Duty, (68733 [29])	7.60	7.60
3.50	3.50	0.00	LABOR	ALLEN	0.00	0.00
3.70	3.70	0.00	LABOR	BRUCE	0.00	0.00
4.00	4.00	0.00	LABOR	GREG	0.00	0.00

COPY

12-7-17 Install an APX 6500 mobile radio into a 2017 GMC truck 9890 C3	Subtotal	1,099.15
Install an APX 6500 mobile radio into a 2016 GMC Acadia 5DOTTRS	Additional Discount	0.00
12-8-17 Install an APX6500 mobile radio into a 2015 Chevy Silverado 693378	Freight	0.00
	Payment Received	0.00
	Total	1,099.15

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

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.

**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)

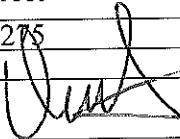
Submitted by: Selectmen  
( Selectmen, School Board, Water Commissioners, Sewer Commissioners, Library Trustees, Elementary School Principals, Scholarship Award Committee, PALS.)

Date request submitted: 10/1/18 Date payment required: 12/1/18

Printed name of person submitting request: David 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: \$5,275.00

Name of fund from which payment is requested: Cemetery Impr. Capital Reserve Fund

Date and warrant article number which authorizes this request: 2017 TM Article #5

or  
Date and minutes of meeting by boards & commissions authorizing withdrawal \_\_\_\_\_  
( 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 JadeStone Brendan Fish

05/08/2018

000072690

PO #	Invoice #	Reference	Inv Date	Invoice Amt	Disc Amt	Payment Amt
	041218	Memorial Field Annual Tune-Up	4/12/18	1,325.00	0.00	1,325.00
	051802	Pembroke Cemetery Wall	5/2/18	5,275.00	0.00	5,275.00
Check 0000072690 - Total All Invoices: \$6,600.00				\$6,600.00	\$0.00	\$6,600.00

Encumbered  
in 2017

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 WATER MARK ON THE REVERSE SIDE



TOWN OF PEMBROKE  
311 Pembroke St  
Pembroke, NH 03275

TD Bank  
Concord, NH

54-7/114

CHECK DATE

05/08/2018

CHECK #

000072690

AMOUNT

6,600.00

PAY Six thousand six hundred and xx / 100

TO THE  
ORDER  
OF  
Brendan Fish  
Jade Stone & Landscape  
445 Micol Rd  
Pembroke NH 03275

*Shelley L. Fowler*

⑈000072690⑈ ⑆011400071⑆ 9243267625⑈

VENDOR JadeStone Brendan Fish

05/08/2018

000072690

PO #	Invoice #	Reference	Inv Date	Invoice Amt	Disc Amt	Payment Amt
	041218	Memorial Field Annual Tune-Up	4/12/18	1,325.00	0.00	1,325.00
	051802	Pembroke Cemetery Wall	5/2/18	5,275.00	0.00	5,275.00
Check 0000072690 - Total All Invoices: \$6,600.00				\$6,600.00	\$0.00	\$6,600.00

TTK

Town of Pembroke



# Jade Stone and Landscape

Personal. Custom. Quality

INVOICE

445 Micol Road

May 2, 2018

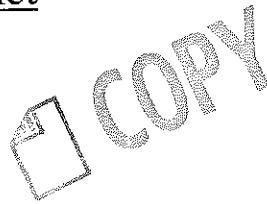
Pembroke, NH 03275

INVOICE # 051802

brendan445@comcast.net

V.J. Ranfos

vranfos@pembroke-nh.com

 COPY

## **Pembroke Cemetery Wall**

- Marked and removed three sections of wall affected by large stumps and roots.
- Both sides of shed, and corner section of wall was deconstructed.
- Ground stumps and roots fully below grade to allow for loam and to prepare for wall base.
- Removed and hauled away all debris from stump grinding.
- Excavated 14" wide x 10" deep trend to prepare first course of wall sections.
- Compacted subgrade.
- Installed 3/4" stone compacting in 4" layers.
- Reinstalled granite wall sections in chronological order.
- Used mortar to set every stone.
- Loamed, seeded, and fertilized all disturbed areas.

**Total: \$5,275.00**

# Town of Pembroke Trial Balance

Account Groups: (First) - (Last)  
Accounts: 1000-59051-00059 - 1000-59091-00059  
Dates: 01/01/2018 - 07/31/2018

Book Type: Actual  
Sort By: Account Number  
Detail Option: Full Detail  
Include Zero Activity Accounts: No  
Subtotal First Account Segment: No  
Select Accounts Utility: No

Account Number	Description	Class	Beginning Balance	Total Debits	Total Credits	Net Change	Ending Balance
1000-59091-00059	Cemetery - Carryover	Expense	0.00	5,275.00	0.00	5,275.00	5,275.00
Posting Date	Batch #	Document Type	Document #	Doc. Code	Reference	Debit Amount	Credit Amount
05/07/2018	14147	Voucher	051802	JadeStone	Pembroke Cemetery Wall	5,275.00	0.00
				Account 1000-59091-00059 Totals:		\$5,275.00	\$0.00
Report Totals:			\$0.00	\$5,275.00	\$0.00	\$5,275.00	\$5,275.00

1 Account Listed.

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)

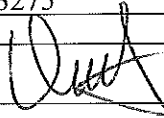
Submitted by: Selectmen  
(Selectmen, School Board, Water Commissioners, Sewer Commissioners, Library Trustees, Elementary School Principals, Scholarship Award Committee, PALS.)

Date request submitted: 10/1/18 Date payment required: 12/1/18

Printed name of person submitting request: David 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: \$5,550.00

Name of fund from which payment is requested: Cemetery Impr. Capital Reserve Fund

Date and warrant article number which authorizes this request: \_\_\_\_\_

or

Date and minutes of meeting by boards & commissions authorizing withdrawal 10/1/18.  
(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 CollinsTre Collins Tree Service, Inc

09/18/2018

000073302

PO #	Invoice #	Reference	Inv Date	Invoice Amt	Disc Amt	Payment Amt
	38323	Tree Removal Pembroke St. Cemetery	9/10/18	1,900.00	0.00	1,900.00
Check 0000073302 - Total All Invoices: \$1,900.00				\$1,900.00	\$0.00	\$1,900.00

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  
09/18/2018

CHECK #  
000073302

PAY One thousand nine hundred and xx / 100

AMOUNT  
1,900.00

TO THE  
ORDER  
OF Collins Tree Service, Inc  
60 Merrimack Street  
Hooksett NH 03106

*Shelley L. Fowl*

⑈000073302⑈ ⑆011400071⑆ 9243267625⑈

VENDOR CollinsTre Collins Tree Service, Inc

09/18/2018

000073302

PO #	Invoice #	Reference	Inv Date	Invoice Amt	Disc Amt	Payment Amt
	38323	Tree Removal Pembroke St. Cemetery	9/10/18	1,900.00	0.00	1,900.00
Check 0000073302 - Total All Invoices: \$1,900.00				\$1,900.00	\$0.00	\$1,900.00

Town of Pembroke



Date \_\_\_\_\_



**Collins TREE SERVICE INC.**

60 MERRIMACK STREET • HOOKSETT, NEW HAMPSHIRE 03106 • 603-485-4761 • 603-746-4868 • www.collinstree.com

RECEIVED

SEP 12 2018

PEMBROKE DPW

Town of Pembroke  
8 Exchange Street  
Pembroke NH 03275

Invoice # 38323  
Inv Date 09-10-2018

WORK AT: SEE WORK LOCATION BELOW

09-10-18

TREE REMOVAL

WORK LOCATION: PEMBROKE ROAD CEMETERY

REMOVAL:

Remove the dead Pine tree at the north end of the cemetery.

CLEAN UP:

Remove all wood, brush and debris from the site.

Cut stump close to the ground.

\$1900.00

Total	\$1900.00
Amount Paid	\$ .00
<b>Total Due</b>	<b>\$1900.00</b>

COPY

**COLLINS  
TREE SERVICE**

**\*\*COMPANY ADHERES TO ALL ANSI A300 STANDARDS\*\***  
TERMS: NET - PAYABLE UPON RECEIPT OF INVOICE

THANK YOU

*Invoices over 30 days will be subject to a 1.5 percent per month service charge*

PAYMENT INFORMATION

Name on card:

Card #:

Expiration Date:

CVV Code:

Zip Code:

Email receipt to:

Invoice #:

Amount:

Payment Method:

☐

☐

☐

☐

☐

\_\_\_\_ Please call me about additional work

*I hereby authorize Collins Tree Service to charge my credit card for the amount shown above.*

Signature

date

RETURN THIS PORTION WITH PAYMENT

VENDOR | NH Monume | NH Monuments

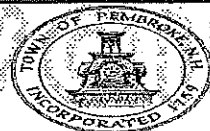
09/18/2018

000073330

PO #	Invoice #	Reference	Inv Date	Invoice Amt	Disc Amt	Payment Amt
	16306	Monument Repairs (3) No Pembroke Cem	9/13/18	2,250.00	0.00	2,250.00
Check 0000073330 - Total All Invoices: \$2,250.00				\$2,250.00	\$0.00	\$2,250.00

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 03275TD Bank  
Concord, NH

54-7/114

CHECK DATE

09/18/2018

CHECK #

000073330

AMOUNT  
2,250.00

PAY Two thousand two hundred fifty and xx/100

TO THE  
ORDER  
OF  
NH Monuments  
c/o Donald Cotnoir  
449 Micol Road  
Pembroke NH 03275

⑈000073330⑈ ⑆011400071⑆ 9243267625⑈

VENDOR | NH Monume | NH Monuments

09/18/2018

000073330

PO #	Invoice #	Reference	Inv Date	Invoice Amt	Disc Amt	Payment Amt
	16306	Monument Repairs (3) No Pembroke Cem	9/13/18	2,250.00	0.00	2,250.00
Check 0000073330 - Total All Invoices: \$2,250.00				\$2,250.00	\$0.00	\$2,250.00

Town of Pembroke



Vendor: NH Monuments

Date \_\_\_\_\_

**NH MONUMENTS**

449 Micol Rd  
Pembroke, NH 03275

**Invoice****Invoice #:** 16306**Invoice Date:** 9/13/2018**Due Date:** 9/13/2018**Project:****P.O. Number:****Bill To:**

Pembroke Cemetery commission  
8 Exchange St  
Pembroke, NH 03275

Description	Proposal Amount	Prior Amount	Current Amount
North Pembroke St Cemetery proposal Clean and repair headstones in North Pembroke St cemetery. All stones will be cleaned and drilled and pinned with carbon fiber rods and epoxied. All repairs will be minimized with specialized mortar to blend in repairs.			
Ruth-18"x30"- Broken at base. Base will be leveled			750.00
Obed Shattuk-18"x30"-Break in middle of stone. Base to be leveled			750.00
Fife-Install and level base already on site and install James M. Fife stone. Stone was cut square, drilled, pinned and epoxied to base. Mortar/grout combo mix to fill gap between base and stone.			750.00
<b>COPY</b>			
<b>Total</b>			<b>\$2,250.00</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$2,250.00</b>

VENDOR New Height New Heights Roofing & Construction, LLC

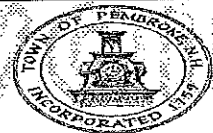
09/05/2018

000073266

PO #	Invoice #	Reference	Inv Date	Invoice Amt	Disc Amt	Payment Amt
	8-27	Cemetery Shed Roof	8/27/18	1,400.00	0.00	1,400.00
Check 0000073266 - Total All Invoices: \$1,400.00				\$1,400.00	\$0.00	\$1,400.00

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  
09/05/2018

CHECK #  
000073266

AMOUNT  
1,400.00

PAY One thousand four hundred and xx / 100

TO THE ORDER OF New Heights Roofing & Construction, LLC  
P.O. Box 344  
Concord NH 03302-0344

*Shelley L. Fowler*

⑈000073266⑈ ⑆011400071⑆ 9243267625⑈

VENDOR New Height New Heights Roofing & Construction, LLC

09/05/2018

000073266

PO #	Invoice #	Reference	Inv Date	Invoice Amt	Disc Amt	Payment Amt
	8-27	Cemetery Shed Roof	8/27/18	1,400.00	0.00	1,400.00
Check 0000073266 - Total All Invoices: \$1,400.00				\$1,400.00	\$0.00	\$1,400.00

Town of Pembroke



**Vendor: New Heights Roofing & Construction, LLC**

No: \_\_\_\_\_  
(Finance Office Use)


\_\_\_\_\_ Mail  
\_\_\_\_\_ Pick-up  
\_\_\_\_\_ Other  
\_\_\_\_\_


check is

**COPY**

need  
copy

Vendor Total:     \$     1,400.00

  
Department Authorization

  
Purchasing Director (if required)

8/29/18  
Date

8/29/18  
Date

RECEIVED  
AUG 28 2018  
PEMBROKE DPW

*"Taking Your Home to New Heights"*  
**NEW HEIGHTS**  
Roofing and Construction, LLC

P.O Box 344  
Concord, N.H 03302-0344

(603) 548-4484

**\*\*Invoice\*\***

VJ Ranfos  
Pembroke cemetery  
Pembroke street Pembroke, NH 03275  
603-485-4422  
vranfos@pembroke-nh.com

**COPY**

**Cemetery Shed Roof**

**Total Labor and Materials**

1. New T-11 siding and black metal on shed.....\$1,400

**Down Payment** .....\$0

**Balance due** ..... \$1,400

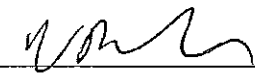
Non-payment (and/or later payments)-failure on the customer/ Authorized party to make all payments on time as described to be due within contract shall result in finance charge of 2% per month (24% per year), on any unpaid balances of any late payment. The Customer/ Authorized party shall be liable for all attorney fees and legal fees necessary to collect any unpaid balances or late payments.

Estimated By:

\_\_\_\_\_  
Kyle L. Jensen (Owner)

Date: August 27, 2018

Customer/Authorized Signature:

  
Date: 8/28/2018



# Town of Pembroke Trial Balance

Report # 27401

Account Groups: (First) - (Last)  
Account: 1000-49091-00059  
Dates: 01/01/2018 - 12/31/2018  
Book Type: Actual  
Sort By: Account Number  
Detail Option: Full Detail  
Include Zero Activity Accounts: No  
Subtotal First Account Segment: No  
Select Accounts Utility: No

Account Number	Description	Class	Beginning Balance	Total Debits	Total Credits	Net Change	Ending Balance
1000-49091-00059	Cemetery	Expense	0.00	5,550.00	0.00	5,550.00	5,550.00
<b>Posting Date</b>	<b>Batch #</b>	<b>Document Type</b>	<b>Document #</b>	<b>Doc. Code</b>	<b>Reference</b>	<b>Debit Amount</b>	<b>Credit Amount</b>
08/30/2018	14624	Voucher		New Height	Cemetery Shed Roof	1,400.00	0.00
09/13/2018	14658	Voucher	38323	CollinsTre	Tree Removal Pembroke St. Cemetery	1,900.00	0.00
09/17/2018	14658	Voucher	16306	NH Monumen	Monument Repairs (3) No Pembroke Cem	2,250.00	0.00
					<b>Account 1000-49091-00059 Totals:</b>	<b>\$5,550.00</b>	<b>\$0.00</b>
<b>Report Totals:</b>			<b>\$0.00</b>	<b>\$5,550.00</b>	<b>\$0.00</b>	<b>\$5,550.00</b>	<b>\$5,550.00</b>

1 Account Listed.

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: 10/1/18 Date payment required: 12/1/18

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: \$17,447.93

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

Date and warrant article number which authorizes this request: Article#6 and #7 2018 TM  
or

Date and minutes of meeting by boards & commissions authorizing withdrawal \_\_\_\_\_.  
( 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 HP Fairfie HP Fairfield

04/03/2018


000072534

PO #	Invoice #	Reference	Inv Date	Invoice Amt	Disc Amt	Payment Amt
	4593439-SQ	Trackless 51" Snow Blower	3/20/18	14,000.00	0.00	14,000.00
Check 000072534 - Total All Invoices: \$14,000.00				\$14,000.00	\$0.00	\$14,000.00

Town of Pembroke

COPY

Vendor Total: \$ 14,000.00

  
Department Authorization

Purchasing Director (if required)

3-20-18  
Date

3/20/18  
Date

3-20-19  
Date

3/20/18  
Date



**NEW HAMPSHIRE**  
 94 Sheep Davis Rd  
 Pembroke, NH 03275  
 P: (603) 225-9576  
 F: (603) 228-5246

# Invoice

**IMPORTANT:** All invoices are due and payable in U.S. Dollars in Guadalupe County, Texas, or where indicated below. No goods to be returned without our written permission. Goods must be returned transportation charges pre-paid. A handling charge will be made on all returned goods. **LATE CHARGE:** A late charge of 1.5% of any past due balance of the dealers account as of the last day of the month will be billed as of the 15th day of the following month if payment has not been received by that date.

<b>CUSTOMER NO</b>	827342	<b>TERRITORY</b>	393	<b>PAGE 1 of 1</b>
<b>ORDER DATE</b>		<b>CUSTOMER PO</b>	79339ONEIL	
<b>INVOICE DATE</b>	03/20/2018	<b>SHIPPED VIA</b>		
<b>SALES ORDER</b>	4897990 - S4	<b>FREIGHT TERMS</b>	FCA FACTORY- FRT ARRANGED & PREPAID, TRANSFER AT ORIGIN	
		<b>FCI</b>		
<b>PAYMENT TERMS</b>	Net 30		<b>CODE</b>	002
<b>DELIVERY &amp; INSTRUCTIONS:</b>				
		<b>REQUESTED SHIP DATE</b>	03/26/2018	

**SOLD TO:**  
 TOWN OF PEMBROKE CHP  
 8 EXCHANGE ST  
 PEMBROKE NH 03275

**SHIP TO:**  
 TOWN OF PEMBROKE CHT  
 311 PEMBROKE ST  
 PEMBROKE NH 03275

DESCRIPTION/REMARKS							
ITEM NUMBER	BRANCH	DESCRIPTION	PICK SLIP#/ LOT/SERIAL	QUANTITY SHIPPED	LIST PRICE	DISC %	EXTENDED AMOUNT
Z51GRBHPF	9958	SNOW BLOWER 51 GEAR BOX RIBBON		1	14,000.00	0	14,000.00

COPY

REMARKS		<b>NET DUE</b>		<b>SUB-TOTAL</b>	14,000.00
		14,000.00		<b>FREIGHT &amp; HANDLING</b>	
				<b>TAXES</b>	
				<b>TOTAL(USD)</b>	14,000.00
				<b>PREPAID AMOUNT</b>	

**IMPORTANT:** Alamo Group or affiliates (Alamo Group) shall not be liable to any person for any claim for injuries or damages which claim for injuries or damages arises out of or which results from the repair of this product by a person or firm other than Alamo Group. Repair parts are intended for use only on equipment manufactured or sold by Alamo Group.

Acct Name  
 Acct No  
 Invoice No  
 Invoice Date  
 Invoice Total

TOWN OF PEMBROKE CHP
827342
-
03/20/2018
14,000.00

Amount Paid  
 Disc Taken  
 Check#


VENDOR HP Fairfie HP Fairfield

03/05/2018

000072428

PO #	Invoice #	Reference	Inv Date	Invoice Amt	Disc Amt	Payment Amt
	6092569	Plow Repair #521,'17 Int'l 7400	2/16/18	36.88	0.00	36.88
	6092616	Repair #0061,'15 Ford F550	2/16/18	26.01	0.00	26.01
	6092617	Misc Hardware	2/16/18	7.86	0.00	7.86
	6092585	Poly Fender & Kit #521,'17 Int'l 7400	2/16/18	147.38	0.00	147.38
	6094921	Poly Fender Return	2/20/18	(54.01)	0.00	(54.01)
	6103476	Carbide Blades & Hardware #521	2/28/18	605.98	0.00	605.98
	6104806	Hardware Return	3/1/18	(16.35)	0.00	(16.35)
	6104799	Hardware	3/1/18	18.81	0.00	18.81
	6101885	Pin	2/27/18	48.93	0.00	48.93
	6104804	Pin Return	3/1/18	(39.14)	0.00	(39.14)
Check 0000072428 - Total All Invoices: \$782.35				\$782.35	\$0.00	\$782.35

Town of Pembroke

6092617 2/16/18

Vehicle Repair &amp; Maint.

1000-43111-73000

Rd Maint. &amp; Improvement

1000-43111-74000

Machinery &amp; Equip Purchases

1000-49020-00050

Capital Vehicle/Equipment - PW

1000-43111-76001

Vehicle Repair &amp; Maint.

1000-43111-76001


Vehicle Repair &amp; Maint.

1000-43111-39003

Tree Cutting

COPY

Vendor Total: \$ 70.75

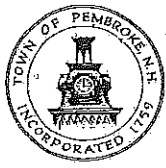

  
 Department Authorization

2-16-18

Date

Purchasing Director (if required)

Date



# Town of Pembroke Public Works

2018

## Payment Voucher

Vendor: Howard P. Fairfield, LLC

No: \_\_\_\_\_  
(Finance Office Use)


### Payment Disposition

\_\_\_\_ Mail  
\_\_\_\_ Pick-up  
\_\_\_\_ Other  
\_\_\_\_\_

Invoice No.	Date	Account No./Desc.	Description	Amount
6092585	2/16/18	1000-43111-76001 Vehicle Repair & Maint.	Poly Fender & kit #521, '17 Intl 7400	\$ 147.38 ✓
6094921	2/20/18	1000-43111-76001 Vehicle Repair & Maint.	Poly Fender return	\$ <del>54.01</del> ✓
6103476	2/28/18	1000-43111-76001 Vehicle Repair & Maint.	Carbide blades & hardware #521	\$ 605.98 ✓
6104806	3/1/18	1000-43111-73000 Rd Maint. & Improvement	Hardware return	\$ <del>16.35</del> ✓
6104799	3/1/18	1000-43111-74000 Machinery & Equip Purchases	Hardware	\$ 18.81 ✓
6101885	2/27/18	1000-49020-00050 Capital Vehicle/Equipment - PW	Pin	\$ 48.93 ✓
6104804	3/1/18	1000-43111-76001 Vehicle Repair & Maint.	Pin return	\$ <del>39.14</del> ✓
		1000-43111-76001 Vehicle Repair & Maint.		
		1000-43111-39003 Tree Cutting		

COPY

Vendor Total: \$ 711.60

  
Department Authorization

2-16-18  
Date

Purchasing Director (if required)

Date



**NEW HAMPSHIRE**  
 94 Sheep Davis Rd  
 Pembroke, NH 03275  
 P: (603) 225-9576  
 F: (603) 228-5246

**IMPORTANT:** All invoices are due and payable in U.S. Dollars in Guadalupe County, Texas, or where indicated below. No goods to be returned without our written permission. Goods must be returned transportation charges pre-paid. A handling charge will be made on all returned goods.  
**LATE CHARGE:** A late charge of 1.5% of any past due balance of the dealers account as of the last day of the month will be billed as of the 15th day of the following month if payment has not been received by that date.

<b>CUSTOMER NO</b>	827342	<b>TERRITORY</b>	393	<b>PAGE 1 of 1</b>
<b>INVOICE NO</b>	6101885	<b>CUSTOMER PO</b>	shop	
<b>INVOICE DATE</b>	02/27/2018	<b>SHIPPED VIA</b>	UPS GROUND	
<b>SALES ORDER</b>	4877908 - S6	<b>FREIGHT TERMS</b>	FCA FACTORY- FRT ARRANGED &	
<b>ORDER DATE</b>	02/27/2018	FC1	PREPAID, TRANSFER AT ORIGIN	
<b>PAYMENT TERMS</b>	Net 30 Days(Override)/Invoice		<b>CODE</b>	002
<b>DELIVERY &amp; INSTRUCTIONS:</b>				
			<b>REQUESTED SHIP DATE</b>	02/27/2018

**SOLD TO:**  
 TOWN OF PEMBROKE CHP  
 8 EXCHANGE ST  
 PEMBROKE NH 03275

**SHIP TO:**  
 TOWN OF PEMBROKE CHT  
 311 PEMBROKE ST  
 PEMBROKE NH 03275

**RECEIVED**  
**FEB 28 2018**  
**PEMBROKE DPW**

DESCRIPTION/REMARKS							
ITEM NUMBER	BRANCH	DESCRIPTION	PICK SLIP#/ LOT/SERIAL	QUANTITY SHIPPED	LIST PRICE	DISC %	EXTENDED AMOUNT
9B0730HPF	9958	KING PIN HIGHLANDER 1-1/4X10	4837485	1	48.93		48.93

COPY

REMARKS		<b>NET DUE</b>	<b>SUB-TOTAL</b>	48.93
		48.93		0.00
			<b>SALES TAX</b>	0.00
			<b>TOTAL(USD)</b>	48.93
		Thanks for your order- We appreciate your business!	<b>PREPAID AMOUNT</b>	0.00

IMPORTANT: Alamo Group or affiliates (Alamo Group) shall not be liable to any person for any claim for injuries or damages which claim for injuries or damages arises out of or which results from the repair of this product by a person or firm other than Alamo Group. Repair parts are intended for use only on equipment manufactured or sold by Alamo Group.

**ORIGINAL INVOICE**

**PLEASE DETACH AND RETURN  
 THIS PORTION WITH REMITTANCE.  
 Make Check Payable in USD Funds to:**

Howard P. Fairfield, LLC  
 PO Box 277213  
 Atlanta, GA 30384-7213

**Acct Name**  
**Acct No**  
**Invoice No**  
**Invoice Date**  
**Invoice Total**

TOWN OF PEMBROKE CHP
827342
6101885
02/27/2018
48.93

**Amount Paid**  
**Disc Taken**  
**Check#**




VENDOR HP Fairfie HP Fairfield

04/03/2018

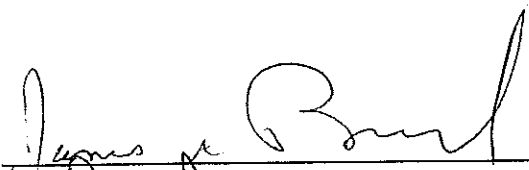
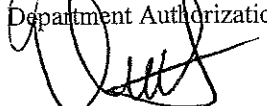
000072533

PO #	Invoice #	Reference	Inv Date	Invoice Amt	Disc Amt	Payment Amt
	4896323-SQ	Snow Pusher w/Chains & Hooks	3/19/18	3,399.00	0.00	3,399.00
Check 000072533 - Total All Invoices: \$3,399.00				\$3,399.00	\$0.00	\$3,399.00

Town of Pembroke

COPY

Vendor Total: \$ 3,399.00

  
Department Authorization  
  
Purchasing Director (if required)

3-19-18  
Date  
3/20/18  
Date

Date \_\_\_\_\_



**NEW HAMPSHIRE**  
 94 Sheep Davis Rd  
 Pembroke, NH 03275  
 P: (603) 225-9576  
 F: (603) 228-5246

# Invoice

**IMPORTANT:** All invoices are due and payable in U.S. Dollars in Guadalupe County, Texas, or where indicated below. No goods to be returned without our written permission. Goods must be returned transportation charges pre-paid. A handling charge will be made on all returned goods. **LATE CHARGE:** A late charge of 1.5% of any past due balance of the dealers account as of the last day of the month will be billed as of the 15th day of the following month if payment has not been received by that date.

CUSTOMER NO	827342	TERRITORY	393	PAGE 1 of 1	
ORDER DATE	03/20/2018	CUSTOMER PO	Signed PO		
INVOICE DATE	03/20/2018	SHIPPED VIA			
SALES ORDER	4898046 - S4	FREIGHT TERMS	FCA FACTORY- FRT ARRANGED &		
		FC1	PREPAID, TRANSFER AT ORIGIN		
PAYMENT TERMS		Net 30		CODE	002
		Days(Override)/Invoice			
DELIVERY & INSTRUCTIONS:					
REQUESTED SHIP DATE				03/21/2018	

**SOLD TO:**  
 TOWN OF PEMBROKE CHP  
 8 EXCHANGE ST  
 PEMBROKE NH 03275  
 PHONE: 603-485-4422

**SHIP TO:**  
 TOWN OF PEMBROKE CHT  
 311 PEMBROKE ST  
 PEMBROKE NH 03275  
 PHONE: 603-485-4747

DESCRIPTION/REMARKS							
Price includes chain binders, chains, and (2) grab hooks for backhoe bucket							
ITEM NUMBER	BRANCH	DESCRIPTION	PICK SLIP#/ LOT/SERIAL	QUANTITY SHIPPED	LIST PRICE	DISC %	EXTENDED AMOUNT
2602110HPF	9958	BUYERS 10 BACK-HOE MODEL PUSH		1	3,399.00	0	3,399.00

COPY

<b>R E M A R K S</b>		<b>NET DUE</b> 3,399.00	<b>SUB-TOTAL</b>	3,399.00
			<b>FREIGHT &amp; HANDLING</b>	
			<b>TAXES</b>	
			<b>TOTAL(USD)</b>	3,399.00
			<b>PREPAID AMOUNT</b>	

**IMPORTANT:** Alamo Group or affiliates (Alamo Group) shall not be liable to any person for any claim for injuries or damages which claim for injuries or damages arises out of or which results from the repair of this product by a person or firm other than Alamo Group. Repair parts are intended for use only on equipment manufactured or sold by Alamo Group.

**Acct Name**  
**Acct No**  
**Invoice No**  
**Invoice Date**  
**Invoice Total**

TOWN OF PEMBROKE CHP
827342
-
03/20/2018
3,399.00

**Amount Paid**  
**Disc Taken**  
**Check#**


# Town of Pembroke Trial Balance

Report # 27401

Account Groups: (First) - (Last)  
Account: 1000-49020-00050  
Dates: 01/01/2018 - 12/31/2018  
Book Type: Actual  
Sort By: Account Number  
Detail Option: Full Detail  
Include Zero Activity Accounts: No  
Subtotal First Account Segment: No  
Select Accounts Utility: No

Account Number	Description		Class	Beginning Balance	Total Debits	Total Credits	Net Change	Ending Balance
1000-49020-00050	Capital Vehicles/Equipment - PW		Expense	0.00	17,447.93	0.00	17,447.93	17,447.93
	Posting Date	Batch #	Document Type	Document #	Doc. Code	Reference	Debit Amount	Credit Amount
	03/02/2018	13947	Voucher	6101885	HP Fairfie	Pin	48.93	0.00
	03/20/2018	14026	Voucher	4593439-SQ	HP Fairfie	Trackless 51" Snow Blower	14,000.00	0.00
	03/20/2018	14026	Voucher	4896323-SQ	HP Fairfie	Snow Pusher w/Chains & Hooks	3,399.00	0.00
						Account 1000-49020-00050 Totals:	\$17,447.93	\$0.00
Report Totals:				\$0.00	\$17,447.93	\$0.00	\$17,447.93	\$17,447.93

1 Account Listed.

**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: 10/1/18 Date payment required: 12/1/18

Printed name of person submitting request: David M. Jodoin

Title of person submitting request: Town Administrator

Deliver payment to: 311 Pembroke Street  
Pembroke, NH 03875

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: \$6,732.34

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

Date and warrant article number which authorizes this request: \_\_\_\_\_

or

Date and minutes of meeting by boards & commissions authorizing withdrawal 10/1/18.  
(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 G&O HEATING G&O Heating & Air Conditioning Inc.

07/17/2018

000073046

PO #	Invoice #	Reference	Inv Date	Invoice Amt	Disc Amt	Payment Amt
	4797	Water Heater Repairs	6/20/18	448.95	0.00	448.95
	WO-0156	Replaced Condenser Fan Motor	6/28/18	707.05	0.00	707.05
	4787	A/C Freon Charge	6/7/18	3,186.00	0.00	3,186.00
	4788	Replaced 10 Ton Compressor Unit	6/7/18	3,546.34	0.00	3,546.34
Check 0000073046 - Total All Invoices: \$7,888.34				\$7,888.34	\$0.00	\$7,888.34

Town of Pembroke

Repair & Maint. PW

1000-41940-43007

Repair & Maint. LIB

1000-41940-43001

Repair & Maint. SC

1000-41940-43005

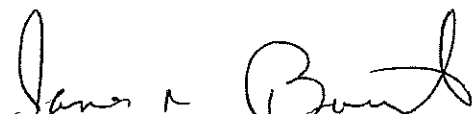
Repair & Maint. P. Eaton

1000-41940-43003

Repair & Maint. TH

COPY

Vendor Total: \$ 448.95

  
Department Authorization

6-20-18  
Date

Purchasing Director (if required)

Date



# Town of Pembroke Public Works

2018

## Payment Voucher

Vendor: G&O Heating & Air Conditioning, Inc.

No: \_\_\_\_\_  
(Finance Office Use)

### Payment Disposition

\_\_\_\_ Mail  
\_\_\_\_ Pick-up  
\_\_\_\_ Other  
\_\_\_\_\_

Invoice No.	Date	Account No./Desc.	Description	Amount
WO-0156	6/28/18	1000-41940-43001 Repair & Maint. SC	Replaced condenser fan motor	\$ 707.05 ✓
		1000-41940-43003 Repair & Maint. TH		
		1000-41940-43004 Repair & Maint. PW		
4787	6/7/18	1000-41940-43007 Repair & Maint. LIB	A/C Freon charge	\$ 3,186.00 ✓
4788	6/7/18	1000-41940-43007 Repair & Maint. LIB	Peplaced 10 ton compressor unit	\$ 3,546.34 ✓
		1000-41940-43005 Repair & Maint. P. Eaton		
		1000-41940-43003 Repair & Maint. TH		

COPY

Vendor Total: \$ 7,439.39

Department Authorization  
  
Purchasing Director (if required)

6-7-18  
Date  
7/10/18  
Date

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

# Invoice

RECEIVED

JUL 09 2018

PEMBROKE DPW

Date	Invoice #
6/7/2018	4787
Terms	Due Date
Due on receipt	7/20/2018

Bill To
Reno Nadeau Town Of Pembroke 8 Exchange St Pembroke, NH 03275

Enclosed

COPY

Vendor	P.O. No.	Rep
	Freon	DJR

Date	Description	Quantity	Rate	Amount
6/7/2018	Freon charge for the Pembroke Library  R-22 Freon for a/c system Courtesy Discount	29.5	135.00 -20.00%	3,982.50 -796.50

Thank you for your business.

**Total**

\$3,186.00



# G&O Heating and Air Conditioning Inc

5 Main St

Hooksett NH 03106

RECEIVED

JUL 09 2018

PEMBROKE DPW

## Invoice

Date	Invoice #
6/7/2018	4788
Terms	Due Date
Due on receipt	7/1/2018

Bill To
Reno Nadeau Town Of Pembroke 8 Exchange St Pembroke, NH 03275

Enclosed

COPY

Vendor	P.O. No.	Rep
	10 T. Compressor r...	DJR

Date	Description	Quantity	Rate	Amount
6/7/2018	Replacement of the 10 ton compressor at the town library			
	Replaced the failed 10 ton compressor unit			
	Evacuated / recovered 9 lbs of R-22			
	Removed the compressor and brazed in new			
	Put the system into a vacuum for 24 hours			
	Installed 9lbs of R-22 that was previously in the old unit			
	Had to add an additional 29.5 Lbs of R-22			
	R-22 may have been lost in the previous burn out			
	Nitrogen used for leak testing & brazing of refrigeration systems	1	55.00	55.00
	vacuum Pump used to evacuate	1	50.00	50.00
	Machine used to recover freon	1	100.00	100.00
	Braze and Acetelyne	1	15.00	15.00
	Liquid line filter	1	87.20	87.20
	Pleated Furnace and Air handler air Filters	1	43.00	43.00
	10 Ton Compressor unit SERL#: 18DA2939D	1	726.14	726.14
	HVAC Town of Pembroke Special Pricing ~DJR	14	95.00	1,330.00
	HVAC Town of Pembroke Special Pricing ~DS	12	95.00	1,140.00

Thank you for your business.

**Total**

\$3,546.34

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)

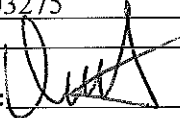
Submitted by: Selectmen  
( Selectmen, School Board, Water Commissioners, Sewer Commissioners, Library Trustees, Elementary School Principals, Scholarship Award Committee, PALS.)

Date request submitted: 10/1/18 Date payment required: 12/1/18

Printed name of person submitting request: David 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: \$1,590.21

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

Date and warrant article number which authorizes this request: \_\_\_\_\_

or

Date and minutes of meeting by boards & commissions authorizing withdrawal 10/1/18.  
( 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 Homecraft Homecraft Contractors, Inc.

04/17/2018

000072599

PO #	Invoice #	Reference	Inv Date	Invoice Amt	Disc Amt	Payment Amt
	1746	4 Union Street Awning/Sewer	4/4/18	1,590.21	0.00	1,590.21
Check 0000072599 - Total All Invoices: \$1,590.21				\$1,590.21	\$0.00	\$1,590.21

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 03275TD Bank  
Concord, NH

54-7/114

CHECK DATE  
04/17/2018CHECK #  
000072599

PAY

One thousand five hundred ninety and 21 / 100

AMOUNT  
1,590.21TO THE  
ORDER  
OFHomecraft Contractors, Inc.  
164 Buck Street  
Pembroke NH 03275

⑈000072599⑈ ⑆01140007⑆ 9243267625⑈

VENDOR Homecraft Homecraft Contractors, Inc.

04/17/2018

000072599

PO #	Invoice #	Reference	Inv Date	Invoice Amt	Disc Amt	Payment Amt
	1746	4 Union Street Awning/Sewer	4/4/18	1,590.21	0.00	1,590.21
Check 0000072599 - Total All Invoices: \$1,590.21				\$1,590.21	\$0.00	\$1,590.21

Town of Pembroke



# Town of Pembroke

## Payment Voucher

Vendor: Homecraft Contractors

164 Buck Street Pembroke, NH 03275

No: \_\_\_\_\_  
(Finance Office Use)

### Payment Disposition

\_\_\_\_ Mail

\_\_\_\_ Pick-up

\_\_\_\_ Other  
\_\_\_\_\_

Invoice No.	Date	Account No./Desc.	Description	Amount
1746	4/4/18	1000-13250-00000 Due from Trust Funds	4 Union Street Awning/Sewer	\$ 1,590.21 ✓

Need copy of  
Invoice

COPY

Vendor Total: \$ 1,590.21

Department Authorization

4/5/18

Date

Purchasing Director (if required)

Date

# HEMECRAFT CONTRACTORS INC.

164 Buck Street  
Pembroke, NH 03275  
603-485-8773

## INVOICE

DATE	INVOICE NO.
4/4/2018	1746

BILL TO
Town of Pembroke - Selectmans Dept. 311 Pembroke Street Pembroke, N.H. 03275

TERMS	LOCATION
Due on receipt	

QUANTITY	DESCRIPTION	RATE	AMOUNT
1	CLEAR LEXAL CAULKING	7.25	7.25
12	HOLD DOWN BRACKETS W SCREWS	2.25	27.00
	~~ SUBTOTAL ~~		600.21
	** 15% MARKUP **	90.00	90.00
	- LABOR ...		
20	HR - HEMECRAFT CONTRACTORS, INC.	45.00	900.00
	** ORIG EST \$2,485.00 **		
Thank you for your business.		Total	\$1,590.21

# HEMECRAFT CONTRACTORS INC.

164 Buck Street  
Pembroke, NH 03275  
603-485-8773

## INVOICE

DATE	INVOICE NO.
4/4/2018	1746

BILL TO
Town of Pembroke - Selectmans Dept. 311 Pembroke Street Pembroke, N.H. 03275

TERMS	LOCATION
Due on receipt	

QUANTITY	DESCRIPTION	RATE	AMOUNT
	~ RE: RENOVATIONS & REPAIRS @ 4 UNION STREET ... - AWNING AT ENTRANCE TO SEWER DEPT.  - MISC.		
1	DEMO HAMMER RENTAL	35.00	35.00
	- MATERIALS ...		
4	16" GALV ROD W NUT & WASHER	5.29	21.16
1	SHT 3/4" CDX PLYWOOD	32.00	32.00
3	4 X 4 X 8 PT	12.32	36.96
2	2 X 12 X 16 KD	33.98	67.96
2	2 X 10 X 8 KD	10.45	20.90
1	2 X 4 X 8 KD	3.25	3.25
2	PC TRIPLE 4 VENTED VINYL SOFFIT	12.25	24.50
0.5	PC 1 X 10 PVC	63.33	31.67
1	PC 1 X 6 PVC	37.63	37.63
1	PC 1 X 4 PVC	24.38	24.38
12	LF HIGH TEMP ICE & WATER	2.25	27.00
1	GRK SRS STRUCTURAL SCREWS	22.35	22.35
1	EVERLAST METAL DRIP EDGE	13.95	13.95
1	EVERLAST METAL DRIP CAP	7.75	7.75
1	EVERLAST METAL EAVE FLASHING	10.75	10.75
1	EVERLAST METAL RIDGE CAP	39.75	39.75
1	EVERLAST METAL RAKE TRIM	28.75	28.75
24	LF EVERLAST METAL STANDING SEAM ROOF PANEL	3.10	74.40
1	BLACK SILICONE	5.85	5.85

Thank you for your business.

**Total**

**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)

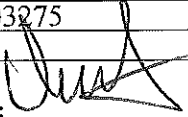
Submitted by: Selectmen  
( Selectmen, School Board, Water Commissioners, Sewer Commissioners, Library Trustees, Elementary School Principals, Scholarship Award Committee, PALS.)

Date request submitted: 10/1/18 Date payment required: 12/1/18

Printed name of person submitting request: David 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: \$15,555.00

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

Date and warrant article number which authorizes this request: \_\_\_\_\_

or

Date and minutes of meeting by boards & commissions authorizing withdrawal 10/1/18.

( 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 | WRBevansFi | WR Bevans Fire Alarms, Inc

04/17/2018

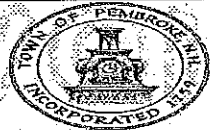
000072634

PO #	Invoice #	Reference	Inv Date	Invoice Amt	Disc Amt	Payment Amt
	17576	Fire Alarm Panel	4/5/18	3,356.00	0.00	3,356.00
Check 0000072634 - Total All Invoices: \$3,356.00				\$3,356.00	\$0.00	\$3,356.00

*Needed  
New Panels  
Removed \$360  
Monitoring  
Fee*

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  
04/17/2018

CHECK #  
000072634

AMOUNT  
3,356.00

PAY Three thousand three hundred fifty-six and xx / 100

TO THE  
ORDER  
OF  
WR Bevans Fire Alarms, Inc  
175 North Main Street  
Boscawen NH 03303

*Shelley L. Fowler*

⑈000072634⑈ ⑆011400071⑆ 9243267625⑈

VENDOR | WRBevansFi | WR Bevans Fire Alarms, Inc

04/17/2018

000072634

PO #	Invoice #	Reference	Inv Date	Invoice Amt	Disc Amt	Payment Amt
	17576	Fire Alarm Panel	4/5/18	3,356.00	0.00	3,356.00
Check 0000072634 - Total All Invoices: \$3,356.00				\$3,356.00	\$0.00	\$3,356.00

Town of Pembroke



Pembroke Fire Department  
Payment Voucher

Date 4/13/18  
Voucher # 180413

Need copy of

INVOICE



COPY

Inv Date	Vendor	Invoice
4/4/18	Sanel Auto Parts	90GR344
4/4/18	Sanel Auto Parts	90GR691
3/16/18	Carparts of Epsom	02OC161
3/16/18	Carparts of Epsom	02OC181
3/29/18	Freightliner of NH	FP54571
1/29/18	Advance Auto Parts	86280291
4/7/18	Beltronics, Inc	62083
4/5/18	Stratham Tire, Inc	4084187
3/29/18	Brigham Industries, Inc	18144
12/16/17	Huntress Uniforms	234263
4/5/18	WR Bevans Fire Alarms, Inc	17576

Acct#	Amount
42202-76001	200.34
42202-76001	(36.00)
42202-76001	18.34
42202-76001	20.87
42202-76001	19.91
42202-76001	27.58
42202-74003	850.00
42202-76001	54.31
42202-74002	3,319.32
42202-00703	1,060.35
	3,356.00

1000-13250-  
500000

Payment Approved by:

W. R. Bevans Fire Alarms, Inc.

175 North Main Street  
Boscawen, NH 03303

# Invoice

DATE INVOICE NO.  
4/5/2018 17576

**BILL TO**

Town of Pembroke  
Department of Public Works  
8 Exchange Street  
Pembroke, NH 03275

**SHIP TO**

Pembroke Sewer Department  
4 Union Street  
Pembroke, NH 03275

COPY

		P.O. NUMBER	TERMS	REP	DATE SERVI...	REFERENCE REPO...
			Net 30	WRB	4/2/2018	
ITEM	DESCRIPTION			QTY	UNIT PRICE	TOTAL
INSTALL	Install--Price Per Quote 4 Union Street Pembroke, NH Replacement of fire control panel and relocate to front lobby. Panel to be addressable with conventional zones install a Starlink radio.				2,996.00	2,996.00
FX-2003-6DS	Intelligent Fire Control Panel			1		0.00
DOX-1024D...	Universal Door for UB-1024DS Backbox, red			1		0.00
UB-1024DS	Universal Backbox for Compact Main Control Units, Black			1		0.00
DM-1008	8 zone expander module			1		0.00
NAP SLE-C...	SLE CDMA FIRE RADIO RED			1		0.00
CZ-6	6 Addressable Universal zone module			1		0.00
UDACT-300A	Digital Alarm Communicator			1		0.00
BSL 1105	Battery 12v 12ah			2		0.00
NAP SLE-C...	SLE CDMA FIRE RADIO RE			1		0.00
2W-B	I3 Series Smoke Detector 2 wire			1		0.00
MIR-5601P	Heat Detector 135 degree FT & RR			2		0.00

**Total**

All invoices over 30 days are subject to a 2% finance Charge.

Phone #

603-796-2141

W. R. Bevans Fire Alarms, Inc.

175 North Main Street  
Boscawen, NH 03303

# Invoice

DATE INVOICE NO.  
4/5/2018 17576

**BILL TO**

Town of Pembroke  
Department of Public Works  
8 Exchange Street  
Pembroke, NH 03275

**SHIP TO**

Pembroke Sewer Department  
4 Union Street  
Pembroke, NH 03275

P.O. NUMBER TERMS REP DATE SERVI... REFERENCE REPO...  
Net 30 WRB 4/2/2018

ITEM	DESCRIPTION	QTY	UNIT PRICE	TOTAL
UNION 30809 Monitor	CL 30809 3-1/2 RND BX,NM,14C Alarm System Monitoring Annual Fee Account 3400-7043 with starlink radio from 04-01-2018 to 03-31-2019	2	360.00	0.00 360.00

*Removed  
From Request*

**Total** \$3,356.00

All invoices over 30 days are subject to a 2% finance Charge.

Phone #

603-796-2141

VENDOR WRBevansFi WR Bevans Fire Alarms, Inc

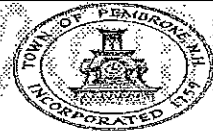
09/18/2018

000073368

PO #	Invoice #	Reference	Inv Date	Invoice Amt	Disc Amt	Payment Amt
	17835	Highway Alarm System	8/30/18	6,202.00	0.00	6,202.00
	17835	Annual Monitoring Fee	8/30/18	360.00	0.00	360.00
	17836	Town Hall Alarm System	8/30/18	5,997.00	0.00	5,997.00
	17836	Town Hall Alarm System	8/30/18	360.00	0.00	360.00
Check 0000073368 - Total All Invoices: \$12,919.00				\$12,919.00	\$0.00	\$12,919.00

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

09/18/2018

CHECK #

000073368

AMOUNT

12,919.00

PAY

Twelve thousand nine hundred nineteen and xx/100

TO THE  
ORDER  
OF

WR Bevans Fire Alarms, Inc  
175 North Main Street  
Boscawen NH 03303

⑈000073368⑈ ⑆011400071⑆ 9243267625⑈

VENDOR WRBevansFi WR Bevans Fire Alarms, Inc

09/18/2018

000073368

PO #	Invoice #	Reference	Inv Date	Invoice Amt	Disc Amt	Payment Amt
	17835	Highway Alarm System	8/30/18	6,202.00	0.00	6,202.00
	17835	Annual Monitoring Fee	8/30/18	360.00	0.00	360.00
	17836	Town Hall Alarm System	8/30/18	5,997.00	0.00	5,997.00
	17836	Town Hall Alarm System	8/30/18	360.00	0.00	360.00
Check 0000073368 - Total All Invoices: \$12,919.00				\$12,919.00	\$0.00	\$12,919.00

Town of Pembroke

Pembroke Fire Department  
Payment Voucher

Date 9/14/18  
Voucher # 180914

COPY

Inv Date	Vendor	Invoice #	Item	Unit #	Acct #	Amount
9/7/18	Aubuchon	807602	Miscellaneous		42202-62000	28.89
9/6/18	Andrew Engwer	Rymes	Fuel Lighting Trailer	U2	42202-63500	14.93
8/22/18	Carparts of Epsom	02PG8676	Miscellaneous	FT1	42202-76001	1.08
8/29/18	Carparts of Epsom	02PI4695		FT1	42202-76001	4.89
8/27/18	Sanel Auto Parts	01JX5901		FT1	42202-76001	19.36
8/27/18	Sanel Auto Parts	01JX5896		FT1	42202-76001	19.36
8/23/18	Bergeron Protective Clothing	213433			42202-74000	37.51
9/1/18	Airgas	995612054			42202-62000	174.70
1/4/18	WB Mason	Statement			42202-62000	(172.53)
4/4/18	WB Mason	I53879177	Batteries		42202-62000	21.99
6/7/18	WB Mason	55767998	Batteries		42202-62000	60.56
8/8/18	WB Mason	I57614374	Paper & Water		42202-62000	33.75
8/30/18	WB Mason	I58334026	Toner		42202-62000	107.49
9/6/18	WB Mason	I58525781	Batteries		42202-62000	90.57
8/30/18	WR Bevans Fire Alarms, Inc	17835	Highway Alarm System			6,202.00
8/30/18	WR Bevans Fire Alarms, Inc	17835	Annual Monitoring Fee			360.00
8/30/18	WR Bevans Fire Alarms, Inc	17836	Town Hall Alarm System			5,997.00
8/30/18	WR Bevans Fire Alarms, Inc	17836	Town Hall Alarm System			360.00
8/14/18	Firetec Used Apparatus Sales	4133	Commission			800.00
9/9/18	Consolidated	9/9	IP Address		42904-34100	168.36

✓ 1000-13250-00000  
1000-42202-49001  
1000-13250-00000  
1000-42202-49001  
1000-35011-00000

Payment Approved by:



W. R. Bevans Fire Alarms, Inc.

175 North Main Street  
Boscawen, NH 03303

# Invoice

DATE 8/30/2018  
INVOICE NO. 17835

**BILL TO**

Town of Pembroke  
Department of Public Works  
8 Exchange Street  
Pembroke, NH 03275

**SHIP TO**

Pembroke Highway Garage  
8 Exchange Street  
Pembroke, NH 03275

P.O. NUMBER		TERMS	REP	DATE SERVI...	REFERENCE REPO...
		Net 30	WRB	8/30/2018	
ITEM	DESCRIPTION	QTY	UNIT PRICE	TOTAL	
INSTALL	Install--Price Per Quote		6,202.00	6,202.00	
FX-2003-6DS	Intelligent Fire Control Panel	1		0.00	
DOX-1024D...	Universal Door for UB-1024DS Backbox, red	1		0.00	
UB-1024DS	Universal Backbox for Compact Main Control Units, Black	1		0.00	
MS-710APU	Addressable pull station. with white	6		0.00	
NAP SLE-C...	SLE CDMA FIRE RADIO RED	1		0.00	
B210LP	200 series low profile base	38		0.00	
MIX-5251AP	Low profile intelligent heat	32		0.00	
MIX-2251AP	Low Profile Photoelectric Smoke Detector.	6		0.00	
UDACT-300A	Digital Alarm Communicator	1		0.00	
BSL 1105	Battery 12v 12ah	2		0.00	
Monitor	Alarm System Monitoring Annual Fee Account 3400-7097 with starlink radio from 07-01-2018 to 06-30-2019		360.00	360.00	

**Total** \$6,562.00

All invoices over 30 days are subject to a 2% finance Charge.

Phone #

603-796-2141

COPY

W. R. Bevans Fire Alarms, Inc.

# Invoice

175 North Main Street  
Boscawen, NH 03303

DATE INVOICE NO.  
8/30/2018 17836

BILL TO

Town of Pembroke  
Department of Public Works  
8 Exchange Street  
Pembroke, NH 03275

SHIP TO

Pembroke Town Hall  
311 Pembroke Street  
Pembroke, NH 03275

		P.O. NUMBER	TERMS	REP	DATE SERVI...	REFERENCE REPO...
			Net 30	WRB	8/30/2018	
ITEM	DESCRIPTION	QTY	UNIT PRICE	TOTAL		
INSTALL	Install--Price Per Quote		5,997.00	5,997.00		
FX-2003-6DS	Intelligent Fire Control Panel	1		0.00		
DOX-1024D...	Universal Door for UB-1024DS Backbox, red	1		0.00		
UB-1024DS	Universal Backbox for Compact Main Control Units, Black	1		0.00		
MS-710APU	Addressable pull station. with white	6		0.00		
NAP SLE-C...	SLE CDMA FIRE RADIO RED	1		0.00		
B210LP	200 series low profile base	29		0.00		
MIX-5251AP	Low profile intelligent heat	22		0.00		
MIX-2251AP	Low Profile Photoelectric Smoke Detector.	7		0.00		
UDACT-300A	Digital Alarm Communicator	1		0.00		
BSL 1105	Battery 12v 12ah	2		0.00		
DM-1008	8 zone expander module	1		0.00		
MIR-5603	Heat Detector 135 Fixed Temp For historical Society Building	3		0.00		
Monitor	Alarm System Monitoring Annual Fee Account 3400-7098 with starlink radio from 07-01-2018 to 06-30-2019		360.00	360.00		
				<b>Total</b>	\$6,357.00	

All invoices over 30 days are subject to a 2% finance Charge.

Phone #

603-796-2141

**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: 10/1/18 Date payment required: 12/1/18

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: \$20,800.00

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

Date and warrant article number which authorizes this request: \_\_\_\_\_

or  
Date and minutes of meeting by boards & commissions authorizing withdrawal 10/1/18.  
( 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.





# Town of Pembroke

## Payment Voucher

Vendor: New Heights Roofing and Construction, LLC

PO Box 344 Concord, NH 03302-0344

No: \_\_\_\_\_

(Finance Office Use)

### Payment Disposition

\_\_\_\_ Mail

\_\_\_\_ Pick-up

\_\_\_\_ Other

Invoice No.	Date	Account No./Desc.	Description	Amount
	4/19/18	1000-13250-00000 Due from Trust Funds	4 Union Street Work	
			Final Payment	\$ 10,000.00

Hold this check until work

Is Completed

COPY

need copy  
of Bill

1.00

Department Authorization

4/19/18

Date

Purchasing Director (if required)

Date

VENDOR	New Height	New Heights Roofing & Construction, LLC
--------	------------	---

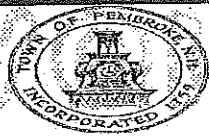
05/10/2018

000072728

PO #	Invoice #	Reference	Inv Date	Invoice Amt	Disc Amt	Payment Amt
	4 Union Street Work	Final Payment	4/19/18	10,000.00	0.00	10,000.00
Check 0000072728 - Total All Invoices: \$10,000.00				\$10,000.00	\$0.00	\$10,000.00

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  
05/10/2018

CHECK #  
000072728

AMOUNT  
10,000.00

PAY Ten thousand and xx / 100

TO THE  
ORDER  
OF  
New Heights Roofing & Construction, LLC  
Kyle Jensen  
613 Highland Drive  
Henniker NH 03242

*Shelley L Fowle*

⑈000072728⑈ ⑆011400071⑆ 9243267625⑈

VENDOR	New Height	New Heights Roofing & Construction, LLC
--------	------------	---

05/10/2018

000072728

PO #	Invoice #	Reference	Inv Date	Invoice Amt	Disc Amt	Payment Amt
	4 Union Street Work	Final Payment	4/19/18	10,000.00	0.00	10,000.00
Check 0000072728 - Total All Invoices: \$10,000.00				\$10,000.00	\$0.00	\$10,000.00

Town of Pembroke

VENDOR New Height New Heights Roofing & Construction, LLC

05/10/2018

000072727

PO #	Invoice #	Reference	Inv Date	Invoice Amt	Disc Amt	Payment Amt
	4 Union Street Work	1/2 Payment	4/19/18	10,800.00	0.00	10,800.00
Check 0000072727 - Total All Invoices: \$10,800.00				\$10,800.00	\$0.00	\$10,800.00

Town of Pembroke

COPY

Check mailed  
5-11-18

Vendor Total: \$ 10,800.00



Department Authorization

4/19/18

Date

Purchasing Director (if required)

Date

Date \_\_\_\_\_

*"Taking Your Home to New Heights"*

# **NEW HEIGHTS**

**Roofing and Construction, LLC**

P.O Box 344  
Concord, N.H 03302-0344

**(603) 548-4484**

---

**Estimate**

Dana Carlucci  
4 Union Street Suncook, NH  
603-496-8258  
carlucci@comcast.net

---

## **New EPDM and Shingle Roof, PVC Trim, Vinyl Siding**

1. Main rubber roof Clean all seams free of dirt (no sealant on any seams now)
  2. Prime seams to get ready for now cover tape
  3. Install 6" cover tape over all factory seams and 12" around drain system
  4. Seal caulk all seams with lap sealant (some seams already lifting around drain)
  5. Tear off drip edge on all eaves and rakes on rear upper and lower addition roofs
  6. Tear off all wood trim fascia and shadow board on all rakes and eaves
  7. Tear off all garage trim and door trim to replace with new PVC boards
  8. Replace all trim fascia and shadow boards with new PVC board non-rot
  9. Tear off all white siding on entire rear addition
  10. Cut out right side gable bump out to bring siding level
  11. Install new  $\frac{3}{4}$  (white) J-channel Alside/Monogram siding on rear addition
  12. Install new (white) corner boards on all 4 corners to receive new siding
  13. Install new vinyl soffits on all overhead soffit
  14. Install all new Alside/Monogram double 4" vinyl siding on rear addition  
Color---(White)
  15. Tear off all rolled rubber on flat roof and replace any rot necessary
-

16. Install new ½" CDX plywood over whole flat roof
  17. Install new ½" fiberboard insulation screwed down with plates and tags to deck
  18. Install new .060 EPDM fully adhered down with glue on whole flat roof
  19. Install 4" white drip edge on all eaves and rakes of upper and lower rear roofs
  20. Install new 6" cover tape over all perimeter drip edge and seal
  21. Install new cut in flashing on brick wall
  22. Install new 6"—12" form flashing rubber over flashing and seal
  23. Seal all rubber seams with Lap caulking
  24. Tear off all shingles from lower roof to deck and check for rot
  25. Install new ½" CDX plywood over old boards
  26. Install new ice and water shield on over all plywood
  27. Install new drip edge on roof
  28. Install metal flashing transition where meets siding wall
  29. Install new GAF Timberline HD shingles on lower roof  
Color---GAF---
  30. Demo out existing garage door from rear addition
  31. Have new Manual standard size garage door installed all white with no glass
  32. Depending on electricity available and ceiling outlet to have electric door open
  33. If ceiling outlet needed have electrician Carlucci install new ceiling outlet for door
  34. Super clean grounds and roll magnet
  35. Haul all debris to dump
-

5yr workmanship warranty given  
50yr system Plus GAF factory warranty given  
New Heights is fully insured

**Total Labor and Materials**

1. Main Roof Rubber repairs to flat roof seams.....\$1,950
  2. Rip with New EPDM .060 fully adhered rubber membrane roof on  
upper rear and shingles on rear lower roof.....\$5,400
  3. All new PVC trim on all fascia and shadow board trim.....\$2,900  
Add Option (cut holes in soffit and install perforated panels to vent).....\$500
  4. All new PVC around garage door and side entry door.....\$1,400
  5. Tear off old and install new Alside/Monogram double 4"  
White Vinyl siding on entire rear addition all sides.....\$6,850
  6. Demo old and install white Garage door with no glass .....\$1,800
- Total Job **\$20,800**

---

**Down payment.....\$10,800**

**Balance due ..... \$10,000**

Non-payment (and/or later payments)-failure on the customer/ Authorized party to make all payments on time as described to be due within contract shall result in finance charge of 2% per month (24% per year), on any unpaid balances of any late payment. The Customer/ Authorized party shall be liable for all attorney fees and legal fees necessary to collect any unpaid balances or late payments.

Estimated By:

---

Kyle L. Jensen (Owner)

Date: April 19, 2018

Customer/Authorized Signature:



Date: 4/19/18

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)

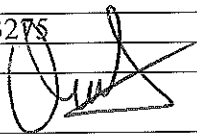
Submitted by: Selectmen  
(Selectmen, School Board, Water Commissioners, Sewer Commissioners, Library Trustees, Elementary School Principals, Scholarship Award Committee, PALS.)

Date request submitted: 10/1/18 Date payment required: 12/1/18

Printed name of person submitting request: David 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: \$22,807.00

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

Date and warrant article number which authorizes this request: \_\_\_\_\_

or  
Date and minutes of meeting by boards & commissions authorizing withdrawal 10/1/18.

(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 AdvancedEx Advanced Excavating &amp; Paving, Inc.

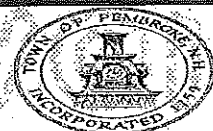
05/08/2018

000072644

PO #	Invoice #	Reference	Inv Date	Invoice Amt	Disc Amt	Payment Amt
	18105	Union Street	5/3/18	62,078.01	0.00	62,078.01
	18095	4 Union Street	5/2/18	22,807.00	0.00	22,807.00
Check 0000072644 - Total All Invoices: \$84,885.01				\$84,885.01	\$0.00	\$84,885.01

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

05/08/2018

CHECK #

000072644

AMOUNT

84,885.01

PAY

Eighty-four thousand eight hundred eighty-five and 01 / 100

TO THE  
ORDER  
OF

Advanced Excavating & Paving, Inc.  
PO Box 581  
166 Granite Street  
Suncook NH 03275

⑈000072644⑈ ⑆011400071⑆ 9243267625⑈

VENDOR AdvancedEx Advanced Excavating &amp; Paving, Inc.

05/08/2018

000072644

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Check 0000072644 - Total All Invoices: \$84,885.01				\$84,885.01	\$0.00	\$84,885.01

COPY

Town of Pembroke

# ADVANCED

## EXCAVATING & PAVING

PO BOX 581 • 166 GRANITE STREET • SUNCOOK, NH 03275

## Invoice

Date	Invoice #
5/2/2018	18095

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

Phone #	Fax #
603-485-9755	603-485-5579

Terms	Due Date
30 DAYS	6/2/2018

Date	Description	Quantity	Rate	Amount
APRIL 2018	4 UNION STREET Reclaim, fine grade and compact 540 SY of parking area, remove excess material as needed, pave with 2" dense binder. Dropped inlet 6" HDPE installed ADDITIONAL WORK Sawcut and remove concrete apron, grade, pave with rest of parking lot.	1 225	10,430.00 2,300.00 42.00 627.00	10,430.00 2,300.00 9,450.00 627.00

COPY

Total \$22,807.00

Balance Due \$22,807.00



**Vendor:** Advanced Excavating & Paving, Inc.

\_\_\_\_\_ Mail  
\_\_\_\_\_ Pick-up  
\_\_\_\_\_ Other

Vendor Total: \$ 22,807.00

Department Authorization

Purchasing Director (if required)

5-3-18

Date \_\_\_\_\_

5/7/18

Date \_\_\_\_\_

## Memorandum

**To:** David Jodoin, Town of Pembroke  
**From:** Mike Vignale, KVPartners  
**Date:** September 17, 2018  
**Re:** **Weekly Construction Meeting – Roadway Improvement Project**  
**Cc:** Attendees, Jim Boisvert, Paulette Malo (Roads Committee) and Matt L'Heureux (Advanced)

---

A weekly construction meeting was held at the site (Beacon Hill Road) on September 11, 2018. In attendance were, Brent Edmunds, John Barnes (Advanced), Reno Nadeau (DPW), and Mike Vignale. Following is a summary of the discussions:

- Pavement excavation and gravel installation is ongoing. Crushed gravel is being placed on the lower sections to keep the road surface more stable. Mike V asked John for an overall schedule to project completion.
- Compaction testing of the gravel must be completed. John indicated that they would remove a section of crushed gravel to allow base gravel testing. Note that compaction processes being completed appear to be as required.
- The apple trees at 332 Beacon Hill Road were discussed. These trees were damaged by Advanced and they agreed to replace any damaged trees with new one in writing. Advanced is waiting for the property owner to inform them of what type of tree they would like and then they will plant the new trees.
- As previously noted, additional underdrains were suggested by Advanced. It was agreed that the roadside ditches will be excavated and shaped and then observed to determine if underdrains are required.
- As previously noted, Reno expressed concerns about settlement near the basins at the low point on East View/East Meadow. John indicated that the depression is from a construction vehicle wheel and they will make repairs.
- As previously noted, there are existing lateral drainage pipes (instead of roadside swales) in some front yards (#340) that appear to be outside the construction limits. These pipes will remain if possible.

- As previously noted, concern was expressed about the safety of the Type G grates for pedestrians. The Selectmen agreed to change the castings to concrete Type C basin covers. John stated that the existing grates cannot be returned. Mike V agreed to place an ad in the Construction Summary and see if a buyer can be found. Advanced submitted a change order for changing the grates to Type C grates in the amount of \$7,630.00.
- As previously noted, there was still standing water in the sediment basin which should be dry after about 3 days. The pond was dry when constructed but there appears to have a constant flow of groundwater through the basin side slopes contributing to the water in the basin. It is apparent that the pond will not dry out with some modifications. So, the pond will be modified to include a third opening in the outlet structure (lower than the two existing openings) with a perforated pipe that extends into the basin (length to be determined) and is surrounded with rock. Also, the outlet plunge pool will be filled in with some rock to minimize the depth of water at that location.
- As previously noted, Jim asked if the large dead tree on Upper Beacon could be removed. Reno directed Advanced to remove the tree for \$900. Advanced will remove the tree once they can schedule the tree company.
- As previously noted, Jim explained that one resident expressed concerns about their granite post mailbox (#314 Beacon Hill Road). It is understood that all mailboxes will be reset to their original condition.
- Next meeting will be held at **9:00 AM** at Beacon Hill Road on Tuesday September 18th.



9/18/18

Beacon Hill Schedule to completion

9/17 to 9/21 Box out base gravels.

9/24 to 9/28 box out, base gravels and under drain.

10/1 box out, base gravels

10/3 to 10/5 crushed gravel

10/8 to 10/9 fine grade

10/10/ to 10/11 base pave

10/12 ditching, driveway culverts

10/15 to 10/19 ditching driveway culverts and aprons

10/22 to 10/24 pave aprons

10/25 to 10/30 loam seed and clean up

John Barnes

Advanced Excavating and Paving

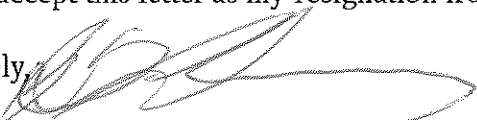
September 18, 2018

Selectmen of the Town of Pembroke

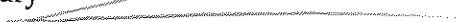
I have decided that I am not as interested in serving on the Zoning Board of adjustment, as I thought I might be.

Please accept this letter as my resignation from the Pembroke Board of Zoning Adjustment.

Sincerely,

A handwritten signature in dark ink, appearing to read 'R. Lounsbury', written over the word 'Sincerely,'.

Mr. Robin D. Lounsbury  
667 Borough Rd  
Pembroke NH 03275

A single horizontal line drawn across the page, positioned below the address block.