

ANNUAL REPORT

OF THE

Board of Selectmen and School Board

OF THE

Town of Pembroke

TOGETHER WITH THE REPORTS OF THE

Treasurer, Trustees, Officers and
Boards, Committees and Commissions
of the Town

FOR THE

YEAR ENDING DECEMBER 31, 2013

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2014 TOWN MEETING WARRANT & PROPOSED TOWN BUDGET (Blue Pages)

2014 SCHOOL DISTRICT WARRANT & PROPOSED SCHOOL BUDGET.. (Blue Pages)

TOWN OFFICIALS

Board of Selectmen

Justine “Tina” Courtemanche, Vice Chair (2014);
Fredrick L. Kline, Vice Chair (2015);
David A. Sheldon, Jr. (2016); Robert G. Samson (2014)
Vincent E. “Doc” Greco (2016)

Town Treasurer

Charles L. Connor (2014)

Deputy Treasurer

Bruce L. Kurinskas

Town Clerk

James F. Goff (2014)

Town Moderator

Thomas E. Petit (2014)

Assistant Town Moderator

Charles Mitchell

Supervisors of the Checklist

Patricia Crafts, Chair (2014);
Roland Young, Jr. (2018); Linda A. Williams (2016)

Library Trustees

Patricia Crafts, Chair (2014); Susan Whitbeck, Co-Chair (2014);
Joyce Heinrich (2015); Ann Hasbany (2016);
Marie Brezosky, Alt. (2014); Judy Mitchell (2016);
Linda Proulx, Alt. (2014)

Trustees of Trust Funds

Gerard E. Fleury, Chair (2014);
Daniel Crean (2016); Courtney Eschbach (2014)

Sewer Commission

Harold Thompson, Chair (2016);
Paulette Malo (2014); Jules Pellerin (2015)

Water Commission

Edward Lavallee, Chair (2017);
Maurice Lavoie, (2014); Kevin Brasley (2015);
Chris Culberson (2018); Chet Martel (2016)

TOWN DEPARTMENTS AND OFFICES

Town Administration Department

David M. Jodoin, Town Administrator
Muriel Previe, Welfare Director
Linda A. Williams, Municipal Secretary
Nataliya Gapanova, Accountant
Melissa Trainor, Accounts Clerk

Emergency Management

Fire Chief Harold Paulsen, Director
Larry Young, Sr., Deputy Director

Fire Department

Harold Paulsen, Fire Chief
John C. Theuner, Assistant Fire Chief
Paul M. Gagnon, Deputy Fire Chief
Erik S. Paulsen, Captain
Robert B. Farley, Captain
Brian A. Lemoine, Lieutenant
Charles R. Schmidt, Lieutenant
Jeff B. Cyr, Lieutenant
Chester R. Martel, Lieutenant
Tyrel Lemoine, Lieutenant

Health Department

Dr. Vincent E. Greco, Health Officer
Larry Young, Sr., Deputy Health Officer

Tax Collection

David M. Jodoin, Tax Collector
Linda A. Williams, Deputy Tax Collector

Planning and Land Use Department

Stephanie Verdile, Planner
Everett Hodge, Code Enforcement Officer
Elaine Wesson, Planning and Land Use Clerk

Police Department

Dwayne Gilman, Chief of Police
Gary Gaskell, Lieutenant

Department of Public Works

James Boisvert, Director
Reno Nadeau, Foreman
Victor Ranfos, Foreman

BOARDS, COMMITTEES AND COMMISSIONS

BUDGET COMMITTEE



Mark LePage, Chair; Michael Connor; Brian Seaworth; Marie Chouinard;
Daniel D. Crean; Sandy Hogan; Clint Hanson; Karen Dowling;
Gerard Fleury, Vice Chair and CIP Representative;
Tina Courtemanche, Board of Selectmen Representative;
David Sheldon, Board of Selectmen, Alt.;
Dan Driscoll, School Board Representative;
Pat Boucher, School Board Alt.
Alane Rapazza, Recording Clerk

CAPITAL IMPROVEMENT PROGRAM COMMITTEE



Gerry Fleury, Chair and Budget Committee Representative;
Rosemarie Michaud, Vice Chair; Bryan Christensen; Dianne Schuett;
Tina Courtemanche, Board of Selectmen Representative
David Sheldon, Board of Selectmen Alt.;
Larry Young, Sr., Planning Board Representative;
Janna Culberson, School Board Representative

CEMETERY COMMISSION



David Richards, Chair ; James Garvin;
Roland Young, Jr.; Fleda Young

CONSERVATION COMMISSION



Ammy Heiser, Chair; Carol Bertsimas, Vice Chair;
Ayn Whytemare; Brian Mrazik; David Baril, Jr.; Steve Fowler;
Craig Greenwood, Alt.; Kevin Krebs, Planning Board Representative

BOARDS, COMMITTEES AND COMMISSIONS

PLANNING BOARD



Alan Topliff, Chair; Brian Seaworth, Vice Chair; Robert E. Bourque;
Kevin Krebs; Kathy Cruson; Larry Young, Sr.; Brent Edmonds, Alt.;
Vincent E. "Doc" Greco., Board of Selectmen Representative;
Fred Kline, Board of Selectmen Alt.
Jocelyn Carlucci, Recording Secretary

RECREATION COMMISSION



Rose Galligan, Chair; Karen Meisenheimer ; Christine Robinson;
Christopher Henderson; Steve Fowler,Alt.;
Robert G. Samson, Board of Selectmen Representative;
David Sheldon Jr., Board of Selectmen Alt.

ROADS COMMITTEE



Oscar Plourde, Chair; Burton Curley, Vice Chair
Paulette Malo; Brian Seaworth, Planning Board Representative;
James Boisvert, Dept. of Public Works Representative;
Fredrick L. Kline, Board of Selectmen Representative

ZONING BOARD OF ADJUSTMENT



William Bonney, Chair ; Bruce Kudrick, Vice-Chair;
Dana Carlucci ; Thomas Hebert.; Paul Paradis; Mick Pinard, Alt
Mark Simard, Alt.; Daniel Desfosses, Alt.;
Susan Gifford, Recording Secretary

SEWER REVIEW COMMITTEE



Dan Crean; John Duggan, Jr.;
Bruce Kudrick; Nancy Kurinskas;
Bill Pritchard; Don Hill;
Fred Kline, Board of Selectmen Representative

BOARD OF SELECTMEN



*Fred Kline; Robert Samson; Justine “Tina” Courtemanche ,Chair;
Vincent “Doc” Greco; David Sheldon, Jr.*

In 2013, the Town installed on its webpage the new GIS mapping software. This new software replaces the old Vision assessor’s database, and is able to provide more detailed and comprehensive information. This change was made as part of the upcoming Federal requirement that the Town’s maintain and monitor storm water discharge.

Based on a very lengthy discussion at the 2013 Town meeting, the Town is now responsible for taking any current delinquent sewer bill and making it part of the lien process. This can only be done though for the current year that becomes delinquent after the close of the year.

As part of our warrant for 2014, we have placed an article on the warrant for \$1.2 million dollars to be paid for through a bond for the Pembroke Hill project. As most of you are probably aware, the discussion of what to do with traffic at Pembroke Hill has been discussed for years. The State was pushing for a roundabout but after many meetings, the message that they received from the residents was clear that they felt a traffic light would be better and safer. That project has now been placed on the States construction schedule with an anticipated construction date in the spring of 2015.

The selectmen are planning to do some road work at the same time as the State in order to minimize disruption to the residents. As part of the Town’s project, we will be re-doing the roadway and drainage. Water will also be replacing lines that are needed while the road is being dug up, and they have included their own request for funding on the warrant. Also included in this project will be the installation of sidewalks that became possible through a Safe Routes to School grant that is 100% funded by the federal government. For those of you who remember the Broadway project, we plan on using the same funding strategy to pay for the bond. As a point of reference, the Broadway bond is paid for in 2014 and the new bond if approved would replace that one.

BOARD OF SELECTMEN

The Town recently received their 2012 Audited financial statements. Once the Audit was completed, Moody's investment services upgraded the Town's financial rating from A1 to Aa3. What this means is that the debt obligations that the Town has are judged to be of high quality and are subject to very low credit risk. This is a compliment to you the residents who have planned for the future by funding the necessary money to be placed in Capital Reserve Funds, along with a very impressive Capital Improvement Plan.

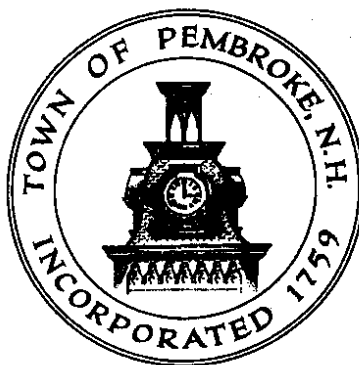
We would like to thank all of the fine dedicated volunteers that this community has that sit on various boards. Without you we would struggle. As we state every year, we are always looking for volunteers for various committees and if you are interested, you can contact Town Hall and inform staff as to your interest.

We would be remiss if we didn't thank our fine staff. As costs continue to rise, they are always looking at ways to save money. As you are aware, several cuts to positions have been made over the years with the position and responsibilities absorbed by current staff.

As winter hits every year, we want to remind the residents that we no longer have a winter parking ban. However, we do have the ability to call an Emergency parking ban for snow removal. When we do call an emergency, we will place the notice on the sign at the safety center, contact WMUR Channel 9, radio station WJYY 105.5 and also place the notice on the Town website. It is imperative that when a ban is called that you remove your vehicle from the street. If the vehicle is not removed, IT WILL BE TOWED! Vehicles can be parked in the Municipal lot provided that you have a parking sticker. These can be obtained by residents for free at the Public Works garage.

Also we ask that you please review the Holiday pickup schedule for trash and recycling.

In closing, we want to remind all the residents that our assessing firm (Corcoran Consulting) is finalizing our required State recertification. The last time this process was done was in 2009. As per the State requirements, we are required to review and update properties every five years.



MINUTES OF THE ANNUAL TOWN MEETING

**TOWN OF PEMBROKE, NH
MARCH 12, 2013**

The meeting was opened by Moderator Thomas E. Petit at 11:00 a.m.

A motion was made to read and act on Articles #1 and #2 and to read and act on the remaining articles at the deliberative session on March 16, 2013 at the Pembroke Academy Auditorium.

MOVED: Charles Mitchell SECONDED: Roland Young, Jr.

VOTE: YES MOTION PASSED

ARTICLE #1: To choose all necessary officers for the ensuing year.

*Denotes elected

Town Clerk for one year: vote for not more than one James F. Goff	*332	Water Commissioner for three years: vote for not more than one Chester Martel	*179
		Andrew L. Boisvert	125
Treasurer for one year: vote for not more than one Charles L. Connor	*311	Library Trustee for three years: vote for not more than two Ann S. Hasbany	*301
Selectman for three years: vote for not more than two John Duggan	80	Trust Fund Trustee for three years: vote for not more than one Daniel D. Crean	*290
Vincent "Doc" Greco	*266		
David A. Sheldon, Jr.	*256		
Sewer Commissioner for three years: vote for not more than one Harold L. Thompson	*288	Trust Fund Trustee for two years: vote for not more than one (no one filed)	
Water Commissioner for five years: vote for not more than one Christopher Culberson	*301	4819 voters on the Pembroke Checklist 341 ballots cast 7% voter turnout	

MINUTES OF THE ANNUAL TOWN MEETING

ARTICLE 2 – AMEND ZONING ORDINANCE

Are you in favor of adopting the following amendments to the existing Zoning Ordinance of the Town of Pembroke?

Amendment #1

Are you in favor of the adoption of Amendment #1 as proposed by the Planning Board for the Town Zoning Ordinance as follows:

To amend Section 143-8, Definitions, to delete the definition of **HOME BUSINESS** and to rename Article VI, Section 143-30, **HOME BUSINESS** as **(Reserved)**.

YES 193 NO 104 AMENDMENT #1 PASSED

Amendment #2

Are you in favor of the adoption of Amendment #2 as proposed by the Planning Board for the Town Zoning Ordinance as follows:

To amend Section 143-8, Definitions, to replace the definition of Calculated Buildable Area with the following definition:

BUILDABLE AREA-That area of a lot excluding all soils identified as poorly and very poorly drained, all wetlands, wetland buffers, floodplains, submerged areas, slopes 25% or greater, land set aside for open space or conservation purposes, setbacks, and dedicated easements or rights-of-way.

YES 200 NO 104 AMENDMENT #2 PASSED

Amendment #3

Are you in favor of the adoption of Amendment #3 as proposed by the Planning Board for the Town Zoning Ordinance as follows:

To amend Section 143-8, Definitions, to replace the definition of Contiguous Buildable Area with the following definition:

CONTIGUOUS BUILDABLE AREA- A contiguous area on a single lot which consists of buildable area, unfragmented by non-buildable area.

YES 202 NO 100 AMENDMENT #3 PASSED

Amendment #4

Are you in favor of the adoption of Amendment #4 as proposed by the Planning Board for the Town Zoning Ordinance as follows:

To amend Section 143-8, Definitions, to replace the definition of Non-Buildable Area with the following definition:

MINUTES OF THE ANNUAL TOWN MEETING

NON-BUILDABLE AREA- Area that is not classified as buildable area.

YES 212 NO 92 AMENDMENT #4 PASSED

Amendment #5

Are you in favor of the adoption of Amendment #5 as proposed by the Planning Board for the Town Zoning Ordinance as follows:

To amend Article V, Section 143-21, Table of Dimensional and Density Regulations, Reference Headings, from “J= Minimum Open Space” to, “J=Percent Minimum Pervious Space (excluding pervious pavement).”

§ 143-21 Table of Dimensional and Density Regulations.

See Table below and attached notes, which are declared to be a part of this chapter.

REFERENCE HEADINGS:

- A = Minimum Lot Area (square feet)
- B = Minimum Contiguous Lot Frontage (feet)
- C = Minimum Contiguous Lot Frontage – Duplex (feet)
- D = Minimum Contiguous Lot Frontage – Multiple Family (feet)
- E = Minimum Lot Depth (feet)
- F = Minimum Yard Depth – Front (feet)
- G = Minimum Yard Depth – Side (feet)
- H = Minimum Yard Depth – Rear (feet)
- I = Maximum Height (feet)
- J = Percent Minimum Pervious Space (excluding pervious pavement)

YES 201 NO 90 AMENDMENT #5 PASSED

Amendment #6

Are you in favor of the adoption of Amendment #6 as proposed by the Planning Board for the Town Zoning Ordinance as follows:

To amend Article IV, Use Regulations, Section 143-19, Table of use regulations, Residential, #3 Multi-family dwelling from being an allowed use by Special Exception in the R3 (Rural/Agriculture Residential) District, to not being an allowed use in the R3 District without a Variance.

MINUTES OF THE ANNUAL TOWN MEETING

TABLE OF USES								
USES		R1	R3	B1	B2	C1	LO	Special Conditions
RESIDENTIAL								
1.	Single family detached dwelling	P	P	P	P	-	P	
2.	Two-family dwelling	P	P	P	P	-	P	
3.	Multi-family dwelling not to exceed six dwelling units	S	-	S	S	-	S	§143-113
4.	Planned Residential Development ¹	P	-	-	-	-	S	Article X & §143-113
5.	Open Space Development	P	P	-	-	-	S	Article X & §143-113
6.	Recreational vehicle	P	P	P	P	P	P	§143-26 & §143-31
7.	Manufactured housing park	-	P	-	-	-	-	§143-32
8.	Manufactured housing subdivision	-	P	-	-	-	-	§143-33
9.	Accessory uses	P	P	P	P	P	P	§143-18

YES 178 NO 114 AMENDMENT #6 PASSED

Amendment #7

Are you in favor of the adoption of Amendment #7 as proposed by the Planning Board for the Town Zoning Ordinance as follows:

To amend Article XV-Enforcement and Penalties, Section 143-122, Permit Required, as follows:

- A. **Buildings and structures:** It shall be unlawful for any person to erect, construct, reconstruct, **demolish**, or alter a structure as defined by the New Hampshire Building Code, RSA 155:A, as amended, and the International Residential Code, as published and amended by the International Code Council, Inc., without applying for and receiving from the Code Enforcement Officer a building permit.

YES 180 NO 136 AMENDMENT #7 PASSED

Amendment #8

Are you in favor of the adoption of Amendment #8 as proposed by the Planning Board for the Town Zoning Ordinance as follows:

MINUTES OF THE ANNUAL TOWN MEETING

To amend and add the following language to Article XIV, Section 143-114, Variances, as follows:

Variances shall be as defined in RSA 674:33, as amended.

A. (1) The variance will not be contrary to the public interest.

(2) The spirit of the ordinance is observed

(3) Substantial justice is done.

(4) The value of the surrounding property will not be diminished.

(5) Literal enforcement of the provisions of the ordinance would result in an unnecessary hardship.

(A) For the purposes of this paragraph “unnecessary hardship” means that , owing to special conditions of the property that distinguish it from other properties in the area:

(i) No fair and substantial relationship exists between the general public purposes of the ordinance provision and the specific application of that provision to the property: and

(ii) The proposed use is a reasonable one.

(B) If the criteria in subparagraph (A) are not established, an unnecessary hardship will be deemed to exist if, and only if, owing to special conditions of the property that distinguish it from other properties in the area, the property cannot be reasonably used in strict conformance with the ordinance, and a variance is therefore necessary to enable a reasonable use of it.

The definition of “unnecessary hardship” set forth in subparagraph (5) shall apply whether the provision of the ordinance from which a variance is sought is a restriction on use, a dimensional or other limitation on a permitted use, or any other requirement of the ordinance.

YES 206 NO 96

AMENDMENT #8 PASSED

Amendment #9

Are you in favor of the adoption of Amendment #9 as proposed by the Planning Board for the Town Zoning Ordinance as follows:

To remove Note #11 from Article V, Section 143-21, Table of Dimensional Regulations, and amend Section 143-8, Definitions, to correct typographical errors in the definition of MAXIMUM HEIGHT as follows:

MAXIMUM HEIGHT – Maximum height of buildings shall be measured from the finished grade to the highest point of the roof and shall not exceed 50’ in height. Occupied space shall not exceed 35’ in height from the finished grade on each side of the building to the top of the highest window on each side of the building. This definition shall not apply to chimneys, elevator bulkheads, skylights, ventilators, cooling towers, electronic equipment, elevator shafts, and other necessary appurtenances usually carried above the roof, nor to domes, towers, stacks or spires, if not used for human occupancy and which occupy not more than 20% of the ground floor area of the building; nor to ornamental towers, observation towers, radio broadcasting towers, television and radio antennae, and other like structures, which do not occupy more than 20% of the lot area, provided the excepted appurtenances are not located within the flight paths of an airport as defined by F.A.A regulations.

YES 218 NO 93

AMENDMENT #9 PASSED

MINUTES OF THE ANNUAL TOWN MEETING

Amendment #10

Are you in favor of the adoption of Amendment #10 as proposed by the Planning Board for the Town Zoning Ordinance?

To amend Article XII, Impact Fees, to remove Sections 143-90-143-101 and replace it with RSA 674:21, Innovative Land Use Controls, V, as amended.

YES 190 NO 104 AMENDMENT #10 PASSED

Amendment #11

Are you in favor of the adoption of Amendment #11 as proposed by the Planning Board for the Town Zoning Ordinance?

To amend Article X, Open Space Development, Section 143-76, Maximum Development Density. A. 1. and Section 143-78 Open Space Requirements, A. as follows:

Calculation of Buildable (useable) Area. The density requirement (number of dwelling units per unit of buildable area) for any open space development shall generally be the same as the underlying zoning district permits. The calculation of total buildable area shall only include the portions of the parcel that meet the minimum contiguous buildable area for that district.

A. **Base Number of Development Units:** The applicant shall **use the** following method for calculating the base number of dwelling units that may be constructed on the property:

(1) Yield Plan Approach: Under this approach, the applicant presents a yield plan to the Planning Board to determine the number of allowable buildings and dwelling units permitted within the open space development. The yield plan is a sketch plan for a conventional subdivision development that fully complies with the requirements for a conventional subdivision.

Section 143-78 Open Space Requirements

- A. As an absolute minimum at least 50 percent of the buildable area **that was used to calculate density requirements for** the parcel shall be permanently protected as designated open space. Furthermore the designated open space shall represent no less than 50 percent of the total area of the parcel subject to the additional conditions below. The Planning Board may authorize up to a maximum 5 percent reduction in the open space area or the buildable area set aside as open space (but not both) by special use permit, when it finds that (1) the reduction is necessary to enable the use of the open space development approach based on the characteristics of the parcel, and (2) the proposed subdivision adequately meets all other requirements of this ordinance.

YES 202 NO 99 AMENDMENT #11 PASSED

MINUTES OF THE ANNUAL TOWN MEETING

ARTICLE 4 – To see if the Town will vote to discontinue the 250th Anniversary Fund which was created at the March 17, 2007 Town Meeting, and to further transfer all principle and accrued interest to the Town's General Fund.

Recommended by Board of Selectmen

Recommended by Budget Committee

MOVED: Larry Preston

SECONDED: Chester Martel

Teresa Brown asked what the balance in the fund is.

Trust Fund Trustee, Gerard Fleury stated that the balance is \$2,546.06

VOTE: YES

ARTICLE #4 ADOPTED

ARTICLE 5 – To see if the Town will vote to raise and appropriate the sum not to exceed \$1,112,034 to replace and refurbish the 1979 aerial truck and to authorize the withdrawal of a sum not to exceed \$1,112,034 from the Fire Major Equipment Capital Reserve Fund.

Recommended by Board of Selectmen

Recommended by Budget Committee

MOVED: Harold Paulsen

SECONDED: Chester Martel

Rosemarie Michaud asked what the town is getting.

Fire Chief Harold Paulsen stated that they will refurbish the existing crane portion and put it on a new chassis. The truck they have now is a 1979 chassis that was rebuilt and purchased in 1994. Typical life of the truck is about 25 years, this one is 34 years old and starting to have problems.

VOTE: YES

ARTICLE #5 ADOPTED

ARTICLE 6 – To see if the Town will vote to raise and appropriate the sum not to exceed \$34,000 to purchase and equip one (1) Police Cruiser and to authorize the withdrawal of a sum not to exceed \$34,000 from the Police Cruiser Capital Reserve Fund.

Recommended by Board of Selectmen

Recommended by Budget Committee

MOVED: Chester Martel

SECONDED: Larry Preston

VOTE: YES

ARTICLE #6 ADOPTED

MINUTES OF THE ANNUAL TOWN MEETING

ARTICLE 7 – To see if the Town will vote to raise and appropriate the sum not to exceed \$32,620 for equipment and repairs to Memorial Field to include the following items; Paving of entry way and new fencing and to authorize the withdrawal of a sum not to exceed \$32,620 from the recreation Capital Reserve Fund.

Recommended by Board of Selectmen
Recommended by Budget Committee

MOVED: Chester Martel SECONDED: Diane Schuett

VOTE: YES ARTICLE #7 ADOPTED

ARTICLE 8 - – To see if the Town will vote to raise and appropriate the sum not to exceed \$169,500 for the purchase of a six wheel dump truck and all necessary equipment and to authorize the withdrawal of a sum not to exceed \$169,500 from the Town Equipment Capital Reserve Fund.

Recommended by Board of Selectmen
Recommended by Budget Committee

MOVED: Chester Martel SECONDED: Alan Topliff

VOTE: YES ARTICLE #8 ADOPTED

ARTICLE 9 – – To see if the Town will vote to raise and appropriate the sum not to exceed \$28,000 to purchase a new boom flail mower for Public Works and to authorize the withdrawal of a sum not to exceed \$28,000 from the Town Equipment Capital Reserve Fund.

Recommended by Board of Selectmen
Recommended by Budget Committee

MOVED: Chester Martel SECONDED: Laurent Perron

VOTE: YES ARTICLE #9 ADOPTED

ARTICLE 10 – To see if the Town will vote to authorize the naming of Town parcel #260-41 as the James Doherty Conservation Land. This parcel was donated to the Conservation Commission by Judith Guillot in 2011.

MOVED: David Sheldon, Jr. SECONDED: Ayn Whytemare

VOTE: YES ARTICLE #10 ADOPTED

MINUTES OF THE ANNUAL TOWN MEETING

ARTICLE 11 – To hear the report of the 4 Union Street Committee that was created pursuant to Article #14 at the 2012 Town meeting, which voted to establish a Committee to study the viability of retaining 4 and 6 Union Street as Town property or transferring it to private ownership and to see if the Town will vote to take any action with respect to said property.

MOVED: Justine Courtemanche SECONDED: Brian Lemoine

After much discussion, there was a motion made to amend Article #11 to read as follows:

“FOR THE RESIDENTS OF PEMBROKE TO VOTE FOR THE TOWN OF PEMBROKE TO RETAIN OWNERSHIP OF PROPERTY KNOWN AS 4/6 UNION ST (PERRY EATON BUILDING) MAP LOT VW117/VW118 AND FOR THE BOARD OF SELECTMEN TO REVIEW IT’S STATUS AS NEEDED.”

MOVED: Dana J. Carlucci SECONDED: Charles Currier

VOTE: Voice vote was so close that the Moderator asked for a show of voter cards.

YES: 62 NO: 58 MOTION PASSED

The Moderator declares that Article #11 has passed as amended.

ARTICLE 12 – To see if the Town will vote to authorized the Board of Selectmen to review and study the current operations of the Sewer Department and its commission and to set up a committee appointed by the Town Moderator to report the findings at the 2014 Town Meeting. The study should include the current billing and collection procedures as well as the overall operations and repairs of the entity and whether or not the Town should seek to abolish the Commission by rescinding the vote taken in 1971 to establish.

MOVED: John Hondrellis SECONDED: Charles Schmidt

Selectman Fred Kline explains that during the budget process, there were some collection and administrative concerns that came up which led to this article to be voted on today. This article is basically asking whether or not the voters want the Board of Selectmen to look into this and come back with a finding as to whether to help out or take over.

Bruce Kudrick stated that he read in the paper that the Sewer Commission was \$170,000 short and would like more information on how that happened.

Sewer commissioner Paulette Malo stated that up to 2003 the tax collector and the assessing department assisted the sewer commission in billing and collecting sewer bills. In 2003 the Board of Selectmen and the tax collector changed their computer system, so the sewer commission also had to change their programming. Then within 6 months, the sewer commission had to buy new software so that they could do their own billing and collecting, since then the tax collector has not taken a sewer warrant at the end of the year for various reasons but mainly because the account numbers do not go into the map and lots. Paulette Malo then stated that there is roughly \$169,000 outstanding as of that Friday afternoon. Eighteen months past due is roughly \$80,000. Eight and half years past due is roughly \$88,000.

MINUTES OF THE ANNUAL TOWN MEETING

There was a motion made to amend Article #12 to read as follows:

“To see if the Town will vote to mandate the Board of Selectmen to meet with the Sewer Commission and to put an agreement in place by June 2013 to follow the existing law; RSA 38:22 which is to accept Warrants from the Sewer Commission for the unpaid sewer bills in accordance to RSA 38:22, which is currently approximately \$80,000.00 (Eighty thousand dollars), and to set up a committee appointed by the Town Moderator to report the findings at the 2014 Town Meeting. The study should include the current billing and collection procedure as well as the overall operations and repairs of the entity and whether or not the Town should seek to abolish the Commission by rescinding the vote taken in 1971 to establish.”

MOVED: Paulette Malo

SECONDED: Chester Martel

Capital Improvement Committee member Gerard Fleury spoke against the amendment and went on to explain that after discussions with the sewer commissioners, he had three areas of concern.

1. \$169,000 in uncollected sewer bills over the last 10 years. The sewer rates are raised to cover the deficit; so essentially, the people who pay their sewer bills are footing the bill for those who don't.
2. There is 20% more effluent reaching the sewer plant than the sewer commission can account for through their metering process. This means that there is infiltration either through bad sewer lines or people connecting their storm drains into the sewer system and again, people who abide by the rules are paying for those who don't and the sewer commission has no plans to correct this problem.
3. There is no plan or monies set aside for any potential problems with the infrastructure, so if there happens to be a major catastrophe, the sewer commission has no plans and again the whole town whether they be sewer rate payers or not will be footing the bill to correct.

He stated that the amendment does nothing more than mandate that the Board of Selectmen picks up billing that is past due and feels that it just forces the problem onto the Selectmen.

Bruce Kudrick asked why the town has not taken a warrant from the sewer department in the last two years.

Selectman Fred Kline stated that the BOS was not given a warrant until this past year and it was a partial warrant. The Board decided that they would accept either a full warrant for all delinquent bills or nothing.

VOTE ON AMENDMENT TO ARTICLE #12: NO AMENDMENT DEFEATED

Larry Preston stated that if this article passes, he would like to see the committee come up with concrete recommendations to be voted on at next year's town meeting, not just an article to accept their report.

VOTE ON ARTICLE #12 AS WRITTEN: YES ARTICLE #12 ADOPTED

ARTICLE 13 - To see if the Town will vote to raise and appropriate the Budget Committee's recommended amount of \$7,681,715.00 for the 2013 Municipal operating budget, not including appropriations by special warrant articles and other appropriations voted separately.

Recommended by Board of Selectmen

Recommended by Budget Committee

MINUTES OF THE ANNUAL TOWN MEETING

Budget Committee Chair Mark Lepage took a moment to explain the budget process and how the committee came up with that amount.

MOVED: Mark Lepage

SECONDED: Michael Connor

Rose Marie Michaud asked how much the non-union employees wage increase will be this year.

Fred Kline stated that the cost of living increase will be 2.93% and up to 2% after performance review.

VOTE: YES

ARTICLE # 13 ADOPTED

ARTICLE 14 - To transact any other business that may legally come before said meeting.

Cathy Cruson commended Town Administrator David Jodoin for the excellent work he does for the Town of Pembroke.

Moderator Petit swore in all town officials elected in 2013.

There was a motion made to adjourn.

MOVED: David Sheldon

SECONDED: Robert Samson

VOTE: YES

Meeting adjourned at 12:05 p.m.

Respectfully submitted:

James F. Goff
Town Clerk
Pembroke, NH

TOWN SEAL

TREASURER'S REPORT2013 Treasurer's Report
(Cash Basis - Preliminary, Unaudited)Operating Account

Beginning Balance 1/1/2013		\$ 7,851,978
Deposits	\$ 22,082,815	
Disbursements	<u>\$ 21,991,358</u>	
Deposits in Excess of Disbursements		<u>\$ 91,457</u>
Ending Balance 12/31/2013		<u><u>\$ 7,943,435</u></u>

Escrow Account

Beginning Balance 1/1/2013		\$ 30,819
Deposits	\$ 50,280	
Disbursements	<u>\$ 29,755</u>	
Deposits in Excess of Disbursements		<u>\$ 20,525</u>
Ending Balance 12/31/2013		<u><u>\$ 51,344</u></u>

Conservation Account

Beginning Balance 1/1/2013		\$ 561,261
Deposits	\$ 3,207	
Disbursements	<u>\$ 250</u>	
Deposits in Excess of Disbursements		<u>\$ 2,957</u>
Ending Balance 12/31/2013		<u><u>\$ 564,218</u></u>

2013 Balance Sheet

(Unaudited)

Account	Balance
<u>ASSETS</u>	
Cash	\$ 7,945,620
Taxes Receivable (net of uncollectables)	1,030,306
Accounts Receivable	5,315
Due from Other Governments	
Due from Other Funds	237,562
Prepaid Expenses	23,918
	<hr/>
Total Assests	\$ 9,242,721
	<hr/>
<u>LIABILITIES</u>	
Accounts Payable	120,766
Due to Others	1,307
Due to School District	4,901,830
Due to Other Funds	678,482
	<hr/>
Total Liabilities	\$ 5,702,385
	<hr/>
<u>EQUITY</u>	
Reserved for Encumbrances	436,095
Unreserved Fund Balance	3,104,241
	<hr/>
Total Equity	\$ 3,540,336
	<hr/>
<u>TOTAL LIABILITIES AND EQUITY</u>	<u>9,242,721</u>

STATEMENT OF REVENUES

2013 Revenues

(Unaudited)

Account Code	Description	Budgeted	Actual	Over/(Under) Collected
<u>TAXES</u>				
3110	Net Property Tax	\$ 3,632,652	\$ 3,569,818	\$ (62,834)
3120	Land Use Change Tax			-
3185	Timber Tax	1,936	7,022	5,086
3186	Payment in Lieu of Taxes	35,523	37,849	2,326
3187	Excavation Tax	3,683	3,683	-
3190	Interest & Penalties on Taxes	106,000	128,057	22,057
		\$ 3,779,794	\$ 3,746,429	\$ (33,365)
<u>LICENSES, PERMITS & FEES</u>				
3220	Motor Vehicle Permit Fees	1,100,000	1,202,146	102,146
3230	Building Permits	21,000	42,869	21,869
3290	Other Licenses, Permits & Fees	28,000	41,062	13,062
		\$ 1,149,000	\$ 1,286,077	\$ 137,077
3311-3319	<u>FROM FEDERAL GOVERNMENT</u>			\$ -
	<u>FROM STATE</u>			-
3352	Meals & Rooms Tax Distribution	315,964	315,964	-
3353	Highway Block Grant	141,819	141,444	(375)
3354	Water Pollution Grant			-
3359	Other	250,000	16,115	(233,885)
		\$ 707,783	\$ 473,523	\$ (234,260)
<u>CHARGES FOR SERVICES</u>				
3401-3406	Income from Departments			
	General		4,792	4,792
	Recreation	1,300	1,300	-
	Planning & Land Use	6,900	21,227	14,327
	Cemeteries	1,000	2,425	1,425
	Public Works	75,800	110,650	34,850
	Police	30,000	36,761	6,761
	Fire	1,000	285	(715)
		\$ 116,000	\$ 177,440	\$ 61,440
<u>MISCELLANEOUS REVENUES</u>				
3501	Sale of Municipal Property	9,284	9,284	-
3502	Interest on Investments	16,000	15,265	(735)
3503	Facilities Rental	26,500	23,220	(3,280)
3509	Other	6,556	36,020	29,464
		\$ 58,340	\$ 83,789	\$ 25,449
<u>OPERATING TRANSFERS IN</u>				
3912	From Special Revenue Funds			-
3913	From Capital Projects Funds			-
3914	From Enterprise Funds			-
	Sewer - (Offset)	914,741	914,741	-
	Water - (Offset)	876,057	876,057	-
3915	From Capital Reserve Funds	1,661,154	1,343,587	(317,567)
		\$ 3,451,952	\$ 3,134,385	\$ (317,567)
<u>OTHER FINANCING SOURCES</u>				
3934	Proc. from Long Term Bonds & Notes	-	-	-
	Amounts VOTED From Fund Bal.	-	-	-
	Fund Balance to Reduce Taxes	350,000	350,000	-
		\$ 350,000	\$ 350,000	\$ -
		\$ 9,612,869	\$ 9,251,643	\$ (361,226)

STATEMENT OF EXPENDITURES

2013 Expenditures

(Unaudited)

Account Code	Description	Appropriation	Expended/ Encumbered	Remaining
<u>GENERAL GOVERNMENT</u>				
4130-4139	Executive	\$ 324,935	\$ 305,779	\$ 19,156
4140-4149	Election, Reg. & Vital Statistics	121,159	113,566	7,593
4150-4151	Financial Administration	39,635	32,876	6,759
4152	Revaluation of Property	164,800	102,491	62,309
4153	Legal Expense	45,000	46,896	(1,896)
4155-4159	Personnel Administration			-
4191-4193	Planning & Zoning	236,546	241,215	(4,669)
4194	General Government Buildings	152,085	111,607	40,478
4195	Cemeteries	20,830	16,898	3,932
4196	Insurance	149,308	134,669	14,639
		\$ 1,254,298	\$ 1,105,997	\$ 148,301
<u>PUBLIC SAFETY</u>				
4210-4214	Police	1,264,542	1,064,230	200,312
4215-4219	Ambulance	189,541	189,541	-
4220-4229	Fire	242,479	206,494	35,985
4290-4298	Emergency Management	4,881	431	4,450
4299	Other	27,456	13,728	13,728
		\$ 1,728,899	\$ 1,474,424	\$ 254,475
<u>HIGHWAYS & STREETS</u>				
4311	Administration			-
4312	Highways & Streets	992,808	913,926	78,882
4313	Bridges			-
4316	Street Lighting	35,700	37,328	(1,628)
4319	Other	5,000	285	4,715
		\$ 1,033,508	\$ 951,539	\$ 81,969
<u>SANITATION</u>				
4321	Administration			-
4323	Solid waste Collection	324,044	225,306	98,738
4324	Solid Waste Disposal			-
		\$ 324,044	\$ 225,306	\$ 98,738
<u>HEALTH/WELFARE</u>				
4411	Administration	2,692	2,806	(114)
4415-4419	Health Agencies & Hosp. & Other	19,882	19,882	-
4441-4442	Administration & Direct Assist.	85,537	39,828	45,709
		\$ 108,111	\$ 62,516	\$ 45,595
<u>CULTURE & RECREATION</u>				
4520-4529	Parks & Recreation	27,183	25,104	2,079
4550-4559	Library	198,970	198,970	-
4583	Patriotic Purposes	200	200	-
4589	Other Culture & Recreation	7,053	4,393	2,660
		\$ 233,406	\$ 228,667	\$ 4,739

STATEMENT OF EXPENDITURES

(Continued)

<u>Account Code</u>	<u>Description</u>	<u>Appropriation</u>	<u>Expended/ Encumbered</u>	<u>Remaining</u>
4651-4659	<u>CONSERVATION</u>			
	Administration	\$ 1,195	\$ 1,784	\$ (589)
	Other Conservation		\$ 740	\$ (740)
4651-4659	<u>ECONOMIC DEVELOPMENT</u>	\$ 1,305		\$ 1,305
	<u>DEBT SERVICE</u>			
4711	Princ.- Long Term Bonds & Notes	390,000	390,000	-
4721	Interest-Long Term Bonds & Notes	67,450	67,450	-
4723	Int. on Tax Anticipation Notes	1		1
		<u>\$ 457,451</u>	<u>\$ 457,450</u>	<u>\$ 1</u>
	<u>CAPITAL OUTLAY</u>			
4901	Land			-
4902	Machinery, Vehicles & Equipment	1,518,534	1,460,171	58,363
4903	Buildings			-
4909	Other Improvements -	606,320	508,763	97,557
		<u>\$ 2,124,854</u>	<u>\$ 1,968,934</u>	<u>\$ 155,920</u>
	<u>OPERATING TRANSFERS OUT</u>			
4912	To Special Revenue Fund			-
4913	To Capital Projects Fund			-
4914	To Enterprise Fund			-
	Sewer-	914,741	914,741	-
	Water-	876,057	876,057	-
4915	To Capital Reserve Fund	555,000	555,000	-
4919	To Agency Funds			-
		<u>\$ 2,345,798</u>	<u>\$ 2,345,798</u>	<u>\$ -</u>
		<u><u>\$ 9,612,869</u></u>	<u><u>\$ 8,823,155</u></u>	<u><u>\$ 789,714</u></u>

TAX COLLECTOR'S REPORT**For the Municipality of Pembroke****Year Ending 12/31/2013****DEBITS**

UNCOLLECTED TAXES BEG. OF YEAR*		Levy for Year of this Report 2013	PRIOR LEVIES (PLEASE SPECIFY YEARS)		
			2012		
Property Taxes	#3110		947,428.21		
Resident Taxes	#3180				
Land Use Change	#3120				
Yield Taxes	#3185		1,142.81		
Excavation Tax @ \$.02/yd	#3187		152.00		
Sewer					
Property Tax Credit Balance**		-2,707.52			
Other Tax or Charges Credit Balance**					
TAXES COMMITTED THIS YEAR				For DRA Use Only	
Property Taxes	#3110	16,489,922.00			
Resident Taxes	#3180				
Land Use Change	#3120	6,370.00			
Yield Taxes	#3185	7,021.60			
Excavation Tax @ \$.02/yd	#3187	3,683.46			
Sewer			58,456.81		
OVERPAYMENT REFUNDS					
Property Taxes	#3110	4,309.75			
Resident Taxes	#3180				
Land Use Change	#3120				
Yield Taxes	#3185				
Excavation Tax @ \$.02/yd	#3187				
Sewer Overpayments			141.39		
Interest - Late Tax	#3190	8,565.35	42,471.53		
Resident Tax Penalty	#3190				
TOTAL DEBITS		16,517,164.64	1,049,792.75		

*This amount should be the same as the last year's ending balance. If not, please explain.

**Enter as a negative. This is the amount of this year's amounts pre-paid last year as authorized by RSA 80:52-a.

**The amount is already included in the warrant & therefore in line #3110 as positive amount for this year's levy.

MS-61

TAX COLLECTOR'S REPORT**For the Municipality of Pembroke****Year Ending 12/31/2013****CREDITS**

REMITTED TO TREASURER	Levy for Year of This Report	PRIOR LEVIES (PLEASE SPECIFY YEARS)		
		2012		
Property Taxes	15,799,376.23	441,741.63		
Resident Taxes				
Land Use Change	6,370.00			
Yield Taxes	6,207.40	1,142.81		
Interest (include lien conversion)	8,565.35	42,471.53		
Penalties				
Excavation Tax @ \$.02/yd	3,668.46	152.00		
Sewer		58,598.20		
Conversion to Lien (principal only)		505,575.97		
DISCOUNTS ALLOWED				
ABATEMENTS MADE				
Property Taxes	6,505.00	110.61		
Resident Taxes				
Land Use Change				
Yield Taxes				
Excavation Tax @ \$.02/yd				
Sewer				
Tax Deeded Property				
CURRENT LEVY DEEDED				
UNCOLLECTED TAXES - END OF YEAR #1080				
Property Taxes	688,350.52			
Resident Taxes				
Land Use Change				
Yield Taxes	814.20			
Excavation Tax @ \$.02/yd	15.00			
Sewer				
Property Tax Credit Balance**	-2,707.52			
Other Tax or Charges Credit Balance**				
TOTAL CREDITS	16,517,164.64	1,049,792.75	\$	\$

**Enter as a negative. This is the amount of taxes pre-paid for next year as authorized by RSA 80:52-a
(Be sure to include a positive amount in the appropriate taxes or charges actually remitted to the treasurer).

MS-61
Rev. 12/11

MS-61

TAX COLLECTOR'S REPORT**For the Municipality of Pembroke****Year Ending 12/31/2013****DEBITS**

	Last Year's Levy	PRIOR LEVIES (PLEASE SPECIFY YEARS)		
	2012	2011	2010	Prior
Unredeemed Liens Balance - Beg. Of Year	534,524.23	206,866.51	96,674.27	36,490.67
Liens Executed During Fiscal Year - Sewer	27,659.39			
Interest & Costs Collected (After Lien Execution)	27,441.33	22,877.89	25,074.59	1,848.92
TOTAL DEBITS	589,624.95	229,744.40	121,748.86	38,339.59

CREDITS

REMITTED TO TREASURER		Last Year's Levy	PRIOR LEVIES (PLEASE SPECIFY YEARS)		
Redemptions		286,803.89	80,893.86	81,777.17	2,691.57
Interest & Costs Collected (After Lien Execution)	#3190	27,441.33	22,877.89	25,074.59	1,848.92
Abatements of Unredeemed Liens					
Liens Deeded to Municipality		9,116.60	8,680.32	8,505.45	2,620.33
Unredeemed Liens Balance - End of Year	#1110	266,263.13	117,292.33	6,391.65	31,178.77
TOTAL CREDITS		589,624.95	229,744.40	121,748.86	38,339.59

Does your municipality commit taxes on a semi-annual basis (RSA 76:15-a) ? Yes

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

TAX COLLECTOR'S SIGNATUREMS-61
Rev. 12/11

2013 TAX RATE CALCULATION

TOWN PORTION

Gross Appropriations	9,612,869
Less: Revenues	5,980,217
Less: Shared Revenues	0
Add: Overlay (RSA 76:6)	52,803
Add: War Service Credits	173,500
Net Town Appropriations	3,858,955

Approved Town Tax Effort	3,858,955	TOWN RATE 6.19
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SCHOOL PORTION

Net Local School Budget	17,032,485
Less: Education Grant	(5,880,655)
Less: State Education Taxes	(1,298,428)

Approved School Tax Effort	9,853,402	LOCAL SCHOOL RATE 15.81
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STATE EDUCATION TAXES 2.435

Equalized Valuation (no utilities)
x 533,235,167

Divided by Local Assessed Valuation (no utilities) 593,553,614	1,298,428	STATE SCHOOL RATE 2.19
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COUNTY PORTION

Due to County	1,652,860
Less: Shared Revenues	0

Approved County Tax Effort	1,652,860	COUNTY RATE 2.65
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TOTAL RATE
26.84

Total Property Taxes Assessed	16,663,645
Less: War Service Credits	(173,500)
Total Property Tax Commitment	16,490,145

Long Term Debt Schedules

Year	Broadway			Refunded (Safety Center)			All Debt			
	Due 08/14			Due 1/15; 7/15						
	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total	
2014	285,000.00	11,400.00	296,400.00	100,000.00	43,350.00	143,350.00	385,000.00	54,750.00	439,750.00	2014
2015				100,000.00	39,350.00	139,350.00	100,000.00	39,350.00	139,350.00	2015
2016				100,000.00	35,350.00	135,350.00	100,000.00	35,350.00	135,350.00	2016
2017				100,000.00	31,200.00	131,200.00	100,000.00	31,200.00	131,200.00	2017
2018				100,000.00	26,950.00	126,950.00	100,000.00	26,950.00	126,950.00	2018
2019				100,000.00	22,600.00	122,600.00	100,000.00	22,600.00	122,600.00	2019
2020				100,000.00	18,150.00	118,150.00	100,000.00	18,150.00	118,150.00	2020
2021				100,000.00	13,650.00	113,650.00	100,000.00	13,650.00	113,650.00	2021
2022				100,000.00	9,150.00	109,150.00	100,000.00	9,150.00	109,150.00	2022
2023				100,000.00	4,600.00	104,600.00	100,000.00	4,600.00	104,600.00	2023
Totals	285,000.00	11,400.00	296,400.00	1,000,000.00	244,350.00	1,244,350.00	1,285,000.00	255,750.00	1,540,750.00	Totals

SUMMARY INVENTORY OF PROPERTY

Net Assessed Valuation Comparison
2010 - 2013
Town of Pembroke, NH

	2010	2011	2012	2013
LAND				
Current Use	1,190,263	1,469,934	1,280,823	1,224,869
Conservation Restriction Assess	1,346	1,436	0	0
Discretionary Easement	66,394	69,845	69,845	69,845
Residential	160,118,800	159,845,700	159,764,800	159,454,800
Commercial/Industrial	26,242,500	26,977,490	26,314,080	26,589,400
Land Total	187,619,303	188,364,405	187,429,548	187,338,914
BUILDINGS				
Residential	324,245,600	324,661,300	325,895,700	326,118,200
Manufactured Housing	1,996,100	2,005,700	2,023,400	2,024,100
Commercial/Industrial	73,260,900	74,438,705	78,921,420	79,110,000
Buildings Total	399,502,600	40,115,705	406,840,520	407,252,300
PUBLIC UTILITIES				
Gas	8,138,100	9,002,500	9,591,000	11,491,600
Electric	14,955,500	15,762,600	15,996,100	18,231,200
Other	95,000	100,000	100,000	107,500
Utilities Total	23,188,600	24,865,100	25,687,100	29,830,300
Gross Valuation	610,310,503	614,335,210	619,957,168	624,421,514
Less Exemptions	1,391,800	1,204,400	1,174,600	1,145,100
Net Valuation	608,918,703	613,130,810	618,782,568	623,276,414

TOWN OWNED PROPERTY

Owner's Name	Map	Lot	Unit	St.#	Street	AC	Land	Bldg	Total
PEMBROKE, TOWN OF	VE	1		172	MAIN ST	0.12	\$45,800		\$45,800
PEMBROKE WATER WORKS	VE	62		212	MAIN ST	0.25	\$64,300	\$139,800	\$205,600
PEMBROKE, TOWN OF	VE	165			CENTRAL ST	0.74	\$45,200	\$0	\$67,700
PEMBROKE, TOWN OF	VE	195			GLASS ST	1.5	\$36,400	\$0	\$36,400
PEMBROKE, TOWN OF	VW	58	1		LINDY ST - OFF	0.07	\$4,300	\$0	\$4,300
PEMBROKE, TOWN OF	VW	113	L	116	MAIN ST	0	\$0	\$17,300	\$17,300
PEMBROKE, TOWN OF	VW	117	E	4	UNION STREET	0.26	\$37,100	\$76,100	\$113,200
PEMBROKE, TOWN OF	VW	118		6	UNION ST	0.11	\$50,400	\$0	\$50,400
PEMBROKE, TOWN OF	VW	129	1	5	COLONIAL DR	0.14	\$23,500	\$0	\$23,500
PEMBROKE, TOWN OF	VW	168	1		SIMPSON AVE	0.1	\$5,000	\$0	\$5,000
PEMBROKE, TOWN OF	VW	175			HIGH ST	0.05	\$4,200	\$0	\$4,200
PEMBROKE, TOWN OF	VW	184			EXCHANGE ST	2.51	\$78,200	\$0	\$78,200
PEMBROKE, TOWN OF	VW	186			EXCHANGE ST	0.25	\$5,800	\$0	\$5,800
PEMBROKE, TOWN OF	VW	188		45	PLEASANT ST	30	\$268,000	\$0	\$344,900
PEMBROKE SEWER COMM.	VW	188	2-P		MEMORIAL FIELD	0	\$0	\$42,400	\$43,200
PEMBROKE, TOWN OF	VW	189		8	EXCHANGE ST	4.35	\$100,500	\$292,500	\$451,700
PEMBROKE, TOWN OF	VW	190			PLEASANT ST	0.09	\$5,900	\$0	\$5,900
PEMBROKE, TOWN OF	VW	203		28	PLEASANT ST	0.09	\$24,400	\$0	\$24,400
PEMBROKE, TOWN OF	VW	227		1	KEYSTONE LANE	0.2	\$28,100	\$0	\$28,100
PEMBROKE, TOWN OF	VW	228		2	EXCHANGE ST	0.4	\$70,900	\$42,900	\$113,800
PEMBROKE, TOWN OF	256	10	2	865	DOVER RD	0.41	\$49,400	\$0	\$49,400
PEMBROKE, TOWN OF	256	24		814	RICKER RD	1.44	\$58,300	\$0	\$58,300
PEMBROKE, TOWN OF	258	3	3	627	ROBINSON RD	1.15	\$7,800	\$0	\$7,800
FRENCH CEMETERY	258	CM	9		CEMETERY - FRENCH	0.09	\$48,900	\$0	\$48,900
PEMBROKE, TOWN OF	260	41		621-623	SIXTH RANGE RD	5.1	\$39,800	\$0	\$39,800
PEMBROKE, TOWN OF	260	42		617-619	SIXTH RANGE RD	5.6	\$41,000	\$0	\$41,000
PEMBROKE, TOWN OF	260	58	1		SEVENTH RANGE RD	6	\$49,500	\$0	\$49,500
RICHARDSON CEMETERY	260	CM	8		CEMETERY-RICHARDSON	0.06	\$23,500	\$0	\$23,500
PEMBROKE, TOWN OF	262	1	1	358	PEMBROKE HILL RD	0.06	\$25,800	\$0	\$25,800
PEMBROKE, TOWN OF	262	23	1	438	CROSS COUNTRY RD	17.5	\$115,400	\$0	\$115,400
PEMBROKE, TOWN OF	262	27		543	CROSS COUNTRY RD	14	\$1,370	\$0	\$1,370
PEMBROKE HILL CEMETERY	262	CM	4		CEMETERY-PEMBROKE HL	0.49	\$31,600	\$0	\$31,600
PEMBROKE, TOWN OF	264	32	1	244	ACADEMY RD	7.28	\$36,300	\$0	\$36,300
PEMBROKE, TOWN OF	264	79	1	346	PEMBROKE HILL RD	0.32	\$46,100	\$0	\$46,100
PEMBROKE, TOWN OF	264	87		308-310	FOURTH RANGE RD	0.96	\$14,800	\$0	\$14,800
PEMBROKE, TOWN OF	264	95	1		FOURTH RANGE RD	0.77	\$18,600	\$0	\$18,600

TOWN OWNED PROPERTY

PEMBROKE, TOWN OF	266	7	Unit	34-36	MASON AVE		10.66	\$12,100		\$0	\$12,100
Owner's Name	Map	Lot		St.#	Street		AC	Land	Bldg	Total	
PEMBROKE, TOWN OF	266	24			BROADWAY		1.36	\$54,700		\$0	\$54,700
PEMBROKE, TOWN OF - SAFETY CENTER	266	40		247	PEMBROKE ST		1.82	\$111,400	\$1,990,300	\$2,280,500	
PEMBROKE, TOWN OF	266	79		231-2	DEARBORN RD		1.75	\$20,500		\$0	\$20,500
EVERGREEN CEMETERY	266	CM	2		CEMETERY - EVERGREEN		9.58	\$111,600		\$0	\$111,600
PEMBROKE, TOWN OF	266	117		109	WILKINS AVE		0.24	\$31,900		\$0	\$31,900
PEMBROKE, TOWN OF	266	171		171-173	BUCK ST		0.24	\$5,800		\$0	\$5,800
PEMBROKE, TOWN OF	559	11		825	NO PEMBROKE RD		0.3	\$32,700		\$0	\$32,700
PEMBROKE, TOWN OF	559	13			SOUCCOOK RIVER		4	\$76,300		\$0	\$76,300
PEMBROKE SEWER COMMISSION	561	17	1-P	147	SHEEP DAVIS RD		0	\$0		\$0	\$7,500
PEMBROKE, TOWN OF	561	34		402-408	BOROUGH RD		9	\$128,500		\$0	\$128,500
ABBOTT CEMETERY	561	CM	7		CEMETERY - ABBOTT		0.13	\$28,300		\$0	\$28,300
PEMBROKE, TOWN OF	563	22	1-1	502-516	THIRD RANGE RD		26.62	\$16,000		\$0	\$16,000
PEMBROKE WATER WORKS	563	39		226	BRICKETT HILL RD		0.92	\$76,600		\$0	\$1,208,600
PEMBROKE, TOWN OF	563	70		475	PEMBROKE ST		1.53	\$7,400		\$0	\$7,400
PEMBROKE, TOWN OF	563	94		305-325	BRICKETT HILL RD		28.48	\$116,100		\$0	\$116,100
PEMBROKE, TOWN OF, WATER WORKS	565	51		346	PEMBROKE ST		1.66	\$100,200	\$110,900	\$226,300	
PEMBROKE, TOWN OF	565	59		59	WHITE SANDS RD		1.28	\$73,200		\$0	\$73,200
PEMBROKE, TOWN OF	565	81	A		BOW LANE		0.65	\$7,400		\$0	\$7,400
PEMBROKE, TOWN OF	565	81	B		WHITE SANDS RD		31.64	\$123,800		\$0	\$123,800
PEMBROKE, TOWN OF	565	81	C	444	PEMBROKE ST		34.3	\$69,800		\$0	\$69,800
PEMBROKE, TOWN OF	565	81	19	410	NADINE RD		0.55	\$34,700		\$0	\$34,700
PEMBROKE SEWER COMM.	565	81	B-P	55	WHITE SANDS RD		0	\$0	\$53,600	\$55,400	
PEMBROKE, TOWN OF	565	95		27	WHITTEMORE RD		5.02	\$64,100		\$0	\$64,100
PEMBROKE STREET CEMETERY	565	CM	3		CEMETERY-PEMBROKE ST		2.38	\$47,300		\$0	\$48,000
PEMBROKE, TOWN OF	565	256		311	PEMBROKE ST		2.99	\$120,500	\$1,573,600	\$1,748,200	
PEMBROKE, TOWN OF	565	257	6-1		CHURCH RD		0.43	\$6,200		\$0	\$6,200
PEMBROKE, TOWN OF	567	1	1		MERRIMACK RIVER BANK		2.95	\$8,000		\$0	\$8,000
PEMBROKE WATER WORKS	632	3		635-655	PEMBROKE ST		12	\$213,300	\$45,400	\$259,700	
PEMBROKE SEWER COMMISSION	632	8	1-P	702	KEITH AVE		0	\$0	\$82,800	\$84,400	
PEMBROKE WATER WORKS	632	18	12	142	SHEEP DAVIS RD		14.94	\$215,000		\$0	\$223,300
PEMBROKE, TOWN OF	634	46		572	PEMBROKE ST		0.11	\$99,900		\$0	\$99,900
PEMBROKE SEWER COMM.	634	46	P	572	PEMBROKE ST		0	\$0	\$27,500	\$29,700	

TOWN OWNED PROPERTY

PEMBROKE, TOWN OF	868	8			807	BACHELDER RD		0.37	\$49,400	\$0	\$49,400
PEMBROKE, TOWN OF	868	10			813	BACHELDER RD		0.37	\$49,400	\$0	\$49,400
Owner's Name	Map	Lot	Unit	St.#	Street	AC	Land	Bldg	Total		
PEMBROKE, TOWN OF	868	14		831	BACHELDER RD	0.07	\$38,500	\$0	\$38,500		
PEMBROKE, TOWN OF	868	35		136	NO PEMBROKE RD	25	\$64,900	\$0	\$64,900		
BUCK STREET CEMETERY	868	CM	1		CEMETERY - BUCK ST	2.5	\$85,200	\$0	\$85,200		
PEMBROKE, TOWN OF	870	34		662	THOMPSON RD	0.13	\$46,300	\$0	\$46,300		
OLD NORTH PEMBROKE CEMETERY	935	CM	5		CEMETERY-OLD NO PEMB	0.46	\$31,400	\$0	\$31,400		
PEMBROKE, TOWN OF	937	7	14		MATHEW REED AVE - OFF	30.28	\$4,179	\$0	\$4,179		
NEW NORTH PEMBROKE CEMETERY	937	CM	6		CEMETERY-NEW NO PEMB	0.53	\$28,700	\$0	\$28,700		
PEMBROKE, TOWN OF	939	67		501-623	KIMBALL RD	133.1	\$78,900	\$0	\$78,900		

2013 TOWN WAGE SCHEDULE

<i>Hourly</i>	<i>Minimum</i>	<i>Maximum</i>
<u>Grade 5</u>	\$11.02	\$15.30
Custodian Library Clerk		
<u>Grade 6</u>	\$11.67	\$16.23
Recording Secretary Laborer/Maintenance		
<u>Grade 7</u>	\$12.39	\$17.23
Child Lib. Ass't.		
<u>Grade 8</u>	\$13.15	\$18.31
Probationary Firefighter		
<u>Grade 9</u>	\$13.93	\$19.40
Assist. Library Dir. Municipal Secretary Account Clerk Secretary Truck Driver/Equip. Op.		
<u>Grade 10</u>	\$14.78	\$20.57
Collections Clerk		
<u>Grade 11</u>	\$15.68	\$21.83
Welfare Admin. Planning & Land Use Clk. Police Administrative Sec. Fire Fighter		
<u>Grade 12</u>	\$16.65	\$23.15
Planner Fleet Mechanic Sewer Technician Police Officer		
<u>Grade 13</u>	\$17.67	\$24.55
Tax Collector Police Officer - Certified SW/Highway Foreman Fire Engineer		
<u>Grade 14</u>	\$18.73	\$26.03
Accountant Fire Lieutenant		
<u>Grade 15</u>	\$19.88	\$27.64
Highway Superintendent		
<u>Grade 16</u>	\$21.07	\$29.30
Code Enforcement Officer Sewer Administrator		

<i>Salary</i>	<i>Minimum</i>	<i>Maximum</i>
<u>Grade 13</u>	\$36,737	\$51,077
Town Clerk		
<u>Grade 14</u>	\$38,948	\$54,133
<u>Grade 15</u>	\$41,349	\$57,477
Library Director		
<u>Grade 16</u>	\$43,835	\$60,934
Fire Captain		
<u>Grade 17</u>	\$46,439	\$64,448
<u>Grade 18</u>	\$49,266	\$68,374
Police Lieutenant Deputy Fire Chief		
<u>Grade 19</u>	\$52,267	\$72,536
Assistant Fire Chief		
<u>Grade 20</u>	\$55,448	\$76,953
Police Chief Fire Chief Public Works Director		
<u>Grade 21</u>	\$58,825	\$81,640
Town Administrator		
<u>Grade 22</u>	\$62,409	\$86,610
<u>Grade 23</u>	\$66,209	\$91,886

2013 Wages and Benefits

Town of Pembroke

2013 Wages and Benefits

					Gross	Social Security	Medicare	NH Retirement	Life			
Name	Base Pay	Overtime	Other	Wages								
Connor, Charles	\$3,000.00			\$3,000.00	\$186.00	\$43.50						
Cook, Emily	\$3,385.90			\$3,385.90	\$209.93	\$49.10						
Courtemanche, Justine	\$1,600.00			\$1,600.00	\$99.20	\$23.20						
Crafts, Patricia	\$120.00			\$120.00	\$7.44	\$1.74						
Cunha, Christopher	\$48,996.76	\$5,044.56	\$859.66	\$54,900.98		\$796.06	\$12,489.08	\$23.04		\$468.96		
Cushing, Robyn	\$8,271.18			\$8,271.18	\$512.81	\$119.93						
Cyr, Jeffrey	\$3,671.19			\$3,671.19	\$227.61	\$53.23						
Cyr, Martha	\$778.46			\$778.46	\$48.26	\$11.29						
Dorian, Nicholas	\$130.20			\$130.20	\$8.07	\$1.89						
Duggan, John	\$362.50			\$362.50	\$22.48	\$5.26						
Eagle, Joseph	\$175.67			\$175.67	\$10.89	\$2.55						
Engwer, Andrew	\$149.92			\$149.92	\$9.30	\$2.17						
Fanny, Robert	\$32,230.49	\$4,659.57		\$36,890.06	\$2,287.18	\$534.91	\$3,593.98	\$23.04		\$358.44		
Farley, Robert	\$5,501.46			\$5,501.46	\$341.09	\$79.77						
Fay, Zachary	\$472.50			\$472.50	\$29.30	\$6.85						
Foster, Michael	\$2,407.20	\$60.18		\$2,467.38		\$35.78	\$624.25	\$3.84		\$80.08		
French, Christopher	\$834.34			\$834.34	\$51.73	\$12.10						
Frost, Christine	\$2,725.16			\$2,725.16	\$168.96	\$39.51						
Gagne, Shanna	\$8,852.43			\$8,852.43	\$548.85	\$128.36						
Gagnon, Paul	\$5,467.53			\$5,467.53	\$338.99	\$79.28						
Galligan, Rose	\$4,830.45		\$2,000.00	\$6,830.45	\$423.49	\$99.04						
Gaponova, Nataliya	\$49,031.17	\$145.03	\$2,952.00	\$52,128.20	\$3,231.95	\$755.86	\$4,838.94	\$23.04		\$564.00		
Gaskell, Gary	\$59,693.04		\$5,428.44	\$65,121.48		\$944.26	\$14,800.68	\$23.04		\$660.12		
Gifford, Susan	\$2,029.13			\$2,029.13	\$125.81	\$29.42						
Gilman, Dwayne	\$69,775.21		\$5,096.64	\$74,871.85		\$1,085.64	\$16,993.69	\$23.04		\$775.92		
Girard, Corey	\$6,565.27			\$6,565.27	\$407.05	\$95.20						
Goff, James	\$51,804.82		\$1,702.40	\$53,507.22	\$3,317.45	\$775.85	\$5,256.33	\$23.04		\$573.84		
Goldman, Jonathan	\$5,643.00			\$5,643.00	\$349.87	\$81.82						
Goodacre, Philip	\$42,323.84	\$2,479.67	\$1,473.57	\$46,277.08	\$2,869.18	\$671.02	\$10,519.47	\$23.04		\$440.04		
Gray, Marie	\$232.60			\$232.60	\$14.42	\$3.37						
Greco, Vincent	\$3,587.50			\$3,587.50	\$222.43	\$52.02						
Hall, Tara	\$635.60			\$635.60	\$39.41	\$9.22						

2013 Wages and Benefits

Town of Pembroke

2013 Wages and Benefits

					Gross	Social	Medicare	NH								
					Wages	Security		Retirement	Life							
Name	Base Pay	Overtime	Other													
Mehegan, Marie	\$5,550.51				\$5,550.51	\$344.13	\$80.48									
Mendoza, Adam	\$34,516.27	\$4,643.02	\$815.04		\$39,974.33	\$2,478.41	\$579.63	\$3,818.06	\$23.04							\$381.72
Merrill, Scott	\$191.57				\$191.57	\$11.88	\$2.78									
Mitchell, Charles	\$100.00				\$100.00	\$6.20	\$1.45									
Morris, Adam	\$4,497.89				\$4,497.89	\$278.87	\$65.22									
Nadeau, James	\$1,586.89				\$1,586.89	\$98.39	\$23.01									
Nadeau, Reno	\$51,754.90	\$2,467.09			\$54,221.99	\$3,361.76	\$786.22	\$5,309.84	\$23.04							\$573.84
Paquette, Maurice	\$1,650.53				\$1,650.53	\$102.33	\$23.93									
Parker, Jacquelyn	\$39,885.37	\$3,948.56	\$2,148.06		\$45,981.99		\$666.74	\$10,527.32	\$23.04							\$455.28
Paulsen, Erik	\$4,612.48				\$4,612.48	\$285.97	\$66.88									
Paulsen, Harold	\$14,220.64				\$14,220.64	\$881.68	\$206.20									
Pelissier, Ryan	\$243.64				\$243.64	\$15.11	\$3.53									
Pellerin, Jules	\$1,200.00				\$1,200.00	\$74.40	\$17.40									
Pepin, Michael	\$3,671.12				\$3,671.12	\$227.61	\$53.23									
Perron, Michael	\$1,648.45				\$1,648.45	\$102.20	\$23.90									
Perron, Steven	\$32,000.08	\$3,851.88			\$35,851.96	\$2,222.82	\$519.85	\$3,498.84	\$23.04							\$369.36
Petit, Thomas	\$140.00				\$140.00	\$8.68	\$2.03									
Philibotte Verdile, Stephanie	\$40,285.63				\$40,285.63	\$2,497.71	\$584.14	\$3,944.62	\$23.04							\$459.84
Plumb, Jason	\$17,371.03				\$17,371.03	\$1,077.00	\$251.88									
Previe, Muriel	\$23,985.66		\$400.00		\$24,385.66	\$1,511.91	\$353.59									
Ranfos, Victor	\$44,687.12	\$6,367.96	\$1,032.96		\$52,088.04	\$3,229.46	\$755.28	\$5,092.70	\$23.04							\$493.08
Rapazza, Alane	\$3,084.71				\$3,084.71	\$191.25	\$44.73									
Ricciotti, Maryanne	\$45,109.60	\$1,868.54	\$1,728.94		\$48,707.08	\$3,019.84	\$706.25	\$4,674.51	\$23.04							\$503.04
Rieger, Kristina	\$5,143.72				\$5,143.72	\$318.91	\$74.58									
Robertson, Bradley	\$2,271.85				\$2,271.85	\$140.85	\$32.94									
Robertson, Jonathan	\$154.00				\$154.00	\$9.55	\$2.23									
Roy, Dennis	\$3,747.63				\$3,747.63	\$232.35	\$54.34									
Russell, Emily	\$1,566.00				\$1,566.00	\$97.09	\$22.71									
Samson, Robert	\$1,450.00				\$1,450.00	\$89.90	\$21.03									
Sartorelli, David	\$1,409.75				\$1,409.75	\$87.40	\$20.44									
Sawyer, Keith	\$22,203.60	\$636.11			\$22,839.71		\$331.18	\$5,627.18	\$11.52							\$423.12
Scarpino, David	\$28,504.41	\$839.53	\$3,242.80		\$32,586.74		\$472.51	\$6,620.47	\$11.52							\$219.60

2013 Wages and Benefits



CERTIFIED PUBLIC ACCOUNTANTS
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**REPORT ON INTERNAL CONTROL BASED ON
AN AUDIT OF BASIC FINANCIAL STATEMENTS**

To the Board of Selectmen
Town of Pembroke, New Hampshire

In planning and performing our audit of the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the Town of Pembroke, New Hampshire (the "Town") as of and for the year ended December 31, 2012, in accordance with auditing standards generally accepted in the United States of America, we considered the Town's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the following deficiency in the Town's internal control to be a material weakness:

LACK OF SEGREGATION OF DUTIES

Observation

During the audit we noted that there continues to be a lack of segregation of duties in the Sewer Department. The financial records of the Town's sewer operation are maintained separately from the town's finance department. Presently, a single individual in the department prepares the utility billings, receives payments, posts payments against the individual billings, prepares and makes the deposits, reconciles the bank accounts, and maintains the general ledger.

Implication

The internal controls over cash are weakened in the Sewer Fund. This separately maintained fund is exposed to an increased risk that funds could be lost or misplaced. To the extent possible, all of the financial responsibilities should not be assigned to one individual.

We understand the difficulty in segregating these responsibilities; however, the lack of segregation of duties is a serious concern and places increased responsibilities on the Commissioners to oversee the daily operations of these functions.

Recommendation

We recommend that the Board of Sewer Commissioners review their current procedures regarding the billing and collection of user fees and the maintenance of the fund's general ledger. Sound internal controls provide for the distribution of duties to various personnel to reduce the risk of loss and to provide a system of checks and balances. Due to the limited personnel within the department, the Board of Commissioners could consider utilizing the services of other individuals within the sewer department on a regular basis to segregate the incompatible functions. An additional option could be to transfer the collection responsibilities to the tax collector or a similar person within the town's operations. Most communities have centralized revenue collections in this manner to improve efficiencies. If it is decided to maintain the current operating practices, the Sewer Commissioners must take steps to define oversight procedures over these functions and document their compliance with these procedures.

This communication is intended solely for the information and use of management, the Board of Selectmen, and the Sewer Commissioners and is not intended to be and should not be used by anyone other than these specified parties.

Jackson Chukay & Company PC

Manchester, New Hampshire
January 2, 2014



CERTIFIED PUBLIC ACCOUNTANTS

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January 2, 2014

To the Board of Selectmen
Town of Pembroke, New Hampshire

In planning and performing our audit of the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the Town of Pembroke, New Hampshire for the year ended December 31, 2012, we considered the Town's internal control structure to determine our auditing procedures for the purpose of expressing an opinion on the basic financial statements and not to provide assurance on the internal control structure.

However, during our audit we became aware of several matters that are opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions regarding those matters. We previously reported on the Town's internal control structure in our report dated January 2, 2014. This letter does not affect that report or our report on the basic financial statements dated January 2, 2014.

We have already discussed these comments and suggestions with various Town personnel, and we will be pleased to discuss them in further detail at your convenience, to perform additional study of these matters, or to assist you in implementing the recommendations.

The purpose of this letter is to provide constructive and meaningful recommendations to you.

Sincerely,

A handwritten signature in dark ink that reads "Vachon Clukay & Company PC". The signature is written in a cursive, flowing style.

Vachon Clukay & Company PC

SEWER RECEIVABLES

Observation

As of December 31, 2012, the Sewer Fund has uncollected user fees in the amount of approximately \$279,000, of which \$146,000 is applicable to "period 3". Subsequent to year end, the sewer department's personnel recreated a spreadsheet to identify the amounts included within "period 3". This spreadsheet identified that a majority of this balance was applicable to usage that was billed between the years 2003 and 2012. During the spring of 2013, the uncollected amounts billed during 2012 were committed to the Town's tax collector who promptly started the tax lien notification process.

Implication

Recorded accounts receivable in the Sewer Fund's general ledger are overstated as amounts are not current and may not be collected in the future. The cash flows of the Sewer Fund are also impaired as the amounts billed to the users of the system are not being collected and therefore unavailable to pay the operating costs necessary to run and maintain the sewer system.

Recommendation

We recommend that the Sewer Commissioners consider centralizing the collection process of the utility billings with the Town's tax collector's office. Although tax liens were placed on the various properties with delinquent 2012 sewer receivables, the collectability of the delinquent sewer receivables from 2003 through 2011 remains indeterminable.

Client Response

The Sewer Commission will be sending the yearly uncollected amounts to the Tax Collector in mid-January as well as in all future years. For the YE 2013, billed amounts from January to November 2013 that are uncollected and in January 2015 the amounts from December 2013-November 2014, as well as all following years. The Commission is very hopeful that the uncollected amounts from 2003-2011 will be resolved with definitive answers from their Attorney in 2014.

WATER ABATEMENTS

Observation

During the year ended December 31, 2012, we noted that a significant adjustment was made within the Water Fund to reduce receivables resulting from an incorrect billing. However, we noted that this \$48,500 adjustment was not approved by the Board of Commissioners.

Implication

The controls over receivables are weakened. The employee posting cash receipts in the general ledger should not be allowed to record abatements against utility billings without a formal written authorization approved by the Board of Commissioners.

Recommendation

We recommend that the Water Commissioners adopt an abatement policy to address the procedures that are to be followed when billing adjustments are deemed to be necessary.

Client Response

The abatement made was to reverse a rollover reading that incorrectly added \$48,505 to Lonsdale Properties, LLC's billing by Softwater. The customer called the office after receiving the bill noting that their typical water bill ranges from approximately \$160 - \$180 per month and that there was an obvious error on their most recent invoice. A second reading was performed which resulted in a water bill totaling \$162.82. It was determined that the water meter was faulty and it was subsequently replaced.

A process has since been put in place implementing a journal entry approval form for abatements in excess of \$_____, as voted on by the board. The approval form will require review and signature approval by the board prior to being posted to the general ledger. After being posted, the approved journal entry will be printed from QuickBooks and will be attached to the approval form, along with any applicable supporting documents.

PEMBROKE FIRE DEPARTMENT

2013 Annual Report

Your fire department answered a total of 287 calls for service in 2013 – 2 less than the previous year

We had 2 structural fires during the year without any significant damage. There were no severe injuries from any of those fires. The low number of fires can be directly attributed to home owners practicing good safety practices in their homes, the use of detectors for early fire detection and better fire safety codes over the years.

The breakdown of our types of calls are as follows:

<u>Type</u>	<u># Calls</u>	<u>Percentage</u>
Carbon Monoxide	5	1.74%
Alarm System Activation – False or Unknown Cause	45	15.97%
Smoke Detector	12	4.18%
Sprinkler Alarm	4	1.39%
Fire – Vehicle	3	1.04%
Fire – Structural	2	0.69%
Fire – Other	2	0.69%
Investigation	13	4.52%
Officer Only Call	18	6.27%
Permit Fire / Authorized Burning	2	0.69%
Assist the Public	13	4.52%
Unauthorized Burning	5	1.74%
Leak – Flammable liquid or gas	5	1.74%
Vehicle accident cleanup	4	1.39%
Odor of gas or smoke	8	2.78%
Smoke in building – No fire	1	0.34%
Wires down	11	3.83%
Medical assistance only	65	22.64%
Extrication	2	0.69%
Technical Rescue	1	0.34%
Medical – Patient Assessment/treatment	7	2.43%
Mutual Aid – Cover truck	7	2.43%
Mutual Aid – To scene	19	6.62%
Mutual Aid – Cancelled	16	5.57%
Cancelled – Within Pembroke	14	4.87%
Dispatched in error	1	0.34%
Malicious false alarm	2	0.69%

TOTAL CALLS	287	

PEMBROKE FIRE DEPARTMENT

The members of the fire department continued their commitment to training during the year. Training is conducted on a weekly basis on Tuesday evenings from 6:30 PM until at least 9:00 PM except during December and January. All of this time is donated to the Town without pay.

The members of your fire department are:

Engineer Rick Bilodeau	Firefighter Jason L. Bouffard
Firefighter Michael Brown	Lieutenant William O. Clark
Lieutenant Jeffrey B. Cyr	Firefighter Martha Cyr
Firefighter Alaa Dhahir	Firefighter Nicholas Doriean
Firefighter Joe Eagle	Firefighter Andrew W. Engwer
Captain Robert B. Farley	Firefighter Christopher L. French
Deputy Chief Paul M. Gagnon	Firefighter Corey R. Girard
Firefighter John Haskell	Firefighter Terrence Judge
Firefighter Ann M. Lemoine	Lieutenant Brian A. Lemoine
Lieutenant Tyrel J. Lemoine	Engineer Stephen E. Ludwick
Lieutenant Chester R. Martel	Firefighter Scott Merrill
Captain Erik S. Paulsen	Chief Harold E. Paulsen
Firefighter Casey H. Pearl	Firefighter Ryan R. Pelissier
Quartermaster Michael A. Perron	Firefighter Steven M. Perron
Firefighter Jason R. Plumb	Engineer Bradley J. Robertson
Engineer David J. Sartorelli	Lieutenant Charles R. Schmidt
Firefighter Zachary Schmidt	Engineer Aaron L. Smart
Firefighter Michelle L. Spencer	Engineer Eric Stromvall
Assistant Chief John C. Theuner	Firefighter Davon Turner
Firefighter Robert W. Vodra	Firefighter Johnathan Woodbury

I again cannot thank the members of our department enough for making the Pembroke Fire Department one of the best departments in the State.

Respectfully submitted,

Harold Paulsen
Fire Chief

PEMBROKE POLICE DEPARTMENT

2013 Report

I present to you the 2013 Annual Report of the Pembroke Police Department. The year is what we thought it would be; full of activity and with low staffing. All of our patrol officers handled a variety of reports to include 16 Burglary cases, 9 Issuing Bad Check cases and 54 Theft cases not to mention all of their other patrol duties to include parking, motor vehicle stops, animal complaints, domestics, driving offences to name just a few.

Since January of 2013, the department has added three full time officers after having several departures. Officer Phil Goodacre was promoted to a Detective Position, as well as the recent additions of Officer Keith Sawyer from the State of New Hampshire Juvenile Probation and Parole Department, Officer Tom Sheveland from the Department of Corrections in the State of Massachusetts and Officer Michael Foster from the Town of Orford, New Hampshire. All three Officers that were hired brought with them a team approach and experience to an already well-rounded young department.

Although the Statistics in this report show what the department has handled for calls and what calls we are currently dealing with, actions across the country have changed our focus in some areas of training. In the past, the department viewed training in ways to develop an officer's strong point that would benefit the officer and the department. The Pembroke Police is now focused on training its officers as others are across the country. Our school systems and large populated areas are the target of gun violence with many innocent victims coming in harms way. The Town of Pembroke is no different from the others that are on the news, it just has not happened here. Officers are being trained on how to respond, react, and eliminate the threat of an issue that threatens our citizens during one of these unfortunate situations such as "Sandy Hook Elementary" and "New Mexico's Berrendo Middle School" to only name a few and not to overlook other communities that have fallen victim to this type of act.

In closing, I have always been told by colleagues and people of importance to end a discussion on a positive note. As not to let them down, our department is very young and experienced. Our department will answer the phone when you call and will respond to your house when asked. In most cases, our officers will prevent a situation in your community before you are aware of it. That is called a successful patrol shift. The normal response when we talk about our calls and cases is "that happened in this town" or "In the little Town of Pembroke"... It is because we have had many successful patrol shifts and no one has heard about it, which is a great thing.

Thank you to all who have supported the Police Department and we look forward to continuing to work together in making Pembroke a safe place to live.

Thank you, Stay Safe.

Dwayne R Gilman
Chief of Police

PEMBROKE POLICE DEPARTMENT

TABLE OF ORGANIZATION

ADMINISTRATION

SERVING SINCE

Chief Dwayne R. Gilman

1992

Lt. Gary Gaskell

2007 Firearms Instructor, Training Officer

PATROL DIVISION

SERVING SINCE

Sgt. Christopher Cunha

2007 FTO, Patrol Supervisor

Off. Karl Hanson

2007 Patrol Officer

Off. Angela Bergeron

2008 Patrol Officer, SRO, D.A.R.E. Instructor

Off. Phillip Goodacre

2010 Patrol Officer, Detective

Off. Daniel Byers

2012 Patrol Officer

Off. Robert Buchanan

2012 Patrol Officer, Firearms Instructor

Off. Jacquelyn Parker

2013 Patrol Officer

Off. Thomas Sheveland

2013 Patrol Officer

Off. Keith Sawyer

2013 Patrol Officer

Off. Michael Foster

2013 Patrol Officer

ADMINISTRATIVE DIVISION

SERVING SINCE

Mary Ann Ricciotti

1993 Administrative Assistant / Records

Annette Alley

1997 Receptionist

PEMBROKE POLICE DEPARTMENT

Pembroke Police Department Crime Statistics

Property Crime:	2013	2012	2011	2010	2009
Burglary	16	18	22	26	16
Attempted Burglary	0	4	3	1	3
Robbery	0	1	0	1	2
Theft from Building	11	3	6	9	11
Forgery	5	2	1	8	3
Issuing Bad Checks	9	13	15	19	12
Theft by Unauthorized Taking	34	54	6	6	57
<u>Motor Vehicle related</u>					
Theft from Motor Vehicle	14	27	28	21	42
Theft of Motor Vehicle	5	1	4	2	3
<u>Crimes Against Children</u>					
Sexual Assault Crimes	15	15	11	14	11
Computer Crimes	2	3	7	3	1

PEMBROKE POLICE DEPARTMENT

<u>CALLS FOR SERVICE</u>	2013	2012	2011	2010	2009	2008	2007	2006	3-Year Average
Dispatch Calls Received	10,414	11,650	12,571	16,857	11,303	10,960	9,703	12,630	11,545
Station Calls Received & Walk Ins (M-F 8-4)	8,689	9,449	10,341	11,457	11,365	11,922	9,845	xx	
911 Calls	73	46	54	66	99	84	109	137	9,493
Citizen / Motorist Assist	401	324	342	335	646	624	477	782	58
Assist other Agency/Police/Fire/Ambulance	597	468	435	539	627	502	555	894	356
Juvenile Involved	138	185	153	248	272	197	232	304	500
Alarm Calls	337	401	230	324	316	313	335	300	159
Domestic Disturbance/Related Calls	105	114	138	95	106	81	89	112	323
Animal Complaints	216	186	168	267	299	274	239	261	119
Motor Vehicle Stops	1,859	2,065	1,091	1,896	1,548	1,965	2,137	2,506	190
Parking Tickets	330	482	586	334	389	543	622	716	1,672
Motor Vehicle Warning / Defective Equipment Tag	1,304	1,895	1,244	1,566	1,193	1,716	1,669	1,333	466
Motor Vehicle Summons	183	207	164	238	205	395	481	651	1,481
Motor Vehicle Collisions	134	135	163	133	159	136	176	140	185
Juvenile Missing/Runaway	9	4	9	16	17	12	36	12	144
Driving While Intoxicated	21	19	16	17	26	32	30	28	7
Liquor Law Violations	11	8	6	23	15	22	34	37	19
Simple Assault	65	96	90	76	61	52	60	61	8
Sexual Assault/Related	15	9	10	15	19	14	7	10	84
Aggravated Assault	7	10	13	7	12	3	5	1	11
Harassment/Stalking/Criminal Threatening	37	27	23	25	34	38	40	31	10
Criminal Mischief/Vandalism	62	91	86	132	142	120	121	141	29
Criminal Trespass	18	32	23	17	12	16	21	16	80
Drug Possession/Use/Sale	46	37	52	66	53	38	61	55	24
Fraud//Theft of Services	13	9	5	14	19	12	38	40	45
Forgery//Theft by deception	5	15	3	10	6	2	7	5	9
Armed Robbery	0	2	0	0	2	0	1	2	8
									1

PEMBROKE POLICE DEPARTMENT

ACTIVITY STATISTICS

	2013	2012	2011	2010	2009	2008	2007	2006	3-Year Average
Total Offenses Committed	753	855	890	951	947	975	966	1079	833
Total Crime Related Incidents	351	466	511	540	594	962	602	777	443
Total Felonies	99	88	144	105	109	94	97	96	110
Total Non Crime Incidents	18	34	29	58	54	73	49	61	27
On view Arrests	167	122	109	150	133	236	169	199	133
Arrest (based on Incident/ Warrants)	93	109	121	142	125	127	139	217	108
Summons Arrests	2	13	16	19	30	16	23	52	10
Protective Custody	20	14	19	35	32	32	29	28	18
Juvenile Arrests	29	38	55	93	67	78	82	121	41

DEPARTMENT OF PUBLIC WORKS

Yearly Report 2013

The Department of Public Works has been given tasks to manage the Town's roads, sidewalks, storm water system, solid waste, cemeteries, municipal buildings and fleet. To accomplish all these tasks the department employs 11 full time and 3 part time employees with 17 pieces of major equipment that has been organized into the following divisions:

Administrative Division: This division manages and administers all department activities which include project assignments, priority setting, emergency response, performance evaluations, budget administration, material and equipment acquisitions, responses to residents inquiries and requests, payroll processing, project co-ordination with other Town departments and civic groups, as well as interaction with various State and Federal agencies. This division is also responsible for the safety, efficiency and effectiveness of all the divisions in the department. This division also performed the following tasks:

Activities	Amount	Unit
1. Facility Permits Issued	1,183	Each
2. Inquiries/Transfer Station	85	Each
3. Inquiries/Rubbish Route	151	Each
4. Inquiries/Road Conditions	91	Each
5. Payment Vouchers Processed	772	Each
6. Street Light Repairs	53	Each
7. Driveway Permits	23	Each
8. Trench/Excavation Permits	18	Each
9. Cemetery Inquiries	14	Each

Highway Division: This division is headed by Foreman V.J. Ranfos III, and is responsible for the maintenance and repair of approximately 82 miles of road, 11 miles of sidewalk, storm water which included 607 catch basins, cross culverts, street signs, line striping, and tree removal and trimming.

In addition to these projects, the Highway Division also provided routine maintenance which included sidewalk sweeping, brush cutting along the country road shoulders, cold patching pot holes and replacing missing or damaged street signs. Private contractors were also used to sweep 43.29 miles of Town roads, clean 679 catch basins, painted 111,103 LF of roadway striping and cut down several large hazardous trees.

There were 33 snow/ice storm events that occurred during 2013 which required 2159.50 man-hours, 639.31 tons of sand, 625.14 tons of salt. Snow removal from downtown and the municipal parking lots required 192 man-hours. Shoveling snow from around the 176 town fire hydrants required 98 man-hours and plowing about 7 miles of sidewalks each storm expended 93 man-hours.

The road reconstruction and paving project list for the year of 2013 included shim and overlay on Clough Mill Road, Pheasant Run and Old Bear Brook Road. Finish paving was applied to Buck Street, Cross Country Road and Hardy Road. Reclaimed and applied binder on Old Borough Road and applied binder only to Lane End, Third Range Road and Brush Road. Paving on Rosedale Lane was put on hold due to construction on that road and will be finished in 2014. The Memorial Field Recreation paving was also put on hold to accommodate other department needs and will be completed in 2014. Sidewalks were reconstructed on Main Street from Central Street to Church Street.

DEPARTMENT OF PUBLIC WORKS

Other tasks performed by this division consisted of the following:

1. Road side ditching	2,855	Linear Feet
2. Cold patching pot holes	5.60	Tons
3. Hot topping pavement repairs	2,851.10	Tons
4. Road wash out repairs	245	Linear Feet
5. Sweeping Sidewalks	12.70	Miles
6. Road side mowing	57.25	Miles
7. Road side brush cutting and chipping	340	Cubic Yards
8. Large Tree Cutting	38	Each
9. Sign Maintenance & Replacements	49	Each
10. Complaints	47	Each
11. Inquiries	51	Each
12. Assist Solid Waste Division	906	Man Hours
13. Assist Fleet Division	733	Man Hours
14. Assist Parks & Recreation Division	388	Man Hours
15. Assist Cemetery Division	76	Man Hours
16. Assist Sewer Department	14	Man Hours

The Highway Division also assisted community groups in setting up and clean up for Old Home Day as well as Christmas in the Village.

Solid Waste Division: This division is headed by Reno Nadeau, and is responsible for the collection of residential solid waste and single stream recycling from individual homes throughout the Town on a weekly basis as well as the operation of the Transfer Station. Residents who wish to can bring their trash and recycling for disposal to the Transfer Station at 8 Exchange Street on Tuesdays and Saturdays from 7:30 a.m. to 3:30 p.m. Besides residential trash and recycling the Transfer Station accepts appliances, demolition materials, tires, waste oil, antifreeze, scrap metal, leaves, brush, auto batteries, cell phones, PDA's, rechargeable batteries, alkaline & zinc batteries, ink jet cartridges, LaserJet cartridges, textiles, propane gas cylinders, and now has a book and media drop box. Fees are charged for some items such as appliances, demolition, gas cylinders and tires. For 2013, a total of 1711.74 tons of solid waste was generated from Pembroke and disposed of at the incinerator in Penacook, NH. Also in 2013, a total of 783.01 tons of single stream recycling was taken to Casella Waste in Allenstown. Diverting this recyclable material from the waste stream saved the Town \$41,888.30 in tipping fees. This division also performed curbside pickup of leaves from residents during spring cleanup. The following is a tabulation of solid waste that was collected and disposed of in 2013:

DEPARTMENT OF PUBLIC WORKS

1. Curbside Pickup

a.	Rubbish	1,183.03	Tons
b.	Single Stream Recycling	705.03	Tons
c.	Leaves	240	Cubic Yards
d.	Brush chipped from Spring cleanup	44	Cubic Yards
e.	Refuse Tags Issued	162	Each
f.	Christmas Trees	6	Each
g.	Inquiries	179	Each
h.	Complaints	7	Each

2. Transfer Station Activity

a.	Rubbish	348.67	Tons
b.	Single Stream Recycling	100.66	Tons
c.	Non-Burnables	111.18	Tons
d.	Burnables	177.59	Tons
e.	Concrete	-	Tons
f.	Scrap Metal	68.79	Tons
g.	Aluminum Cans	2,380	Lbs.
h.	Textile Recycling – Planet Aid	3,748	Lbs.
i.	Refrigerator/Freezer	28	Each
j.	Air Conditioners	50	Each
k.	Brush	987	Cubic Yards
l.	Christmas Trees	138	Each
m.	Leaves	2,792	Cubic Yards
n.	Propane Tanks or Canisters	41	Each
o.	Waste Oil	950	Gallons
p.	Waste Antifreeze	110	Gallons
q.	Batteries	112	Each
r.	Tires	129	Each
s.	Complaints	8	Each
t.	Inquiries	157	Each
u.	Hazardous Waste Refused	1	Each
v.	Video Displays	323	Each
w.	C&D Debris (Minimum Load)	203	Loads
x.	C&D Debris (Maximum Load)	276	Loads
y.	School	9	Cubic Yards
z.	Residents	22,865	Each

DEPARTMENT OF PUBLIC WORKS

3. Electronics Recycling

a.	Computer Monitors	96	Each
b.	Televisions	223	Each
c.	Printers	158	Each
d.	Fax Machines	3	Each
e.	Stereo Equipment	402	Each
f.	VCRs	44	Each
g.	DVD Players	67	Each
h.	Copiers	12	Each
i.	Scanners	17	Each
j.	Radios	102	Each
k.	PCs	126	Each
l.	Microwaves	94	Each
m.	Keyboards	19	Each
n.	Large TV's	85	Each
o.	1' Fluorescent Tubes	6	LF
p.	2' Fluorescent Tubes	36	LF
q.	4' Fluorescent Tubes	9,328	LF
r.	8' Fluorescent Tubes	1,984	LF
s.	Small Misc. Fluorescent & HID Bulbs	19	Each
t.	Compact Fluorescent Bulbs	144	Each
u.	Thermostats	0	Box
v.	Alkaline & Zinc Batteries	496	Lbs.
w.	Rechargeable Batteries (NiCd, Li-Ion, NiMH, Lead)	173	Lbs.
x.	Cell Phones Recycled	33	Each
y.	64 Gaylords of Electronics Picked Up	26,340	Lbs.

Public Properties Division: Foreman Reno Nadeau operates this division, which is responsible for the daily maintenance and repairs to all town buildings, which include the Town Hall, Library, Safety Center, Public Works Garage, Town Clock Tower, and the Perry Eaton Building. This year's project was insulation in the Town Hall.

Cemetery Division: This division, headed by VJ Ranfos, is responsible for the operation, maintenance and record keeping of the 9 Town owned cemeteries which include Pembroke Hill, French Family, Richardson, Evergreen, North Pembroke Road, Buck Street, Pembroke Street, Blueberry Hill and Abbot Cemeteries. This division works very closely with the Cemetery Commission and the local funeral homes to insure all needs are met with courtesy, dignity, and respect. The cemetery lawns are maintained by a private landscaper and all burials are performed by a private contractor under the Town's supervision. For the year 2013, there were 2 full burials, 3 cremation burials and 3 cemetery plots sold.

DEPARTMENT OF PUBLIC WORKS

Fleet Division: This division is headed by the Fleet Mechanic Darrell Amell and is responsible for the maintenance and repair of all town vehicles which consist of 40 major vehicles and 16 minor pieces of equipment.

For the year of 2013, this division performed 84 safety inspections and 209 routine maintenance tasks on the town's fleet. In addition, there were 336 major repairs performed on this equipment. The following is a summary of maintenance and repairs performed on vehicles by department:

Department	Total # Vehicles	# of Preventative Maintenance	# of Repairs	Total Hours of Work	% of Repairs
Highway	251	96	155	1185	55.66%
Solid Waste	131	18	113	521	24.47%
Fleet	1	1	0	1	0.05%
Police	96	48	48	132	6.20%
Fire	48	40	8	125	5.87%
Sewer	0	0	0	0	0.00%
Code Enforcement	2	1	1	2	0.09%
Parks & Recreation	16	5	11	163	7.66%
Totals	545	209	336	2129	100%
Fleet Division Administration				125	
Total Hours				2254	

A computer controlled maintenance program called Fleetwise VB is used to keep track of the mileage or hours on each major town vehicle to allow the Fleet Mechanic to schedule maintenance accordingly.

A computer controlled GIS system enabling us to track storm water has been installed for Public Works Department use.

As always our employees, Christine Addington, Eric Alley, Darrell Amell, Carl Barker, Gordon Bilodeau, Mark Chevrette, Robert Fanny, Lawrence Madden, Marlene Marion, Adam Mendoza, Reno Nadeau, Steve Perron, Victor Ranfos III, take pride in their work and are very professional workers. Chris Addington came to us this year from the Finance Office to join the Public Works Department team as our new secretary. Safety is our number one priority. If you should ever have a question please feel free to call us and we will do our best to keep our Town safe and clean.

Respectfully Submitted,
James Boisvert
Director of Public Works

PEMBROKE TOWN LIBRARY

PEMBROKE TOWN LIBRARY LIBRARY TRUSTEES AND DIRECTOR 2013 ANNUAL REPORT

I shall be miserable if I have not an excellent Library – Jane Austin

The Pembroke Town Library offers the residents many opportunities for continued learning. Associated Grocers once again contributed to our teen collection and that collection has seen the greatest increase in use since last year.

Public computers at the library are still very busy. Many more people are coming in to use the WiFi. New programs offered for 2013 are on use of personal devices such as iPads, Kindles, Nooks, etc.

Through donations from Perfect Fit in Allentown, the library was able to offer knitting and crochet instruction. Both programs were well attended by adults and children. Without the generous donations, these programs could not have been offered free-of-charge.

Our story times are on Tuesday and Wednesday mornings at 10:30AM. Much more music has been added to this great experience as well as new stories being shared with theme related crafts. Summer reading was another success with the help of an anonymous donor and 7 Siding of Pembroke. A total of over 79,000 minutes were read! Interesting Saturday programs were added this past year for adults and children.

The Book Discussion Group has been growing. This group meets the second Wednesday of the month with reading selections made by the group for each new year which begins in August. New members are welcome to join at any time – books are available the month before the discussion.

There is continued collaboration with the schools. The library helps with the summer reading requirements for Pembroke Academy and Three Rivers School. The librarians from the two schools transfer the necessary books to the Pembroke Town Library for summer checkouts. The Pembroke Town Library adds to the collection through donated books. The library also hosts the annual art show displaying the work of many talented students from grades K-12. The art teachers prepare the display and hold a reception at the library for the artists and their families.

The biggest event is the library's annual book sale. Without the many, many hours of volunteer time, this event could not be the resounding success that it is each year. The funds raised supplement the books purchased for the library. Lorraine Good and many others volunteers make this possible.

The Friends of the Library are a small group, but are able to add much to the library. They are actively looking for new members to add to the support of the library. Their support includes helping at the library, providing programs and financial contribution. The Friends as well as our other volunteers make such a difference at the library.

PEMBROKE TOWN LIBRARY

Supporting life-long-learning is a goal of the Pembroke Town Library through the many resources and programs. The library instills a sense of community, knowledge and pride in addition to being a place to meet friends and neighbors. Local history is preserved and new traditions are being created. The library welcomes all to come in and see what this wonderful place has to offer.

Respectfully submitted,

Patricia Crafts – Chairperson
Cynthia Stosse – Library Director

Trustees:

Patricia Crafts – Chair
Susanne Whitbeck – Co-Chair
Joyce Heinrich – Treasurer
Ann Hasbany
Judith Mitchell
Marie Brezosky – Alternate
Linda Proulx – Alternate

Staff:

Cynthia Stosse – Director
Heather Tiddes – Assistant Director
Marie Mehegan – Children's Programs
Shanna Gagne - Circulation



MISSION STATEMENT OF THE PEMBROKE TOWN LIBRARY

Our focus is to encourage the love of reading, to stimulate the search for information, and to enrich personal lives by providing services, programs and materials to expose the entire community to rich varieties of culture.

The goals of the Pembroke Town Library are to select, preserve and administer an organized collections, books, audio-visuals, electronic resources and related educational and recreational materials, that is balanced, comprehensive and of adequate size, quality and diversity to meet the needs of its users. Also to utilize current technology; to serve the community as a center of reliable information; to identify library-related community needs; and to cooperate with other organizations, agencies and institutions which can provide programs or services to meet these needs.

PLANNING AND LAND USE DEPARTMENT

CODE ENFORCEMENT

In 2013 National Power Sports relocated to a 50,000 square foot building at 319 Commerce Way. Izzy Industries of Gilford New Hampshire relocated to National Power Sports old location at 701 Riverwood Drive. Construction was started on Clean Energy's Compressed Natural Gas facility at 10 Cooperative Way which is scheduled to be completed in the spring of 2014. Permits were issued for three new residences, 8 additions, 5 garages, 14 sheds, building renovations and numerous upgrades to heating and cooling systems.

The Town of Pembroke is currently using the 2009 International Building Code, 2009 International Residential Code, 2009 International Mechanical Code, 2009 International Plumbing Code, 2011 National Electrical Code, 2009 International Existing Building Code and the 2009 International Energy Conservation Code. The State of New Hampshire has officially adopted these codes by reference as part of the State Building Code with amendments. The Town of Pembroke also enforces the 2009 International Property Maintenance Code and the State Fire Code.

I also process applications for the Zoning Board of Adjustment, attend their meetings, and enforce the Zoning Regulations as they apply to new and existing structures.

For assistance with building permits, zoning questions, fire and rental inspections, and stove inspections, please contact my office at 485-4747 ext. 214. I am in the office M-F from 8am to 9am and 12pm to 4pm. I schedule inspections M-F from 9am to 12pm.

Below is the permit activity for 2013:

2013 Statistics

Type of permit	Number	Construction Value	Permit Cost
Commercial	58	\$2,422,025.00	\$17,518.35
New Dwellings Units	3	\$700,000.00	\$3,636.60
Signs	17	\$26,992.00	\$475.00
Fire inspections	54	0	0
Residential	389	\$2,003,688.00	\$20,623.62
Totals	521	\$5,152,705.00	\$42,253.57

Respectfully Submitted

Everett Hodge
Code Enforcement Officer

PLANNING AND LAND USE DEPARTMENT

ZONING BOARD OF ADJUSTMENT REPORT

The Pembroke Zoning Board of Adjustment holds public hearings to gather information regarding each case from applicants and all other interested parties and is charged with granting or denying Variances, Special Exceptions, and Equitable Waivers. In addition, the Zoning Board hears Appeals from Administrative Decisions of the Code Enforcement Officer.

The 2013 Zoning Board of Adjustment hearing results are broken down as follows:

Variances.....	11	Granted 10 / 1 Withdrawn
Special Exception.....	5	Granted 5 / 0 Denied
Equitable Wavier.....	0	Granted 0 / 0 Denied
Administrative Decision	3	Granted 0 / 3 Denied
Total	19	Granted 15 / 3 Denied 1 Withdrawn

The Zoning Board of Adjustment is comprised of five regular members, and three alternates, each serving staggered three-year terms.

I wish to take this opportunity to thank all of the Zoning Board members for their due diligence throughout the year. The Board continues to deal with the issues of each case in a fair, decisive manner.

Respectfully submitted,

William R. Bonney, Chair
Zoning Board of Adjustment



PLANNING BOARD REPORT 2013

The Pembroke Planning Board enjoyed a busy yet rewarding year reviewing and deciding upon a number of site plan applications, having approved a total of nine. Two of these were high profile and were under consideration by the Board at the same time. The high profile applications included Clean Energy, the first public Compressed Natural Gas facility in New Hampshire, and the Kruger Gravel Pit expansion. The later was the Board's first excavation application reviewed under the most recent Earth Excavation Regulations adopted by the Board in 2011. Each of these presented unique challenges involving a lengthy review process while the Board worked diligently to ensure the projects would not negatively impact the integrity and rural character of Pembroke.

While those two major applications were under consideration by the Planning Board over the summer, the Board also began working on 2014 zoning amendments, and created a Simplified Site Plan Application Review Process study subcommittee. The subcommittee was formed to explore a new application process that recognizes there are certain types of site plan and change of use applications that could be approved through a simpler, less expensive and time consuming, approval process. At the same time the full Board spent several meetings reviewing and discussing a lengthy list of potential zoning amendments. This effort resulted in a number of proposed simplified definitions and zoning ordinance language changes that will assist the Board and staff in the future with interpreting the ordinance, as well as having town regulations in compliance with state RSA. It is always a challenge to ensure our ordinances are current, enforceable, and equally safeguard the interests of the Town and applicants.

It is a testimony to the attractiveness of Pembroke when we recognize the fact that business continues to find our Town attractive and willing to invest the time, energy, and money to site their business in Pembroke. While several businesses were before the Board with proposals to expand their operations, we also approved a new business on Riverwood Drive that is a great addition to our commercial base. We met with several residential developers who offered conceptual presentations to the Board for housing projects, but none resulted in actual applications, suggesting the housing market continues to be slow to recover.

We continue to be grateful for the volunteer members of the Planning Board and a very capable paid staff including Stephanie Verdile, Everett Hodge, and Elaine Wesson. This year we welcomed a new Board of Selectmen's representative Vincent "Doc" Greco, and Fred Kline as the alternate. We are fortunate in that our volunteer Board members continue to be dedicated, engaged, and committed to ensuring that development will be of benefit to the Town of Pembroke. That being said we do have a number of open alternate member positions and would welcome Pembroke residents who are interested in helping us make these important decisions. If you are uncertain if the Planning Board is a good fit please join us for a meeting or two; we meet on the second and fourth Tuesday most every month.

Respectfully Submitted,
Alan Topliff, Chair

GENERAL ASSISTANCE

Per RSA 165:1 - Whenever a person in any town is poor and unable to support himself, he shall be relieved and maintained by the overseers of public welfare of such town, whether or not, he has residence there. For the purpose of this chapter the term “residence” shall have the same definition as in RSA 21:6-a.

Total applications for general assistance in 2012: 239 in 2013: 142

67 did not follow thru with the application process
 19 were denied for various reasons, i.e., over income, no verification, etc.
 17 were referred to more appropriate resources and agencies.

Total general assistance given:

	<u>2012</u>	<u>2013</u>
Rent	\$ 32,961.35	\$ 9,039.20
Shelter/Motel	.00	300.00
Electric	596.11	455.49
Gas/Oil	1,036.50	1,800.00
Prescriptions	1,365.74	1,048.25
Food/Maintenance	.00	.00
Gasoline	.00	.00
Burial	<u>750.00</u>	<u>.00</u>
 TOTAL	 <u>\$ 36,673.20</u>	 <u>\$ 12,642.94</u>

The Town pays the Community Action Program (CAP) for a percentage of the costs incurred by that agency by citizens who are Town residents. The assessment for 2013 was \$19,882.00 which also comes out of General Assistance Funds.

In addition to the Town relieving and maintaining those individuals who were unable to meet their basic living needs, many referrals to other agencies were utilized: The Community Action Program (CAP) for fuel assistance and the Electric Assistance Program, the Prescription Assistance Programs, The Allenstown and Pembroke Interfaith Food Pantry, and area churches just to name a few.

As State programs such as financial assistance for Daycare and the Emergency Assistance for families receiving Temporary Assistance to Needy Families (TANF) and Food Stamps are reduced or eliminated, the number of families and individuals applying and qualifying for general assistance will increase in coming years. However, many applicants are failing to comply with, or follow through with, the application and eligibility process.

Respectfully submitted,
 Muriel Previe
 Welfare Director

RECREATION COMMISSION

The Recreation Commission oversees the maintenance of Gamelin Memorial Field. Facilities at the park include: four ball fields (one lighted) for baseball, softball, and soccer; beach volleyball; basketball court; fitness course; playground; picnic area; pavilion; stage; gazebo; horseshoes; and a boat launch area.

The permanent stage was finished in June. Kevin Kelley took on this venture as part of his Eagle Scout Project. We personally want to thank **Plourde Sand and Gravel** for their help and **Gordon Bilodeau** who finished the railings. The stage is located to the left of the pavilion.

The fitness stations have seen an increase in use over the last few years. Not everyone is aware that a 10-station circuit is at Memorial Field. The stations emphasize stretching, flexibility, strength, and muscle tone. It is a well-rounded exercise program to improve and maintain ones' health and wellbeing. The ten-station circuit starts at the right of the pavilion and moves to the right around the outside edges of the park. Stations include: step-ups, arm swings, body twists, jumping jacks, push-ups, pull-ups, sit-ups, arm circles, side bends, etc. Aerobic/cardiovascular benefits are derived from walking or running between stations. As always, before participating in any exercise program, you should consult with your physician to determine your physical condition.

Each year the Commission sponsors a summer recreation program, summer and winter swim lessons, youth basketball (boys and girls – Pre K - 6), Lego Club (grades K – 4 boys and girls), men's recreational basketball league, golf lessons, and tennis lessons. Other programs that have been offered were: archery lessons, Hershey Track and Field Team, and Manchester Monarch's hockey night. The Commission supports: a soccer league for children (grades kindergarten - 6), Little League Baseball, Girls' Babe Ruth Softball, coed softball league, annual fishing derby sponsored by the Rod and Gun Club, Amoskeag Rowing Club's NH Regatta Championship, Old Home Day Activities, and various groups or individuals from Pembroke who use the park facilities for gatherings.

Jamie Tilton directed our summer recreation program for children in grades 1 - 5. The camp was extended from five weeks to six this summer. Over sixty children registered for the program. The cost was forty-five dollars a week and included the weekly field trip. Scholarships were made available for families with financial difficulties. Jamie was assisted with teenage counselors. Throughout the summer, the children were involved in sport activities, arts and crafts, and weekly field trips. Children in grades 6 - 8 were encouraged to attend the summer camp offered by the Suncook Boys and Girls Club. Extended hours for early drop off and late pick up was very successful. Parents paid a modest amount for the week for the extended care.

Karen Misenheimer, a Commission member, ran our Lego Club. The club is for children in grades K – 4. Children learned different Lego techniques that will help them make better builds, participated in Lego games and building contests. They also created original builds based on a weekly theme.

Taylor Caron managed our youth basketball program for grades 3 - 6 and pre-K and kindergarten group, which met on Saturday mornings. Scott Boisvert managed boys in grades 3 and 4. Over two hundred boys and girls participated in the three-month program. We would like to thank Taylor, Scott, and all the volunteer coaches for their efforts. Also, we would like to thank the Pembroke and Allenstown Schools for the use of their gymnasiums. Thank you to the following team sponsors: Dreamsicle Arts, Lavallee's Oil, Land Air Express, Ladies Fitness Center of Allenstown, Shumway Construction, Tutti Fruitti, South Main Street Service Center, Petit Funeral Home, Longhorn Steakhouse, Pembroke Congregational Church, Plourde Sand & Gravel, and Dunkin' Donuts of Allenstown. Their sponsorship helped to defray the cost of the gyms and tee shirts.

RECREATION COMMISSION

Chris Henderson, a Commission member, started our summer concert series. We got a late start hosting concerts as the railing to the stage had to be completed. The concerts were free and held in the early evening. Two groups that played at the park were: Carolyn and Carl Beverly from **Silver Brook and Friends** (folk and acoustic guitar), and **Decatur Creek** from Antrim (folk group). We look forward to next summer with added concerts.

The program for senior citizens, called M & M's, (motivated and moving), is for residents, age 55 and older. Participants have the opportunities to attend many events and programs with speakers, potluck luncheons, and special trips throughout the year. The commission commends those individuals for their willingness in planning programs and informing residents by sending out newsletters to promote participation in the various activities offered. New members and new ideas are always welcome.

Other programs we have continued with or added are:

- Swimming lessons were offered throughout the year by Swim NH;
- Ericka Johnson conducted tennis lessons for adults and children at Pembroke Academy's tennis courts;
- Matt Delois, head golf professional at Plausawa Valley Country Club, offered golf lessons in the fall for children in grades 4 – 8.

Old Home Day Committee had another successful day for their annual event. Grace Capital Church had a very successful gathering at the park in July. The Amoskeag Rowing Club used the facility for their annual New England Regatta Championship. All events went very well. The Pembroke Recreation Commission sincerely appreciates the great care all groups took in the using the park and their outstanding cleanup after their events.

To close, we cannot thank **Jim Boisvert** and the highway department enough for their support last year. We would also like to recognize **Dan Boudette** from **Specialized Turf Services** for his advice and amenities he has provided to the town and the reconditioning of the softball infield; **Suncook Little League** for services they provided on the major and point fields; **Gordon Bilodeau GD Home Repairs** for his work on the recreation building; **Brendan Fish** from **Jade Stone and Landscape** for the delivery of discounted playground sand, bark mulch, and the reconditioning and installation of the major field infield; and **Continental Paving** for their **generous** donation to the recreation department.

We also want to thank the many leagues and residents who used the park and cooperated in keeping the park clean - one that residents can be proud of.

Respectfully submitted,

Rose Galligan, Chairperson
Chris Robinson, Secretary
Karen Misenheimer
Chris Henderson
Bob Samson, Selectman
Steve Fowler, Alternate



Pembroke and Allenstown Old Home Day

SLOGAN: HANDS ACROSS THE WATER
THEME: "THE GOLDEN AGE OF TELEVISION"

Live music, downtown, the morning of Saturday August 24, 2013 initiated Pembroke and Allenstown Old Home Day. Above the Town Clock could be seen clear skies, with comfortable temperatures dominating the day.

The theme was cleverly personified amongst parade participants with floats depicting by-gone T.V. shows such as "I Love Lucy", "Lone Ranger and Tonto", "Mash", "Gilligan's Island", "Yogi Bear", "Batman", "Wizard of Oz", "Father Knows Best", and "Touched by an Angel". Floats are judged by the Selectmen on theme, originality, and creativity. It's amazing how imaginative and talented our friends and neighbors are in assembling these parade entries. The floats, town officials, bands, clowns, antique and classic cars, marchers, tractors, fire trucks, non-profit organizations, and businesses helped make this year's parade a joy for everyone.

New to Old Home Day 2013 at Memorial Field included a "Doo Wop" group, "Mary Poppins", fiddlers, Irish music, religious and rock and roll bands, jugglers, yoga demonstrations, distracted driver pledge, reflection and prayer in the gazebo, doodlebugs pulling competition, K-9 and karate exhibitions to mention a few. Back by popular demand included pony and hay wagon rides, balloon artist, critters and creatures, miniature horses, petting zoo, face painting, foam demonstration, mini-golf, stilt walker, dunking booth, free door prize, Kid Care ID, fatal vision, Boy Scout camporee, inflatable rides, children's games, crafts, food concessions, and the fabulous fireworks display at dusk by Associated Grocers of New England.

As always a HUGE THANKS for the generosity and loyalty of the OHD Committee, Pembroke and Allenstown municipal officials, fire, police, highway and recreation departments, local non-profit organizations, businesses, volunteers, participants, and sponsors who make OHD a reality. Meetings are held the last Monday of the month (except May) at Pembroke Town Hall @ 6:30pm. Extra meetings occur in June, July, and every Monday in August. **All are welcome to attend.** Successful volunteerism is not solely based on the quantity but the quality of time. Many hours or just a few hours are much appreciated. This is a great opportunity for high school students to contribute to their community service obligation. Please consider becoming a part of a wonderful occasion with a devoted and faithful group of individuals by contacting Steve @ 224-7324. Check out the OHD website www.pembroke-allenstownoldhomeday.com and Facebook page Pembroke & Allenstown Old Home Day. Mark your calendars for next year's Pembroke and Allenstown Old Home Day celebration, Saturday, August 23, 2014.

Respectfully submitted,
Stephen L. Fowler, OHD Chairman

**PEMBROKE AND ALLENSTOWN
OLD HOME DAY
12/31/2013**

INCOME:

BUSINESS DONATIONS	16,230
TOWN OF ALLENSTOWN	2,000
TOWN OF PEMBROKE	2,000
CONCESSIONS	1,673
CRAFTS	610
RAFFLE SALES	1,231
RIDES	2,746
INTEREST	32
PONY RIDES	300
CHILDREN'S GAMES	194
50-50	254
HAYWAGON	318
MINI-GOLF	309
MISCELLANEOUS	80
	<hr/>
TOTAL INCOME	27,977

EXPENSE:

FIREWORKS	5,500
PARADE	7,439
ENTERTAINMENT	4,947
INSURANCE	1,116
PARKING	250
SANITATION RENTALS	520
POSTAGE & ENVELOPES	271
CAPITAL IMPROVEMENTS	851
CHILDREN'S GAMES	152
STAGE	49
MISCELLANEOUS	610
BLAST PARTY RENTALS	4,959
	<hr/>
TOTAL EXPENSE	26,664
	<hr/>
NET INCOME	1,313

Report of Forest Fire Warden and State Forest Ranger

Your local Forest Fire Warden, Fire Department, and the State of New Hampshire Division of Forests & Lands, work collaboratively to reduce the risk and frequency of wildland fires in New Hampshire. To help us assist you, please contact your local Forest Fire Warden or Fire Department to determine if a permit is required before doing ANY outside burning. Under State law (RSA 227-L:17) a fire permit is required for all outside burning, unless the ground is completely covered with snow. The New Hampshire Department of Environmental Services also prohibits the open burning of household waste. Citizens are encouraged to contact the local fire department or DES at 603-271-1370 or www.des.state.nh.us for more information. Safe open burning requires diligence and responsibility. Help us to protect New Hampshire's forest resources. For more information please contact the Division of Forests & Lands at (603) 271-2214, or online at www.nhdfl.org.

This past fire season started in late March with the first reported fire on March 26th 2013. April, which is the traditional start to our spring fire season, started very dry with little measurable precipitation until the middle of the month. Approximately 70% of our reportable fires occurred during the months of April and May. The largest fire was 51 acres on April 29th. 81% of our fires occurred on class 3 or 4 fire danger days. By mid May, extensive rains began which provided us with a very wet summer overall. We had a longer fall fire season due to drier than normal conditions following leaf fall. Fortunately most of these fires were small and quickly extinguished. The statewide system of 16 fire lookout towers continues to operate on Class III or higher fire danger days. Our fire lookouts are credited with keeping most fires small and saving several structures due to their quick and accurate spotting capabilities. The towers fire spotting was supplemented by the NH Civil Air Patrol when the fire danger was especially high. Many homes in New Hampshire are located in the wildland urban interface, which is the area where homes and flammable wildland fuels intermix. Several of the fires during the 2013 season threatened structures, a constant reminder that forest fires burn more than just trees. Homeowners should take measures to prevent a wildland fire from spreading to their home. Precautions include keeping your roof and gutters clear of leaves and pine needles, and maintaining adequate green space around your home free of flammable materials. Additional information and homeowner recommendations are available at www.firewise.org. Please help Smokey Bear, your local fire department, and the state's Forest Rangers by being fire wise and fire safe!

2013 FIRE STATISTICS

(All fires reported as of November 2013)

(figures do not include fires under the jurisdiction of the White Mountain National Forest)

COUNTY STATISTICS		
County	Acres	# of Fires
Belknap	14.5	11
Carroll	56.5	7
Cheshire	11	19
Coos	8.5	29
Grafton	22.3	41
Hillsborough	9.5	25
Merrimack	11.2	24
Rockingham	4.3	4
Strafford	1	11
Sullivan	5.2	11

CAUSES OF FIRES REPORTED

	Total
Arson	1
Debris	69
Campfire	12
Children	1
Smoking	10
Railroad	0
Equipment	4
Lightning	0
Misc.*	85 (*Misc.: power lines, fireworks, electric fences, etc.)

Total

Fires

Total Acres

2013	182	144
2012	318	206
2011	125	42
2010	360	145
2009	334	173

Warden

John Theurer

435-9906

cel. 340-2777

ONLY YOU CAN PREVENT WILDLAND FIRE

CEMETERY COMMISSION

Plans of each of the eight town-owned cemeteries are now posted on the Pembroke town website at: <http://www.pembroke-nh.com/CemeteryMaps.asp>. The Cemetery Commission authorized compilation of these maps in 2010 to replace earlier plans compiled in the 1980s. In time, on-line researchers will be able to locate individual burials within the larger family lots shown on these plans.

In 2013, Eagle Scout candidate Dayne Dumas of Pembroke completed the task of identifying and marking the graves of all veterans buried in Pembroke cemeteries. The project consumed approximately 220 man-hours and extended through six months. Dayne cleaned and repainted each of the cast iron markers that were placed by the Sons and Daughters of the American Revolution to identify the graves of Revolutionary War soldiers, and those placed by the Grand Army of the Republic to mark Civil War veterans' graves. He returned misplaced markers to their proper graves. Members of John J. Maguire American Legion Post 28 in Pembroke generously contributed to the project, and the unexpended balance of these contributions was placed in the Cemetery Improvement Fund, administered by the Trustees of Trust Funds. The Commission extends its gratitude to Dayne for helping Pembroke to honor our veterans of all wars.

In response to this major contribution, the Cemetery Commission has purchased additional bronze flag holders to replace deteriorating plastic holders on veterans' graves. The Commission will place flags on veterans' graves before Memorial Day, May 26, 2014, and will appreciate knowing of any veteran's grave that is not currently marked with a flag holder.

The Commission has continued its ongoing program of identifying and repairing damaged grave markers. Cemetery Commission chairman David Richards and Gerard Fleury, chairman of the Trustees of Trust Funds, compiled a list of damaged monuments that are eligible to receive repair funds from the Perpetual Care Trust Fund, which was created for older graves before the town assumed responsibility for general maintenance of all cemeteries. The Trustees of Trust Funds also approved the transfer of the principal of the Perpetual Care Fund from an interest-bearing bank account into an equities portfolio in order to improve income for the future care of cemetery lots that have Perpetual Care endowments, thus reducing the burden on taxpayers for monument repairs. The Cemetery Commission is grateful to the Trustees of Trust Funds for this partnership.

The Commission solicits contributions or bequests to the Cemetery Improvement Fund, administered by the Trustees of Trust Funds. Enlargement of the fund through gifts will provide an endowment for cemetery upkeep and improvement. Gifts or bequests should be made care of the Pembroke Trustees of Trust Funds and designated for the Cemetery Improvement Fund.

Respectfully submitted,

David Richards, Chairman

James Garvin, Secretary

Fleda Young

Roland H. Young, Jr.

James Boisvert, Director of Public Works and
Superintendent of Cemeteries

Victor J. Ranfos, Jr., Public Works Department

CONSERVATION COMMISSION

In 2013 the Conservation Commission (CC) acquired another parcel of high-quality conservation land. The property, located at 424 N. Pembroke Road, consists of 47 acres that had previously been planned for an 11-lot subdivision. The CC has held a conservation easement on 30 acres at the rear of this parcel since March 2008. However, when the property went on the market in 2013, the CC moved quickly to acquire the entire parcel, which was purchased outright in December. With the acquisition of the additional 17 acres, the property will be directly accessible from N. Pembroke Road and parking will be available on site. The parcel has diverse forest, wildlife, and water resources and a number of existing trails. Ames Brook, for which this conservation area is named, transects the property and provides scenic riparian and wetland areas.

Following the CC's application, in 2012 Pembroke was selected by UNH Cooperative Extension to participate in the "Taking Action for Wildlife" program. In 2013, the CC followed up on this initiative by issuing a Request for Proposal for the development of a Natural Resources Inventory (NRI) for the Town. The NRI will involve a number of activities, including: 1. the compilation of existing and new data on water resources, wetlands, farmlands, forests, geology, soils, wildlife habitat, and scenic resources; 2. the identification and assessment of prime wetlands; 3. the development of a Geographic Information Systems (GIS) database of natural resources that will become part of the Town's new GIS system; and 4. the development of an update to the Natural Resources chapter of the Town's Master Plan. The NRI, and its associated GIS database, will greatly assist the Town in future planning and land-use decision-making efforts by providing detailed, readily accessible natural-resources information that is geographically referenced at the land-parcel level. The contract for the NRI was awarded to Ecosystem Management Consultants of New England (located in Center Sandwich, NH) and is scheduled to be completed by April 30, 2015. During the course of the project, some landowners will be contacted to ask permission for the consultant to cross their land (on foot) in order to improve the accuracy of the inventory. The CC greatly appreciates the cooperation of land owners in making this a successful project.

You may have noticed one or more of the 16 new forest-green signs that have been placed at conservation areas throughout Town. In 2013, Cade Dumas of Boy Scout Troop 270 undertook an Eagle Scout project to design, fund, and place these markers. Cade met with the CC in March to pursue a partnership promoting the Town's conservation program. His timing could not have been better, as the CC had been discussing, for some time, the arduous task of placing identifying signs on each of our conservation properties. Cade worked with the CC to design the signs and by the end of June, he had collected over \$1,700 in contributions for the project. He then contracted for their construction and in September, enlisted a crew of fellow scouts to install them. In total, more than 200 volunteer hours were expended in the effort and \$853 in unused donations was placed in the Town Conservation Fund! The CC would like to extend a well-deserved 'THANK YOU' to Cade and his colleagues for this outstanding contribution to the Town.

The Pembroke Conservation Commission welcomes you to our meetings which are held on the second Monday of each month at 7 PM in the Town Hall. Meeting agendas, minutes and upcoming activities are posted on the Town website. For more detail and less formality, you can follow our activities on Facebook at www.facebook.com/pages/Pembroke-NH-Conservation-Commission/179672362535. We appreciate suggestions and assistance from residents. Consider joining us for one or more of our annual site-monitoring visits. It's a good way help while getting to know your conservation areas. If you have land you would like to see preserved in perpetuity, talk to us about a donation or a conservation easement.

Respectfully submitted,

Ammy Heiser, Chair; Carol Bertsimas, Vice-Chair; Ayn Whytemare, Secretary; Kevin Krebs, Planning Board Representative; Brian Mrazik; David Baril; Steve Fowler; Craig Greenwood.

CONSERVATION COMMISSION



CADE DUMAS
of
Boy Scout Troop 270
Eagle Scout Project

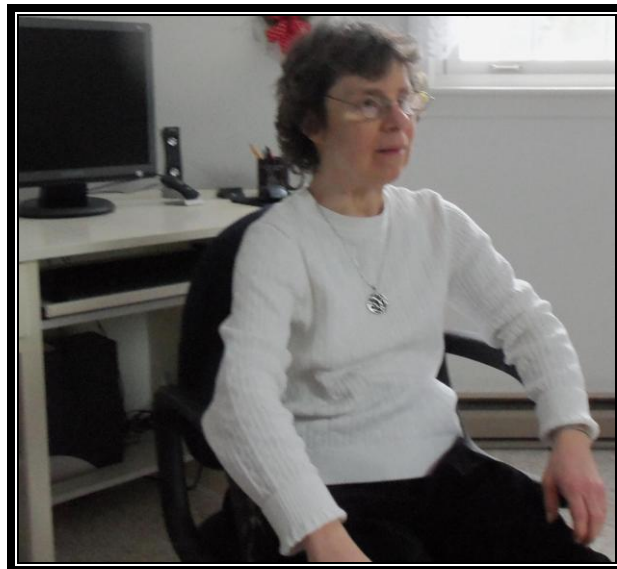
TOWN CLERK REPORT

January 1, 2013 to December 31, 2013

Motor Vehicle Registrations.....	9709.....	\$1,227,996.00
Title Application Filing Fees.....	1,665 @ \$2.00 ea.....	\$3,330.00
Municipal Agent Fees.....	9038 @ \$3.00 ea.....	\$27,114.00
Dog Licenses.....	1,512.....	\$11,608.00
Dog Fines.....		\$410.00
Marriage Licenses.....		\$1,485.00
Vital Record Fees.....		1,950.00
UCC State Fees.....		1,732.50
Tax Lien Filing Fees.....	0 @ \$15.00 ea.....	\$0.00
Articles of Agreement.....	0 @ \$5.00 ea.....	\$0.00
Pole & Wire Permits.....	2 @ \$10.00 ea.....	\$20.00
Rental Respondent Affidavit.....	1 @ \$15.00 ea.....	\$15.00
Wetlands Application Filing Fees.....	1 @ \$10.00 + mailing.....	\$16.57
Miscellaneous.....		\$140.90
TOTAL TOWN CLERK DEPOSITS – 2013.....		\$1,275,817.97
STATE FEES COLLECTED AS MUNICIPAL AGENT.....		\$435,221.49



This year I would like to acknowledge Susan J. Connor for volunteering her time in the Town Clerk's office for over 20 years. Susan has organized registrations, dog licenses and rabies certificates getting them ready for filing. She has also served as our unofficial greeter making our office a happier place to do business.



Susan J. Connor

PEMBROKE RESIDENT MARRIAGE REPORT – 2013

Person A	Residence	Person B	Residence	Place	Date
Zimont, Jamie E.	Pembroke	Powers IV, John E.	Pembroke	Manchester	03/01
Iovine, John	Pembroke	Caswell, Kristina A.	Pembroke	Hudson	03/02
Fife, Ian J.	Pembroke	Greenly, Sarah R.	Allenstown	Hooksett	04/06
Gregory, Katherine M.	Pembroke	Dykeman, Michael L.	Pembroke	Pembroke	04/12
Miaskiewicz, Erik J.	Pembroke	Hughson, Jessica L.	Pembroke	Pembroke	05/18
Place, Clinton C.	Pembroke	Hellings, Jade	Pembroke	Weare	06/01
Stoddard, Megan M.	Pembroke	Vasconcellos, Timothy D.	Pembroke	Plymouth	06/29
Knapp, Matthew G.	Pembroke	Remington, Tahli A.	Pembroke	Portsmouth	07/11
Pelletier, Kevin C.	Pembroke	Proulx, Bonnie H.	Pembroke	Pembroke	07/20
Lachance, Maurice R.	Pembroke	Solomon, Jennifer M.	Pembroke	North Hampton	07/20
Hamel, Jarod W.	Pembroke	Asbury, Tonia J.	Epsom	Pembroke	07/27
Laubscher, Mark E.	De Kalb Jct, NY	Oliver, Sally-Jo L.	Pembroke	Concord	08/17
Petrin, Athena M.	Pembroke	Clements, James R.	Allenstown	Pembroke	08/17
Macnally, Mark A.	Pembroke	Champagne, Lisa S.	Pembroke	Alton	08/24
Follansbee, Amy S.	Pembroke	Lacaillade, Christopher J.	Pembroke	Pittsburg	08/24
Topham, Zachary	Canterbury	Garside, Cortney	Pembroke	Canterbury	08/30
Duchesne, Daniel A.	Pembroke	Van Olst, Stephanie A.	Pembroke	Pembroke	08/31
Williams, Tiffani R.	Pembroke	Bell, Nathan D.	Manchester	Hillsborough	09/07
Luce, Marcus A.	Pembroke	Chen, Jun	Pembroke	Meredith	09/15
Vincent, Thomas A.	Pembroke	Ellis, Samantha M.	Northwood	Pittsfield	09/21
Shibles, Abby M.	Pembroke	Jenness, Derick M.	Pembroke	Laconia	09/28
Bussone, Giulia F.	Pembroke	Nihan, Matthew L.	Pembroke	Campton	09/28
Plourde, Jillian D.	Pembroke	Colbert, Alex P.	Pembroke	Allenstown	09/28
Stamp, James S.	Gilmanton IW	Hill, Sharon J.	Pembroke	Concord	09/29
Michelson, Steven	Pembroke	Ricci, Chelsey	Pembroke	Bedford	10/05
Manandhar, Vinod	Pembroke	Manandhar, Puja	Pembroke	Concord	10/11
Bokum, Shelley L.	Pembroke	Arnold, Michael C.	Pembroke	Pembroke	10/12
Bagley, Samantha L.	Pembroke	Gilligan, Ryan C.	Pembroke	North Conway	10/19
Stafford, Michael	Pembroke	Meacham, Martha	Pembroke	Pembroke	11/05
Trottier, Heidi M.	Pembroke	Korkosz, Philip J.	Pembroke	Hooksett	11/25
Gullage, Donald A.	Pembroke	Wilkinson, Wanda L.	Pembroke	Concord	12/14
Carter, Christian E.	Buchanan, TN	Lantz, Tina A.	Pembroke	Pembroke	12/31

PEMBROKE RESIDENT BIRTH REPORT - 2013

Child's Name	DOB	Place of Birth	Parents	
Landry, Kyle Charles	01/15	Concord	Landry, Marc	Landry, Jillian
Genovese, Emlen Michael	01/15	Concord	Genovese, Michael	Ostrander, Lindsay
Potter, Taylor Lei	01/22	Concord	Potter, Matthew	Potter, Mariah
Gaudet, Mason Robert	01/30	Concord	Gaudet, Joshua	Gaudet, Heather
Fournier, Anson Patrick	02/12	Pembroke		Calley, Holly
Noyes, Trinity Lynne	02/15	Concord		Ward, Amanda
Fiscus, Jameson Tyler	02/20	Concord	Fiscus, Tyler	Levasseur, Sarah
Smith-Jamroz, Ava Grace	02/20	Concord	Jamroz, Gage	Smith, Melissa
Guzman, Mariselita Angelena	02/23	Concord		Guzman, Marisela
Boisvert, Carly Ann	03/23	Concord	Boisvert, Scott	Boisvert, Shyla
Petersons, Grace Ann	04/10	Manchester	Petersons, Matthew	Petersons, Sarah
Gagnon, Ella Rose	04/16	Concord	Gagnon Sr. Michael	Gagnon, Jaclene
Henderson, Mason Alexander	04/29	Concord	Henderson II, Leon	Wilson, Elizabeth
Stewart, Wyatt Allen-John	05/15	Manchester	Stewart, Jeffrey	Stewart, Kimberly
Page, Ethan Carver	05/16	Concord	Page, Martin	Page, Kayla
Henderson, Azariah May	06/17	Concord	Henderson Jr, Leon	Henderson, Nacole
Boylan, Finnegan Michael	06/22	Manchester	Boylan, William	Boylan, Maria
Noel, Mason Chester	07/10	Concord	Noel, Kyle	Noel, Tracy
Johnston, Anna Elisabeth	07/11	Concord	Johnston, Christopher	Johnston, Jennifer
Roll, Lilah Atlantis	07/19	Pembroke	Roll, Kevin	Roll, Lesley
Brien, Adrianna Nichole	07/23	Concord	Brien Jr, Daniel	Paulino, Gabriel
Binau, Christopher Francis	07/26	Concord	Binau, Ryan	Binau, Christina
Hixon, Brooke Makenzie	08/01	Concord	Hixson, Andrew	Hixson, Kathleen
Hiller, Ruby Katahdin	08/04	Concord	Hiller, Andrew	Brown, Molly
Seaworth, Alexander Patrick	08/15	Concord	Seaworth, George	Seaworth, Ieva
Snyder, Corey Michael	08/17	Concord	Snyder, Justin	Snyder, Sarah
Jalbert, Ethan Henry	09/04	Concord	Jalbert, James	Jalbert, Beth
Samaria, Sawyer Stephen Gaetan	09/15	Concord	Samaria, Daniel	Guyette, Nikki
Gagne, Mason James	09/15	Concord	Gagne, Matthew	Welch, Katherine
Bagley, Ava Lorin	09/19	Concord	Bagley, Dylan	McAllister, Kelsea
Bouffard, Milania Grace	09/23	Concord	Bouffard, Jason	Bouffard, Shayla
Haggerty, Emma Belle-Marie	10/05	Manchester	Haggerty, Daniel	Haggerty, Kristen
Miner IV, Blakely Vernon	10/11	Concord	Miner III, Blakely	Miner, Danielle
Walsh-Whittum, Korah Eilis	10/16	Concord		Walsh, Kathleen
Ernst, Parker Stephen	10/17	Concord	Ernst, Zachary	Ernst, Rachel
Brauer, Jaela Claire	10/28	Manchester	Brauer, Jamison	Heath, Jordan
Raymond, Michael Thomas	11/01	Concord	Raymond, Matthew	Raymond, Jessica
Kelly, Peyton Charlotte	11/07	Concord	Kelly, Patrick	Boyer, Haley
Sweeney, Noah	11/13	Concord		Scerra, Kelsea
Stevens, Collin Dennis	11/23	Concord	Stevens, Shane	Ipock, Tamara
Wright, Floyd Warren	11/27	Concord	Wright, Ian	Redman, Renee
Morton, Kaydin Ray	12/25	Concord	Morton, Justin	Scott, Brandi

PEMBROKE RESIDENT DEATH REPORT -2013

Name	Date	Place	Father's name	Mother's name
Winden, Richard	01/22	Lebanon	Winden, Arthur	Marciniak, Stella
Everett, Edward	01/31	Concord	Everett, Douglas	Foster, Helen
Mackenzie, Virginia	02/09	Concord	Hopps, Ralph	Schultz, Madeline
Perez, Alcides	02/16	Concord	Perez, Alcides	Schiavo, Maureen
Fritz, Robert	03/01	Concord	Fritz, Joseph	Bruns, Minnie
Wearing, Michael	03/17	Pembroke	Wearing, Parker	Ruhly, Margaret
Belanger, Therese	04/06	Pembroke	Laberge, Dorila	Martel, Rose
Mitchell, Shirley	05/15	Concord	Highter, Arthur	Ritchie, Lucille
Annis, Roy	05/17	Concord	Annis, Edwin	Heselson, Myrtle
Hall, Dale	05/28	Pembroke	Hall, Bernard	Carnes, Gwendolyn
Zdunko, Susan	06/02	Hampton	Zdunko Jr, Anthony	Kerzner, Judith
Duguay, Lionel	06/03	Concord	Unknown	Unknown
Niswander, Donald	06/06	Concord	Niswander, G Donald	Damon, Patricia
Lagasse, Roland	06/11	Concord	Lagasse, Lucien	Duquette, Dorothee
Adams, Maureen	07/12	Pembroke	Ives, Rolland	Abbott, Helena
Grimes Sr. Stanley	08/02	Concord	Grimes, Freeman	Sargent, Pearle
Lemay, Doris	08/09	Concord	Belanger, Eugene	Gagnon, Lillian
Tinkham, Paul	08/10	Lebanon	Tinkham, Joseph	Semerjian, Ruth
Boulet, Viola	09/04	Pembroke	Perry, Ralph	Colby, Marion
Cruson, Pieter	09/17	Concord	Cruson, Daniel	Getchell, Brenda
Perham, Corey	09/26	Pembroke	Perham, Andrew	Mcilvain, Diane
Fournier, Robert	10/20	Concord	Fournier, Ulric	Leblanc, Germaine
Northrup, Irma	10/23	Concord	Wheaton, Floyd	Somers, Ruby
Demers, Donald	10/27	Merrimack	Demers, Willie	Levesque, Esther
Chestang, Hilary	10/28	Concord	Lister, David	Grover, Josephine
Bowden, Gloria	11/23	Pembroke	Petrie, Frank	Pierotti, Sylvia
Matava, Barbara	11/23	Concord	Hoyt, Robert	Cunningham, Frances
Rando, David	11/29	Pembroke	Rando, Joseph	Guelli, Josephine
Moffitt, Evelyn	12/02	Concord	Carter, George	Cook, Evelun
Nash, Maureen	12/05	Merrimack	Delaney, Patrick	Armstrong, Madge
Cochran, Myrtle	12/06	Concord	Barnes, Fred	Whiting, Florence
Minezes, Pamela	12/31	Concord	D'Souza, Joachim	Currie, Gladys

REPORT OF THE SUPERVISORS OF THE CHECKLIST

There were no Federal or State elections in 2013 for the Supervisors of the Checklist. Although there were no major elections this year it was still a very busy year due to the requirement from the state to review and merge any duplicate voters to keep the Statewide Voter Database current and accurate. This was a long process that took many hours of hard work by the Checklist Supervisors.

The Supervisors held all required and published sessions for voters to register and make corrections, additions, deletions, and party changes. The Supervisors were present at the following:

School District Meeting - March 9, 2013

Town Election Day - March 12, 2013

Town Deliberative Session - March 16, 2013

Qualified resident may register to vote at the Town Clerk's Office in the Town Hall during regular business hours, at required Supervisors of the Checklist sessions, and at the polls on voting days. Each person desiring to register to vote must fill out and sign a standard Voter Registration Form. The Checklist Supervisors must determine whether the applicant is legally qualified to vote in the community. To qualify, a person must provide evidence that he/she is at least eighteen years of age, a citizen of the United States (either born in the U.S. or naturalized), and is domiciled in the community in which he/she seeks to register.

We wish to thank Jim Goff, Town Clerk, and other Town staff and the Board of Selectmen for their continued help and support.

Respectfully submitted:

Checklist Supervisors

Patricia Y. Crafts

Linda A. Williams

Roland Young



SOUCOOK RIVER TAX INCREMENT FINANCING DISTRICT

2013 ANNUAL REPORT

The Soucook River Tax Increment Financing District (TIF) encompasses nine (9) properties consisting of approximately 250 acres located around the intersection of Route 3 and Route 106. The purpose of the Tax Increment Financing District is to create employment opportunities for Pembroke residents and stimulate commercial growth to increase Pembroke's commercial tax base and stabilize local property taxes.

The Tax Increment Financing Plan is administered by the Town Administrator and implemented by the Board of Selectmen / Town Meeting. In 2006, the Board of Selectmen established an Advisory Board to assist with planning, construction and implementation of the TIF Plan. The Advisory Board is comprised of five (5) members, of which, a majority of the members are property owners or occupants of property located within or adjacent to the TIF District.

TIF FINANCIAL SUMMARY ***For the year ended December 31, 2013***

INCREMENT CALCULATION:

April 1, 2004 assessment	\$6,333,912.00
April 1, 2013 assessment	<u>\$30,847,051.00</u>
<i>Total assessment increase</i>	<i>\$24,513,139.00</i>

TIF captured assessed value	\$ 2,451,314.00
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BEGINNING FUND BALANCE:	\$410,007.91
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PROJECT REVENUES:

2013 Tax increment	<u>\$65,793.00</u>
<i>Total Revenues</i>	<i>\$65,793.00</i>

PROJECT COSTS:

Expense	<u>\$ 0.00</u>
<i>Total Costs</i>	<i>\$ 0.00</i>

ENDING FUND BALANCE:	\$475,800.91
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TRUSTEES OF TRUST FUNDS

ANNUAL REPORT FOR CALENDAR YEAR 2013

The Trustees would like to take this opportunity to summarize the key changes in the Trust Funds for 2013.

The past year saw more activity than is customary in the trust accounts. A fund for the celebration of the Town's 250th Anniversary was closed in 2013 while a new fund for Cemetery Donations was established. The trust for Cemetery Perpetual Care was converted from cash to equities in 2013, in response to low interest yields on cash.

The Sewer Department established two new capital reserve accounts, one for equipment and buildings and the other for sewer plant expenses.

Finally, there were changes in the composition of stocks in the Scholarship Fund. Shares of HJ Heinz had to be tended because the company was taken private. Shares of BankAmerica were sold due to disappointing prospects, and a partial sale of Duke Energy shares was needed to balance the portfolio. Proceeds from sales were used to add to existing positions and enhance future dividend revenue.

As is customary, the Trustees have provided a separate "Schedule of Trust Balances" and "Statement of Change in Trust Assets" for School Warrant items and Town Warrant items in this Town Report. Forms MS-9 and MS-10 which can be difficult to comprehend and which contain essentially the same data as statements in the Town Report are not included. Those forms are prepared and submitted annually to the State Department of Revenue Administration and the Office of the Attorney General, Division of Charitable Trusts. Trust laws dictate however, that Cemetery Trusts information contained on Form MS-9 be published annually. That required information can be found on adjacent pages in this report.

Minutes of Trustee meetings can be seen on the Town's web site and copies of those minutes along with a copy of the Investment Policy which is ratified annually are provided to Town Auditors and are also available from the Trustees upon request.

Respectfully submitted: Gerard Fleury - Trustee
Daniel Crean – Trustee
Courtney Eschbach - Trustee

**TRUST FUND REPORT OF THE TOWN OF PEMBROKE,
NEW HAMPSHIRE ON DECEMBER 31, 2013
SCHEDULE OF TRUST BALANCES - MUNICIPAL**

Cemetery Trusts - Unexpendible Balance	\$36,270.00
Cemetery Trust - Available for Distribution (C or D)	29,723.76
Library Book Fund - Unexpendible Balance	4,666.62
Library Book Fund - Available for Distribution (E)	513.42
Library Media Fund - Available for Distribution (E)	10,157.51
Library Bldg & Grnds - Available for Distribution (E)	3,500.60
Cemetery Improvements - Available for Distribution (C)	10,532.14
Cemetery Donation Fund - Available for Distribution (D)	232.13
Town Equipment Fund - Available for Distribution (C)	305,488.07
Police Cruiser Replacement - Available for Distribution (C)	60,321.75
Police Small Equipment Fund - Available for Distribution (D)	38,520.25
Fire Major Equipment Fund - Available for Distribution (C)	19,578.32
Fire Small Equipment Fund - Available for Distribution (D)	204,711.40
Recreation Capital Reserve - Available for Distribution (C)	64,469.73
Sidewalk Building & Repair Fund - Available for Distribution (C)	42,228.31
Water Works Capital Reserve I - Available for Distribution (A)	85,810.89
Water Works Capital Reserve II- Available for Distribution (A)	178,905.64
Sewer Commission - Capital Improvements (B)	179,502.45
Sewer Commission - Repair & Replacement (B)	129,711.66
Sewer Commission - Sewer Plant Reserve (B)	3,292.82
Sewer Commission - Equip & Buildings (B)	40,001.45
Town Hall Cupola Fund - Available for Distribution (D)	1,075.18
Town Clock Fund - Available for Distribution (D)	1,715.12
Sewer & Water Capital Reserve - Available for Distribution (D)	65,647.34
Municipal Facilities Capital Reserve (D)	180,247.05
Property Revaluation Fund (D)	80,690.44
Bridge Repair & Replacement - Available for Distribution (D)	84,845.23
TOTAL UNEXPENDIBLE FUNDS	40,936.62
PRESENT ACCOUNT BALANCE	<u>1,821,422.66</u>
TOTAL TRUST FUNDS	\$1,862,359.28

Distribution legend:

- (A) Water Commissioners are Agents to Expend.
- (B) Sewer Commissioners are Agents to Expend.
- (C) Warrant Article at Town Meeting Required for Expenditure.
- (D) Selectmen are Agents to Expend.
- (E) Library Trustees are Agents to Expend.

**TRUST FUND REPORT OF THE TOWN OF PEMBROKE,
NEW HAMPSHIRE ON DECEMBER 31, 2013
CHANGE IN TRUST FUND ASSETS - MUNICIPAL**

Assets at December 31, 2012	\$2,605,069.11
Contributions to the Trusts:	
Fire Equipment Capital Reserve	175,000.00
Fire Small Equipment Fund	40,000.00
Cemetery Donation Fund	232.13
Town Equipment Fund	200,000.00
Town Hall Cupola Fund	485.64
Library Media Capital Reserve	3,500.00
Sewer Capital Improvement	17,439.89
Sewer Repair & Replacement Fund	20,000.00
Sewer Plant Reserve	3,292.67
Sewer Equipment & Building Capital Reserve	40,000.00
Police Cruiser Replacement Fund	45,000.00
Police Small Equipment Capital Reserve	14,000.00
Recreation Capital Reserve	20,000.00
Municipal Facilities Capital Reserve	25,000.00
Revaluation Capital Reserve	<u>32,500.00</u>
	\$636,450.33
Earnings on Trust Investments:	
Cemetery Trust - Perpetual Dividends	9.13
Cemetery Trust - Perpetual Care Interest	238.34
Cemetery Improvements	1.69
Library Book Fund	0.84
Library Media Fund	1.00
Library Building & Grounds Fund	0.53
Town Equipment Fund	43.22
Fire Major Equipment Fund	130.30
Fire Small Equipment Fund	24.68
Water & Sewer Capital Improvement	9.78
Water Works Capital Improvements	12.80
Water Works Equip. & Buildings	26.66
Town Hall Cupola Fund	0.11
Town Clock Fund	0.23
Municipal Facilities Capital Reserve	23.22
General Purpose Sidewalk Fund	6.31
Recreation Fund	8.04
Police Cruiser Fund	7.29
Police Small Equipment Fund	3.70
Sewer Commission Capital Improvement	24.92
Sewer Commission Repairs & Replacement	17.04
Sewer Plant Reserve	0.15
Sewer Equipment & Building Fund	1.45
Bridge Repair	12.64
Revaluation Fund	15.03
250th Anniversary Fund	<u>0.26</u>
	\$619.36
Withdrawals from Trust Funds:	
Fire Equipment Capital Reserve	1,095,036.00
Police Cruiser Fund	32,146.31
Town Equipment Capital Reserve	185,043.00
250th Anniversary Fund	2,546.21
Foss Library Book Fund	1,500.00
Revaluation Capital Reserve	52,673.00
Recreation Capital Reserve	<u>10,835.00</u>
	\$1,379,779.52
Assets at December 31, 2013	\$1,862,359.28

**TRUST FUND REPORT OF THE TOWN OF PEMBROKE
PERIOD ENDING DECEMBER 31, 2013
SCHEDULE OF TRUST BALANCES -SCHOOL**

Scholarship Fund - Unexpendible Balance	\$382,239.29
Scholarship Fund - Available for Distribution (A)	18,920.49
Literacy Trust - Unexpendible Balance	19,400.81
Literacy Trust - Available for Distribution (B)	1,911.33
Capital Repairs - Available for Distribution (C)	334,760.01
Major Equipment Fund - Available for Distribution (D)	173,570.89
Special Education Fund - Available for Distribution (D)	318,844.84
Instructional Materials (D)	99,657.70
Educational Opportunities Fund (E)	2,980.72
TOTAL UNEXPENDIBLE FUNDS	401,640.10
TOTAL AVAILABLE FOR DISTRIBUTION	<u>950,645.98</u>
TOTAL TRUST FUNDS	\$1,352,286.08

Distribution legend:

- (A) Academy Scholarship Awards Committee are Agents to Expend.
- (B) Elementary School Principals are Agents to Expend.
- (C) Warrant Article at School District Meeting Required for Expenditure.
- (D) School Board are Agents to Expend.

**TRUST FUND REPORT OF THE TOWN OF PEMBROKE
FOR PERIOD ENDING DECEMBER 31, 2013
CHANGE IN TRUST FUND ASSETS - SCHOOL**

Assets at December 31, 2012 **\$1,300,570.51**

Contributions to the Trusts:

Educational Opportunities Fund	1,486.16
Instructional Materials Capital Reserve	25,000.00
School Buildings Capital Reserve	<u>75,000.00</u>
Total Contributions	\$101,486.16

Earnings on Trust Investments:

Dividend Income - Scholarships	25,578.63
Interest Income - Scholarships	2.12
Capital Gains - Scholarships	51,995.82
Interest - Literacy Trust	0.17
Dividends - Literacy Trust	988.38
Interest Income on Educational Opportunities Fund	0.51
Interest Income on Special Education Capital Reserve	47.49
Interest Income on Building Capital Reserve	40.58
Interest Income on School District Major Equipment Fund	27.15
Interest Income on School Instructional Materials	<u>13.65</u>
Total Earnings	\$78,694.50

Withdrawals from Trust Funds:

Scholarship Funds Awarded	23,500.00
Educational Opportunities Trust	4,462.49
Building Capital Reserve Funding	49,497.00
Instructional Materials Capital Reserve	25,000.00
Equipment Capital Reserve	25,222.00
Literacy Trusts	<u>783.60</u>
Total Withdrawals	\$128,465.09

Assets at December 31, 2013 **\$1,352,286.08**

PERPETUAL CARE CEMETERY TRUST FUNDS

Yr. Created	Name	Amount	Yr. Created	Name	Amount	Yr. Created	Name	Amount
1888	E.N. Upham	100.00	1929	Frank L. Aldrich	300.00	1947	Burton G. Goward	100.00
1889	Sarah P. Knox	500.00	1930	Edwin Dearborn	150.00	1949	Charles Baker	150.00
1894	Deborah P. Knox	50.00	1930	True W. Fowler	100.00	1949	Frederick B. Eaton	200.00
1903	Mary Kimball	300.00	1930	Jacob Woods	500.00	1950	Freeman G. Hewey	100.00
1907	Vesta Abbott	500.00	1931	Freeman W. Haynes	200.00	1950	Mabel G. Morrison	200.00
1907	Abbie K. McFarland	200.00	1932	David S. Batchelder	100.00	1951	Fred M. Pettengill	150.00
1907	Sarah F. Blanchard	100.00	1933	Samuel Moore	300.00	1951	George B. Lake	200.00
1910	Ellen R. Hayes	100.00	1933	William H. Thompson	100.00	1952	Charles H. Ruggles	150.00
1911	John G. Bartlett	100.00	1934	Crosby Knox	100.00	1953	Herbert Glidden	200.00
1917	Pluma E. Richardson	50.00	1934	Charles V. Fisher	50.00	1953	Hallett Patten	200.00
1918	Mary E. Adams	50.00	1934	C.C. French	100.00	1953	Charles E. Cushing	200.00
1919	Annie B. Thompson	250.00	1934	William Haseltine	150.00	1954	John Marden	200.00
1921	William M. Fife	100.00	1934	Jeremiah Wilkins	100.00	1954	Walter Libbey	100.00
1921	Mary E. Osgood	200.00	1934	F.S. Whitehouse	250.00	1954	Myra Georgi	200.00
1921	George West	100.00	1935	Solomon Whitehouse	150.00	1954	Edward Kimball	150.00
1921	Ellen D. Kimball	50.00	1935	Hall Wilkins	100.00	1956	Samuel Webster	200.00
1923	David D. Richardson	600.00	1936	George Miller	100.00	1956	Maude L. Locke	200.00
1924	John F. Clifford	100.00	1936	Stephen Bates	200.00	1956	Levi & Olive Burroughs	50.00
1924	Willis H. Noyes	250.00	1936	Charles N. Quimby	100.00	1957	John C. Bradbury	200.00
1925	Winthrop Fowler	100.00	1937	Benjamin Fowler	100.00	1958	E.W. Forrest	200.00
1927	Mary W. Morrison	200.00	1937	William Johnston	100.00	1958	Fred W. Saltmarsh	300.00
1927	Jonathan Payson	100.00	1938	Thomas Holt	100.00	1958	L.E. Warren	600.00
1927	Timothy Drew	100.00	1939	Rowell & Worchester	100.00	1958	Kenneth M. Woodbury	400.00
1928	Adin G. Fowler	100.00	1939	Horace Batchelder	100.00	1958	Jeremiah Morgan	500.00
1928	T.L. & Henry Fowler	200.00	1939	Jeremiah Wilkins	100.00	1958	Arthur Gage	100.00
1928	Nancy S. Colby	100.00	1940	Martin C. Cochran	250.00	1959	Gustav Ober	200.00
1928	Philip Holt	100.00	1941	George O. Harris	100.00	1959	Josiah Brown	100.00
1928	Annie C. Drake	100.00	1942	Julia E. Cass	100.00	1959	Lewis Cass	400.00
1928	George Morgan	100.00	1942	Charles A. Gile	100.00	1959	Carlton W. Bennett	200.00
1928	Annette K. Knox	200.00	1944	Minot R. Fife	100.00	1960	Edith West	200.00
1928	Samuel D. Robinson	100.00	1945	James E. Adams	300.00	1961	Charles N. Nixon	200.00
1928	Parker Bailey	50.00	1945	Walter Hayward	300.00	1961	Gedeon Vigno	100.00
1928	James Stevens	100.00	1946	Thomas Brasley	100.00	1961	John Sullivan	250.00
1929	Daniel T. Merrill	100.00	1946	Annie M. Edgerly	100.00	1961	Henry T. Simpson	200.00
1929	George W. Sargent	150.00	1946	Albert Mason	50.00	1964	Edwin M. Annis	200.00
		5,600.00						7,300.00

PERPETUAL CARE CEMETERY TRUST FUNDS

Yr. Created	Name	Amount	Yr. Created	Name	Amount	Yr. Created	Name	Amount
1964	Rufus George	200.00	1968	Burt D. Robinson	400.00	1974	Ashley H. Knowlton	100.00
1964	Evans Clark	300.00	1970	Forrest Huggins	200.00	1974	Hasselind & Tilden	200.00
1964	George H. Batchelder	250.00	1970	E. George Bayer	200.00	1947	Russ & Nevley Hilliard	200.00
1964	Gilman Bradbury	200.00	1971	Moses Martin	200.00	1975	Enoch Nerbonne	200.00
1967	Frederick & Jean Talk	200.00	1971	John Rand	200.00	1977	George Cofran	300.00
1967	Jenness Dearborn	200.00	1971	Mark Milton	100.00	1977	Norman & Abby Smith	200.00
1968	Batchelder & Lamb	200.00	1972	Eleazer Baker	200.00	1977	Locke & Clough	500.00
1968	Agar & Rogge	200.00	1972	Maynard Knowlton	80.00	1978	Duffet Lot	1000.00
1968	Gilbert Asfles	200.00	1974	Harry & Erwin Chase	200.00	1978	Bates Lot	200.00
1968	William Miller	200.00	1974	Mary A. Wyker	200.00	1979	Willard & Ruth Hill	200.00
1968	Tim & Viola Fowler	200.00	1974	Everett & Grace Farr	200.00	1980	*	150.00
1968	George Lea	200.00	1974	Harrison Morgan	100.00	1981	Evergreen Perp Care	6940.00
		2,550.00				1982	*	1600.00
						1983	*	700.00
						1985	Catherine Simpson	500.00
						1986	*	300.00
								13,290.00
								36,270.00

Evergreen Cemetery Lots

* Trust records document the increase in trust principal but not the identity of the Lot Owner.

SEWER COMMISSION REPORT

In 2013, the Town voted to have a Sewer sub-committee look at the billing/ collection procedures and the maintenance done on the collection system. A final report should be available for 2014 Town Meeting.

In 2003 the selectmen voted not to collect any of the sewer rents as they had done for many years for the commission due to software issue from account numbers to map and lot. In 2013, the Tax Collector received a warrant (list of accounts that were outstanding) for 2012 to be collected. This will continue every year in early January. The commission will be actively pursuing those accounts that owe any money prior to 2012. If you are not on a payment plan for these amounts contact the sewer office for more information. Please remember that if you are on a payment plan, payments must be received as agreed to or further action will be taken. The sub-committee has recommended that late penalties should be increased for more timely payments therefore; starting in 2014 late penalties will increase from \$10.00 to \$30.00 per quarter.

The Sewer Commission will continue to jet clean and camera the Town's lines as we have been doing for many years, and fixing any of the problems that are found to help reduce the I/I. The Commission would like to thank all of the Pembroke Users for helping to reduce the problem of I/I by removing sump pumps that are connected to the sewer lines and/or replacing their old sewer laterals with new water tight pipes.

The Sewer Department is located at 4 Union St. The office of the Sewer Commission is open from 8:00 a.m. to 4:00 p.m. Monday - Friday. Collection of sewer payments may be made in person on Tuesday, Wednesday or Thursday 9:00a.m. to 3:00p.m. We now accept credit/debit cards for payments. Please feel free to call us at 485-8658 should you have any questions on your sewer bill, sewer problems or sewer hookups.

The Commission meets every third Monday of the month at 7:00 p.m. at 4 Union St., the public is always welcome. Just a friendly reminder that your sewer and water account numbers are the same, if you are using a payment service to send out the checks please double check that they are being sent to the proper department and address.

Respectfully submitted,

Harold Thompson, Chairman
Jules Pellerin
Paulette Malo

PEMBROKE SEWER COMMISSION

	<u>12/16/2013</u>	<u>Budget 2013</u>	<u>Budget 2014</u>
Ordinary Income/Expense			
Income			
050-Revenue			
051-Sewer Rent Fees	834,477.22	865,289.00	902,910.00
052-Late Penalty	11,480.00	5,000.00	6,000.00
053-Hook-Up Fees-Pembroke	8,439.89	0.00	
053P-Permit Fees-Plant	3,292.67		
055-Carry Over, Prior Year		45,000.00	82,000.00
056-Jetter Rental		0.00	
058-Returned Check Fees	120.00		
059-Administration Fees	530.00	200.00	200.00
Total 050-Revenue	<u>858,339.78</u>	<u>915,489.00</u>	<u>991,110.00</u>
060-Income			
061-Interest/operating	0.00	0.00	0.00
065-Misc. Income	636.97		
070-Collection Fees			2,000.00
Total 060-Income	<u>636.97</u>	<u>0.00</u>	<u>2,000.00</u>
Transfer From Reserve		0.00	0.00
Total Income	<u>858,976.75</u>	<u>915,489.00</u>	<u>993,110.00</u>
Expense			
051A- Abatements-Sewer Receipts	4,890.10	0.00	0.00
052A-Abatement-Late Penalty	60.00	0.00	0.00
054A-Abatement Betterment		0.00	0.00
	<u>4,950.10</u>	<u>0.00</u>	<u>0.00</u>
PSC Expenses			
100-Pump Station 1			
101-Electric	349.36	360.00	360.00
102-Telephone	0.00	0.00	0.00
104-Alarm	0.00	0.00	0.00
105-Fuel	0.00	0.00	0.00
106-Labor	0.00	0.00	0.00
110-Equipment	0.00	0.00	0.00
115-Contractors	0.00	0.00	0.00
150-Maintenance			
151-Materials	0.00	0.00	0.00
152-Repairs	1,680.00	300.00	300.00
153-Supplies	0.00	0.00	0.00
154-Maintenance-other	0.00	0.00	0.00
Total 150-Maintenance	<u>1,680.00</u>	<u>300.00</u>	<u>300.00</u>
Total 100-Pump Station 1	<u>2,029.36</u>	<u>660.00</u>	<u>660.00</u>

PEMBROKE SEWER COMMISSION

200-Pump Station 2			
201-Electric	4,061.28	5,000.00	5,000.00
202-Telephone	412.41	400.00	400.00
203-Water	100.00	120.00	100.00
204-Alarm	675.00	700.00	700.00
205-Fuel		400.00	400.00
206-Labor			0.00
210-Equipment	751.79	1,000.00	1,000.00
215-Contractors	550.00	600.00	600.00
250-Maintenance			
251-Materials	83.19	1,000.00	1,000.00
252-Repairs	6,050.28	5,000.00	5,000.00
253-Supplies		500.00	500.00
254-Maintenance Other	2,044.33	1,500.00	1,500.00
Total 250-Maintenance	8,177.80	8,000.00	8,000.00
Total 200-Pump Station 2	14,728.28	16,220.00	16,200.00
300-Pump Station 3			
301-Electric	2,958.32	3,500.00	3,500.00
302-Telephone	376.15	400.00	400.00
303-Water	100.00	120.00	100.00
304-Alarm	675.00	700.00	700.00
305-Fuel	1,581.46	2,000.00	2,000.00
306-Labor		0.00	0.00
310-Equipment		600.00	600.00
315-Contractors	485.00	500.00	510.00
350-Maintenance			
351-Materials	2.75	200.00	200.00
352-Repairs	1,186.00	1,500.00	25,000.00
353-Supplies	70.18	300.00	300.00
354-Maintenance-other	637.50	800.00	800.00
Total 350-Maintenance	1,896.43	2,800.00	26,300.00
Total 300-Pump Station 3	8,072.36	10,620.00	34,110.00
400-Pump Station 4			
401-Electric	2,475.86	3,000.00	3,000.00
402-Telephone	376.57	400.00	400.00
403-Water	100.00	120.00	100.00
404-Alarm	675.00	700.00	700.00
405-Fuel	856.25	1,200.00	1,200.00
406-Labor		0.00	
410-Equipment	63.32	600.00	600.00
415-Contractors	485.00	500.00	510.00
450-Maintenance			
451-Materials	2.75	200.00	200.00
452-Repairs	1,519.84	1,000.00	1,000.00
453-Supplies	74.67	200.00	200.00
454-Maintenance-other		400.00	400.00
Total 450-Maintenance	1,597.26	1,800.00	1,800.00
Total 400-Pump Station 4	6,629.26	8,320.00	8,310.00

PEMBROKE SEWER COMMISSION

500- Pump Station 5			
501-Electric	2,723.81	3,000.00	3,000.00
502-Telephone	378.90	400.00	400.00
503-Water	100.00	120.00	100.00
504-Alarm	675.00	700.00	700.00
505-Fuel	983.72	1,300.00	1,300.00
506-Labor		0.00	
510-Equipment		600.00	600.00
515-Contractors	485.00	500.00	510.00
550-Maintenance			
551-Materials	194.37	200.00	200.00
552-Repairs	23,434.21	1,000.00	1,000.00
553-Supplies	70.19	200.00	200.00
554-Maintenance-other	267.49	400.00	400.00
Total 550-Maintenance	23,966.26	1,800.00	1,800.00
Total 500- Pump Station 5	29,312.69	8,420.00	8,410.00
600-Collection System			
605-Wages	36,293.12	41,572.00	43,185.00
605-2-Wages	15,070.00	25,205.00	31,500.00
605OT-Wages Overtime	58.66	2,200.00	2,150.00
605B-FICA & Medic	2,797.71	5,385.00	6,262.00
606-BC/BS, Dental		14,000.00	9,800.00
607-Retirement	4,098.12	6,200.00	7,954.00
615-Contractors	4,500.00	11,000.00	7,000.00
650-Maintenance			
651-Material	1,146.45	5,000.00	5,000.00
652-Repairs	3,246.10	10,000.00	20,000.00
653-Supplies	347.79	1,000.00	1,000.00
654-Maintenance-other	0.00	60,000.00	40,000.00
Total 650-Maintenance	4,740.34	76,000.00	66,000.00
655-Collection System Equip	0.00	20,000.00	16,000.00
657-Jetter Repair/Maintenanc	100.94	1,000.00	1,000.00
658-odor control	0.00	300.00	300.00
659-Safety Equipment	3,957.98	1,500.00	1,500.00
Total 600-Collection System	71,616.87	204,362.00	192,651.00
700-Administration			
701-Bank/Lien Fees	48.00	100.00	100.00
701-A-Heartland Credit Servic	938.79	400.00	1,100.00
702-Audit	1,569.50	2,500.00	2,000.00
703-Workers Comp		2,500.00	2,500.00
703A-Property Insurance	2,512.92	3,000.00	3,000.00
703B-UnEmployment		1,000.00	1,000.00
704-Stipend,Commissioners	3,900.00	3,900.00	3,900.00
705-Wages	55,078.96	55,100.00	57,223.00
705OT-Wages Overtime	0.00	785.00	820.00
705A-Life & Disability Ins.	1,070.88	1,500.00	1,500.00
705B-FICA & Medic	4,307.98	4,350.00	4,350.00
706-BC/BS, Dental	13,629.99	16,100.00	17,632.00
707-Retirement	5,357.47	5,500.00	5,500.00
708-Tools	120.07	1,000.00	1,000.00

PEMBROKE SEWER COMMISSION

709-Vehicle expense Fuel	2,050.90	4,000.00	4,000.00
709-A-Vehicle repairs 06	896.38	2,500.00	2,400.00
709-B- Vehicle repairs 04	423.49	1,000.00	1,000.00
720-Postage	2,112.24	2,000.00	2,200.00
721-Office Rent	7,658.00	7,725.00	7,789.00
722-Contractors	660.00	1,000.00	900.00
724-Uniforms/safety	648.45	800.00	800.00
725-Town Report		1.00	1.00
726-Training/Licenses		900.00	900.00
727-Public Notices		500.00	500.00
Total 700-Administration	102,984.02	118,161.00	122,115.00
710-Office			
711-Telephone/Internet	3,524.81	3,300.00	4,000.00
712-Supplies	804.70	650.00	650.00
713-Sewer Bills	360.00	400.00	400.00
713TC-Tax Collector	2,000.00		2,000.00
714-Dig Safe		5.00	1.00
715-Office Equipment			
716-Repairs/Replace	112.50	1,000.00	600.00
717-New	165.92	2,000.00	1,500.00
718-Heat Garage		0.00	
Total 710-Office	6,967.93	7,355.00	9,151.00
730-Professional Fees			
731-Engineering		15,000.00	15,000.00
732-Legal	1,690.00	25,000.00	25,000.00
733-Accountants		1.00	1.00
734-Subscription/Dues	220.00	275.00	250.00
735-GIS Sewer System	1,200.00		5,500.00
Total 730-Professional Fees	3,110.00	40,276.00	45,751.00
760-Bond Payments			
762- Betterment Payment	0.00	0.00	
Total 760-Bond Payments	0.00	0.00	0.00
800-Treatment Facility			
801-Capital Expense Plant	0.00	0.00	
802-Operating Expense	500,346.60	500,347.00	555,157.00
Total 800-Treatment Facility	500,346.60	500,347.00	555,157.00
803-Capital Pembroke	0.00	0.00	
804-Repair/Replace Pembroke		0.00	0.00
Total 803-Capital/Repair Pembroke	0.00	0.00	0.00
Total PSC Expenses	750,747.47	914,741.00	992,515.00
Uncategorized Expenses	0.00	0.00	
Total Expense	750,747.47	914,741.00	992,515.00
Net Ordinary Income	108,229.28	748.00	595.00
Minus Permit fees	11,732.56		
	96,496.72	914,741.00	992,515.00
Without Plant	250,400.87	414,394.00	437,358.00

PEMBROKE WATER WORKS

Annual report of the Board of Water Commissioners

For the year ending December 31st, 2013

Administration

The staff of the Pembroke Water Works consists of a Superintendent, 2 certified Water Operators and an Administrative Bookkeeper. Superintendent reports directly to a Board of Water Commissioners which who oversees the operations and decision making process of the Pembroke Water Works. The Board of Water Commissioners meets every third Thursday of each month at 6:00 pm. These meetings are held at the PWW office located at 346 Pembroke Street. Meetings are open to the public and all are welcome.

Hydrants

1 new hydrant was installed in Allentown due to vehicle damage. 1 hydrant was removed in Allentown because of construction and had been relocated in a prior phase of the project. 2 hydrants where repaired due to vehicle damage.

Mains

A new 1 ½" cts water main was installed in Pembroke this replaced service lines running down the road. A 2" galvanized water main was replaced in Allentown with 2" cts pipe.

Services

- 4 residential services that were re-laid - Pembroke
- 14 residential services that were re-laid – Allentown
- 30 services repaired due to leaks or inoperable shut offs
- 3 water main repairs due to leakage – Pembroke, Allentown, and Hooksett

Metering

The Capital Improvement of meter replacement to Automated Meter Reading is on going. 81 meters have been replaced in 2013 bringing the complete system to about 74 percent complete. We have noticed a drastic reduction in meter reading labor to date with what we currently have installed. Irrigation metering is available to our customers and more information can be obtained from our business office.

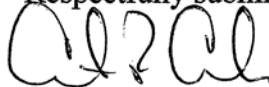
Pumpstations

We have made upgrades to three of our wells with complete electrical replacements and the installation of high efficiency motors and Variable Frequency Drives to drastically reduce the cost to pump water from those wells.

PEMBROKE WATER WORKS

The Pembroke Water Works celebrated its 100th year in 2013 and continues to take pride in its level of service. We welcome your comments and can be reached at 346 Pembroke Street, Pembroke, NH 03275 or by calling the office at 485-3362. Office hours have changed we are open 9 AM-3 PM. If you have an afterhours emergency please call 545-9806. You may also email us at pembrokewaterworks@comcast.net.

Respectfully submitted,



Christopher Culberson
Board of Water Commissioners
Chair



10:44 AM
01/07/14
Accrual Basis

Pembroke Water Works
Balance Sheet
As of December 31, 2013

	Dec 31, 13
ASSETS	
Current Assets	
Checking/Savings	
101 · Merrimack County Checking	63,507.39
103 · Payroll Checking	3,459.13
104 · Petty Cash	150.63
105 · Reserve Savings	140,810.17
107 · Capital Improvement Funds	178,904.13
108 · Contingency Investments	29,347.06
109 · Contingency Merrimack Bank	10,709.50
Total Checking/Savings	426,888.01
Accounts Receivable	
110 · Accounts Receivable	98,484.83
111 · Other Accounts Receivable	4,624.48
Total Accounts Receivable	103,109.31
Other Current Assets	
116 · Unbilled Charges for Services	80,650.97
120 · Inventory	30,960.07
130 · Prepaid Insurance	1,759.56
Total Other Current Assets	113,370.60
Total Current Assets	643,367.92
Fixed Assets	
140 · Land Water Supply	30,685.00
141 · Land Water - Storage	200.00
142 · Land - Other	1,050.00
143 · Capital Contributions	438,702.50
150 · Structure - Water Supply	526,651.22
151 · Structure - Pump Station	165,972.09
152 · Structure - Water Tank	524,981.10
153 · Structure - Shop	371,864.79
154 · Equipment - Pump Station	386,893.85
155 · Equipment - Mains	1,635,015.29
156 · Equipment - Services	131,743.90
157 · Equipment - Hydrant	81,163.54
158 · Equipment - Meters	458,465.24
159 · Equipment - Shop	51,063.12
160 · Equipment - Garage	187,393.95
161 · Equipment - Office	39,232.59
162 · Exploration	29,864.50
163 · Electrical Upgrade - Route 3	184,679.00
164 · GIS/GPS System	15,000.00
165 · Electrical Upgrade - Route 106	14,736.66
Total Fixed Assets	5,275,358.34
Other Assets	
170 · A/D - Water Supply	-220,425.71
171 · A/D - Pump Station	-133,937.57
172 · A/D - Water Tank	-263,276.21
173 · A/D - Shop Structure	-66,639.61
174 · A/D - Pump Station Equipment	-331,012.66
175 · A/D - Mains	-635,315.95
176 · A/D - Services	-119,491.91
177 · A/D - Hydrants	-58,749.01
178 · A/D - Meters	-267,068.13
179 · A/D - Shop Equipment	-48,780.12
180 · A/D - Garage Equipment	-178,886.22
181 · A/D - Office Equipment	-33,394.59

10:44 AM

01/07/14

Accrual Basis

Pembroke Water Works
Balance Sheet
As of December 31, 2013

	Dec 31, 13
182 · A/D - Exploration Costs	-29,864.50
183 · A/D - New Construction	-55,289.95
Total Other Assets	-2,442,132.14
TOTAL ASSETS	3,476,594.12
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · Accounts Payable	1,632.45
Total Accounts Payable	1,632.45
Other Current Liabilities	
220 · Payroll Liabilities	
221 · FICA	-672.44
222 · Federal Withholding	-648.00
220 · Payroll Liabilities - Other	204.30
Total 220 · Payroll Liabilities	-1,116.14
281 · Customer Escrow Payable	1,000.00
Total Other Current Liabilities	-116.14
Total Current Liabilities	1,516.31
Long Term Liabilities	
250 · Bonds/Notes	344,973.73
251 · Mortgage Payable	176,628.60
Total Long Term Liabilities	521,602.33
Total Liabilities	523,118.64
Equity	
300 · Municipal Investment	652,395.59
310 · Capital Reserve	143,282.37
320 · Retained Earnings	1,860,408.00
330 · Profit and Loss	58,948.16
Net Income	238,441.36
Total Equity	2,953,475.48
TOTAL LIABILITIES & EQUITY	3,476,594.12

NOTICE

If you own real estate lots that were involuntarily merged by municipal action, you may be able to have those lots restored to their pre-merger status.

Your property may qualify if two or more lots were merged for zoning, assessing, or taxation purposes and the merger occurred:

- During your ownership, without your consent; or
- Prior to your ownership, if no previous owner consented to the merger.

To restore your property to pre-merger status, you must:

- Make a request to the local governing body
- No later than December 31, 2016.

Once restored:

- Your properties will once again become separate lots; however, they must still conform to applicable land use ordinances. Restoration does not cure non-conformity.

Read the full statute at RSA 674:39-aa Restoration of Involuntarily Merged Lots (ATTACHED)

TITLE LXIV
PLANNING AND ZONING

CHAPTER 674
LOCAL LAND USE PLANNING AND REGULATORY POWERS

Regulation of Subdivision of Land

Section 674:39-aa

674:39-aa Restoration of Involuntarily Merged Lots. –

I. In this section:

(a) "Involuntary merger" and "involuntarily merged" mean lots merged by municipal action for zoning, assessing, or taxation purposes without the consent of the owner.

(b) "Owner" means the person or entity that holds legal title to the lots in question, even if such person or entity did not hold legal title at the time of the involuntary merger.

(c) "Voluntary merger" and "voluntarily merged" mean a merger under RSA 674:39-a, or any overt action or conduct that indicates an owner regarded said lots as merged such as, but not limited to, abandoning a lot line.

II. Lots or parcels that were involuntarily merged prior to September 18, 2010 by a city, town, county, village district, or any other municipality, shall at the request of the owner, be restored to their premerger status and all zoning and tax maps shall be updated to identify the premerger boundaries of said lots or parcels as recorded at the appropriate registry of deeds, provided:

(a) The request is submitted to the governing body prior to December 31, 2016.

(b) No owner in the chain of title voluntarily merged his or her lots. If any owner in the chain of title voluntarily merged his or her lots, then all subsequent owners shall be estopped from requesting restoration. The municipality shall have the burden of proof to show that any previous owner voluntarily merged his or her lots.

III. All decisions of the governing body may be appealed in accordance with the provisions of RSA 676.

IV. Any municipality may adopt local ordinances, including ordinances enacted prior to the effective date of this section, to restore previously merged properties that are less restrictive than the provisions in paragraph I and II.

V. The restoration of the lots to their premerger status shall not be deemed to cure any non-conformity with existing local land use ordinances.

VI. Municipalities shall post a notice informing residents that any involuntarily merged lots may be restored to premerger status upon the owner's request. Such notice shall be posted in a public place no later than January 1, 2012 and shall remain posted through December 31, 2016. Each municipality shall also publish the same or similar notice in its 2011 through 2015 annual reports.

Source. 2011, 206:4, eff. July 24, 2011.

ANNUAL REPORT OF TRI-TOWN EMS

This year saw some changes to the ambulance service in Allenstown and Pembroke. An inter-municipal agreement was entered into by the two towns to provide ambulance service for the towns. The personnel from the old Tri-Town Volunteer Emergency Ambulance Service were absorbed by the newly created service with no interruption of emergency services to the communities. Tri-Town EMS is governed by a Board which includes the fire chief's from both towns, the two Town Administrators, a member from each community and a representative of the Tri-Town EMS employees; all of whom report to the selectmen from each town.

Tri-Town EMS currently employs 3 full time employees and about 30 per diem paramedics, AEMT/Intermediates and basics/EMT's. All three levels are transitioning to new service levels as defined by the National Registry of EMT's and adopted by the State of NH Bureau of EMS services.

In 2013, Tri-Town EMS responded to a total of 1088 calls between Allenstown, Pembroke and mutual aid towns of Hooksett, Epsom, Manchester, Bow, Chichester and Concord. There were 421 calls (roughly 39%) for service to Allenstown; 591 calls (roughly 54%) for service to Pembroke; 53 calls (5%) for service to Hooksett; 15 calls (1%) for service to Epsom and the remainder split between the remaining mutual aid towns.

City	# of Runs	% of Runs
Allenstown (Town of)	421	38.69%
Bow (Town of)	2	0.18%
Chichester	1	0.09%
Concord	3	0.28%
Epsom (Town of)	15	1.38%
Hooksett (census name for Hooksett Compact)	53	4.87%
Manchester	1	0.09%
Pembroke (Town of)	591	54.32%
Suncook	1	0.09%
Unknown	0	0.00%
Total	1088	100%

Of these calls, as indicated in the chart below, 525 of the 1088 calls required an advanced level service (AEMT/Intermediate or paramedic). Having a paramedic available to the towns 24/7 has saved the towns an estimated \$315,000 in intercept costs.

ANNUAL REPORT OF TRI-TOWN EMS

City	# of Runs	% of Runs
Allenstown (Town of)	214	40.76%
Bow (Town of)	2	0.38%
Concord	1	0.19%
Epsom (Town of)	9	1.71%
Hooksett (census name for Hooksett Compact)	28	5.33%
Manchester	1	0.19%
Pembroke (Town of)	269	51.24%
Suncook	1	0.19%
Unknown	0	0.00%
Total	525	100%

Tri-Town EMS was able to update its 20+ year old stretcher with an electric stretcher that is capable of carrying weight up to 700 pounds. By converting to the electric stretcher along with the use of the stair chair with tracks, this will also help reduce workmen's compensation claims for back injuries.

Conversion from TTVEAS to Tri-Town EMS has had some growing pains in that it has slowed down compensation from the insurance companies, including Medicare and Medicaid. Once Tri-Town EMS received authorization from Medicare/Medicaid for billing, compensation is being recovered from the first half of the year and the return rate is steadily improving.

Tri-Town EMS is participating with the NH Bureau of EMS on a committee to implement a community paramedicine program. It is the goal of community paramedicine program to fill in the gaps produced by changes to the health care laws and provide our communities with a more comprehensive degree of coverage.

Generally, people think of an ambulance service as caring for the sick and injured. We are happy to report that this past year the Allenstown Fire Department, Police Department and Tri-Town EMS personnel were able to assist in bringing a new life into the world. The crews were recognized at an Allenstown Selectman meeting by the Allenstown Fire Chief.

We look forward to providing the two communities with emergency services over the next year and express our appreciation to the communities for their support and commitment to our joint organization.

Respectfully submitted

Joyce C. Booker-Janvrin, BS, EMT-P
Acting Director

PEMBROKE SCHOOL DISTRICT

PEMBROKE SCHOOL DISTRICT
For the Year Ending June 2013

Moderator
THOMAS E. PETIT

District Clerk
CYNTHIA MENARD

Treasurer
PEGGY TOPLIFF

School Board

PATRICIA N. BOUCHER	Term Expires 2014
DANIEL DRISCOLL	Term Expires 2014
DAVID DOHERTY	Term Expires 2014
JANNA CULBERSON	Term Expires 2015
THOMAS SERAFIN	Term Expires 2016

Co-Superintendents of Schools
HÉLÈNE BICKFORD ~ PATTY SHERMAN

Business Administrator
PETER AUBREY

Auditor
BRENT W. WASHBURN, C.P.A.

PEMBROKE SCHOOL DISTRICT

PEMBROKE SCHOOL DISTRICT ANNUAL MEETING PEMBROKE ACADEMY AUDITORIUM TOWN OF PEMBROKE, NH Saturday, March 9, 2013

ABSTRACT OF MINUTES

The annual Pembroke school district meeting was called to order at 10:00 a.m. by Moderator Thomas E. Petit. Supervisors of the checklist present were Roland Young, Patricia Crafts, Linda Williams and Chet Martel. Students from Pembroke Village and Pembroke Hill School led the voters in the Pledge of Allegiance. The Pembroke Academy Maestro Singers performed the National Anthem. Registered voters were checked in at the door and received a voter card. Moderator Petit instructed the voters on meeting protocol, annual reports and printed information for voters in the entrance hallway and emergency exits. Moderator Petit introduced members of the Pembroke School Board and Administrative Unit; Thomas Serafin Chair, Tammy Boucher, Janna Culberson, Daniel Driscoll, Patricia Nardone-Boucher, Patty Sherman Superintendent and Peter Aubrey Business Administrator. Moderator Petit introduced members of the Pembroke Budget Committee; Mark LePage Chair, Gerard Fleury, Brian Seaworth, Daniel Crean, Michael, Susanne Whitbeck, Marie Chouinard, and Justine Courtemanche.

Tom Serafin, Chair of the Pembroke School Board presented Tammy Boucher with a plaque for her dedicated service of six years to the Pembroke School Board. Tammy “thanked the townspeople for the opportunity to serve.”

ARTICLE #1: To hear the reports of Agents, Auditors, Committees, or Officers chosen, and to pass any vote relating thereto.

MOTION TO ACCEPT: Tom Serafin

SECONDED: Tammy Boucher

VOTE: YES

ARTICLE #1 ADOPTED

Tammy Boucher, School Board member reported to the voters present an overview of “shining examples in our school district. There are many and some of you may not have children in our schools anymore so you may not have had the opportunity to hear about all the great things going on both inside and outside the classroom. The PA Robotics Team has won 48 awards this year including two excellence awards which qualify them for the world championship in Anaheim. The PA Boys Basketball Team is ranked first in the state with a record of 19 – 0 and they will be playing here tonight at 7 pm in the quarter finals. PA neecap reading scores are 6% above the state average and neecap scores at Three Rivers have continued to go while the state has remained the same as last year. At Village School the majority of the kindergarten kids and first graders are now readers. Students at Hill School have ranked more than 21 million words this year, pretty impressive numbers. PA’s SAT math scores were over 20 points above the national average. Two students from Three Rivers excelling in Geography and Spelling are

PEMBROKE SCHOOL DISTRICT

ANNUAL MEETING 2013

representing us at the state level. PA had thirteen scholar athletics this year with criteria including academics, sports and being a good citizen. PA's Maestro Singers performed at last spring's Cherry Blossom festival in Washington and this year placed three of its members at the all state chorus. At Three Rivers four students will represent the school at the music festival this spring in band and chorus. PA is in its second year of offering a series of public forums for parents and community members on issues regarding adolescent safety and well being. The class of 2012 sent 81% of its students to college and another 4% into Military Service. At PA two students reached the 1000 points milestone in scores. Not everything can be told in numbers however much can be told about the hearts of our students and their willing to be good citizens. At Three Rivers an eighth grader led staff and students to raise over one thousand dollars in honor of her friend that lost her battle to cancer last summer." Teacher recognition by the school board and state recognition over the past five years and the support of the PALS are again more ways we have so much to be proud of in the school district. I really want to thank the people sitting behind me on the school board as well as the staff and administration. I am so privileged to have the honor to work with everyone. I am proud to tell people that my children go to the Pembroke School District because of all your hard work and effort. The community is very lucky to have you. I also want to thank my family for supporting me in my years of service for without them it would not have been possible. And thank you to all of you; parents, taxpayers and community members for your support of the school district over the years. We can all feel really good about the education our students are receiving and the great citizens we are creating."

ARTICLE #2: To see if the Pembroke School District will vote to authorize the School Board to accept gifts and donations from any source on behalf of the School District.

MOTION TO ACCEPT: Tammy Boucher

SECONDED: Tom Serafin

VOTE: YES

ARTICLE #2 ADOPTED

ARTICLE #3: To see if the District will vote to raise and appropriate the sum of \$100,950 for the purpose of replacing the PA Greenhouse shade in the amount of \$19,950, replacing flooring in two classrooms at Hill School in the amount of \$6,800, replacing flooring in one classroom at Village School in the amount of \$4,000, re-paving the old main entrance and pave new walkway at the Village School in the amount of \$5,000, replace window mechanisms at the Village School in the amount of \$4,200, replace flooring in two classrooms at Three Rivers School in the amount of \$6,400, install carpet on ramps at PA in the amount of \$1,000, replace carpet in the Library at PA in the amount of \$3,500, additional electric service for PA greenhouse in the

PEMBROKE SCHOOL DISTRICT

ANNUAL MEETING 2013

amount of \$2,500, purchase additional Gym wall pads at the cost of \$3,600, resurface running track at Pembroke Academy in the amount of \$44,000. Further to authorize the withdrawal of \$100,950 from the School Building Capital Reserve Fund for these purposes.

*School Board Recommends Approval
Budget Committee Recommends Approval.*

MOTION TO ACCEPT: Robert Farley

SECONDED: Robert Pope

VOTE: YES

ARTICLE #3 ADOPTED

Tom Serafin, Chair of the Pembroke School Board spoke on this article informing the voters present.

Karen Dowling asked for clarification in understanding the process and numbers in this article and the impact of the tax rate.

Gerard Fleury, Budget Committee clarified the process of an article from crafting it to the public vote allowing the school board to be agents to expend, the public hearing process, and unanticipated revenues. Not everything is spent; any unexpected funds go into the next year as well as any windfalls.

Karen Dowling asked how this increases the tax rate.

Gerard Fleury discussed the Department of Revenues role as to the final number for taxes balancing with the property tax rate and the rate per thousand.

RoseMarie Michaud asked about the current fund balance.

Gerard Fleury clarified.

ARTICLE #4: To see if the Pembroke School District will vote to raise and appropriate the sum of up to \$25,000 (from surplus) to be added to the Instructional Materials Expendable Trust Fund previously established, with such amount to be funded from the June 30, 2013 unreserved fund balance available for transfer on July 1, 2013.

*School Board Recommends Approval.
Budget Committee Recommends Approval.*

MOTION TO ACCEPT: Brian Lemoine

SECONDED: Daniel Driscoll

VOTE: YES

ARTICLE #4 ADOPTED

There were no questions or citizen's comments on article # 4.

PEMBROKE SCHOOL DISTRICT

ANNUAL MEETING 2013

ARTICLE #5: To see if the Pembroke School District will vote to raise and appropriate the sum of up to \$75,000 (from surplus) to be added to the Capital Reserve Building Fund previously established, with such amount to be funded from the June 30, 2013 unreserved fund balance available for transfer on July 1, 2013.

*School Board Recommends Approval
Budget Committee Recommends Approval*

MOTION TO ACCEPT: Daniel Driscoll

SECONDED: Tammy Boucher

VOTE: YES

ARTICLE #5 ADOPTED

There were no questions or citizen's comments on Article #5.

ARTICLE #6: Shall the District vote to raise and appropriate the cost items set forth in the collective bargaining agreement reached between the Pembroke School Board and the Education Association of Pembroke for the 2013/14 and 2014/15 fiscal years which calls for the following increases in salaries and benefits at the current staffing levels:

Year 2013/14 \$448,675

Year 2014/15 \$496,227

And further raise and appropriate the sum of \$448,675 for the 2013/14 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at the current staffing levels paid in the prior fiscal year?

*School Board Recommends Approval
Budget Committee Does Not Recommend Approval*

MOTION TO ACCEPT: Patricia Nardone-Boucher

SECONDED: Tammy Boucher

Karen Dowling asked about the amount of increase in pay this means.

Tom Serafin clarified.

RoseMarie Michaud asked what was included in the agreement and what have been the previous year's increases.

PEMBROKE SCHOOL DISTRICT

ANNUAL MEETING 2013

Tom Serafin clarified that he and Dan Driscoll, school board member began meeting with the Education Association last fall for the purpose of negotiating a collective bargaining agreement. Keeping in mind a balance of the goals to be respectful and competitively recruit and retain teachers and what would that cost impact be to the taxpayers.

RoseMarie Michaud asked what the ratio was, if they took into consideration what was going on in the economy and also if the budget committee could comment on why they do not approve this article.

Tom Serafin clarified the ratio as 80/20 and yes, what is going on in the economy affects all of us.

Mark LePage, Chair of the Budget Committee commented basically two reasons; the index used for cost of living was higher and a better one could be used and the overall impact to the tax rate in combination of the expenses and costs. It adds up to the bottom line not being sustainable.

RoseMarie stated she appreciated all the work they do.

Karen Dowling asked for explanation of how the budget is prepared and is there any consideration of what's affordable for the town.

Tom Serafin clarified that the school board wrestles with this every year and they absolutely do take into consideration what might be affordable. All the members of the school board are citizens and taxpayers and we feel the impact. We have the responsibility of balancing what we think is affordable with what we think is in the best interest of our students. We certainly are committed to a quality education and what is in the best interest of the students. We are also committed to factor in what that cost will be to the town. Looking in terms of how to off set it; there are cuts that have been made, the state level of funding shifting the retirement costs etc. to the towns and reducing the overall budget to balance affordability.

Karen Dowling stated she is the Executive Director of an adult literacy program and understands the value of education and responsible government but would like to go back to the issue of affordability not being in favor of this article.

Jay Ward asked what happens if this article gets turned down.

Moderator Tom Petit clarified that the school board would have to go back and renegotiate. We can not negotiate here in this annual meeting forum, we either approve or deny.

Jay Ward thanked the school board for putting together a school salary cost that addresses the inequities of our teacher's salaries.

Kathy Cruson stated she supports the salary increase and contract.

PEMBROKE SCHOOL DISTRICT

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Karen Dowling stated that she had compared Pembroke's number of students and budgets with the state and national averages sharing with the voters present three posters giving explanations of each poster and information displayed; a year to year comparative scale of school enrollment numbers and budget increases, the national inflation rate and the comparison of Pembroke's tax rate with the tax rates over the state average. Median income values of Pembroke verses the state and towns of Epping, Sandown and Auburn were presented comparatively.

After a lengthy presentation by Karen Dowling, Moderator Petit asked if a point could be made and did she support or not support the article. Ms. Dowling stated she did not support the article.

Jillian Spring a Pembroke graduate of 2007 stated she supported the competitive salary increases and contract for this article.

Dan Morris stated Pembroke is below the state average for teacher's salaries but what we are above in terms of our kids is the percent in success rates. Mr. Morris stated he was in favor of the article.

Douglas Proulx stated that based on the amount of information received that this proposal should be turned down and go back to the negotiating table to do a better job.

Pentti Aalto stated that given our state tax structure it adds to making our costs higher. The issue is do we as people take responsibility of education for ourselves and I would argue that we should, in particular if we are in fact a lower income community this is the way to start improving that statue. Mr. Aalto stated he certainly appreciated that this is a difficult decision to make living on a fixed income but at the same time this is one of those places were we should invest in support of this article.

Stephen Boucher stated you have to choose and the important choice to make is education. What's had been proposed in this article is reasonable. Cultivating the forward momentum is what we should be doing rather than stopping the progress we are making in our schools.

RoseMarie Michaud spoke against the article stating there are people in the community that have not received raises in years. Vote no and go back to the negotiating table.

Dan Boyer stated to go with the budget committee and not approve.

There being no further citizen's comments Moderator Petit re-read the article asking for a vote by a show of voter cards. The article being to close of a vote to call by a show of voter cards Moderator Petit asked for a ballot vote with the voters present in agreement.

Pembroke School District Ballots used for Article #6 were green in color.

PEMBROKE SCHOOL DISTRICT

ANNUAL MEETING 2013

Following the ballot voting process Moderator Petit reread Article #6. The results of the ballot vote were:

ARTICLE # 6

BALLOTS CAST = 165

YES = 75

NO = 90

VOTE: NO

ARTICLE # 6 FAILED

Counters of the ballots for Article #6 were; State Representative Dianne Schuett, Robert Samson, Larry Young, Charlie Mitchell, Cindy Mitchell, Rob Farley and Chet Martel.

ARTICLE #7: To see in the Pembroke School District will vote to change the purpose of the existing Equipment Expendable Trust Fund to include installation and labor costs associated with equipment purchases and to rename the fund to the Equipment, Installation and Labor Expendable Trust Fund and further to name the School Board as agents to expend from this fund.
(2/3 Majority Vote Required)

MOTION TO ACCEPT: Tom Serafin
SECONDED: Tammy Boucher

Tom Serafin gave a brief explanation of this article.

Karern Dowling asked for clarification.

Gerard Fleury of the budget committee clarified this article in terms of accounting and finance giving examples and the process used.

Karen Dowling asked about future requests.

Gerard Fleury stated this was a good question but he would not attempt to predict on behalf of any committee what the next request would be.

Laren Dowling asked about the bidding process.

Gerard Fleury stated there are state laws and formats that have to be followed as agents to expend.

Tom Serafin gave the example of the purchase of the security cameras, we had the money in the Capital Reserve Fund to purchase them but not the money in the operating budget to install them so the focus of the board in this article is to have the money to purchase and install items such as

PEMBROKE SCHOOL DISTRICT

ANNUAL MEETING 2013

the security cameras. Tom clarified the process of bidding for both items with vendors already in use as well as new items.

Gerard Fleury discussed differences of items needed to do business, using generally accepted accounting practices for use and purchase of equipment versus structures such as building and grounds. The budget committee does not have a recommendation as this article does not have a dollar amount but is a change in language requested by the school board.

Dan Crean stated that the confusion may be that this is not a Capital Reserve Fund which is only for purchase and some related items. This is an Equipment Trust Fund which expands the ability to use the trust fund for labor, as well as acquisition of equipment.

Karen Dowling stated concern for contracting with business's to fund or pay for services. Is there any way to include a mandatory bidding process for services?

Moderator Petit stated this article is about changing the name of a fund to include installation and labor. It does not have a dollar value attached. Moderator Petit stated an amendment can be made.

Dana Carlucci asked who authorizes to expend these funds currently.

Moderator Petit clarified that the school board are the agents to expend currently in this fund we are discussing to rename.

Sandra Dion stated this is a simple article however it is getting convoluted. If we purchased security cameras we want to be able to install them, that's all there is to it.

Pembroke School District Ballots used for Article #7 were blue in color.

Following the Ballot voting process Moderator Petit reread Article # 7. The results of the ballot vote were:

ARTICLE # 7

BALLOTS CAST = 151

YES = 113

NO = 38

VOTE: YES

ARTICLE # 7 ADOPTED

Counters of ballots for Article #7 were; Rob Farley, Charlie Mitchell, Chet Samson and Dianne Schuett, State Representative.

PEMBROKE SCHOOL DISTRICT

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ARTICLE # 8 To see if the Pembroke School District will vote to raise and appropriate the budget committee's recommended amount of \$24,965,386 for the support of schools, for the payment of salaries for the school district officials and agents, and for the payment for the statutory obligations of the District. The school board recommends \$24,985,386. This article does not include appropriations voted in other warrant articles.

*School Board Recommends Approval of \$24,985,386
Budget Committee recommends Approval of \$24,965,386*

Moderator Tom Petit asked Mark LePage Chair of the Budget Committee to and present Article # 8. Mark thanked the members of the budget committee for all their hard work this year, we put a lot of hours into this budget starting early in the fall. Mark also thanked the school board, the administrators and the SAU for providing us with data and answering all our questions. Mr. LePage called attention to the handouts printed for the taxpayers to follow regarding expenditures and costs. and stated that the numbers here represented do not include the salaries etc in Article #6. Mr. LePage explained there were a lot of numbers driven by the state that went into this article for example; state retirement increase of \$385,000, we have no say in that and it is a result of 11.3% to 14.6 % contribution mandated by the state. The state of NH no longer provides any funding or any contribution what so ever for retirement, that all falls on us. Insurance costs are up across the board by \$70,000, FICA is \$100,000, existing agreement contract and increases in the school board's budget \$95,000, costs of the SAU \$24,000 and there is a \$109,000 cost for electricity at PA that was a mistake made by Public Service. These none discretionary costs come up to about \$783,000 dollars. The operating budget is increasing by about \$699,000. That means the difference is about \$84,000. In other words the school budget is eating a lot of those expenses. Tom Serafin mentioned earlier the cuts made and that is where that money is coming from. Referring to the state MS 27 forms Mr. LePage brought the voters present through the columns of budgets by both the school board and budget committee and the difference between the two at \$24,000. That is the difference the budget committee had recommended and the reason for that is the index used for costs in increases. We spent a lot of time meeting with the school board and were quite pleased with the school boards recommendations and suggestions when looking at priorities and deciding what things or items they could give up in order to deal with some of the expenses. Directing the voters to the tax impact sheet Mr. LePage discussed revenues, recommendations and the overall tax impact.

**MOTION TO ACCEPT ARTICLE #8 IN THE BUDGET COMMITTEES
RECOMMENDED AMOUNT OF \$24,965,386: Mark LePage**

SECONDED: Gerard Fleury

PEMBROKE SCHOOL DISTRICT

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Moderator Petit asked if there were any questions or comments relative to the motion.

Karen Dowling asked if there were any new initiatives or positions in this budget and to describe what they are and the value or impact of these to this budget.

Tom Serafin stated there are absolutely new initiatives and explained what they were and the recommendations made following the public hearing.

RoseMarie asked what effect the sequester vote or reductions state and federally will have on us.

Moderator Petit stated there is no way to know until the results were in. As he understood it the commissioner of education was keeping the superintendents updated as soon as possible.

Moderator Petit stated he would explain hypothetically what could happen either way

Karen Dowling asked the budget committee what the increase was in percent over last year what the value was on each item cut and what the cost of taking a student from another town was in the AREA agreement.

Tom Serafin discussed the AREA agreement, revenues, tuition paying students, and the amounts on the dollar by each sending town. Hopefully this would not be impacted by the sequestration.

Dana Carlucci asked if anyone knew possibly lack of revenue from the sequester so we can get a general idea of the increase to the tax rate.

Moderator Petit asked David Sheldon Board of Selectmen member if anyone had contacted federal or state representatives regarding this.

David Sheldon stated the board was informed that Senator Ayotte was in contact with the Governors office. Numbers in forms of percents were being discussed but no official information at this point.

Mark LePage stated there is a 2.9% difference in budgets from 2012 to 2013.

Dana Carlucci asked if as enrollment goes up at Pembroke Academy are we looking at increasing positions.

Tom Serafin stated we could absorb a few more students but he would not support bringing in more out of district students that could possibly raise the cost to Pembroke taxpayers.

Dan Boyer asked what tuition is at PA, and also what was the amount in last year's article for obligation voted on?

PEMBROKE SCHOOL DISTRICT

ANNUAL MEETING 2013

Tom Serafin stated tuition at PA is \$10,981,000 and last year's amount approved was in the article for obligation for the support of schools etc. was \$24,262,244.

Dana Carlucci asked if it costs more than \$10,000 to educate a student from Pembroke verses other towns sending in their students.

Peter Aubrey Business Administrator stated No, it is two to three thousand dollars less for a Pembroke student.

MOTION TO AMEND ARTICLE # 8: Dan Boyer "I move to reduce appropriations from \$24,965,386 to \$24,626,177 in article #8.

SECONDED: John Dugan

Moderator Petit asked if there was any comment or questions to this amendment.

Karen Dowling asked about the increase in the budget and if what we were doing is affordable and why are we looking at these increases.

Tom Serafin stated that we are already decreasing positions to meet costs including the costs forced on us by the state and that voting for this amendment would further compromise positions and co-curricular activities.

Mark LePage explained we are looking at these increases because of mandated expense in costs increases and they have nothing to do with cost of living.

Susanne Whitbeck stated concern with cuts and a great deal will fall on the K – 8 levels. Also we done a lot of work in the area of special education costs, we are able to keep a great number in the district. Also stating to think long term it may sound good today but not in the long term.

Karen Dowling stated responsible government is taking last year's budget and adding 1.7% or the cost of living as the increase.

Gerard Fleury stated he was speaking as a citizen and not as a budget committee member stating he would like to ask for a little bit of collective sanity. There will be a 3% Mr. Fleury stated it is not easy to say to raise our taxes 3% but to do what you're trying to do here and just arbitrarily throw out numbers is irresponsible. Stop this discussion and vote down this amendment and get on with business.

PEMBROKE SCHOOL DISTRICT

ANNUAL MEETING 2013

There being no further comments or questions Moderator Petit read the amendment on the table:

To amend Article #8 to reduce the appropriations from \$24,965,386 to \$24,626,177.

VOTE: NO

AMENDMENT TO ARTICLE #8 FAILED

Moderator Tom Petit asked if there were any further questions or comments on Article #8. There being none Moderator Petit reread Article #8.

That the Pembroke School District will vote to raise and appropriate the amount of \$24, 965,386 for the support of schools, for the payment of salaries for the school district officials and agents, and for the payment for the statutory obligations of the District. This article does not include appropriations voted in other warrant articles.

VOTE: YES

ARTICLE #8 ADOPTED IN THE AMOUNT OF \$24, 965,386

ARTICLE #9 To choose Agents and Committees in relation to any subjects embraced in the Warrant.

There was no business needed to conduct under this article.

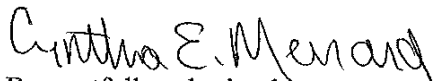
ARTICLE #10 To transact other business that may legally come before said meeting.

There being no further business to discuss:

MOTION MADE TO ADJOURN: Robert Farley

SECONDED: Susanne Whitbeck

The Pembroke School District Meeting on Saturday, March 9, 2013 was adjourned at 1:05 p.m.


Respectfully submitted;
Cynthia E. Menard
School District Clerk

C.M.,

PEMBROKE SCHOOL DISTRICT

Brent W. Washburn, CPA, Prof. Assoc.

38 Daffodil Drive

Loudon, New Hampshire 03307

603-708-1263

Independent Auditors Report

The School Board
Pembroke School District
Pembroke, New Hampshire

Report on the Financial Statements

I have audited the accompanying financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Pembroke School District as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the School District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express opinions on these financial statements based on my audit.

I conducted my audit in accordance with auditing standards generally accepted in United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions. In my opinion, the financial statements referred to previously

Opinions

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Pembroke School District as of June 30, 2013, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison and long term debt information on pages 3 through 4 and page 24 and 25 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to my enquires, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

Other Information

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Pembroke School District basic financial statements. The introductory section, combining and individual non major fund financial statements, and statistical section, are presented for purposes of additional analysis and are not a required part of the basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by United States Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is also not a required part of the basis financial statements.

The combining and individual nonmajor fund financial statements and the schedule of expenditures of federal awards are the responsibility of management and were derived from the related directly to the underlying accounting and other records used to prepare the basic financial statements. Such information have been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the combining and individual non-major fund financial statements and the schedule of expenditures of federal awards are fairly stated in all material respects in relation to the basic financial statements as a whole.

The introductory and statistical sections have not been subject to the auditing procedures applied in the audit of the basis financial statements and, accordingly, I do not express an opinion or provide any assurance on them.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, I have also issued my report dated January 26, 2014, on my consideration of the Pembroke School District's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Pembroke School District's internal control over financial reporting and compliance.

Respectfully Submitted,

Brent W. Washburn, CPA
Loudon, New Hampshire
January 26, 2014

PEMBROKE SCHOOL DISTRICT

STATEMENT OF REVENUES

For the Year June 30, 2013

REVENUES FROM LOCAL SOURCES

Current Appropriation	\$ 10,077,916.00	
		\$ 10,077,916.00

TUITION

TUITION FROM INDIVIDUALS

Regular Day School	40,659.86	
Adult Education	16,365.00	
		57,024.86

TUITION FROM OTHER LEAS WITHIN NH

Regular Day School	4,696,081.00	
Special Education	417,254.44	
		5,113,335.44

TRANSPORTATION FEES

TRANSPORTATION FEES FROM INDIVIDUALS

Regular Day School	13,914.91	
Special Education	2,210.65	
		16,125.56

OTHER LOCAL REVENUES

Earnings on Investments	64.17	
Food Service	390,568.62	
Student Activities	5,662.64	
Rentals	33,970.13	
Other Local Revenue	50,259.02	
Summer School	0.00	
		480,524.58

TOTAL REVENUE FROM LOCAL SOURCES

15,744,926.44

REVENUE FROM STATE SOURCES

Equitable Education Aid	5,526,393.00
Statewide Enhanced Education Tax	1,344,325.00
Adequacy Aid Grant - EdJobs	0.00
School Building Aid	483,910.14
Catastrophic Aid	288,070.52
Vocational Education (Transportation)	8,361.57
Child Nutrition	6,742.22
Other	0.00

TOTAL STATE REVENUE

7,657,802.45

REVENUE FROM FEDERAL SOURCES

Elementary/Secondary - Title I	261,546.12
Elementary/Secondary - Other	203,869.65
Other Restricted	0.00
Adult Education	28,953.23
Child Nutrition Program	251,897.41
Medicaid Distributions	234,928.14

TOTAL FEDERAL REVENUE

981,194.55

OTHER FINANCING SOURCES

Earnings on Investments	0.00
Transfer from Capital Projects	605.95
Transfer from General Fund	2,848.24
Transfer from Capital Reserve Fund	49,497.00
Transfer from Other Expendable Trust Funds	50,222.00

TOTAL OTHER FINANCING SOURCES

103,173.19

TOTAL REVENUES

24,487,096.63

PEMBROKE SCHOOL DISTRICT

STATEMENT OF EXPENDITURES

For the Year Ending June 30, 2013

INSTRUCTION

Regular Education Programs	\$ 9,160,624.00	
Special Education Programs	4,225,043.35	
Vocational Programs	964,908.85	
Other Instructional Programs	<u>593,018.44</u>	\$ 14,943,594.64

SUPPORT SERVICES

Student Services	1,744,331.99	
Instructional Staff	452,520.47	
General Administration	591,191.78	
School Administration	1,603,021.05	
Operation/Maintenance of Plant	1,619,731.25	
Student Transportation	682,589.70	
Central	<u>0.00</u>	6,693,386.24

DISTRICT WIDE EXPENDITURES

Facilities Acquisition & Construction	<u>630,108.78</u>	630,108.78
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OTHER FINANCING USES

Debt Service - Principal	620,700.00	
Debt Service - Interest	<u>85,616.88</u>	706,316.88

FUND TRANSFERS

To Food Service	2,848.24	
To General Fund	0.00	
Trust/Agency Funds	<u>245,507.58</u>	248,355.82

SPECIAL REVENUE EXPENDITURES-INSTRUCTION

Regular Education Programs	448,803.38	
Special Programs	0.00	
Other Instructional Programs	29,505.34	478,308.72

SPECIAL REVENUE EXPENDITURES-SUPPORT SERVICES

Student Services	6,880.32	
Instructional Staff	0.00	
General Administration	9,179.96	
School Administration	0.00	
Student Transportation	<u>0.00</u>	16,060.28

FOOD SERVICE FUND

Food Service Operation	<u>703,845.00</u>	703,845.00
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CAPITOL PROJECTS

Building Improvement	<u>131,494.05</u>	131,494.05
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TOTAL EXPENDITURES

\$ 24,551,470.41

PEMBROKE SCHOOL DISTRICT

PEMBROKE SCHOOL DISTRICT BOND PAYMENT SCHEDULE

		Principal	Interest
Addition	July, 1999 Pembroke Academy	(\$8,445,000)	
	2011/12	575,000	89,394
	2012/13	575,000	64,957
	2013/14	575,000	40,519
	2014/15 (Final)	395,000	19,907
Roof	December, 2011	(\$510,000)	
	2012/13	45,700	20,660
	2013/14	50,000	17,700
	2014/15	50,000	15,700
	2015/16	50,000	13,700
	2016/17	45,000	11,700
	2017/18	45,000	9,900
	2018/19	45,000	8,100
	2019/20	45,000	5,850
	2020/21	45,000	3,600
	2021/22 (Final)	45,000	1,350



PEMBROKE SCHOOL DISTRICT

STATISTICAL REPORT FOR PEMBROKE

2012/13

	<u>Elementary</u>	<u>Secondary</u>	<u>Total</u>
Half Days in Session	360	360	360
Enrollment	779	884	1,663
Percent of Attendance	95.6	94	94.8
Average Daily Attendance	743.2	814.8	1558

CO-SUPERINTENDENTS' SALARY

2012/13

Allentown	\$ 28,160
Chichester	22,000
Deerfield	43,340
Epsom	37,180
Pembroke	<u>89,320</u>
	\$220,000

BUSINESS ADMINISTRATOR'S

SALARY 2012/13

Allentown	\$11,473
Chichester	8,964
Deerfield	17,658
Epsom	15,148
Pembroke	<u>36,393</u>
	\$89,636

REPORT OF SCHOOL DISTRICT TREASURER

For the Fiscal Year July 1, 2012 to June 30, 2013

CASH ON HAND JULY 1, 2012 \$ 810,004.89

Received from Selectmen	11,422,241.00	
Revenue from State Sources	7,261,250.19	
Received from all Other Sources	<u>6,324,511.71</u>	
TOTAL RECEIPTS		<u>25,007,511.71</u>

Total Amount Available for Fiscal Year	\$25,817,516.60
Less School Board Orders Paid	<u>24,472,326.45</u>
BALANCE ON HAND JUNE 30, 2013	\$ 1,345,190.15

Peggy Topliff
District Treasurer

PEMBROKE SCHOOL DISTRICT

TEACHER'S SALARY SCHEDULE 2013/14

STEP	BA	BA+15	MA	MA+16
1	31,000	32,225	35,900	37,125
2	32,600	33,825	37,500	38,725
3	34,200	35,425	39,100	40,325
4	35,800	37,025	40,700	41,925
5	37,400	38,625	42,300	43,525
6	39,000	40,225	43,900	45,125
7	40,600	41,825	45,500	46,725
8	42,200	43,425	47,100	48,325
9	43,800	45,025	48,700	49,925
10	45,400	46,625	50,300	51,525
11	47,000	48,225	51,900	53,125
12	48,600	49,825	53,500	54,725
13	50,200	51,425	55,100	56,325
14	51,800	53,025	56,700	57,925

SCHOOL EMPLOYEE SALARY RANGES

Secretaries	\$13.27/hr.-\$18.57/hr.
Teacher Aides	\$11.58/hr.-\$12.50/hr.
Custodians	\$10.20/hr.-\$18.84/hr.
Lunch Program	\$ 9.01/hr.-\$12.99/hr.

SCHOOL OFFICERS SALARIES

SCHOOL BOARD MEMBERS

Tom Serafin, Chair	\$342.77
Janna Culberson	\$342.77
Daniel Driscoll	\$342.77
Tammy Boucher	\$342.77
Patricia Nardone-Boucher	\$342.77

DISTRICT CLERK

Cynthia Menard	\$25/Meeting
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MODERATOR

Tom Petit	\$65/Meeting
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DISTRICT TREASURER

Peggy Topliff	\$4,000.00
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DIRECTOR OF MAINTENANCE

Jonathan Burnham	\$40,000.00
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PEMBROKE SCHOOL DISTRICT

2013
SUMMARY REPORT
SPECIAL EDUCATION EXPENDITURES/REVENUES

In accordance with RSA 32:11-a, the following summary represents actual special education expenditures and offsetting revenues for the previous two fiscal years.

	FY 2011/12	FY 2012/13
Actual Expenditures	\$5,800,412	\$5,692,989
Actual Revenues		
♦ Catastrophic Aid	\$ 563,000	\$ 288,071
♦ Medicaid	228,071	234,928
♦ Federal Grant	340,678	397,604
♦ Tuition	501,999	417,254
♦ Transportation	<u>6,736</u>	<u>2,211</u>
Total Offsetting Revenues	\$1,640,484	\$1,340,068

- Notes:
- Actual expenditures represent a total of all designated special education budget categories. Services provided through regular education categories cannot be accurately segregated.
 - Adequate Education Aid paid in both fiscal years above contained various weighted stipends for those students identified as having special needs. These cannot be accurately identified as a separate revenue category.

PEMBROKE SCHOOL DISTRICT

Report of the Superintendents

“A good head and a good heart are always a formidable combination. But when you add that to a literate tongue or pen, then you have something very special.” Nelson Mandela

All administrators, teachers, and staff in SAU #53 work daily to sustain and promote the development of the whole child. The Association for Supervision and Curriculum Development (ASCD), an all-inclusive educational organization, has promoted the “Whole Child Initiative” since 2007. Their five tenets, outlined and highlighted below, work together to “fully prepare students for college, career, and citizenship.”

Healthy: *Each student enters school healthy and learns about and practices a healthy lifestyle.*

From community partnerships to grants for fresh fruit snacks, the culture in SAU #53 schools supports and reinforces the health and well-being of each student and staff member. By collaborating with parents and community members, our schools integrate health and well-being through on-going activities, curriculum, and assessment practices.

Safe: *Each student learns in an environment that is physically and emotionally safe for students and adults.*

Safety measures and practices have been upgraded in all of SAU #53 schools. School climate, including social, academic, physical, and emotional, is safe, friendly, and student-centered. We continually work to improve a climate, curriculum, and instruction that reflect both high expectations and an understanding of child, adolescent, and young adult growth and development.

Engaged: *Each student is actively engaged in learning and is connected to the school and broader community.*

With competency or standards based learning objectives, students are active participants in their own learning. Teachers and support staff use engaging learning strategies such as cooperative, reflective, and project-based learning. Our schools offer a range of opportunities for students to contribute to and learn within the community through field trips, sports, extended learning, volunteer projects, and internships.

Supported: *Each student has access to personalized learning and is supported by qualified, caring adults.*

RtI, (Response to Intervention) competencies, standards-based learning objectives all help to promote a school environment that supports learning for all students. SAU #53 educators use a range of diagnostic, formative, and summative assessments to monitor student progress, provide timely feedback, and adjust teaching/learning activities to maximize student progress. Parents are welcomed as partners in their children’s education.

Challenged: *Each student is challenged academically and prepared for success in college or further study and for employment and for participation in a global environment.*

The new standards have increased expectations, rigor, and understanding for students. Educators in SAU #53 continually work to improve depth of knowledge, independence, and engagement for students. 21st century standards demand opportunities for students to develop critical thinking, reasoning, problem solving, and technology skills. The increased knowledge base and access to many types and forms of information require students to be selective, understand bias, and confirm statements. We need to work together with families to help all students understand the connection between education and life-long success.

PEMBROKE SCHOOL DISTRICT

Through the challenges we all face in this time of information, technological, and fiscal change, the leadership and staff of SAU #53 continue to collaborate with each district's administrators and professional learning communities. We focus on the whole child and individual student achievement in the 21st century. We promote positive community perceptions and fiscal responsibility. Please join us in these efforts. We seek and appreciate your input as we continue to move in a positive direction in SAU #53.

Respectfully Submitted,

Hélène Bickford & Patty Sherman
Co-Superintendents of Schools

PEMBROKE SCHOOL DISTRICT

Pembroke Academy Headmaster's Report

In 2001, *Pembroke Academy* adopted a “Block Schedule” Master Schedule model; specifically, we moved to what is commonly called a 4x4, which means that students took four classes each semester, with each class lasting approximately 90 minutes. Every type of Master Schedule has its strengths and weaknesses; indeed, it’s incumbent on schools to weigh the attributes of any given model to determine which best supports the learning needs of its students. *PA*’s 2001 transition from a “traditional” schedule of eight 45-minute periods to the 4x4 was based on several considerations. We felt that in the old schedule far too much instructional time was lost in starting and ending classes and in moving between classes; moreover, we wanted to create an academic platform that supported depth of learning through allowing students to regularly use the skills and concepts that were introduced in their classes. We also sought to create a greater academic focus for our students wherein they would have responsibility for fewer than the seven or eight courses taken in the old model. Finally, we sought a Master Schedule that would facilitate more personalized and differentiated learning. In the 4x4, teachers, who taught three of the four blocks each day, typically had one-half the total student load they had in the 45-minute model, allowing them to better understand and meet the spectrum of their students’ learning needs and styles.

The 4x4 model served our school well over the past 13 years; now, evolving needs and expectations dictate that we adopt a new learning platform, and I’d like to use this year’s *Headmaster’s Report* to explain these changes. Beginning next year, *Pembroke Academy* will operate under a six-period day, which means, most fundamentally, that students will have six, sixty-minute classes each day. We feel the sixty-minute period offers an ideal balance between the old 45-minute model and the 4x4, (in the 4x4 a significant number of our students struggled to maintain their focus over the 90-minutes). Even more importantly, however, our core academic subjects—English, math, science, social studies and world language—will now run all year long, resulting not only in maintaining a continuity of instruction but also in students having up to 33% more instructional time in each core course each year than was available under the 4x4 model.

This is particularly significant given the advent of the *Common Core State Standards (CCSS)*, a set of K-12 learning expectations for English and mathematics whose development was overseen by the chief educational officers from across the country and ultimately adopted by New Hampshire and forty-four other states. In English, the *CCSS* emphasize students’ ability to analyze increasingly complex texts, to write in core critical thinking modes like *cause and effect* and *comparison and contrast*, and to develop these skills throughout the curriculum. Similarly, K-12 expectations in mathematics reflect a significant shift away from mere computational efficiency (getting the right answer) and toward a much deeper conceptual understanding of mathematics (and, therefore, the ability to transfer—that is *use*—an understanding of math to solve problems in a variety of settings. In short, the *CCSS* emphasize the *why* of math learning instead of the *how*. The quantitative increase inherent in the six-period day Master Schedule will facilitate this qualitative change.

Finally, this shift in the allocation of learning time will be accompanied by *PA*’s adoption of three differentiated diplomas, which again reflect the evolving nature of learning expectations. Our *Standard Diploma* will require students to earn a minimum of 110 credits (five credits would be awarded for successfully completing a year-long course in the six-period day). We are hopeful, however, that many students will aspire to earning a *Diploma with Distinction*, which requires students to earn 125 credits, among which must be at least two years of a world language and fifteen credits of Extended Learning Opportunities (ELO’s), such as on-line courses and internships. A third option—the gold standard—will be an *Honors Diploma*, which in addition to the requirements of the *Diploma with Distinction*, stipulates a third year of a world language as well as an overall Grade Point Average of 90. A minimum of forty credits must be earned through honors-level courses.

PEMBROKE SCHOOL DISTRICT

The Class of 2016 will be the first graduating class to have these options available.

Change is always difficult, and the option of maintaining the status quo and avoiding the stress of implementing new programs certainly holds its attractions. Simply stated, to do so in this case would be a distinct disservice to our students, who will inherit a hyper-competitive and volatile world. The changes outlined above offer our community's children the best chance to successfully meet those considerable challenges.

Respectfully submitted,
Michael Reardon, Headmaster

PEMBROKE SCHOOL DISTRICT

THREE RIVERS SCHOOL REPORT OF THE PRINCIPAL

After many years in the Pembroke School system it gives me great pleasure to provide my first principal's report for Three Rivers School. We all wish Deb Bulkley well after twelve years of dedicated service to Pembroke. We hope her retirement is relaxing and restful. Dan Morris, a life-long resident of Pembroke and former teacher, is now our assistant principal, providing exceptional leadership to our school. We have also welcomed new staff members Kelly McGrath in 5th grade language arts, Mariah Kimball in 7th grade literature, Mary Newton as our school nurse, and Scott Thibodeau in our music program.

At the beginning of the school year we developed a partnership with Southern New Hampshire University. Through this partnership students from the university observe and contribute to many classrooms throughout the building. We also match SNHU students with some of our master teachers for a student teaching experience that will be very beneficial for both Three Rivers School and SNHU. In addition a few of our seventh and eighth grade science students will be participating in Environthon which is a yearly event where students compete against teams from schools across the state by demonstrating their knowledge of environmental science. The Environthon prepares students to be future leaders in environmental science while advancing their knowledge of natural resource management. SNHU is partnering with us to help support this very exciting program.

Also in the area of science this year the seventh and eight grades are integrating scientific inquiry in their classes. Students will observe, hypothesize, investigate, analyze, and make conclusions on the biodiversity of the "Three Rivers Pond." This is a comprehensive approach to understanding the scientific method, scientific concepts, and scientific inquiry. This study will be covered for the entire school year and students will present their findings in the spring.

Our staff continues to spend a great deal of time and thought implementing competencies for each of the curriculum areas that align with the Common Core. Students are expected to meet each of these competencies to ensure understanding of the subject area being taught. The competencies also enable our staff, students, and parents to identify areas of strengths and weaknesses for all students. With this focus we are separating the students' responsibilities and behaviors from their academic achievement. By doing so we are able to identify and assess both areas with more accuracy and rigor.

Our music program is continuing to grow with approximately ninety students playing a musical instrument. We have added a jazz band and are currently sending all of our eighth grade band students to Pembroke Academy to perform with the high school program. We also have many other students involved with chorus and other musical groups that will be performing throughout the school year. We are also planning a first annual "Evening of the Arts" program that will showcase many of our students' artwork, musical talents, as well as other related performances. Please watch for dates and times in May for an evening not to be missed!

Student council continues to be involved with the school and community. Students have raised money and donated food items for those in need. Two recipients of the student council efforts have been the Town of Pembroke and the Filipino Charitable Trust. The student council also sponsors activities for students and staff that create and maintain a positive culture at school.

PEMBROKE SCHOOL DISTRICT

Drug Abuse Resistance Education, D.A.R.E., is once again being taught to our fifth grade students. Officer Bergeron works closely with staff and students for ten weeks discussing the pressures and influences of alcohol, tobacco, marijuana, inhalants and other drugs. The lessons include a decision making model that will assist students in problem solving and helping to make good decisions. Thank you Officer Bergeron and the Pembroke Police Department for all of the support you give to our students.

It is truly an honor to work so closely with the students and families of Pembroke to provide the best educational experience for all students. With this continued support the future is certainly bright for the students of Pembroke.

Respectively submitted,

Jonathan Marston

Principal
Three Rivers School



PEMBROKE SCHOOL DISTRICT

Pembroke Hill School Annual Principal's Report 2013

Hello again and welcome to another new year! It is amazing how quickly time has gone by.... This year is not unlike any other in that we have been so very busy here at the Pembroke Hill School.

The close of the 2012-2013 school year brought several positive changes to our school. Second grade teachers Jess Buzzell and Sarah Hill were the first to make their announcements.... While Mrs. Buzzell decided to take the coming year to welcome her new baby into the world and transition into parenthood, Miss Hill happily accepted the new full-time Reading Specialist position right here within PHS. Filling their vacated second grade positions, we welcomed Mrs. Jess Miaskiewicz and Mrs. Jenny Jones, both previously from Pembroke Village School, and both proving as excellent additions to our faculty. And, rounding out our wonderful “new” staff for the 2013-14 school year, is the addition of Mrs. Cristle Gordon, our Guidance Counselor, who we are so happy to say, is now with us in a full-time capacity. All of these changes and additions serve as clear examples of the hard work and dedication of our staff, parents, and community toward bringing the very best educational services possible to our children.

The impact of change that has arrived within the Pembroke District has been extremely positive and quite exciting for our staff and students. Pembroke Hill and Village Schools have continued their collaboration through sharing and planning the elementary level curriculum and overall academic services. Teachers meet during the afterschool hours each week to share and discuss programs, communicate ongoing ideas and plan for whole school success.

Over the last couple of years we have experienced a small wave of students transitioning in, out, and between the schools both within SAU 53 and beyond. We have found that our students’ introduction and overall school experiences are quite diverse and we need to work together and communicate even more effectively in order to welcome new students, provide structure and stability within the academic program across the grades, and attend to every single student’s academic needs.

Although our Response to Instruction (RTI) program has been in place for a few years now, the RTI program should be considered as “forever evolving”. This general education initiative, available to every student in our school, continues to focus on data as an indicator to student, grade level, and school-wide academic progress. The data collected over the years has indeed shown varied levels of progress from all students. A new RTI Handbook is in process of development and will be added to the staff handbook to ensure consistency within the program.

Staff continues to communicate high expectations in the delivery of the curriculum and overall student learning. We continuously seek out new resources in support of the curriculum. Students participate in hands-on, active learning through all content areas...whether it is snowshoeing with Mr. Stam across the school property, participating in Read Across America Activities, or visiting the Capitol Center for the Arts with their third grade class---kids are learning, making connections to everyday life experiences, and having fun at the same time.

PEMBROKE SCHOOL DISTRICT

The Pembroke Hill School takes pride in their involvement in the community---whether we extend a hand across the street, across town, across the country, or around the world. Children are learning how both the local community functions as well as the larger world network. From spearheading our onsite cafeteria waste-reduction program to leading in the collection of canned goods for local food pantries---it is so clear to us all that our students are a very unique group of caring individuals.

Our community members have served as great models to PHS students. The support for the popcorn program, weekly volunteerism in the library, helping Ms. O’Gorman with art show preparations, or simply attending school-wide events...these are all great examples of a whole community coming together to share in celebration and demonstrate support.

We thank *all of you*...our parents, volunteers, PALs, and private citizens who have contributed time and materials to our school---Your hard work and generosity has not gone unnoticed. You have successfully sent the message that education is important and each and every student within our schools truly matters.

Respectfully submitted,

Karen J. Cloutier
Principal

PEMBROKE SCHOOL DISTRICT

Village School Principal's Report

The Village School opened its doors last fall with a population of 174 students. We had 85 kindergarten students and 87 first grade students; however as I write this report we now have 178 students that include 93 kindergarten students and 87 first grade students.

We welcomed several new educators to our Village Community; Jennifer Forest who had been one of our Title One Teachers for a few years filled a classroom position left vacant by Jennifer Jones who became a second grade teacher at the Hill School. We were very fortunate to have Mrs. Kathy Poitras join the Village Staff as our part –time guidance counselor. It is amazing what she has already accomplished. She has been developing relationships with our students who at times come to school with way too much weight on their little shoulders; she works in each classroom teaching a school guidance program that focuses on a zero tolerance for bullying. Mrs. Poitras has also become an important link for many families that are struggling with tough economic times and other personal reasons. We are also very fortunate to have three Title One Teachers that are grant funded, and provide reading and math interventions. They are Sherrie Williams, Lauren Saccoccio and Aimee Monterio.

The devastation that occurred in Newtown Connecticut last year keeps Safety and Emergency Preparedness high on our list of initiatives. We have tightened security surrounding various procedures and our families have been very understanding of our efforts in keeping our children safe. We will continue to ask ourselves, “What more can we do or do differently?”

The Common Core State Standards’ initiative lists the essential academic goals for kindergarten and first grade students. Our new math program, Go Math is aligned with these standards. “Walk to Read” a new initiative this year, is already showing Reading improvement amongst our first grade students. Each day they “walk” and work with classmates having similar skill deficits or strengths. As the students gain these skills they continue to get what they need in order to be successful readers.

Village School is an environment where learning and achievement occur because of our shared commitment to children. The Village Staff celebrate the whole child, making sure the curriculum fits children’s individual emotional, social, cognitive, language and physical needs.

This is my 38th year in education with the last twelve years being an administrator in Pembroke. I am very fortunate to be part of this hardworking and caring community. Today, more than ever we have grandparents sharing in the responsibility of raising their grandchildren. It truly does take a Village to raise a child.

Respectfully Submitted,

Mona Sandberg
Village School Principal

PEMBROKE SCHOOL DISTRICT

PEMBROKE ACADEMY

209 Academy Road
Pembroke, New Hampshire 03275
Tel. (603) 485-7881 - Fax (603) 485-1824

TOWN REPORT 2012-2013

2012-2013

Total Visits To Health Office: 9451

Nursing Care: Assessment, Illness, Injury, Tx 5557

Medication Visits 2796

Diabetic testing: scheduled & prn: 647

Health Counseling: Self-injury/Ingestion/Wellness 88

Faculty Health Office Visits: 32

Health Records Reviewed: 328

Parental Updates Communications/Conferences/Calls: 1358

(includes: illness, injury, hearing and vision, immunization updates)

Professional Committee Participation:

Crisis Team, IEP mtgs, 504 mtgs., Discipline, Procedures, Medical consults,
Staff Development/ In-services, CPR, EAP, NEA, Universal Precautions,
School Nurse Association (district, NH and National), Red Cross Instructor,
Athletics/Medical/Interagency/Community, Make-A-Wish, Concord Hosp Pediatrics,
Professional Workshops Attended (inc. w/e & pm):

Classroom / Staff Presentations: 2

SCREENINGS:	#'s	RECHECKED	REFERRED
Vision	268	36	36
Hearing	261	4	4
Height	260	0	0
Weight	260	0	0
Blood Pressure	43	18	2
Dental	3	3	3
Respiratory	32	14	3
Appendicitis	4	1	4
Concussion	29	29	29

COMMUNICABLE DISEASES:

Pediculosis exams/dismissal	7	Chicken Pox/Shingles	0
Conjunctivitis	7	Mononucleosis	4
Strep Throat	10	Ringworm/Staph	1
Scarlet Fever	0	Meningitis (viral)	0
Lyme Tick Disease	1	Bacterial Pneumonia	0

Respectfully Submitted,
JoAnn V. Lytle, RN, BSN, BS Ed
School Nurse, Health Educator

PEMBROKE SCHOOL DISTRICT

**THREE RIVERS SCHOOL
SCHOOL HEALTH SERVICES
2012-13**

Injury Event:	890
Illness Event:	2,944
Other Heath: (Nutrition issues, health questions, health assessments)	1061
Staff Assessment	123
Home Visits:	0
Total Visits:	5,018

Medications: (also includes bacitracin, caladryl and cough drops)	3,209
Treatments: (blood glucose/ketone/nutritional/toilet monitoring etc)	1,291
Total Administration visits:	3,500

Screenings: (height, weight, vision, hearing, spinal, pediculosis)	1,225
Management (IEP/504/Student meetings; significant telephone calls)	160

Other Nursing Involvement:

TRS: Classroom Teaching/Presentations to students and staff, Unified Arts Team,
Building Team, Staff Meetings and chaperone on the Washington DC trip
Professional Committee Participation: President - Rand Trust, NH School Nurse
Association, Pembroke School Nurses, TRS Homeless Liaison
Continuing Education/CPR/First Aid Certification
Inter-Agency Collaboration- meetings with MD's, parents, Dentists,
Psychologists, teachers; transportation of sick students; calling for
Ambulance; telephone calls; staff education; writing student reports/letters;
Processing of health, medication, immunization and sport forms; etc.

Respectfully submitted,

Beth Corcoran, RN, BSN

PEMBROKE SCHOOL DISTRICT

This year I sent Health Report Cards to all students' parents detailing screening results. I also sent home health screening referrals to 49 families who children's BMI were outside of normal limits. I participated in the School Absenteeism/Influenza-like-illness reporting program for the NH DHHS. I completed and submitted the annual NH Student Immunization Status report. I coordinated the volunteers from PVS/PHS for the Soup Kitchen and I am the Sick Bank Chairperson. I am also the Substitute Coordinator for the PHS.

Respectfully submitted,

Jean T. Picard RN, BSN
School Nurse
Pembroke Hill School

PEMBROKE SCHOOL DISTRICT**SCHOOL HEALTH SERVICES FOR
PEMBROKE VILLAGE SCHOOL
2012-2013**

SCREENINGS	SCREENING	RECHECK	REFERRED
Vision	169	18	9
Hearing	169	27	5
Blood Pressure students and staff	25	35	3
Height & Weight	167	18	8
Dental	36		1
Nursing Assessment/Treatment for Illness/Injury and or health counseling:			2520
Medications/Treatments Administered			189
Home Visits			0

I participated in I.E.P. meetings, Special Education meetings, Student progress meetings and SST. I participated in the Pembroke nurses' monthly meeting to discuss health issues, policies, wellness and emergency/safety. I had many phone conversations and personal conferences with parents and healthcare providers regarding health issues and health maintenance. Promoted wellness to staff and students through coordination of flu shot clinic, staff wellness program through School Care, CPR and First Aide classes, health and wellness presentations for staff and students and planning for semi-annual Pembroke Hill and Village health fair. Organized food drive for holiday food baskets and assisted families in finding community services as needed. Developed and implemented care and treatment plans as well as emergency evacuation plans for students with chronic conditions and emergency plans for students with life threatening conditions.

Respectfully Submitted,

Kathleen Mayer RN, BSN
School Nurse
Pembroke Village School

PEMBROKE ACADEMY 2013 GRADUATES

Allenstown

Allen, Tyree J.
Apt, Nicholas J.
Bailey, Aaron W.
Boudreau, Devin
Brown, Derek, M.
Carrier-Marshall, Dylan M.
Clark, Corey
Clement, Amanda A.
Connolly, George A.
Connor, Emily A.
Dahood, Jessica L.
Demos, James C.
Foster, Derek J.
Francois, Nicholas J.
Gerrish, Melissa B.
Gilligan, Erin P.
Gover, Justin M.
Haas, Kyle W.
Halvorsen, Andrea C.
Hamel, Brianna L.
Holton, Austin D.
Horn, Juergen H.
Hrycuna, Patrick J.
Johnston, Jasmine R.
LaPlume, Emily K.
LeBlanc, Shaun P.
L'Heureux, Matthew A.
Loiselle, Angela M.
Martin, Chelsea L.
Martin, Jonathan M.
McCarthy, Brandon
Meadows, Emily R.
Monterio, Heather D.
Morin, Richard
Nedeau, Scott
O'Leary, Joshua T.
Oliver, Felicia M.
Packard, Nicole M.
Payson, Brandon E.
Perry, Gabrielle W.
Pritchard, McKenzie L.
Ricci, Joseph S.
Robinson, Troy T.
Roy, Kevin J.
Schaefer, Bradley A.

Allenstown cont'd

Smith, Mallory M.
Smith, Paige
Spaulding, Jessica A.
St. Onge, Shane D.
Sullivan, Shawn M.
Torres, Kailene B.
Tremblay, Nathan M.
Tremblay, Thomas J.
Trinidad, Arnell N.

Chichester

Bachelder, Brandon W.
Bonacorsi, Jessica J.
Chea, Alex L.
Chevrett, Hayley S.
Clarke, Kelsea G.
Cushman, Casey S.
DuPont, Dyllan R.
Farnum, Kenneth G.
Fortier, John J.
Foss, Charles W.
Hartley, Kristen N.
Heath, Derrick A.
Kenny, Samuel T.
Marshall, Meredith R.
McCormack, Cailie M.
McCrea, Miranda A.
McGowan, Shannon E.
O'Connor, Alesha
Sargent, Rachel L.
Swett, Marissa E.
Theriault, Cody S.
Walker, Oliver G.
Walter, Michael A.

Epsom

Alexander, Caleb
Barton, Christina M.
Bergeron, Adam H.
Bickford, Devan N.
Boddie, Andrew R.
Bourque, Olivia W.
Boyce, Sasha B.
Bradley, Adam J.
Brown, Jeffrey M.

Epsom cont'd

Bruce, Kyle R.
Courser, Jacob A.
Currier, Jarred T.
Dawson, Alexandra C.
DeMaggio, Malcom A.
Dupont, Jessica M.
Field, Allen J.
Freeman, Kenneth J.
Girard, Dillion T.
Gomes, Chelsea A.
Green, Kevin W.
Hebert, Danielle L.
Kibbee, Jonathan R.
Labrecque, Michael E.
Langlois, Brandon M.
LaValley, Leanna R.
Lustig, Benjamin
McFarland, Ian
McGrath, Dillion
Moschen, Jamie
O'Brien, David M.
Ordway, Jonathan D.
Osborne, James D.
Perry, Hannah V.
Plummer, Austin B.
Reeves, Daniel M.
Riel, Shelby Y.
Sirrine, Dillon J.
Skiathitis, Sawyer D.
Sullivan, Davis P.
Troian, Cammy M.
Veinotte, Karyn E.
Veinotte, Timothy M.
Virgin, Warren T.
Watson, Mikayla

Hooksett

Chagnon, Nicholas A.
Gahara, Tyler M
Gonya, Seth W.
Haskins, Bradley W.
Lewis, Trevor L.
Major, Adriana
Major, Jillian

Pembroke

Abbott, Draven A.
Abbott, Elizabeth G.
August, Richard A.
Bauer, Isabella H.
Bessette, Marcus
Bjornberg, Jacob T.
Blain, Emily R.
Boisvert, Joseph R.
Bonenfant, Jessica E.
Boulanger, Elijah
Brehm, Melanie J.
Byrne, Lindsay M.
Carr, Alyssa M.
Caraway, Joseph M.
Chown, Colby S.
Cote, Madison P.
Couture, Natasha L.
Currier, Danielle
Daniels, Allyson
DeAngelis, Rena M.
Dempsey, Cori L.
Dimitroff, Katelyn E.
Dodd, Thomas J.
Dwyer, Devin J.
Dyer, Kevin D.
Eggers, Kimberly S.
Ferguson, Thomas Z.
Filiau, Chantal G.
Flanagan, Colin S
Fleury, Bryana L.
Ford, Christoher J.
Foss, Tyler J.
Furey, Kevin R.
Garland, Ellysa J.
Gates, Autrey H.
Gates, Ginger E.
Giddis, Courtney M.
Gil, Devaun E.
Gobin IV, Robert E.
Grenier, Gianna M.
Guy, Denis R.
Gwinn, Allan B.
Ham, Bryce E.
Hanson, Katelyn M
Harper, Kelsey R.
Hutchinson, Letah
Jacques, Danielle L.
Johnson, Andrea M.
Joyce, Caitlin E.

Pembroke cont'd

Kelley, Kevin A.
Labbay, Nicholas L.
Leveque, Sarah E.
Lewis, Christopher C.
Lindsay, Sarah
Lorden, Erin N.
Madore, Andrew J.
Maher, Rene J.
Mapes, Garyn H.
Marshall, Alice
McCoo, Marissa N.
McGarr, Kenneth
McNeil, Kayla M.
Nason, Nicole K.
Nichols, Gabriella
Noel, Brittany M.
Norman, Evyn
Paradis, Benjamin E.
Pellerin, Amanda L.
Pellerin, Andrew D.
Persons, Matthew
Pike, Bridgette A.
Poulin, Matthew J..
Ricci, Joseph M.
Saturley, Brandon L.
Saucier, Gabrielle J.
Scavotto, Sean M.
Segedy, Dakota J.
Shapiro, Benjamin
Shuey, Evan J.
Smas, Kayla L.
Smith, Melissa M.
Soriano, Madeline M.
Steed, Cody M.
Steinbeiser, Cathleen M.
Steward, Madison A.
Stromvall, Natasha A.
Sweeney, Zachary R.
Valley, Donna B.
Verville, Laura M.
Weech, Alexander B.
Westgate, Stephanie M.
Young, Justin A.

PEMBROKE SCHOOL DISTRICT

THREE RIVERS SCHOOL 2013 GRADUATES

Casey Bardier
Lucas Bartlett
Colton Beevers
Jared Bjornberg
Danyelle Brasley
Collin Brennan
Mayzi Breton
Julia Byrne
Alyssa Campbell
Justin Carleton
Dominic Carpenter
Kali Chouinard
Lauren Christie
Meghan Cooper
Timothy Costello
Kayli Desrosiers
Nicole Devoe
Glenn Dion
Nicholas Donovan
Julia Driscoll
John Dugan
Cade Dumas
Austin Duquette
Chase Duval
Cameron Eberhard
Nicholas Faria
Ciarra Finch
Allison Fischer

Quinn Fisher
Jenna Gage
Emma Gagne
Meghan Gauss
Alyssa Gilbert
Lily Gilbert
Sarah Girard
Karly Hadley
Kelsey Holland
John Hollis
Sailor Hurley
Alexis Jawidzik
Brook Johnson
Cassandra Johnson
Kevin Johnson
Cody Lacey
Kyle Lacey
Savannah Landry
Mark Laudani
Dana LeMay
Elizabeth Lemieux
Allison Lessard
Patrick Locke
Andrew Lorden
Jordan Malachi
Michael Montone
Casey Mapes
Amy McLaughlin

Kaylee McMahon
Jonah Mitchell
Timothy Mullen Jr
Victoria Nafranowicz
Holly Nelson
Tamara O'Brien
Daryl O'Donnell
Jared Pandolfi
Matthew Perry
Jacob Phillips
Matthew Plante
Maxavier Putnam
Cierra Sargent
Mazin Sayed
Holly Schoeller
Jason Schoeller
Lauren Schoeller
Steven Schoeller
Blake Scott
Brooke Shaw
Cole Sporcic
Kaely St. Onge
Ekaterina Stasny
Katelin Stevens
Amber Thurston
Alexis Trexler
Adrienne Wallis
Tianna Wheeler
Garrett Wright

2014

**TOWN MEETING
WARRANT**

AND

**PROPOSED
TOWN BUDGET**

**2014 TOWN MEETING WARRANT
TOWN OF PEMBROKE, NH**

To the Inhabitants of the Town of Pembroke in the County of Merrimack in said State qualified to vote in town affairs. Voters are hereby notified to meet at the Three Rivers School at 243 Academy Road in Pembroke, NH on Tuesday, March 11, 2014 from 11:00 a.m. until 7:00 p.m. for the casting of ballots. Voters are further notified to meet at Pembroke Academy at 209 Academy Road in Pembroke, NH on Saturday, March 15, 2014, at 10:00 a.m., to discuss, amend and act upon the following articles, proposed 2014 budget and all other matters to come before the meeting.

**MARCH 11, 2014 - FIRST SESSION OF ANNUAL TOWN MEETING
(Official Ballot Voting)**

ARTICLE 1 - To choose all necessary officers for the ensuing year.

<i>OFFICE</i>	<i>TERM</i>
Town Clerk	1 year
Moderator	2 years
Treasurer	1 year
Selectman	3 years
Selectman	3 years
Sewer Commissioner	3 years
Water Commissioner	5 years
Library Trustee	3 years
Library Trustee	3 years
Library Trustee	2 years
Trust Fund Trustee	3 years
Trust Fund Trustee	1 year
Checklist Supervisor	6 years

Proposed Zoning Amendments for March 2014 Town Meeting.

ARTICLE 2 – AMEND ZONING ORDINANCE

Are you in favor of adopting the following amendments to the existing Zoning Ordinance of the Town of Pembroke?

Amendment #1

Are you in favor of the adoption of Amendment #1 as proposed by the Planning Board for the Town Zoning Ordinance as follows:

Section 143-31. A. It shall be unlawful for any person to occupy a recreational vehicle on a temporary basis, who does not possess a ~~license-permit~~ from the ~~Selectmen~~ Code Enforcement Officer. A ~~license-permit~~ is not required for the storing or parking of a recreational vehicle during periods of nonuse on the premises of the owner, or for a period of occupancy not to exceed 60 days per year;

Amendment #2

Are you in favor of the adoption of Amendment #2 as proposed by the Planning Board for the Town Zoning Ordinance as follows:

Section 143-63.D. Awning: A sign painted on or attached to the cover of a movable metallic frame of the hinged, rolled, or folding type of awning or the cover of [a fixed metallic frame](#).

Amendment #3

Are you in favor of the adoption of Amendment #3 as proposed by the Planning Board for the Town Zoning Ordinance as follows:

Section 143-39.D. Considering this application, some of the items the Planning Board might discuss with the applicant are:

1. Proposed length of stay;
2. Why an alternate location can not be used;
3. What item(s) will be stored; and
4. What is the expected removal ~~data;~~ [date;](#)

Amendment #4

Are you in favor of the adoption of Amendment #4 as proposed by the Planning Board for the Town Zoning Ordinance as follows:

Section 143-121. B. It shall be the duty of the Board of Selectmen or appointed Code Enforcement Officer to enforce the New Hampshire Building Code, as amended, under the authority granted pursuant to RSA 674:51. ~~Copies of-~~ The New Hampshire Building Code shall be available for review in the office of Planning and Land Use.

Amendment #5

Are you in favor of the adoption of Amendment #5 as proposed by the Planning Board for the Town Zoning Ordinance as follows:

Section 143-121. C. It shall be the duty of the Board of Selectmen or the appointed Code Enforcement Officer to enforce the [New](#)

[Hampshire Building Code per RSA 155:A as amended.](#)
~~following codes under the authority granted pursuant to RSA~~
~~674:51:~~

~~a. International Residential Code as published and amended by the~~
~~International Code Council Inc.~~

~~b. International Property Maintenance Code as published and amended by the International~~
~~Code Council Inc.~~

Amendment #6

Are you in favor of the adoption of Amendment #6 as proposed by the Planning Board for the Town Zoning Ordinance as follows:

Section 143-122.A Buildings and structures: It shall be unlawful for any person to erect, construct, reconstruct, demolish, or alter a structure as defined by the New Hampshire Building Code, RSA 155:A, as amended, ~~and the International Residential Code, as published and amended by the International Code Council, Inc.,~~ without applying for and receiving from the Code Enforcement Officer a building permit.

Amendment #7

Are you in favor of the adoption of Amendment #7 as proposed by the Planning Board for the Town Zoning Ordinance as follows:

Section 143-58 G (2) Maintenance: Any lawfully existing sign cannot be enlarged, ~~reworded (other than in the case of a cinema or theater signs),~~ redesigned or altered in any way, ~~including repainting in a different color,~~ except to conform to the requirements of this section. This does not include rewording or recoloring of signs where such changes do not increase non-conformance relative to the existing sign. ~~and provided f~~ Furthermore, ~~that~~ any such sign which has deteriorated to such an extent that the cost of restoration would exceed 35% of the replacement cost, that sign shall not be repaired or rebuilt or altered, except to conform to the requirements of this section.

Amendment #8

Are you in favor of the adoption of Amendment #8 as proposed by the Planning Board for the Town Zoning Ordinance as follows:

Section 143-66.3 A. Except as provided in this article VIIIA, it shall be unlawful to erect, construct in place, place or re-erect, replace, or make any external structural changes to any existing tower ~~or antenna~~ without securing a special exception therefore as hereinafter provided.

Amendment #9

Are you in favor of the adoption of Amendment #9 as proposed by the Planning Board for the Town Zoning Ordinance as follows:

Section 143-8, Definitions, Agricultural Retail Outlets

- B. FARM STAND (Roadside Stand)** — A structure either temporary or permanent, or a vehicle, from which ~~locally grown and~~ seasonal agricultural, horticultural, or silvicultural products and produce are sold. ~~the majority of which are grown by the owner.~~

~~D. TEMPORARY AGRICULTURAL RETAIL OUTLET~~ Any cart or vehicle from which agricultural, horticultural or silvicultural products and produce are sold and is governed by Chapter ~~163~~ of the Code of the Town of Pembroke, "Hawkers, Peddlers and Itinerant Vendors."

Section 143-44 B. Farm Stand: (Roadside stand)

- (1) Farm stands that operate more than ~~four~~ six months ~~[sic]~~ out of the year shall be subject to receiving a Special Use Permit by the Planning Board.; ~~those operating less than the time period specified are defined as a Temporary Agricultural Retail Outlet;~~

Amendment #10

Are you in favor of the adoption of Amendment #10 as proposed by the Planning Board for the Town Zoning Ordinance?

Section 143-8, Definitions

LOT OF RECORD - A lot ~~or parcel of land either shown on a plan or described in a deed that is recorded laid out by plan or described by a separate description in a deed recorded at the Merrimack County Registry of Deeds, and being in separate and undivided ownership at the time of the enactment of this chapter or by any subsequent amendments.~~

Amendment #11

Are you in favor of the adoption of Amendment #11 as proposed by the Planning Board for the Town Zoning Ordinance?

Section 143-103

Any ~~parcel or~~ non-conforming lot of record, as defined in § 143-8, may be built upon provided the following conditions are met:

- A. The lot of record ~~or parcel~~ complied with the minimum area, frontage, width, and depth requirements, if any, of the Zoning Ordinance then in effect at the time it was created; and
- B. ~~The lot or parcel conforms to the internal setbacks and height restrictions at the time of construction; and~~ Any lot of record that does not comply with the current setback requirements in the applicable zone may be built upon provided that at least two of the setbacks can be met; and
- C. ~~Notwithstanding NH RSA 674:41, The lot of record has the applicable frontage requirements on a Class V, or better, road. no lot is eligible for a building permit unless it has the frontage required elsewhere in this Ordinance along a Town Class V road.~~

Amendment #12

Are you in favor of the adoption of Amendment #12 as proposed by the Planning Board for the Town Zoning Ordinance as follows:

Current language of 143-68. E.2

143-68. E. Special use permit: Any use permitted in the underlying district, except these which are expressly prohibited in section D, above, shall be reviewed by the Planning Board, the Health Officer, Pembroke Water Works, and shall conform to the provisions of this section. Special use permits may be granted by the Planning Board subject to the following additional limitations:

[Amended 3-9-2010 Town Meeting by Amendment No. 4]

(1) ~~(1) (Reserved)~~ List each chemical, provide an MSDS for each chemical, and provide a notification letter with a brief synopsis of how each chemical is intended to be used, stored and disposed of for all chemicals stored in aggregate of one gallon or more or if the yearly use is five gallons or more. This requirement shall exclude operable motor vehicles, as defined by RSA 236:111 and RSA 236:112, parked on site. This list shall be submitted to the Pembroke Water Works for review and opinion prior to site plan approval.

(a) If in the opinion of the Pembroke Water Works an environmental consultant review is required, the Town of Pembroke shall hire the consultant at the applicant's expense.

(2) Petroleum products, chemicals, road salt, and other materials which have the potential for contaminating groundwater shall be stored above ground level within a fully enclosed structure designed to contain any spill within the structure. Waste that has the potential to become classified as hazardous in Title 40 of the Code of Federal Regulations (40 CFR) Part 261 must be stored indoors in an area that is free of floor drains or other sumps or penetrations that allow contact with soil or ground water.

(a) At any time that there is a change in chemicals used at the facility or new chemicals added, that would meet the quantity threshold, the Town of Pembroke shall require written notification to the Pembroke Planning Department and the Pembroke Water Works and a copy of the MSDS to be supplied.

(b) If in the opinion of the Pembroke Water Works an environmental consultant review is required, the Town of Pembroke shall hire the consultant at the applicant's expense.

(c) If there are no changes, the Town of Pembroke would require a letter stating as such every five years.

Amendment #13

Are you in favor of the adoption of Amendment #13 as proposed by the Planning Board for the Town Zoning Ordinance as follows:

To Remove in its entirety Section 143-35.1, Private Sales and Related Outdoor Display and replace with (Reserved).

~~§143-35.1 Private Sales and Related Outdoor Display.~~

[Added 3-08-2011 Town Meeting by Amendment No. 6]

- ~~A. For the purposes of this article only, the term “item(s)” will refer to all items including but not limited to: household items, motor vehicles, motorcycles, boats, recreational vehicles, trailers, and/or construction equipment.~~
- ~~B. For the purposes of this article only, the term “related outdoor display” will refer to the outdoor display of the item(s) with the intent to sell.~~
- ~~C. All items offered for private sale and related outdoor display must be outside the adjacent roadway Right-of-Way.~~
- ~~D. Residents wishing to display an item(s) with intent to sell must notify the Code Enforcement Officer via phone, email, or in person to state what item(s) will be displayed and what day the display will begin.~~
- ~~E. A maximum of three (3) items per calendar year may be offered for private sale and related outdoor display per lot.~~
- ~~F. Each item may only be displayed for a maximum of 90 days from the date of notification.~~
- ~~G. Yard sales are except from the provisions of this article.~~
- ~~H. Approved commercial sales with prior site plan approval from the Pembroke Planning Board are exempt from the provisions of this article.~~

**MARCH 15, 2014 – SECOND SESSION OF ANNUAL TOWN MEETING
(Deliberative)**

ARTICLE 3 - To see if the Town will vote to raise and appropriate the sum of \$1,200,000 for the Roadway Improvement and reconstruction project for the following streets; Pembroke Hill, Rowe Ave, Perley Ave, Girard Ave, Chappelle Street, Elm Street and Grandview Road, and to authorize the issuance of not more than \$1,200,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Selectmen to issue and negotiate such bonds or notes and to determine the interest thereon; (2/3 ballot vote required)(Passage of this article is contingent upon Article 4 being approved)

Recommended by Board of Selectmen
Recommended by Budget Committee

ARTICLE 4 – To see if the Town will vote to raise and appropriate through water fees (bond/note will be paid for by users not through property taxes) the sum of \$300,000 for the water line infrastructure improvements on Pembroke Hill and the abutting streets, and to authorize the issuance of not more than \$300,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Water Commissioners to issue and negotiate such bonds or notes and to determine the interest thereon; (2/3 ballot vote required)(Passage of this article is contingent upon Article 3 being approved)

Recommended by Board of Selectmen
Recommended by Budget Committee

ARTICLE 5 - To see if the Town will vote to approve the cost item included in the collective bargaining agreement reached between the Board of Selectmen and the International Union of Operating Engineers Local 998 regarding Public Works Employees; which calls for the following increases in salaries and benefits at the current staffing level:

<u>Fiscal Year</u>	<u>Estimated Increase</u>
2014	\$ 8,729
2015	\$11,393
2016	\$13,295

and further to raise and appropriate the sum of \$8,729 for the current fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels in accordance with the most recent collective bargaining agreement.

Recommended by Board of Selectmen
Recommended by Budget Committee

ARTICLE 6 – To see if the Town will vote to raise and appropriate \$583,500 to be deposited into the Capital Reserve Funds previously established as indicated below.

Town Equipment Capital Reserve Fund	\$125,000
Police Cruiser Capital Reserve Fund	\$ 27,500
Police Small Equipment Capital Reserve Fund	\$ 13,500
Municipal Facilities Capital Reserve Fund	\$175,000
Fire Major Equipment Capital Reserve Fund	\$150,000
Fire Small Equipment Capital Reserve Fund	\$ 20,000
Revaluation Update Capital Reserve Fund	\$ 32,500
Recreation Capital Reserve Fund	\$ 25,000
Cemetery Capital Reserve Fund	\$ 15,000

\$583,500

Recommended by Board of Selectmen
Recommended by Budget Committee

ARTICLE 7 – To see if the Town will vote to raise and appropriate the sum not to exceed \$79,000 to purchase and equip a new 1 Ton Pickup/plow truck for Public Works and to authorize the withdrawal of a sum not to exceed \$79,000 from the Town Equipment Capital Reserve Fund.

Recommended by Board of Selectmen
Recommended by Budget Committee

ARTICLE 8 – To see if the Town will vote to raise and appropriate the sum not to exceed \$73,574 to purchase and equip two (2) Police Cruiser/SUV packages and to authorize the withdrawal of a sum not to exceed \$73,574 from the Police Cruiser Capital Reserve Fund.

Recommended by Board of Selectmen
Recommended by Budget Committee

ARTICLE 9 – To see if the Town will vote to raise and appropriate the sum not to exceed \$10,000 for the purchase of new police vests and to authorize the withdrawal of a sum not to exceed \$10,000 from the Police Small Equipments Capital Reserve Fund.

Recommended by Board of Selectmen
Recommended by Budget Committee

ARTICLE 10 - To see if the Town will vote to raise and appropriate the sum not to exceed \$12,925 for necessary repairs at the Buck Street Cemetery and to authorize the withdrawal of a sum not to exceed \$12,925 from the Cemetery Improvements Capital Reserve Fund.

Recommended by Board of Selectmen
Recommended by Budget Committee

ARTICLE 11 - To see if the Town will vote to raise and appropriate the sum not to exceed \$2,000 for the purchase and installation of safety capping to be placed on the athletic fields at Memorial Field and to authorize the withdrawal of a sum not to exceed \$2,000 from the Recreation Capital Reserve Fund.

Recommended by Board of Selectmen
Recommended by Budget Committee

ARTICLE 12 – To see if the Town will vote to discontinue the Library Building Capital Reserve Fund created in 2012. Said funds, with accumulated interest to date of withdrawal, to be transferred to the Town’s General Fund.

Recommended by Board of Selectmen

ARTICLE 13 – To see if the Town will vote to raise and appropriate the sum not to exceed \$40,000 to repair the Clock Tower on Main Street and to use \$40,000 of 2013 Audited Fund Balance to offset this expense.

Recommended by Board of Selectmen
Recommended by Budget Committee

ARTICLE 14 – (Advisory) Shall the Town explore cost saving measures with regards to utility consumption, for the street lights in the community, which may require street lights to be modified (reduced wattage) or removed in certain locations. This article is advisory only and does not appropriate funds or create a new program. It is intended to gauge the sentiment for the necessary conservation efforts to reduce electric consumption.

ARTICLE 15 - To see if the Town of Pembroke shall state its opposition to any new overhead development of alternating current and direct current high voltage transmission lines within its borders; and in turn manifest the Town’s strong preference for the burial of such lines, in a manner consistent with state and federal requirements, under rights of way and power line corridors now existing or to be established. Although burial in all instances is preferred, this statement of opposition shall not apply to distribution lines carrying electrical power and other utility lines, such as telephone and cable television, for Town residential or commercial use.

ARTICLE 16 – To hear the report of the Sewer Study Committee that was created pursuant to Article #12 at the 2013 Town meeting, which voted to establish a Committee to study the current operations of the Sewer Department and its Commission with regards to billing, collection procedures, and overall operations, and to take such action in response to the report as the Town Meeting deems appropriate..

ARTICLE 17 - To see if the Town will vote to raise and appropriate the Budget Committee’s recommended amount of \$ 7,662,394 for the 2014 Municipal operating budget, not including appropriations by special warrant articles and other appropriations voted separately. The Board of Selectmen recommend raising and appropriating the sum of \$7,669,894 as the 2014 municipal operating budget.

Budget Committee Recommends \$7,662,394
Board of Selectmen Recommends \$7,669,894

ARTICLE 18 - To transact any other business that may legally come before said meeting.

Given under our hands and seal this ____ day of **February** 2014.

Justine M. Courtemanche, Chairman

Fred Kline, Vice Chairman

David A. Sheldon, Jr.,

Robert G. Samson.

Vincent E. Greco

Board of Selectmen
Town of Pembroke, NH

TOWN MEETING WARRANT FOR PEMBROKE, NEW HAMPSHIRE

Posting Certification

We hereby certify that we gave notice to the inhabitants within named, to meet at the time and place and for the purpose within mentioned, by posting an attested copy of the attached Warrant at the Pembroke Town Hall, Pembroke Village School, and Pembroke Academy on the ____ day of February, 2014.

Justine M. Courtemanche, Chairman

Fred Kline, Vice Chairman

David A. Sheldon, Jr.

Robert G. Samson

Vincent E. Greco

Board of Selectmen
Town of Pembroke, NH

BUDGET OF THE TOWN WITH A MUNICIPAL BUDGET COMMITTEE

OF:Pembroke

BUDGET FORM FOR TOWNS WHICH HAVE ADOPTED
THE PROVISIONS OF RSA 32:14 THROUGH 32:24

Appropriations and Estimates of Revenue for the Ensuing Year January 1, 2014 to December 31, 2014

or Fiscal Year From _____ to _____

IMPORTANT:

Please read RSA 32:5 applicable to all municipalities.

1. Use this form to list the operating budget and all special and individual warrant articles in the appropriate recommended and not recommended area. All proposed appropriations must be on this form.
2. Hold at least one public hearing on this budget.
3. When completed, a copy of the budget must be posted with the warrant. Another copy must be placed on file with the town clerk, and a copy sent to the Department of Revenue Administration at the address below within 20 days after the meeting.

This form was posted with the warrant on (Date): _____

BUDGET COMMITTEE

Please sign in ink.

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

THIS BUDGET SHALL BE POSTED WITH THE TOWN WARRANT

FOR DRA USE ONLY

NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL SERVICES DIVISION
P.O. BOX 487, CONCORD, NH 03302-0487
(603)230-5090

Budget - Town of Pembroke FY 2014 Unaudited Expenditures through December 31, 2013 including Encumbrances

1 2 3 4 5 6 7 8 9

ACCT.#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	OP Bud. Warr. Art.#	Appropriations Prior Year As Approved by DRA	Actual Expenditures Prior Year	SELECTMEN'S APPROPRIATIONS		BUDGET COMMITTEE'S APPROPRIATIONS	
					(RECOMMENDED)	(NOT RECOMMENDED)	RECOMMENDED	NOT RECOMMENDED

GENERAL GOVERNMENT

4130-4139	Executive		324,935	305,903	326,254		326,254	
4140-4149	Election,Reg.& Vital Statistics		121,159	114,292	129,731		129,731	
4150-4151	Financial Administration		39,635	34,594	36,152		36,152	
4152	Revaluation of Property		164,800	112,809	135,000		135,000	
4153	Legal Expense		45,000	50,187	45,000		45,000	
4155-4159	Personnel Administration							
4191-4193	Planning & Zoning		236,546	236,254	240,206		240,206	
4194	General Government Buildings		152,085	118,440	133,128		133,128	
4195	Cemeteries		20,830	17,193	18,230		18,230	
4196	Insurance		149,308	134,669	165,064		165,064	
4197	Advertising & Regional Assoc.							
4199	Other General Government							

PUBLIC SAFETY

4210-4214	Police		1,264,542	1,068,087	1,353,037		1,353,037	
4215-4219	Ambulance		189,541	189,541	262,784		262,784	
4220-4229	Fire		242,479	206,739	246,006		246,006	
4240-4249	Building Inspection							
4290-4298	Emergency Management		4,881	431	3,381		3,381	
4299	Other (Including Communications)		27,456	27,456	27,456		27,456	

AIRPORT/AVIATION CENTER

4301-4309	Airport Operations							
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HIGHWAYS & STREETS

4311	Administration							
4312	Highways & Streets		992,808	923,820	1,005,425		1,005,425	
4313	Bridges							

MS-7 Budget - Town of Pembroke FY 2014

1	2	3	4	5	6	7	8	9
ACCT.#	PURPOSE OF APPROPRIATIONS (RSA 32:3.V)	OP Bud. Warr. Art.#	Appropriations Prior Year As Approved by DRA	Actual Expenditures Prior Year	SELECTMEN'S APPROPRIATIONS Ensuing Fiscal Year (RECOMMENDED)	SELECTMEN'S APPROPRIATIONS Ensuing Fiscal Year (NOT RECOMMENDED)	BUDGET COMMITTEE'S APPROPRIATIONS Ensuing Fiscal Year RECOMMENDED	BUDGET COMMITTEE'S APPROPRIATIONS Ensuing Fiscal Year NOT RECOMMENDED
HIGHWAYS & STREETS cont.								
4316	Street Lighting		35,700	40,952	42,356		42,356	
4319	Other		5,000	285	5,000		5,000	
SANITATION								
4321	Administration							
4323	Solid Waste Collection		324,044	226,107	296,300		296,300	
4324	Solid Waste Disposal							
4325	Solid Waste Clean-up							
4326-4329	Sewage Coll. & Disposal & Other							
WATER DISTRIBUTION & TREATMENT								
4331	Administration							
4332	Water Services							
4335-4339	Water Treatment, Conserv. & Other							
ELECTRIC								
4351-4352	Admin. and Generation							
4353	Purchase Costs							
4354	Electric Equipment Maintenance							
4359	Other Electric Costs							
HEALTH/WELFARE								
4411	Administration		2,692	2,806	2,842		2,842	
4414	Pest Control							
4415-4419	Health Agencies & Hosp. & Other		19,882	19,882	19,882		19,882	
4441-4442	Administration & Direct Assist.		85,537	39,828	85,791		85,791	
4444	Intergovernmental Welfare Payemnts							
4445-4449	Vendor Payments & Other							

1	2	3	4	5	6	7	8	9
ACCT.#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	OP Bud. Warr. Art.#	Appropriations Prior Year As Approved by DRA	Actual Expenditures Prior Year	SELECTMEN'S APPROPRIATIONS Ensuing Fiscal Year (RECOMMENDED)	SELECTMEN'S APPROPRIATIONS Ensuing Fiscal Year (NOT RECOMMENDED)	BUDGET COMMITTEE'S APPROPRIATIONS Ensuing Fiscal Year RECOMMENDED	BUDGET COMMITTEE'S APPROPRIATIONS Ensuing Fiscal Year NOT RECOMMENDED
CULTURE & RECREATION								
4520-4529	Parks & Recreation		27,183	25,258	27,212		27,212	
4550-4559	Library		198,970	197,935	204,568		197,068	7,500
4583	Patriotic Purposes		200	200	200		200	
4589	Other Culture & Recreation		7,053	4,393	7,053		7,053	
CONSERVATION								
4611-4612	Admin.& Purch. of Nat. Resources		1,195	1,488	1,250		1,250	
4619	Other Conservation							
4631-4632	REDEVELOPMINT & HOUSING							
4651-4659	ECONOMIC DEVELOPMENT		1,305		355		355	
DEBT SERVICE								
4711	Princ.- Long Term Bonds & Notes		390,000	390,000	385,000		385,000	
4721	Interest-Long Term Bonds & Notes		67,450	67,450	54,750		54,750	
4723	Int. on Tax Anticipation Notes		1		1		1	
4790-4799	Other Debt Service							
CAPITAL OUTLAY								
4901	Land							
4902	Machinery, Vehicles & Equipment		175,000	147,946				
4903	Buildings				212,000		212,000	
4909	Improvements Other Than Bldgs.		573,700	476,345	308,600		308,600	
OPERATING TRANSFERS OUT								
4912	To Special Revenue Fund							
4913	To Capital Projects Fund							
4914	To Enterprise Fund							
	Sewer-		914,741	914,741	992,515		992,515	
	Water-		876,057	876,057	897,365		897,365	

1	2	3	4	5	6	7	8	9
ACCT.#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	OP Bud. Warr. Art.#	Appropriations Prior Year As Approved by DRA	Actual Expenditures Prior Year	SELECTMEN'S APPROPRIATIONS Ensuing Fiscal Year (RECOMMENDED)	(NOT RECOMMENDED)	BUDGET COMMITTEE'S APPROPRIATIONS Ensuing Fiscal Year RECOMMENDED	NOT RECOMMENDED
OPERATING TRANSFERS OUT (cont.)								
	Electric-							
	Airport-							
4918	To Nonexpendable Trust Funds							
4919	To Fiduciary Funds							
OPERATING BUDGET TOTAL			7,681,715	6,972,088	7,669,894	-	7,662,394	7,500

1	2	3	4	5	6
ACCT.#	SOURCE OF REVENUE	Warr. Art.#	Actual Revenues Prior Year	Selectmen's Estimated Revenues	Budget Committee's Est. Revenues
TAXES					
3120	Land Use Change Taxes - General Fund				
3180	Resident Taxes				
3185	Timber Taxes		7,022	1,000	1,000
3186	Payment in Lieu of Taxes		37,849	37,849	37,849
3189	Other Taxes				
3190	Interest & Penalties on Delinquent Taxes		128,057	104,000	104,000
	Inventory Penalties				
3187	Excavation Tax (\$.02 cents per cu yd)		3,683	1,500	1,500
LICENSES, PERMITS & FEES					
3210	Business Licenses & Permits			1,000	1,000
3220	Motor Vehicle Permit Fees		1,202,146	1,150,000	1,150,000
3230	Building Permits		42,869	20,000	20,000
3290	Other Licenses, Permits & Fees		41,062	28,110	28,110
3311-3319	FROM FEDERAL GOVERNMENT				
FROM STATE					
3351	Shared Revenues				
3352	Meals & Rooms Tax Distribution		315,964	315,964	315,964
3353	Highway Block Grant		141,444	141,444	141,444
3354	Water Pollution Grant				
3355	Housing & Community Development				
3356	State & Federal Forest Land Reimbursement				
3357	Flood Control Reimbursement				
3359	Other (Including Railroad Tax)		16,115		
3379	FROM OTHER GOVERNMENTS				
CHARGES FOR SERVICES					
3401-3406	Income from Departments		177,440	110,800	110,800
3409	Other Charges				
MISCELLANEOUS REVENUES					
3501	Sale of Municipal Property		9,284	2,000	2,000
3502	Interest on Investments		15,265	12,000	12,000
3503-3509	Other		59,240	28,600	28,600
INTERFUND OPERATING TRANSFERS IN					
3912	From Special Revenue Funds				
3913	From Capital Projects Funds				

1	2	3	4	5	6
ACCT.#	SOURCE OF REVENUE	Warr. Art.#	Actual Revenues Prior Year	Selectmen's Estimated Revenues	Budget Committee's Est. Revenues
INTERFUND OPERATING TRANSFERS IN (cont.)					
3914	From Enterprise Funds				
	Sewer - (Offset)		914,741	992,515	992,515
	Water - (Offset)		876,057	897,365	897,365
	Electric - (Offset)				
	Airport - (Offset)				
3915	From Capital Reserve Funds	7-9/11	1,343,587	450,074	450,074
3916	From Trust & Fiduciary Funds	10		12,925	12,925
3917	Transfers from Conservation Funds				
OTHER FINANCING SOURCES					
3934	Proc. from Long Term Bonds & Notes	3/4		1,500,000	1,500,000
	Amounts VOTED From F/B ("Surplus")	13		40,000	40,000
	Fund Balance ("Surplus") to Reduce Taxes		350,000	400,000	400,000
TOTAL ESTIMATED REVENUE & CREDITS			5,681,825	6,247,146	6,247,146

****BUDGET SUMMARY****

	PRIOR YEAR ADOPTED BUDGET	SELECTMEN'S RECOMMENDED BUDGET	BUDGET COMMITTEE'S RECOMMENDED BUDGET
Operating Budget Appropriations Recommended (from pg. 5)	7,681,715	7,669,894	7,662,394
Special Warrant Articles Recommended (from pg. 6)	1,931,154	2,300,999	2,300,999
Individual Warrant Articles Recommended (from pg. 6)	-	8,729	8,729
TOTAL Appropriations Recommended	9,612,869	9,979,622	9,972,122
Less: Amount of Estimated Revenues & Credits (from above)	5,681,825	6,247,146	6,247,146
Estimated Amount of Taxes to be Raised	3,931,044	3,732,476	3,724,976

Maximum Allowable Increase to Budget Committee's Recommended Budget per RSA 32:18:
(See Supplemental Schedule With 10% Calculation) \$953,237

BUDGET COMMITTEE SUPPLEMENTAL SCHEDULE

(For Calculating 10% Maximum Increase)

(RSA 32:18, 19, & 32:21)

VERSION #2: Use if you have Collective Bargaining Cost Items

LOCAL GOVERNMENTAL UNIT: Pembroke FISCAL YEAR END 12/31/2011

Col. A

	RECOMMENDED AMOUNT		
1. Total RECOMMENDED by Budget Committee (see budget MS7, 27, or 37)	\$9,972,122		
LESS EXCLUSIONS:			
2. Principal: Long-Term Bonds & Notes	(\$ 385,000)		
3. Interest: Long-Term Bonds & Notes	(\$ 54,750)		
4. Capital Outlays Funded From Long-Term Bonds & Notes per RSA 33:8 & 33:7-b			
5. Mandatory Assessments			
6. TOTAL EXCLUSIONS (Sum of rows 2-5)	(\$ 439,750)		
7. Amount recommended less recommended exclusion amounts (Line 1 less Line 6)	\$9,532,372		
8. Line 7 times 10%	\$ 953,237		
9. Maximum allowable appropriation prior to vote (Line 1 + 8)	\$10,925,359	Col. B	Col. C (Col. B-A)
10. Collective Bargaining Cost Items, RSA 32:19 & 273-A:1, IV, (Complete Col. A prior to meeting & Col. B and Col. C at meeting)	Cost items recommended \$ 8,729	Cost items voted	Amt. voted above recommended

MAXIMUM ALLOWABLE APPROPRIATIONS VOTED

At meeting, add Line 9 + Column C.

\$ _____

Line 8 plus any amounts in Column C (amounts voted above recommended) is the allowable increase to budget committee's recommended budget. Enter this amount on the bottom of the posted budget form, MS7, 27, or 37.

Please attach a copy of this completed supplemental schedule to the back of the budget form.

2014

**SCHOOL DISTRICT
WARRANT**

AND

**PROPOSED
SCHOOL BUDGET**

THE STATE OF NEW HAMPSHIRE

TO THE INHABITANTS OF THE SCHOOL DISTRICT IN THE TOWN OF PEMBROKE, QUALIFIED TO VOTE IN DISTRICT AFFAIRS:

You are hereby notified to meet at Pembroke Academy in said District on the 8th day of March, 2014 at 10:00 o'clock in the morning to act upon the following subjects:

1. To hear the reports of Agents, Auditors, Committees, or Officers chosen, and to pass any vote relating thereto.
2. To see if the Pembroke School District will vote to authorize the School Board to accept gifts and donations from any source on behalf of the School District.
3. To see if the District will vote to raise and appropriate the sum of \$18,300 for the purpose of replacing flooring, install electronic safety access controls and door replacements in the amount of \$38,100, replace PA field bleachers and renew backstops in the amount of \$50,000, and re-glaze PA windows in the amount of \$7,000. Further to authorize the withdrawal of \$113,400 from the School Building Capital Reserve Fund for these purposes.

School Board Recommends Approval
Budget Committee Recommends Approval

4. To see if the Pembroke School District will vote to establish an Expendable Trust Fund under the provisions of RSA 198:20-c for the purpose of Purchasing, Replacing or Repairing Technology and all related costs, and to appoint the School Board as agents to expend from this fund, and further, to raise and appropriate the sum of ten thousand dollars (\$10,000) to be placed in this fund, this sum to come from June 30, 2014 fund balance available for transfer on July 1, 2014. No amount to be raised from taxation.

School Board Recommends Approval
Budget Committee Recommends Approval

5. To see if the Pembroke School District will vote to raise and appropriate the sum of up to one hundred thousand dollars (\$100,000) to be added to the Capital Reserve Building Fund previously established, with such amount to be funded from the June 30, 2014 unreserved fund balance available for transfer on July 1, 2014. No amount to be raised from taxation.

School Board Recommends Approval
Budget Committee Recommends Approval

6. To see if the Pembroke School District will vote to raise and appropriate the sum of up to fifty thousand dollars (\$50,000) to be added to the Special Education Expendable Trust Fund previously established, with such amount to be funded from the June 30, 2014 unreserved fund balance available for transfer on July 1, 2014. No amount to be raised from taxation.

School Board Recommends Approval
Budget Committee Recommends Approval

7. To see if the Pembroke School District will vote to raise and appropriate the sum of up to ten thousand dollars (\$10,000) to be added to the Instructional Materials Expendable Trust Fund previously established, with such amount to be funded from the June 30, 2014 unreserved fund balance available for transfer on July 1, 2014. No amount to be raised from taxation.

School Board Recommends Approval
Budget Committee Does Not Recommend Approval

8. Shall the District vote to raise and appropriate the cost items set forth in the collective bargaining agreement reached between the Pembroke School Board and the Education Association of Pembroke for the 2014/15, 2015/16 and 2016/17 fiscal years which calls for the following increases in salaries and benefits at the current staffing levels:

Year 2014/15	\$ 394,099
Year 2015/16	\$ 257,974
Year 2016/17	\$ 264,164

And further raise and appropriate the sum of \$394,099 for the 2014/15 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at the current staffing levels paid in the prior fiscal year?

School Board Recommends Approval
Budget Committee Recommends Approval

9. Shall the Pembroke School District, if Article 8 is defeated, authorize the governing body to call one special meeting, at its option, to address Article 8 cost items only?

School Board Recommends Approval
Budget Committee Recommends Approval

10. To see if the Pembroke School District will vote to raise and appropriate the budget committee's recommended amount of \$24,528,230 for the support of schools, for the payment of salaries for the school district officials and agents, and for the payment for the statutory obligations of the District. The school board recommends \$24,602,163. This article does not include appropriations voted in other warrant articles.

*School Board Recommends Approval of \$24,602,163
Budget Committee Recommends Approval of \$24,528,230*

11. To choose Agents and Committees in relation to any subjects embraced in the Warrant.

12. To transact other business that may legally come before said meeting.

Given under our hands and seal this _____ day of February, 2014.

Thomas Serafin, Chair
Patricia Nardone-Boucher
Janna Culberson
Daniel Driscoll
David Doherty
PEMBROKE SCHOOL BOARD

A True Copy of Warrant - Attest

Thomas Serafin, Chair
Patricia Nardone-Boucher
Janna Culberson
Daniel Driscoll
David Doherty
PEMBROKE SCHOOL BOARD

SCHOOL BUDGET FORM

BUDGET FORM FOR SCHOOL DISTRICTS WHICH HAVE ADOPTED
THE PROVISIONS OF RSA 32:14 THROUGH 32:24

OF: PEMBROKE NH

Appropriations and Estimates of Revenue for the Fiscal Year From July 1, 2014 to June 30, 2015

IMPORTANT:

Please read RSA 32:5 applicable to all municipalities.

1. Use this form to list ALL APPROPRIATIONS in the appropriate recommended and not recommended area. This means the operating budget and all special and individual warrant articles must be posted.
2. Hold at least one public hearing on this budget.
3. When completed, a copy of the budget must be posted with the warrant. Another copy must be placed on file with the school clerk, and a copy sent to the Department of Revenue Administration at the address below within 20 days after the meeting.

This form was posted with the warrant on (Date): _____

BUDGET COMMITTEE

Please sign in ink.

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete

THIS BUDGET SHALL BE POSTED WITH THE SCHOOL WARRANT

FOR DRA USE ONLY

NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL SERVICES DIVISION
P.O. BOX 487, CONCORD, NH 03302-0487
(603)230-5090

1	2	3	4	5	6	7	8	9
Acct.#	PURPOSE OF APPROPRIATIONS (RSA 32:3.V)	OP Bud. WARR. ART #	Expenditures for Year 7/1/12 to 6/30/13	Appropriations Current Year as Approved by DRA	School Board's Appropriations Ensuing Fiscal Year (Recommended)	(Not Recommended)	Budget Committee's Approp. Ensuing Fiscal Year (Recommended)	(Not Recommended)
INSTRUCTION								
1100-1199	Regular Programs		6,750,012	6,758,496	6,461,159		6,387,226	73,933
1200-1299	Special Programs		3,417,831	3,458,474	3,261,013		3,261,013	
1300-1399	Vocational Programs		703,365	699,797	694,371		694,371	
1400-1499	Other Programs		472,035	426,327	449,630		449,630	
1500-1599	Non-Public Programs							
1600-1699	Adult/Continuing Ed. Programs							
1700-1799	Community/Jr.College Ed. Programs							
1800-1899	Community Service Programs							
SUPPORT SERVICES								
2000-2199	Student Support Services		1,190,955	1,218,455	1,172,720		1,172,720	
2200-2299	Instructional Staff Services		345,135	404,911	380,306		380,306	
GENERAL ADMINISTRATION								
2310 840	School Board Contingency							
2310-2319	Other School Board		68,454	43,828	45,928		45,928	
EXECUTIVE ADMINISTRATION								
2320-310	SAU Management Services		517,136	540,838	597,383		597,383	
2320-2399	All Other Administration		9,180					
2400-2499	School Administration Service		1,110,807	1,259,136	1,306,798		1,306,798	
2500-2599	Business							
2600-2699	Operation & Maintenance of Plant		1,332,675	1,281,956	1,299,102		1,299,102	
2700-2799	Student Transportation		682,590	656,072	614,347		614,347	
2800-2999	Support Service Central & Other		5,601,682	6,044,941	6,517,287		6,517,287	
NON-INSTRUCTIONAL SERVICES								
3100	Food Service Operations		703,845	701,878	698,477		698,477	
3200	Enterprise Operations							

1	2	3	4	5	6	7	8	9
	PURPOSE OF APPROPRIATIONS (RSA 32:3 V)	OP Bud WARR. ART #	Expenditures for Year 7/1/12 to 6/30/13	Appropriations Current Year As Approved by DRA	School Board's Appropriations Ensuing Fiscal Year (Recommended)	(Not Recommended)	Budget Committee's Approp. Ensuing Fiscal Year (Recommended)	(Not Recommended)
FACILITIES ACQUISITION AND CONSTRUCTION								
4100	Site Acquisition							
4200	Site Improvement							
4300	Architectural/Engineering							
4400	Educational Specification Develop.							
4500	Building Acquisition/Construction							
4600	Building Improvement Services		25,313	146,900	-			
4900	Other Facilities Acquisition and Construction Services		555,299	551,338	547,378		547,378	
OTHER OUTLAYS								
5110	Debt Service - Principal		620,700	625,000	445,000		445,000	
5120	Debt Service - Interest		85,617	58,219	35,607		35,607	
FUND TRANSFERS								
5220-5221	To Food Service		2,848	1	1		1	
5222-5229	To Other Special Revenue							
5230-5239	To Capital Projects							
5254	To Agency Funds		50,000					
5300-5399	Intergovernmental Agency Alloc.			88,819	75,656		75,656	
SUPPLEMENTAL								
DEFICIT								
	Operating Budget Total		24,245,479	24,965,386	24,602,163		24,528,230	73,933

Special warrant articles are defined in RSA 32:3, VI, as: 1) appropriations in petitioned warrant articles; 2) appropriations raised by bonds or notes; 3) appropriations to a separate fund created pursuant to law, such as capital reserve funds or trust funds; 4) an appropriation designated on the warrant as a special article or as a nonlapsing or nontransferable article.

****INDIVIDUAL WARRANT ARTICLES****

"individual" warrant articles are not necessarily the same as "special warrant articles". Examples of individual warrant articles might be:

- 1) Negotiated cost items for labor agreements; 2) Leases; 3) Supplemental appropriations for the current year for which funding is already available; or 4) Deficit appropriations for the current year which must be funded through taxation.

MS-27

1	2	3	4	5	6
Acct.#	SOURCE OF REVENUE	WARR. ART.#	Revised Revenues Current Year	School Board's Estimated Revenues	Budget Committee's Est. Revenues
REVENUE FROM LOCAL SOURCES					
1300-1349	Tuition		5,244,822	5,671,571	5,671,571
1400-1449	Transportation Fees		9,000	-	-
1500-1599	Earnings on Investments				
1600-1699	Food Service Sales		448,176	468,943	468,943
1700-1799	Student Activities		5,600	5,600	5,600
1800-1899	Community Services Activities				
1900-1999	Other Local Sources		57,643	33,202	33,202
REVENUE FROM STATE SOURCES					
3210	School Building Aid		490,426	490,426	490,426
3220	Kindergarten Aid				
3215	Kindergarten Building Aid				
3230	Catastrophic Aid		250,383	190,159	190,159
3240-3249	Vocational Aid		4,000	4,000	4,000
3250	Adult Education				
3260	Child Nutrition		6,700	6,700	6,700
3270	Driver Education				
3290-3299	Other State Sources				
REVENUE FROM FEDERAL SOURCES					
4100-4539	Federal Program Grants		490,000	368,000	368,000
4540	Vocational Education				
4550	Adult Education				
4560	Child Nutrition		247,000	216,000	216,000
4570	Disabilities Programs				
4580	Medicaid Distribution		200,000	200,000	200,000
4590-4999	Other Federal Sources (except 4810)				
4810	Federal Forest Reserve				
OTHER FINANCING SOURCES					
5110-5139	Sale of Bonds or Notes				
5221	Transfer from Food Service-Spec.Rev.Fund				
5222	Transfer from Other Special Revenue Funds				
5230	Transfer from Capital Project Funds				
5251	Transfer from Capital Reserve Funds	3	247,850	113,400	113,400

1	2	3	4	5	6
Acct.#	SOURCE OF REVENUE	WARR. ART.#	Revised Revenues Current Year	School Board's Estimated Revenues	Budget Committee's Est. Revenues
OTHER FINANCING SOURCES (Cont.)					
5252	Transfer from Expendable Trust Funds				
5253	Transfer from Non-Expendable Trust Funds				
5300-5699	Other Financing Sources				
5140	This Section for Calculation of RAN's (Reimbursement Anticipation Notes) Per RSA 198:20-d for Catastrophic Aid Borrowing RAN, Revenue This FY _____ less RAN, Revenue Last FY _____ =NET RAN				
	Supplemental Appropriation (Contra)				
	Voted From Fund Balance		100,000	170,000	160,000
	Fund Balance to Reduce Taxes		332,249		
	Total Estimated Revenue & Credits		8,133,849	7,938,001	7,928,001

****BUDGET SUMMARY****

	Current Year Adopted Budget	School Board's Recommended Budget	Budget Committee's Recommended Budget
Operating Budget Appropriations Recommended (from page 3)	24,965,386	24,602,163	24,528,230
Special Warrant Articles Recommended (from page 4)	200,950	283,400	273,400
Individual Warrant Articles Recommended (from page 4)		394,099	394,099
TOTAL Appropriations Recommended	25,166,336	25,279,662	25,195,729
Less: Amount of Estimated Revenues & Credits (from above)	8,133,849	7,938,001	7,928,001
Less: Amount of State Education Tax/Grant	7,179,083	7,020,190	7,020,190
Estimated Amount of Local Taxes to be Raised For Education	9,853,404	10,321,471	10,247,538

Maximum Allowable Increase to Budget Committee's Recommended Budget per RSA 32:18: \$2,471,512
(See Supplemental Schedule With 10% Calculation)

BUDGET COMMITTEE SUPPLEMENTAL SCHEDULE

(For Calculating 10% Maximum Allowable Increase)
(RSA 32:18, 32:19, & 32:21)

Use VERSION #2 if budget includes Collective Bargaining Cost Items or RSA 32:18-a Bond Override

LOCAL GOVERNMENTAL UNIT: PEMBROKE

FISCAL YEAR END 2014/2015

Col. A

	RECOMMENDED AMOUNT		
1. Total RECOMMENDED by Budget Committee (see budget MS-7, 27, or 37)	25,195,729		
LESS EXCLUSIONS:			
2. Principal: Long-Term Bonds & Notes	445,000		
3. Interest: Long-Term Bonds & Notes	35,607		
4. Capital Outlays Funded From Long-Term Bonds & Notes per RSA 33:8 & 33:7-b			
5. Mandatory Assessments			
6. TOTAL EXCLUSIONS (Sum of rows 2-5)	< 480,607 >		
7. Amount recommended less recommended exclusion amounts (Line 1 less Line 6)	24,715,122		
8. Line 7 times 10%	2,471,512		
9. Maximum allowable appropriation prior to vote (Line 1 + 8)	27,667,241	Column B	Column C (Column B-A)
10. Collective Bargaining Cost Items, RSA 32:19 & 273-A:1, IV, (Complete Column A prior to meeting & Column B and Column C at meeting)	Cost items recommended 394,099	Cost items voted	Amount voted over recommended amount
11. Bond Override RSA 32:18-a	XXXXXXXXXX	XXXXXXXXXX	Amount voted

MAXIMUM ALLOWABLE APPROPRIATIONS VOTED

At meeting, add Line 9 + amounts in Column C.

\$ _____

Line 8 plus any amounts in Column C (amounts voted above recommended amount) is the allowable increase to budget committee's recommended budget.

Attach a copy of this completed supplemental schedule to the back of the budget form.

PEMBROKE INFORMATION

WWW.PEMBROKE-NH.COM

For current Pembroke information
check on the Town Website

Settled: 1728

Incorporated: 1759

Population: 7,330

Area: 14,493 acres or 22.64 square miles

Road Mileage: 77.50 miles of road

Annual Town and School Elections: Held second Tuesday in March

Annual School District Meeting: Held in March at a date and time chosen by the School Board

State Senator, 17th Senatorial District: John Reagan

Representative to the NH General Court, District 20: Frank W. Davis; Sally H. Kelley; Dianne E. Schuett

United States Senators: Jeanne Shaheen ; Kelly Ayotte

United States Representative: Ann McLane Kuster