

PEMBROKE INFORMATION

WWW.PEMBROKE-NH.COM

For current Pembroke information
check on the Town Website

Settled: 1728

Incorporated: 1759

Population: 7,320

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

TOWN OF PEMBROKE, NEW HAMPSHIRE

2012 ANNUAL REPORT

TOWN OF PEMBROKE ANNUAL REPORT 2012



Are we there yet?
Milestone at Old Kimball Tavern

Inside front cover for explanation

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, 2012

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2013 TOWN MEETING WARRANT & PROPOSED TOWN BUDGET (Blue Pages)

2013 SCHOOL DISTRICT WARRANT & PROPOSED SCHOOL BUDGET .. (Blue Pages)

TOWN OFFICIALS

Board of Selectmen

Fredrick L. Kline, Chair (2015);
Justine “Tina” Courtemanche, Vice Chair (2014);
David A. Sheldon, Jr. (2013); John Duggan, Jr. (2013);
Robert G. Samson (2014)

Town Treasurer

Charles L. Connor (2013)

Deputy Treasurer

Peggy Topliff

Town Clerk

James F. Goff (2013)

Town Moderator

Thomas E. Petit (2013)

Assistant Town Moderator

Charles Mitchell

Supervisors of the Checklist

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

Library Trustees

Joyce Heinrich (2015); Ann Hasbany (2013);
Lynn M. Lamy (2013); Patricia Crafts (2014);
Susan Whitbeck (2014); Marie Brezosky, Alt. (2013);
Dianna Mafucci, Alt. (2013)

Trustees of Trust Funds

Gerard E. Fleury, Chair (2014);
Daniel Crean (2013)

Sewer Commission

Harold Thompson, Chair (2013);
Paulette Malo (2014); Jules Pellerin (2015)

Water Commission

Edward Lavalley, Chair (2017);
Maurice Lavoie, (2014); Kevin Brasley (2015);
Chris Culberson (2013); Louise Petit Roberts (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
Christine G. Addington, 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

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; Sue Whitbeck;
Gerard Fleury, Vice Chair and CIP Representative;
Tina Courtemanche, Board of Selectmen Representative;
David Sheldon, Board of Selectmen, Alt.;
Tom Serafin, School Board Representative;
Pat Boucher, School Board Alt.
Alane Rapazza, Recording Clerk

CAPITAL IMPROVEMENT PROGRAM COMMITTEE



Gerry Fleury, Chair and Budget Committee Representative;
Bryan Christensen, Vice Chair; Rosemarie Michaud; 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; Kelseyann Regan;
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.;
John Duggan, Jr., Board of Selectmen Representative;
Justine M. "Tina" Courtemanche, Board of Selectmen Alt.
Jocelyn Carlucci, Recording Secretary

RECREATION COMMISSION



Rose Galligan, Chair; Karen Meisenheimer ; Christine Robinson;
Christopher Henderson; Kim Harriman, Alt.; Brooke Lefort, Alt.;
Robert G. Samson, Board of Selectmen Representative

ROADS COMMITTEE



Oscar Plourde, Chair; Burton Curley, Vice Chair
Paulette Malo; Henry Malo, Alt.;
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

BOARD OF SELECTMEN'S REPORT



Board of Selectmen



Justine “Tina” Courtemanche, Vice Chair; Fred Kline, Chairman;
David Sheldon; John Duggan, Jr.; and Robert Samson (*not available for photo*)



2012 was a very busy year, but no one project sticks out.

We finished up the “punch list” for the Broadway project and are pleased to report that the project came in on time and under budget.

This year was the first time in a long time that there was no staff turnover in Town Hall. Because of this we were able to focus on Planning and fine tuning our operations.

2012 brought an Eagle Scout project that benefited Memorial Field. Boy Scout Kevin Kelly developed a project to build a permanent stage at the field. This was a great help to the Old Home Day Committee as they used to build a temporary stage every year. And now with a stage there it will open up the options of having summer concerts and the like. Thanks to Kevin and all of the many volunteers that helped to make that happen.

2012 brought a Presidential election and at the same time we were relocating our polling location to the Three Rivers School. Both the Town and School Staff were great to work with during this transition. We also want to thank the voters as they were very patient going through the long lines.

BOARD OF SELECTMEN'S REPORT

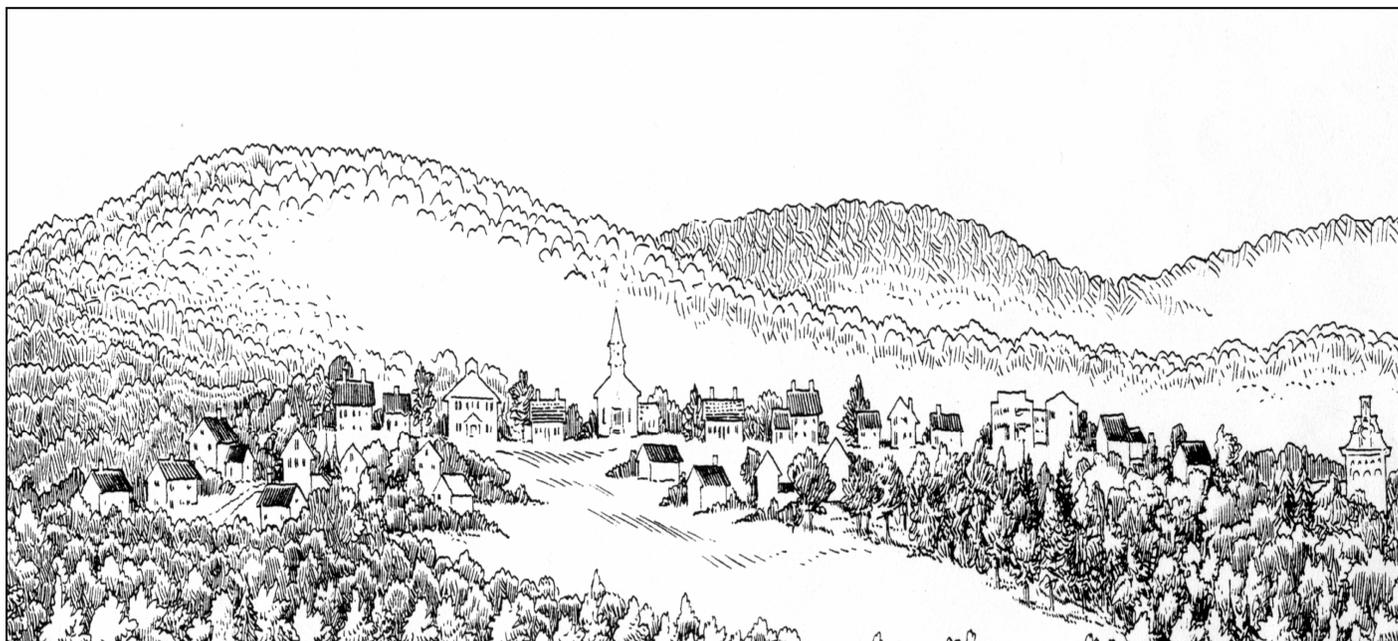
In 2012, we finalized the Inter Municipal Agreement with Allenstown to take over and provide ambulance services to both communities. In January of this year, we transitioned over the employees and assets of Tri Town to the Town of Pembroke, and are pleased to report that the transition was and has been seamless. The system will continue as it has in the past, the only change is that the service is now managed and operated by the two communities who have formed an Inter Municipal Board. The Board continues to meet regularly to review operations.

We also want to thank the dedicated staff and department heads and want to acknowledge how existing staff continue to absorb extra duties and responsibilities at a savings to the community. Thank you.

In addition to our fine staff, we are blessed with many dedicated and caring volunteers who contribute so much to the function of our town.

Please remember, In the event of a winter parking ban, be sure to tune in to WMUR Channel 9, WJYY 105.5, or go to the town website, and remember that your trash will not be picked up during snow emergencies. For Holiday's, please refer to the calendar on your annual newsletter. It is important that you review the Holiday list to determine when your trash will be picked up.

A final note to remind all our residents, is that our contracted assessors (Corcoran Consulting) have been busy performing house visits to measure and list everyone's property to keep us in compliance with the State regulations as we prepare for recertification in 2014.



MINUTES OF THE ANNUAL TOWN MEETING

**TOWN OF PEMBROKE, NH
MARCH 13, 2012**

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

A motion was made to act on Articles #1 and #2 and to act on the remaining articles at the deliberative session on March 17, 2012 at the Pembroke Academy Auditorium.

MOVED: Daniel Crean 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	*354	Water Commissioner for five years: vote for not more than one Edward R. Lavallee	*338
Moderator for two years: vote for not more than one Thomas E. Petit	*345	Library Trustee for three years: vote for not more than one Joyce Heinrich	*327
Treasurer for one year: vote for not more than one Charles L. Connor	*343	Library Trustee for two years: vote for not more than one Susanne Whitbeck	*334
Selectman for three years: vote for not more than one Joel VanPatten	52	Trust Fund Trustee for three years: vote for not more than one Normand Provencher	*334
Richard Bilodeau	54		
Fred Kline	*235	Checklist Supervisor for six years: vote for not more than one Roland H. Young, Jr.	*338
Sewer Commissioner for three years: vote for not more than one Jules A. Pellerin	*317	4341 voters on the Checklist 373 ballots cast 9% 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 §143-8 Definitions to read as follows: **MANUFACTURED HOUSING/HOME** - Shall be as defined in RSA 674:31, as amended. **Manufactured housing/home shall not include pre-site built housing as defined in this Ordinance.**

For floodplain management purposes ONLY the term "Manufactured Housing/Home" means a structure, transportable in one or more sections, which is built on a permanent foundation when attached to the required utilities and includes park trailers, travel trailers, and other similar vehicles placed on site for greater than 180 days. This includes manufactured homes located in a manufactured home park or subdivision.

PRE-SITE BUILT HOUSING - Shall be as defined in RSA 674:31-a, as amended. Pre-site built housing shall not include manufactured housing/home as defined in this Ordinance.

YES 243 NO 75 AMENDMENT #1 ADOPTED

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 and add the following language to Article VIII – Signs §143-58 General Requirements as follows:

B. Prohibited signs: The following shall not be constructed, posted or erected in any district unless otherwise indicated:

(3) (Reserved)

(5) Signs which physically or visually move, rotate, or create an illusion of movement, or which have parts or surfaces that physically or visually move, rotate, or create the illusion of movement, or which emits audible sounds, noises, or visible matter; or

(6) Signs which appear animated or projected, or which are intermittently or intensely illuminated or of a traveling, tracing, scrolling or sequential light type, or signs which contain or are illuminated by animated or flashing light.

MINUTES OF THE ANNUAL TOWN MEETING

D. Safety standards:

No Person may erect a sign which is:	
(1)	Is constructed contrary to the standards contained in the currently adopted building code, <i>Editor's Note: See Ch. 58, Building Construction.</i> or the provisions of this Chapter; State Building Code RSA 155 adopted by the State of New Hampshire;
(2)	Is structurally unsafe;

YES 253 NO 91 AMENDMENT #2 ADOPTED

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 add the following language to Article VIII – Signs §143-63 Special conditions for specific types of signs as follows:

X. Electronic Changing Signs include, but are not limited to, electronic message center (EMC), electronic message sign (EMS), and changeable copy board (CCB) signs that display illuminated messages that can change frequently, can flash, display and/or convey messages in text, graphics, pictures, symbols, multiple colors, rhythms, animation, and/or patterns. This sign's message may be changed by the electronic switching of lamps, illuminated tubes, bulbs, and/or through the apparent movement of light. These signs are capable of storing and/or displaying single or multiple messages in various formats at varying intervals.

In addition to being permitted in the Commercial/Light Industrial (C1) District (see § 143-62. Dimensional Table of Signs), electronic changing signs are permitted on those lots directly abutting Pembroke Street from properties south of the Pembroke Street/Main Street intersection to the Allenstown town line.

Electronic changing signs may be freestanding or building mounted, one or two-sided, may be a component of a larger sign or billboard, and shall conform to the following minimum requirements along with all other requirements for signage within this ordinance:

- (1) No more than one electronic changing sign shall be allowed per lot;**
- (2) Electronic changing signs shall be restricted to a maximum of four (4) lines of text or message display, and text shall be restricted to a maximum of ten (10) inches in height;**
- (3) Electronic changing signs shall be required to have a minimum of one-hundred and fifty (150) feet between other electronic changing signs located on the same side of a street or highway;**

MINUTES OF THE ANNUAL TOWN MEETING

- (4) Electronic changing signs shall be allowed only on lots with a minimum street frontage in accordance with the § 143-21. Table of Dimensional and Density Requirements;**
- (5) Electronic changing signs shall be located a minimum of two-hundred (200) feet from any off-site residential dwelling unit;**
- (6) Text and message displays of an electronic changing sign, including the background, shall consist of only two colors at any one time;**
- (7) Text and message displays of an electronic changing sign may change once every twenty-four (24) hours. Electronic changing signs displaying the time and temperature are exempt from this restriction;**
- (8) All illumination elements on the face of electronic changing signs shall remain at a fixed level of illumination for a period of not less than one (1) hour;**
- (9) Electronic changing signs shall be equipped with automatic dimming controls so the brightness level will be highest during the day and lowest at night. Manufacturer specifications shall be submitted at the time of sign permit specifying maximum and minimum sign brightness. The maximum brightness shall not exceed 8,000 NITS with a maximum nighttime reading not to exceed 1,600 NITS;**
- (10) Under the provisions of this subsection, the applicant for the sign permit for an electronic changing sign shall provide, with the application, an affidavit, sworn or attested by the landowner or applicant, and sign installer, attesting to the fact that:**
- (a) The sign to be installed meets all of the criteria set forth in this subsection;**
- (b) That the sign shall operate in a manner consistent with the criteria set forth in this subsection; and**
- (c) The landowner and applicant agree to be held liable, separately or collectively, if these provisions are not met for any fines or cost incurred by the Town of Pembroke to enforce these provisions arising from such violations. This provision shall not be construed to supersede any other responsibility or remedy for such violations set forth in this chapter.**

YES 244 NO 103 AMENDMENT #3 ADOPTED

MINUTES OF THE ANNUAL TOWN MEETING

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 add the following language to Article VIII – Signs §143-64 Standards for the illumination of signs as follows:

Illumination of signs, whether internal or external, shall not create conditions that are dangerous to the comfort, peace, enjoyment, health, or safety of the community or lead to its disturbance or annoyance.

YES 268 NO 67 AMENDMENT #4 ADOPTED

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 add the following language to Article XV – Enforcement of penalties §143-22 Permit required as follows:

A. New buildings and structures: It shall be unlawful for any person to erect, construct, reconstruct, 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 ~~Selectmen~~ **Code Enforcement Officer** a building permit.

B. Change in use or modification of buildings and structures: It shall be unlawful for any person to change the use or lot coverage, or extend or displace the use of any building, structure, or lot beyond what is allowed for that zoning district without applying for and receiving all applicable approvals from the Zoning Board of Adjustment and/or the Planning Board.

C. Approvals required prior to building permit: No building permit shall be issued until all other required approvals are secured by the applicant. Such approvals may include, but shall not be limited to, special exception, variance, special use permit, site plan approval, or subdivision approval. Verification of compliance with such approvals and all associated conditions imposed pursuant to the approvals and with all provisions of the Zoning Ordinance, Site Plan Review Regulations, Subdivision Regulations, and Building Code shall be made by the Code Enforcement Officer prior to issuance of a building permit.

D. All building permit applications shall be accompanied by a completed Department Approval form signed by the applicant and all required departments.

YES 228 NO 119 AMENDMENT #5 ADOPTED

MINUTES OF THE ANNUAL TOWN MEETING

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 the following language to Article XV – Building permit time limits §143-125 building permit time limits as follows:

Any work for which a building permit has been issued by the ~~Selectmen~~ **Code Enforcement Officer** shall be actively pursued within 180 days and completed within one year of the date of the issuance of the building permit. Any building permit issued for a project which is actively pursued for one year may be extended at the discretion of the ~~Selectmen~~ **Code Enforcement Officer**.

YES 249 NO 85 AMENDMENT #6 ADOPTED

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 the following language to Article XV – §143-126 Violations as follows:

The ~~Selectmen~~ **Code Enforcement Officer** shall serve notice of violation and order to any owner or person responsible for the erection, construction, reconstruction, conversion, alteration of a structure or change in use, increase in intensity of use, or extension or displacement of use of any structure or lot in violation of any approved plan, information or drawing pertinent thereto; or in violation of a permit issued under the provisions of this chapter and such order shall direct the immediate discontinuance of the unlawful action, use or condition and the abatement of the violation. Any owner, who has been served with a notice and ceases any work or other activity, shall not leave any structure or lot in such a condition as to be a hazard or menace to the public safety, health, morals or general welfare.

YES 255 NO 80 AMENDMENT #7 ADOPTED

MINUTES OF THE ANNUAL TOWN MEETING

**TOWN OF PEMBROKE, NH
DELIBERATIVE SESSION
MARCH 17, 2012**

Moderator Thomas E. Petit opens the meeting at 10:00 a.m. and reads the results of the ballot vote taken on March 13, 2012.

Daniel Crean made a motion to dispense with the reading of the full warrant and proceed with the meeting.

MOVED: Daniel Crean

SECONDED: Thomas Serafin

VOTE: YES

MOTION ACCEPTED

Chairman of the Board of Selectmen, Fred Kline, congratulates the Citizens of the Year, Patricia and Stephen Fowler. Then reads the proclamation that is written in the 2011 Pembroke Town Report.

Ayn Whytemare announced that Ammy Heiser was recently recognized by the New Hampshire Fish and Game Commission with an Award of Excellence for her effort in the conservation field in support of the New Hampshire Fish and Game Department's mission. A VOLUNTEER AWARD OF EXCELLENCE this year was presented to Ammy Heiser of Pembroke, whose efforts resulted in the permanent conservation of the Hillman property in Pembroke, a 44-acre working farm along the Suncook River.

ARTICLE 3 – To see if the Town will vote to raise and appropriate the sums set forth below to be placed in the Capital Reserve Funds previously established.

Town Equipment Capital Reserve Fund	\$100,000
Police Cruiser Capital Reserve Fund	\$ 55,000
Police Small Equipment Capital Reserve Fund	\$ 6,750
Municipal Facilities Capital Reserve Fund	\$ 5,000
Fire Major Equipment Capital Reserve Fund	\$130,000
Fire Small Equipment Capital Reserve Fund	\$ 18,000
Revaluation Update Capital Reserve Fund	\$ 32,500
Library Reference Media Capital Reserve Fund	\$ 3,500
Recreation Capital Reserve Fund	\$ 8,750

	\$359,500

Recommended by Board of Selectmen
Recommended by Budget Committee

MOVED: Robert Farley

SECONDED: Charles Schmidt

MINUTES OF THE ANNUAL TOWN MEETING

VOTE: YES

ARTICLE #3 ADOPTED

ARTICLE 4 – To see if the Town will vote to establish an Ambulance Fund pursuant to RSA 31:95-h I(b) for providing ambulance services in conjunction with the proposed Inter Municipal agreement with the Town of Allenstown. The money received from fees and charges for services, shall be allowed to accumulate from year to year and shall not be part of the Town’s General Fund unreserved fund balances. All expenditures related to this fund shall be for payroll and operational expenses associated with providing an ambulance service. The Town Treasurer shall have custody of all monies in the fund, and shall pay out the same only upon the order of the Board of Selectmen, and no further approval is required by the legislative body to expend. Such funds may be expended only for the purpose for which the fund was created.

MOVED: Robert Farley

SECONDED: Eric Alley

VOTE: YES

ARTICLE #4 ADOPTED

ARTICLE 5 – To see if the Town will vote to create a Capital Reserve Fund under the provisions of RSA 35:1, to be known as the Library Building and Grounds Repair Fund, for future Library repairs and to name the Library Trustees as agents to expend, and to further raise and appropriate the sum of \$3,500 to be placed in this fund.

Recommended by Library Trustees
Recommended by Budget Committee

MOVED: Jay Smith

SECONDED: Gerard Fleury

VOTE: YES

ARTICLE #5 ADOPTED

ARTICLE 6 – To see if the Town will vote to raise and appropriate the sum not to exceed \$31,000 to purchase and equip one (1) Police cruiser and to authorize the withdrawal of a sum not to exceed \$31,000 from the Police Cruiser Capital Reserve Fund created for this purpose.

Recommended by Board of Selectmen
Recommended by Budget Committee

MOVED: Robert Farley

SECONDED: Annette Alley

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 \$14,690 for equipment and repairs at Memorial Field to include the following items; Softball dugout repairs, sealing of basketball court and replacement of riding mower and to authorize the withdrawal of a sum not to exceed \$14,690 from the Recreation Capital Reserve Fund created for this purpose.

Recommended by Board of Selectmen
Recommended by Budget Committee

MOVED: Gerard Fleury **SECONDED: Mark Chevrette**

VOTE: YES **ARTICLE #7 ADOPTED**

ARTICLE 8 – To see if the Town will vote to raise and appropriate the sum not to exceed \$77,931 for purchase of a dump/plow truck and related equipment and to authorize the withdrawal of a sum not to exceed \$77,931 from the Town Equipment Capital reserve Fund created for this purpose.

Recommended by Board of Selectmen
Recommended by Budget Committee

MOVED: Daniel Crean **SECONDED: Mark Chevrette**

VOTE: YES **ARTICLE #8 ADOPTED**

ARTICLE 9 – To see if the Town will vote to raise and appropriate the sum not to exceed \$12,900 for the purchase of a new sidewalk plow and to authorize the withdrawal of a sum not to exceed \$12,900 from the Town Equipment Capital Reserve Fund created for this purpose.

Recommended by Board of Selectmen
Recommended by Budget Committee

MOVED: Mark Chevrette **SECONDED: Robert Farley**

VOTE: YES **ARTICLE #9 ADOPTED**

ARTICLE 10 - To see if the Town will vote to raise and appropriate the sum not to exceed \$4,000 for repairs and improvements at the Pembroke Street Cemetery and to authorize the withdrawal of a sum not to exceed \$4,000 from the Cemetery Improvements Capital Reserve Fund created for this purpose.

Recommended by Board of Selectmen
Recommended by Budget Committee

MINUTES OF THE ANNUAL TOWN MEETING

MOVED: James Garvin

SECONDED: Mark Chevrette

VOTE: YES

ARTICLE #10 ADOPTED

ARTICLE 11 – To see if the Town will vote to approve adding the total pay increase that all other Town employees receive for Merit pay adjustments, to the Town Clerks salary to increase the annual pay as opposed to paying a lump sum stipend that does not add to the base pay.

MOVED: James Goff

SECONDED: Eric Alley

VOTE: YES

ARTICLE #11 ADOPTED

ARTICLE 12 - To see if the Town will vote to authorize the naming of Town parcel #266-171 as the Robert Frost Park in conjunction with the approved request from Meet Me In Suncook at their meeting dated October 3, 2011.

MOVED: Laurent Perron

SECONDED: Diane Schuett

VOTE: YES

ARTICLE #12 ADOPTED

ARTICLE 13 – To see if the Town will vote to discontinue Soucook Lane as a public road pursuant to RSA 231:43 and release any interest the Town may have in the land beneath the road. Soucook Lane is located off of Horse Corner Road and provides access to lots owned by John A Rymes and identified on the Town tax maps as 256-10-1 and 256-11.

MOVED: Alan Topliff

SECONDED: Charles Schmidt

There was a motion made to amend Article #13 by adding to the end the following: "This transfer shall take place only if the Board of Selectmen receive an agreement between the State of New Hampshire and Rymes that continue to allow the State to access their property for maintenance reasons."

MOVED: Fred Kline

SECONDED: David Sheldon

Peter Bonanno questioned whether this amendment will bog the whole process down.

Town Administrator David Jodoin stated that both the State DOT and Rymes have stated that they agree with this.

VOTE ON AMENDMENT TO ARTICLE #13: YES AMENDMENT PASSED

VOTE ON ARTICLE #13 AS AMENDED: YES

ARTICLE #13 ADOPTED AS AMENDED

MINUTES OF THE ANNUAL TOWN MEETING

ARTICLE 14 (By Petition) – To see if the Town will vote to sell and convey the property owned by the Town known as 4 and 6 Union Street. Such sale shall be by sealed bid which shall be opened and accepted by the Board of Selectmen at a duly noticed public meeting. The Board of Selectmen shall advertise the property in such manner and otherwise take such action as shall further sale and conveyance on appropriate terms and conditions as may be in the public interest of the Town. The Board of Selectmen may accept or reject any or all bids as may further the interest of the Town.

MOVED: Larry Preston

SECONDED: Denise Schmidt

There was a motion made to amend Article #14 to read: To see if the Town will vote to establish a Committee, to be appointed by the moderator, to study the viability of retaining 4 and 6 Union Street as a Town property or transferring it to private ownership or such other action as may be appropriate. The Committee shall hold public hearings to obtain public input and report back to the 2013 Annual Meeting.

MOVED: Daniel Crean

SECONDED: Ray Foss

VOTE ON AMENDMENT TO ARTICLE #14: YES AMENDMENT PASSED

VOTE ON ARTICLE #14 AS AMENDED: YES

ARTICLE #14 ADOPTED AS AMENDED

ARTICLE 15 - To see if the Town will vote to raise and appropriate the Budget Committee's recommended amount of \$7,181,027 for the 2012 Municipal operating budget, not including appropriations by special warrant articles and other appropriations voted separately.

Recommended by Board of Selectmen

Recommended by Budget Committee

MOVED: Mark Lepage

SECONDED: GERARD FLEURY

There was a motion made to: "Expend the remaining balance of the \$42,000 from the Highways and Streets 2011 line item for repaving and top coating of the remainder of Broadway up to Pembroke Street."

MOVED: Peter Bonanno

SECONDED: Teresa Brown

Selectman Fred Kline explained that the money has already lapsed so they would have to raise and appropriate that sum for this year. He also went on to explain that the part of the road mentioned in the amendment is owned and maintained by the State of New Hampshire.

MINUTES OF THE ANNUAL TOWN MEETING

Peter Bonanno stated that he wanted to retract his motion to amend Article #15.

Teresa Brown stated that she also wanted to retract her second to the motion.

VOTE ON ARTICLE #15: YES ARTICLE #15 ADOPTED

ARTICLE 16 - To transact any other business that may legally come before said meeting.

Evan Shuey stated that as an Eagle Scout project, he is building a community gardens on the Congregational Church property behind the Pembroke Town Hall.

Chris Henderson stated that the Old Home Day Committee is looking for volunteers for the Pembroke/Allenstown Old Home Day that will be held on August 25th.

Selectman Fred Kline stated that the Board will be holding a meeting with Public Service Co. of NH on March 19th at the Town Hall pertaining to the noise coming from the new scrubbers at the Bow power plant.

Peter Bonanno stated that the town is welcome to use the youth center at Grace Capital Church for a new polling place.

Rob Farley asked what the Board of Selectmen response is to the School Board's decision to discontinue voting at the Village School.

Selectman Fred Kline stated that the Board of Selectmen and the School Board will be meeting at the April 16th BOS meeting.

There being no further business, there was a motion made to adjourn the meeting.

MOVED: John Duggan

SECONDED: Robert Samson

VOTE: YES

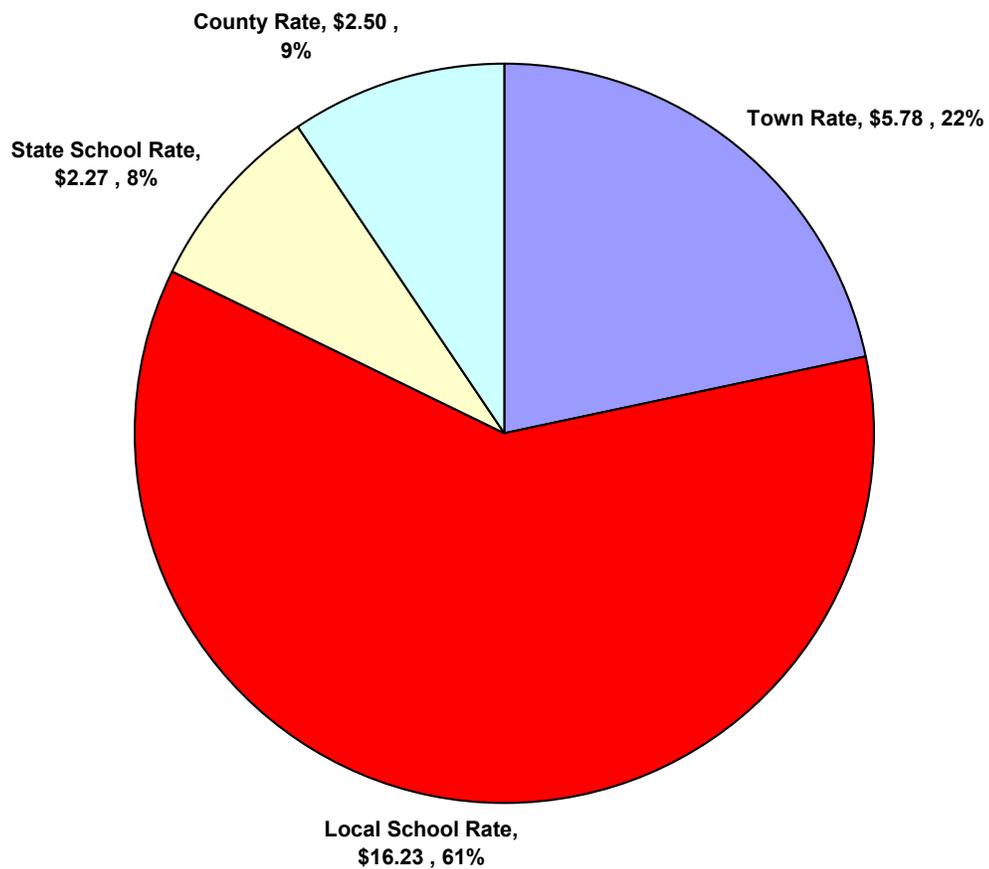
MEETING ADJOURNED AT 11:32 am.

Respectfully submitted:

James F. Goff
Town Clerk
Town of Pembroke

TOWN SEAL

2012 Property Tax Rate \$26.84



TREASURER'S REPORT

2012 Treasurer's Report
(Cash Basis - Preliminary, Unaudited)

Operating Account

Beginning Balance 1/1/2012		\$ 6,958,348
Deposits	\$ 19,213,514	
Disbursements	\$ 18,319,884	
Deposits in Excess of Disbursements		\$ 893,630
Ending Balance 12/31/2012		<u>\$ 7,851,978</u>

Escrow Account

Beginning Balance 1/1/2012		\$ 24,042
Deposits	\$ 14,363	
Disbursements	\$ 7,586	
Deposits in Excess of Disbursements		\$ 6,777
Ending Balance 12/31/2012		<u>\$ 30,819</u>

Conservation Account

Beginning Balance 1/1/2012		\$ 558,239
Deposits	\$ 3,278	
Disbursements	\$ 256	
Deposits in Excess of Disbursements		\$ 3,022
Ending Balance 12/31/2012		<u>\$ 561,261</u>

BALANCE SHEET

**Town of Pembroke
2012 Balance Sheet
(Unaudited)**

<u>Account</u>	<u>Balance</u>
<u>ASSETS</u>	
Cash	\$ 7,854,422
Taxes Receivable (net of uncollectables)	1,236,312
Accounts Receivable	4,166
Due from Other Governments	
Due from Other Funds	
Prepaid Expenses	14,301
Total Assets	\$ 9,109,201
<u>LIABILITIES</u>	
Accounts Payable	93,479
Due to Others	4,250
Due to School District	5,172,241
Due to Other Funds	719,797
Total Liabilities	\$ 5,989,767
<u>EQUITY</u>	
Reserved for Encumbrances	172,596
Unreserved Fund Balance	2,946,838
Total Equity	\$ 3,119,434
<u>TOTAL LIABILITIES AND EQUITY</u>	<u>9,109,201</u>

STATEMENT OF EXPENDITURES

2012 Expenditures

(Unaudited)

Account Code	Description	Appropriation	Expended/ Encumbered	Remaining
<u>GENERAL GOVERNMENT</u>				
4130-4139	Executive	\$ 316,986	\$ 299,290	\$ 17,696
4140-4149	Election,Reg.& Vital Statistics	121,453	117,118	4,335
4150-4151	Financial Administration	40,792	34,451	6,341
4152	Revaluation of Property	82,500	78,703	3,797
4153	Legal Expense	30,000	24,777	5,223
4155-4159	Personnel Administration			-
4191-4193	Planning & Zoning	237,156	229,582	7,574
4194	General Government Buildings	146,745	109,405	37,340
4195	Cemeteries	20,830	20,686	144
4196	Insurance	142,293	139,873	2,420
		\$ 1,138,755	\$ 1,053,885	\$ 84,870
<u>PUBLIC SAFETY</u>				
4210-4214	Police	1,236,381	1,036,031	200,350
4215-4219	Ambulance	170,889	162,188	8,701
4220-4229	Fire	234,340	213,524	20,816
4290-4298	Emergency Management	4,881	1,361	3,520
4299	Other	27,456	27,144	312
		\$ 1,673,947	\$ 1,440,248	\$ 233,699
<u>HIGHWAYS & STREETS</u>				
4311	Administration			-
4312	Highways & Streets	959,709	883,427	76,282
4313	Bridges			-
4316	Street Lighting	34,000	38,971	(4,971)
4319	Other		1,500	(1,500)
		\$ 993,709	\$ 923,898	\$ 69,811
<u>SANITATION</u>				
4321	Administration			-
4323	Solid waste Collection	345,044	275,540	69,504
4324	Solid Waste Disposal			-
		\$ 345,044	\$ 275,540	\$ 69,504
<u>HEALTH/WELFARE</u>				
4411	Administration	2,692	2,751	(59)
4415-4419	Health Agencies & Hosp. & Other	19,882	19,882	-
4441-4442	Administration & Direct Assist.	83,987	63,016	20,971
		\$ 106,561	\$ 85,649	\$ 20,912

STATEMENT OF EXPENDITURES

2012 Expenditures

(Unaudited)

Account Code	Description	Appropriation	Expended/ Encumbered	Remaining
<u>CULTURE & RECREATION</u>				
4520-4529	Parks & Recreation	28,393	28,330	63
4550-4559	Library	200,931	200,931	-
4583	Patriotic Purposes	200	200	-
4589	Other Culture & Recreation	6,233	6,233	-
		\$ 235,757	\$ 235,694	\$ 63
<u>4651-4659 CONSERVATION</u>				
	Administration	\$ 1,175	\$ 735	\$ 440
	Other Conservation			\$ -
<u>4651-4659 ECONOMIC DEVELOPMENT</u>				
		\$ 2,591		\$ 2,591
<u>DEBT SERVICE</u>				
4711	Princ.- Long Term Bonds & Notes	389,000	389,000	-
4721	Interest-Long Term Bonds & Notes	78,706	78,705	1
4723	Int. on Tax Anticipation Notes	1		1
		\$ 467,707	\$ 467,705	\$ 2
<u>CAPITAL OUTLAY</u>				
4901	Land			-
4902	Machinery, Vehicles & Equipment	173,131	159,392	13,739
4903	Buildings	21,090	18,853	2,237
4909	Other Improvements -	328,395	285,969	42,426
		\$ 522,616	\$ 464,214	\$ 58,402
<u>OPERATING TRANSFERS OUT</u>				
4912	To Special Revenue Fund			-
4913	To Capital Projects Fund			-
4914	To Enterprise Fund			-
	Sewer-	889,991	889,991	-
	Water-	943,695	943,695	-
4915	To Capital Reserve Fund	363,000	363,000	-
4919	To Agency Funds			-
		\$ 2,196,686	\$ 2,196,686	\$ -
		\$ 7,684,548	\$ 7,144,254	\$ 540,294

STATEMENT OF REVENUES

2012 Revenues

(Unaudited)

Account Code	Description	Budgeted	Actual	Over/(Under) Collected
<u>TAXES</u>				
3110	Net Property Tax	\$ 3,333,533	\$ 3,228,005	\$ (105,528)
3120	Land Use Change Tax			-
3185	Timber Tax	3,600	4,409	809
3186	Payment in Lieu of Taxes	35,540	35,540	-
3187	Excavation Tax	3,100	3,106	6
3190	Interest & Penalties on Taxes	125,000	113,202	(11,798)
		\$ 3,500,773	\$ 3,384,262	\$ (116,511)
<u>LICENSES, PERMITS & FEES</u>				
3220	Motor Vehicle Permit Fees	1,051,000	1,139,560	88,560
3230	Building Permits	20,000	33,034	13,034
3290	Other Licenses, Permits & Fees	20,000	37,754	17,754
		\$ 1,091,000	\$ 1,210,348	\$ 119,348
3311-3319	<u>FROM FEDERAL GOVERNMENT</u>			\$ -
<u>FROM STATE</u>				
3352	Meals & Rooms Tax Distribution	317,048	316,997	(51)
3353	Highway Block Grant	148,020	148,020	-
3354	Water Pollution Grant			-
3359	Other		6,756	6,756
		\$ 465,068	\$ 471,773	\$ 6,705
<u>CHARGES FOR SERVICES</u>				
3401-3406	Income from Departments			
	General		1,769	1,769
	Recreation		1,000	1,000
	Planning & Land Use	12,000	8,025	(3,975)
	Cemeteries	1,000	7,150	6,150
	Public Works	74,000	127,242	53,242
	Police	52,000	30,880	(21,120)
	Fire	1,000	3,442	2,442
				-
		\$ 140,000	\$ 179,507	\$ 39,507

STATEMENT OF REVENUES

2012 Revenues

(Unaudited)

Account Code	Description	Budgeted	Actual	Over/(Under) Collected
<u>MISCELLANEOUS REVENUES</u>				
3501	Sale of Municipal Property	600	3,748	3,148
3502	Interest on Investments	15,700	18,012	2,312
3503	Facilities Rental	13,000	19,252	6,252
3509	Other		15,329	15,329
		\$ 29,300	\$ 56,341	\$ 27,041
<u>OPERATING TRANSFERS IN</u>				
3912	From Special Revenue Funds			-
3913	From Capital Projects Funds			-
3914	From Enterprise Funds			-
	Sewer - (Offset)	889,991	889,991	-
	Water - (Offset)	943,695	943,695	-
3915	From Capital Reserve Funds	224,721	202,898	(21,823)
		\$ 2,058,407	\$ 2,036,584	\$ (21,823)
<u>OTHER FINANCING SOURCES</u>				
3934	Proc. from Long Term Bonds & Notes	-	-	-
	Amounts VOTED From Fund Bal.	-	-	-
	Fund Balance to Reduce Taxes	400,000	400,000	-
		\$ 400,000	\$ 400,000	\$ -
		\$ 7,684,548	\$ 7,738,815	\$ 54,267

TAX COLLECTOR'S REPORT

**For the Municipality of Pembroke
Year Ending 12/31/2012**

UNCOLLECTED TAXES BEG. OF YEAR*		DEBITS		PRIOR LEVIES (PLEASE SPECIFY YEARS)	
		Levy for Year of this Report 2012	2011		
Property Taxes	#3110		814,030.71		
Resident Taxes	#3180				
Land Use Change	#3120				
Yield Taxes	#3185				
Excavation Tax @ \$.02/yd	#3187				
Betterment	#3189		12,838.80		
Property Tax Credit Balance**		-5,118.38			
Other Tax or Charges Credit Balance**					
TAXES COMMITTED THIS YEAR				For DRA Use Only	
Property Taxes	#3110	16,395,144.00			
Resident Taxes	#3180				
Land Use Change	#3120				
Yield Taxes	#3185	4,409.10			
Excavation Tax @ \$.02/yd	#3187	3,105.66			
Betterment	#3189				
Added					
OVERPAYMENT REFUNDS					
Property Taxes	#3110	40,803.73			
Resident Taxes	#3180				
Land Use Change	#3120				
Yield Taxes	#3185				
Excavation Tax @ \$.02/yd	#3187				
Interest - Late Tax	#3190	7,049.42	30,930.80		
Resident Tax Penalty	#3190				
TOTAL DEBITS		16,445,393.53	857,800.31		

*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 postive amount for this year's levy.

TAX COLLECTOR'S REPORT

**For the Municipality of Pembroke
Year Ending 12/31/2012**

CREDITS				
REMITTED TO TREASURER	Levy for Year of This Report	PRIOR LEVIES (PLEASE SPECIFY YEARS)		
		2011		
Property Taxes	15,458,140.17	809,106.71		
Resident Taxes				
Land Use Change				
Yield Taxes	3,266.29			
Interest (include lien conversion)	7,049.42	30,930.80		
Penalties				
Excavation Tax @ \$.02/yd	2,953.66			
Betterment		12,838.80		
Conversion to Lien (principal only)				
Added				
DISCOUNTS ALLOWED				
ABATEMENTS MADE				
Property Taxes	30,379.35	4,924.00		
Resident Taxes				
Land Use Change				
Yield Taxes				
Excavation Tax @ \$.02/yd				
Betterment				
Tax Deeded Property				
CURRENT LEVY DEEDED				
UNCOLLECTED TAXES - END OF YEAR #1080				
Property Taxes	947,428.21			
Resident Taxes				
Land Use Change				
Yield Taxes	1,142.81			
Excavation Tax @ \$.02/yd	152.00			
Betterment				
Property Tax Credit Balance**	-5,118.38			
Other Tax or Charges Credit Balance**				
TOTAL CREDITS	16,445,393.53	857,800.31	\$	\$

**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 treasure

TAX COLLECTOR'S REPORT

**For the Municipality of Pembroke
Year Ending 12/31/2012**

DEBITS				
	Last Year's Levy	PRIOR LEVIES (PLEASE SPECIFY YEARS)		
	2011	2010	2009	Prior
Unredeemed Liens Balance - Beg. Of Year		193,234.02	92,659.96	33,793.58
Liens Executed During Fiscal Year	377,576.41			
Interest & Costs Collected (After Lien Execution)	13,234.90	28,118.10	31,153.71	2,698.14
TOTAL DEBITS	390,811.31	221,352.12	123,813.67	36,491.72

CREDITS					
REMITTED TO TREASURER		Last Year's Levy	PRIOR LEVIES (PLEASE SPECIFY YEARS)		
Redemptions		166,493.86	93,020.78	81,603.32	3,998.00
Interest & Costs Collected (After Lien Execution)	#3190	13,234.90	28,118.10	31,153.71	2,698.14
Abatements of Unredeemed Liens		886.22	240.25	1,044.79	285.66
Liens Deeded to Municipality		3,329.82	3,298.72	3,031.10	
Unredeemed Liens Balance - End of Year	#1110	206,866.51	96,674.27	6,980.75	29,509.92
TOTAL CREDITS		390,811.31	221,352.12	123,813.67	36,491.72

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 SIGNATURE

2012 TAX RATE CALCULATIONS

TOWN PORTION

Gross Appropriations	7,684,548
Less: Revenues	4,351,015
Less: Shared Revenues	0
Add: Overlay (RSA 76:6)	68,899
Add: War Service Credits	178,750
 Net Town Appropriations	 3,581,182

Approved Town Tax Effort	3,581,182	TOWN RATE
		5.78

SCHOOL PORTION

Net Local School Budget	16,948,634
Less: Education Grant	(5,526,393)
Less: State Education Taxes	(1,344,325)
 Approved School Tax Effort	 10,077,916

**LOCAL
SCHOOL RATE**
16.29

STATE EDUCATION TAXES	2.390
Equalized Valuation (no utilities)	
x 562,478,976	
Divided by Local Assessed Valuation (no utilities)	
593,195,468	

**STATE
SCHOOL RATE**
2.27

COUNTY PORTION

Due to County	1,546,618
Less: Shared Revenues	0
 Approved County Tax Effort	 1,546,618

COUNTY RATE
2.50

TOTAL RATE
26.84

Total Property Taxes Assessed	16,550,041
Less: War Service Credits	(178,750)
Total Property Tax Commitment	16,371,291

Long Term Debt Schedules

Year	Broadway			Refunded (Safety Center)			All Debt			
	Due 08/14	Due 1/15; 7/15	Due 1/15; 7/15	Principal	Interest	Total	Principal	Interest	Total	Year
2013	290,000.00		310,100.00	100,000.00	47,350.00	147,350.00	390,000.00	67,450.00	457,450.00	2013
2014	285,000.00		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	575,000.00		606,500.00	1,100,000.00	291,700.00	1,391,700.00	1,675,000.00	323,200.00	1,998,200.00	Totals

SUMMARY INVENTORY OF PROPERTY

Net Assessed Valuation Comparison
2009 - 2012
Town of Pembroke, NH

	2009	2010	2011	2012
LAND				
Current Use	1,093,870	1,190,263	1,469,934	1,280,823
Conservation Restriction Assess	1,124	1,346	1,436	0
Discretionary Easement	65,078	66,394	69,845	69,845
Residential	160,400,300	160,118,800	159,845,700	159,764,800
Commercial/Industrial	26,933,393	26,242,500	26,977,490	26,314,080
Land Total	188,493,765	187,619,303	188,364,405	187,429,548
BUILDINGS				
Residential	323,236,300	324,245,600	324,661,300	325,895,700
Manufactured Housing	2,054,700	1,996,100	2,005,700	2,023,400
Commercial/Industrial	71,729,520	73,260,900	74,438,705	78,921,420
Buildings Total	397,020,520	399,502,600	40,115,705	406,840,520
PUBLIC UTILITIES				
Gas	8,233,400	8,138,100	9,002,500	9,591,000
Electric	26,807,400	14,955,500	15,762,600	15,996,100
Other		95,000	100,000	100,000
Utilities Total	35,040,800	23,188,600	24,865,100	25,687,100
Gross Valuation	620,555,085	610,310,503	614,335,210	619,957,168
Less Exemptions	1,640,000	1,391,800	1,204,400	1,174,600
Net Valuation	618,915,085	608,918,703	613,130,810	621,131,768

Owner's Name	Map	Lot	Unit	St.#	Street	AC	Land	Bldg	Total
PEMBROKE, TOWN OF	VE	1		172	MAIN ST	0.12	\$45,800	\$0	\$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	1.50	\$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	0.00	\$0	\$17,300	\$17,300
PEMBROKE, TOWN OF	VW	117		4	UNION ST	0.26	\$61,700	\$197,000	\$197,000
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	0.10	\$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	30.00	\$268,000	\$0	\$344,900
PEMBROKE SEWER COMMISSION	VW	188	2-P		MEMORIAL FIELD	0.00	\$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	0.20	\$28,100	\$0	\$28,100
PEMBROKE, TOWN OF	VW	228		2	EXCHANGE ST	0.40	\$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

Owner's Name	Map	Lot	Unit	St.#	Street	AC	Land	Bldg	Total
FRENCH CEMETERY	258	CM	9		CEMETERY - FRENCH	0.09	\$48,900	\$0	\$48,900
PEMBROKE, TOWN OF	260	41		621-623	SIXTH RANGE RD	5.10	\$52,500	\$0	\$52,500
PEMBROKE, TOWN OF	260	42		617-619	SIXTH RANGE RD	5.60	\$41,000	\$0	\$41,000
PEMBROKE, TOWN OF	260	58	1		SEVENTH RANGE RD	6.00	\$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	17.50	\$115,400	\$0	\$115,400
PEMBROKE, TOWN OF	262	27		543	CROSS COUNTRY RD	14.00	\$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	266	7		34-36	MASON AVE	10.66	\$12,100	\$0	\$12,100
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	0.30	\$32,700	\$0	\$32,700
PEMBROKE, TOWN OF	559	13			SOUCCOOK RIVER	4.00	\$76,300	\$0	\$76,300
PEMBROKE SEWER COMMISSION	561	17	1-P	147	SHEEP DAVIS RD	0.00	\$0	\$0	\$7,500
PEMBROKE, TOWN OF	561	34		402-408	BOROUGH RD	9.00	\$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

Owner's Name	Map	Lot	Unit	St.#	Street	AC	Land	Bldg	Total
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	34.30	\$69,800	\$0	\$69,800
PEMBROKE, TOWN OF	565	81	19	410	NADINE RD	0.55	\$34,700	\$0	\$34,700
PEMBROKE SEWER COMMISSION	565	81	B-P	55	WHITE SANDS RD	0.00	\$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	12.00	\$213,300	\$45,400	\$259,700
PEMBROKE SEWER COMMISSION	632	8	1-P	702	KEITH AVE	0.00	\$0	\$81,200	\$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 COMMISSION	634	46	P	572	PEMBROKE ST	0.00	\$0	\$28,800	\$33,300
PEMBROKE, TOWN OF	868	10		813	BACHELDER RD	0.37	\$49,400	\$0	\$49,400
PEMBROKE, TOWN OF	868	35		136	NO PEMBROKE RD	25.00	\$64,900	\$0	\$64,900
BUCK STREET CEMETERY	868	CM	1		CEMETERY - BUCK ST	2.50	\$85,200	\$0	\$85,200
PEMBROKE, TOWN OF	870	34		662	THOMPSON RD	0.13	\$46,300	\$0	\$46,400
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	133.10	\$78,900	\$0	\$78,900

TOWN WAGE SCHEDULE

<i>Hourly</i>	<i>Minimum</i>	<i>Maximum</i>
Grade 5 Custodian Library Clerk	\$11.02	\$14.93
Grade 6 Recording Secretary Laborer/Maintenance	\$11.67	\$15.84
Grade 7 Childrens Library Assist.	\$12.39	\$16.81
Grade 8 Probationary Firefighter	\$13.15	\$17.87
Grade 9 Assist. Library Director Municipal Secretary Account Clerk Secretary Truck Driver/Equip. Operator	\$13.93	\$18.93
Grade 10 Collections Clerk	\$14.78	\$20.07
Grade 11 Welfare Administrator Planning & Land Use Clerk Police Administrative Secretary Fire Fighter	\$15.68	\$21.30
Grade 12 Planner Fleet Mechanic Sewer Laborer Police Officer	\$16.65	\$22.59
Grade 13 Tax Collector Police Officer - Certified SW/Highway Foreman Fire Engineer	\$17.67	\$23.96
Grade 14 Accountant Fire Lieutenant	\$18.73	\$25.40
Grade 15 Highway Superintendent	\$19.88	\$26.97
Grade 16 Code Enforcement Officer Sewer Administrator Police Sergeant/Detective	\$21.07	\$28.59

<i>Salary</i>	<i>Minimum</i>	<i>Maximum</i>
Grade 13 Town Clerk	\$36,737	\$49,841
Grade 14	\$38,948	\$52,823
Grade 15 Library Director	\$41,349	\$56,086
Grade 16 Fire Captain	\$43,835	\$59,459
Grade 17	\$46,439	\$62,888
Grade 18 Police Lieutenant Deputy Fire Chief	\$49,266	\$66,719
Grade 19 Assistant Fire Chief	\$52,267	\$70,781
Grade 20 Police Chief Fire Chief Public Works Director	\$55,448	\$75,091
Grade 21 Town Administrator	\$58,825	\$79,664
Grade 22	\$62,409	\$84,514
Grade 23	\$66,209	\$89,662

Town of Pembroke
2012 Wages and Benefits

Name	Base Pay	Overtime	Other	Gross Wages	Social Security	Medicare	NH		
							Retirement	Life	Disability
Addington, Christine	\$29,025.29		\$807.36	\$29,832.65	\$1,849.62	\$432.57			
Abbott, Lisa	\$10,760.67			\$10,760.67	\$667.16	\$156.03			
Alley, Annette	\$39,128.01	\$238.43	\$1,978.24	\$41,344.68	\$2,563.37	\$599.50	\$3,176.30	\$23.04	\$454.34
Alley, Eric	\$34,293.64	\$1,800.84		\$36,094.48	\$2,237.86	\$523.37	\$4,230.44	\$23.04	\$393.85
Amell, Darrell	\$46,609.67	\$777.70	\$2,368.60	\$49,755.97	\$3,084.87	\$721.46			\$541.51
Barker, Carl	\$12,581.84			\$12,581.84	\$780.07	\$182.44			
Bergeron, Angela	\$44,528.16	\$3,718.59	\$1,682.30	\$49,929.05	\$796.26	\$723.97	\$9,960.85	\$23.04	\$484.51
Bilodeau, Gordon	\$12,842.84			\$12,842.84	\$44.77	\$186.22			
Bilodeau, Richard	\$722.07			\$722.07		\$10.47			
Bisson, Gregory	\$9,288.44	\$55.13	\$482.88	\$9,826.45		\$142.48	\$1,960.37	\$23.04	\$97.78
Boisvert, James	\$66,957.76		\$1,664.32	\$68,622.08	\$4,254.57	\$995.02	\$6,038.71	\$23.04	\$757.75
Bohaker, Benjamin	\$204.75			\$204.75	\$12.69	\$2.97			
Bohaker, Kayla	\$204.75			\$204.75	\$12.69	\$2.97			
Bouchard, Elizabeth	\$80.00			\$80.00	\$4.96	\$1.16			
Bouffard, Jason	\$1,615.55			\$1,615.55	\$100.16	\$23.43			
Brezosky, Marie	\$320.00			\$320.00	\$19.84	\$4.64			
Brown, Michael	\$3,026.81			\$3,026.81	\$187.66	\$43.89			
Buchanan, Robert	\$19,840.00	\$870.00	\$643.50	\$21,353.50	\$191.09	\$309.63	\$4,260.03	\$23.04	\$199.50
Burbank, Mary	\$3,082.11			\$3,082.11	\$191.09	\$44.69			
Byers, Daniel	\$28,480.00	\$1,005.00	\$2,071.50	\$31,556.50	\$221.93	\$457.57	\$6,295.52	\$23.04	\$283.40
Carlucci, Jocelyn	\$3,579.48			\$3,579.48	\$220.93	\$51.90			
Chevrette, Mark	\$31,268.06	\$3,639.02	\$727.20	\$35,634.28	\$2,209.33	\$516.70	\$3,071.85	\$23.04	\$349.02
Chouinard, Marie	\$120.00			\$120.00	\$7.44	\$1.74			
Clark, Bonnie	\$320.00			\$320.00	\$19.84	\$4.64			
Clark, William	\$1,327.00			\$1,327.00	\$82.27	\$19.24			
Connor, Charles	\$3,000.00			\$3,000.00	\$186.00	\$43.50			
Connor, Donald	\$80.00			\$80.00	\$4.96	\$1.16			
Courtemanche, Justine	\$1,450.00			\$1,450.00	\$89.90	\$21.03			
Crafts, Patricia	\$480.00			\$480.00	\$29.76	\$6.96			
Cunha, Christopher	\$43,464.96	\$3,681.35	\$3,517.47	\$50,663.78	\$734.62	\$734.62	\$9,909.59	\$23.04	\$463.15
Currier, Jennifer	\$696.50			\$696.50	\$43.18	\$10.10			
Cyr, Jeffrey	\$4,400.10			\$4,400.10	\$272.81	\$63.80			
Dorian, Nicholas	\$150.74			\$150.74	\$9.35	\$2.19			

Town of Pembroke
2012 Wages and Benefits

Name	Base Pay	Overtime	Other	Gross Wages	Social Security	Medicare	NH		
							Retirement	Life	Disability
Duggan, John	\$1,450.00			\$1,450.00	\$89.90	\$21.03			
Dusseault, Paul	\$178.21			\$178.21	\$11.05	\$2.58			
Eagle, Joseph	\$125.71			\$125.71	\$7.79	\$1.82			
Engwer, Andrew	\$204.89			\$204.89	\$12.70	\$2.97			
Fanny, Robert	\$31,001.90	\$2,198.75		\$33,200.65	\$2,058.44	\$481.41	\$2,921.66	\$23.04	\$358.58
Farley, Robert	\$4,890.00			\$4,890.00	\$303.18	\$70.91			
Ford, Rosemary	\$18.24			\$18.24	\$1.13	\$0.26			
French, Christopher	\$766.69			\$766.69	\$47.53	\$11.12			
Gagnon, Paul	\$6,384.73			\$6,384.73	\$395.85	\$92.58			
Galligan, Rose	\$6,595.48			\$6,595.48	\$408.92	\$95.63			
Gaponova, Nataliya	\$46,697.38	\$17.25	\$2,834.68	\$49,549.31	\$3,072.06	\$718.46	\$4,110.90	\$23.04	\$556.72
Gaskell, Gary	\$57,338.18		\$3,411.82	\$60,750.00		\$880.88	\$12,119.66	\$23.04	\$608.95
Gerrish, Melissa	\$431.20			\$431.20	\$26.73	\$6.25			
Gifford, Susan	\$1,712.41			\$1,712.41	\$106.17	\$24.83			
Gilman, Dwayne	\$67,263.80		\$3,979.86	\$71,243.66		\$1,033.03	\$14,213.04	\$23.04	\$734.27
Ginn, Joshua	\$18.68			\$18.68	\$1.16	\$0.27			
Girard, Corey	\$1,820.92			\$1,820.92	\$112.90	\$26.40			
Goff, James	\$49,563.60		\$2,551.37	\$52,114.97	\$3,231.13	\$755.67	\$4,586.06	\$23.04	\$574.40
Goff, James Drou	\$80.00			\$80.00	\$4.96	\$1.16			
Goodacre, Philip	\$39,863.58	\$3,253.63	\$1,439.82	\$44,557.03	\$2,762.54	\$646.08	\$8,889.13	\$23.04	\$422.96
Gray, Marie	\$12,012.92			\$12,012.92	\$744.80	\$174.19			
Greco, Vincent	\$2,500.00			\$2,500.00	\$155.00	\$36.25			
Hall, Tara	\$346.50			\$346.50	\$21.48	\$5.02			
Hanson, Karl	\$38,920.44	\$3,080.66	\$1,162.15	\$43,163.25		\$625.87	\$8,611.03	\$23.04	\$460.90
Hasbany, Ann	\$80.00			\$80.00	\$4.96	\$1.16			
Haskell, Jon	\$34.79			\$34.79	\$2.16	\$0.50			
Hodge, Everett	\$50,193.60		\$2,518.82	\$52,712.42	\$3,268.17	\$764.33	\$4,529.11	\$23.04	\$577.96
Jodoin, David	\$79,163.19		\$5,076.45	\$84,239.64	\$5,222.86	\$1,221.47	\$7,265.04	\$23.04	\$913.03
Judge, Terrence	\$1,994.64			\$1,994.64	\$123.67	\$28.92			
Kline, Fred	\$1,650.00			\$1,650.00	\$102.30	\$23.93			
Lane, Scott	\$5,734.32			\$5,734.32			\$1,125.49		
Lemoine, Ann	\$3,594.31			\$3,594.31	\$222.85	\$52.12			
Lemoine, Brian	\$2,981.41			\$2,981.41	\$184.85	\$43.23			
Lemoine, Tyrel	\$3,414.42			\$3,414.42	\$211.69	\$49.51			

Town of Pembroke
2012 Wages and Benefits

Name	Base Pay	Overtime	Other	Gross Wages	Social Security	Medicare	NH			
							Retirement	Life	Disability	
Leroux, Denis	\$2,607.92			\$2,607.92	\$161.69	\$37.81				
Lewis, Ryan	\$439.60			\$439.60	\$27.26	\$6.37				
Ludwick, Stephen	\$168.38			\$168.38	\$10.44	\$2.44				
Madden, Lawrence	\$32,197.60	\$1,227.24	\$100.00	\$33,524.84	\$2,078.54	\$486.11	\$2,950.22	\$23.04	\$368.00	
Malo, Henry	\$38,409.64	\$280.70	\$1,398.08	\$40,088.42	\$2,485.48	\$581.28	\$3,448.79	\$23.04	\$417.64	
Malo, Paulette	\$50,123.63	\$1,371.70	\$2,897.12	\$54,392.45	\$3,372.33	\$788.69	\$4,575.66	\$23.04	\$557.39	
Martel, Chester	\$4,808.41			\$4,808.41	\$298.12	\$69.72				
Marion, Marlene	\$1,540.06			\$1,540.06	\$95.48	\$22.33				
Mate, Amanda	\$39,128.07		\$1,677.92	\$40,805.99	\$2,529.97	\$591.69	\$3,512.87	\$23.04	\$454.95	
McAlpine, Mark	\$37.36			\$37.36	\$2.32	\$0.54				
Mendoza, Adam	\$33,055.26	\$2,299.86	\$780.00	\$36,135.12	\$2,240.38	\$523.96	\$3,111.27	\$23.04	\$378.85	
Merrill, Scott	\$229.74			\$229.74	\$14.24	\$3.33				
Mitchell, Charles	\$400.00			\$400.00	\$24.80	\$5.80				
Mitchell, Richard	\$40.00			\$40.00	\$2.48	\$0.58				
Nadeau, James	\$1,205.15			\$1,205.15	\$74.72	\$17.47				
Nadeau, Reno	\$45,897.92	\$1,333.89	\$2,121.60	\$49,353.41	\$3,059.91	\$715.62	\$4,343.11	\$23.04	\$575.66	
Paulsen, Erik	\$5,034.19			\$5,034.19	\$312.12	\$73.00				
Paulsen, Harold	\$11,289.08			\$11,289.08	\$699.92	\$163.69				
Pellerin, Jules	\$1,200.00			\$1,200.00	\$74.40	\$17.40				
Pelissier, Ryan	\$257.64			\$257.64	\$15.97	\$3.74				
Pearl, Casey	\$112.08			\$112.08	\$6.95	\$1.63				
Perron, Michael	\$3,104.06			\$3,104.06	\$192.45	\$45.01				
Perron, Steven	\$31,826.82	\$2,025.13	\$239.16	\$34,091.11	\$2,113.65	\$494.32	\$2,978.97	\$23.04	\$365.93	
Petit, Thomas	\$560.00			\$560.00	\$34.72	\$8.12				
Philibotte Verdile,										
Stephanie	\$38,193.75			\$38,193.75	\$2,368.01	\$553.81	\$3,361.05	\$23.04	\$466.98	
Plumb, Jason	\$37.36			\$37.36	\$2.32	\$0.54				
Previe, Muriel	\$24,579.26			\$24,579.26	\$1,523.91	\$356.40				
Ranfos, Victor	\$42,788.00	\$3,094.01	\$1,958.82	\$47,840.83	\$2,966.13	\$693.69	\$4,124.56	\$23.04	\$490.70	
Rapazza, Alane	\$3,958.10			\$3,958.10	\$245.40	\$57.39				
Riccioiti, Maryanne	\$43,501.60	\$626.02	\$1,478.10	\$45,605.72	\$2,827.55	\$661.28	\$4,013.29	\$23.04	\$493.87	
Robertson, Bradley	\$2,061.65			\$2,061.65	\$127.82	\$29.89				
Roy, Dennis	\$3,912.37			\$3,912.37	\$242.57	\$56.73				
Russell, Emily	\$1,263.50			\$1,263.50	\$78.34	\$18.32				



CERTIFIED PUBLIC ACCOUNTANTS
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(603) 622-7070 • Fax: (603) 622-1452 • www.vachonclukay.com

**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, 2011, 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 our auditing procedures for the purpose of expressing our opinions 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 significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been 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 Town'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 both the Water Department and the Sewer Department. The financial records of the Town's water and sewer operations are maintained separately from the town's finance department. Presently, a single individual within each of these departments 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 both the Water Fund and the Sewer Fund. These separately maintained funds are 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. Among

the proposed audit adjustments in the water department was an entry to reverse a posting for an unidentified cash variance in excess of \$60,000.

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 Water Commissioners and the Board of Sewer Commissioners review their current procedures regarding the billing and collection of user fees and the maintenance of each 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 each of these departments, the two Boards of Commissioners could consider utilizing the services of other individuals within the water and 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 Commissioners of both organizations 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 Water and Sewer Commissioners and is not intended to be and should not be used by anyone other than these specified parties.

Nachon Clukay & Company PC

October 23, 2012

PEMBROKE FIRE DEPARTMENT

2012 Annual Report

Your fire department answered a total of 289 calls for service during 2012. This number represented a 15% decrease in calls. Much of the decrease can be attributed to not having any of the serious weather related events such as floods and/or ice storms, etc. we have seen in the past several years that generated many calls.

There were 6 structural fires during the year with only one of those causing 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 calls is as follows:

<u>Type</u>	<u># Calls</u>	<u>Percentage</u>
Carbon Monoxide	4	1.38%
Alarm System Activation – False or Unknown Cause	52	17.99%
Smoke Detector	11	3.80%
Sprinkler Alarm	4	1.38%
Fire – Vehicle	4	1.38%
Fire – Structural	6	2.07%
Fire – Chimney	2	0.69%
Fire – Brush, Woods, Grass	7	2.42%
Investigation	21	7.26%
Officer Only Call	7	2.42%
Permit Fire / Authorized Burning	14	4.84%
Assist the Public	15	5.19%
Training	2	0.69%
Unauthorized Burning	5	1.73%
Leak – Flammable liquid or gas	5	1.73%
Vehicle accident cleanup	2	0.69%
Odor of gas or smoke	11	3.80%
Smoke in building – No fire	1	0.34%
Wires down	7	2.42%
Medical assistance only	44	15.22%
Extrication	4	1.38%
Technical Rescue	2	0.69%
Medical – Patient Assessment/treatment	5	1.73%
Mutual Aid – Cover truck	6	2.07%
Mutual Aid – To scene	19	6.57%
Mutual Aid – Cancelled	12	4.15%
Cancelled – Within Pembroke	9	3.11%
Dispatched in error	6	2.07%
Malicious false alarm	2	0.69%

TOTAL CALLS		289

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 Michael Brown
Lieutenant Jeffrey B Cyr
Firefighter Joe Eagle
Captain Robert B Farley
Firefighter Corey R Girard
Firefighter Terrence Judge
Lieutenant Brian A Lemoine
Engineer Stephen E Ludwick
Firefighter Scott Merrill
Chief Harold E Paulsen
Firefighter Ryan R Pelissier
Firefighter Steven M Perron
Engineer Bradley J Robertson
Lieutenant Charles R Schmidt
Engineer Aaron L Smart
Assistant Chief John C Theuner
Firefighter Katrina Walker

Firefighter Jason L Bouffard
Lieutenant William O Clark
Firefighter Nicholas Doriean
Firefighter Andrew W Engwer
Deputy Chief Paul M Gagnon
Firefighter John Haskell
Firefighter Ann M Lemoine
Lieutenant Tyrel J Lemoine
Lieutenant Chester R Martel
Captain Erik S Paulsen
Firefighter Casey H Pearl
Quartermaster Michael A Perron
Firefighter Jason R Plumb
Engineer David J Sartorelli
Firefighter Zachary Schmidt
Engineer Eric Stromvall
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



EMERGENCY MANAGEMENT

2012 Annual Report

The Emergency Management Department is responsible for preparing, protecting, responding and recovering from any natural or manmade disaster that may occur within the Town of Pembroke. The department is really a team effort of the police, fire, public works, sewer, water, board of selectmen and the schools with the directors coordinating their efforts.

During the year funds became available from a State appropriation to assist in mitigating future damage to homes from flooding in the Suncook River flood basin. Under guidelines from the State we were able to identify three properties to purchase and remove the buildings on the property. We were also able to identify one other property to upgrade it so that it would no longer be susceptible to flood damage.

We also continued to work with area agencies in on- going planning for possible future emergencies such as the need for shelters, planning for pandemics, etc.

Although these events are hopefully few and far between the amount of time necessary to plan for them is enormous with many meetings to attend.

Finally we would like to make everyone aware of a **PUBLIC EMERGENCY NOTIFICATION SYSTEM** that we have put in place. The system is run by NIXLE and it allows you to stay instantly informed of trusted, neighborhood-level public safety and community information.

You choose the information you want, for the addresses you want, all delivered at no cost, by text message, e-mail and web.



Emergency

PEMBROKE POLICE DEPARTMENT

2012 Report

I present to you the 2012 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 18 Burglary cases, 13 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. A full time Detective handled more of the larger cases of Computer crimes, sexual assaults, and crimes against children.

In January 2012, I was appointed Chief of Police. It is a great honor and I look forward to continuing to serve the citizens of Pembroke. Many thanks to the Town of Pembroke for its patience in a variety of matters not responded to immediately that might have been in the past. On the subject of patience, I would like to include a quote from retired Chief Scott Lane.

“Police officers are subject to a constant diet of images and memories that most people never have the opportunity or desire to experience”.

Police officers are on this “diet” 24 hours a day 7 days a week. Please understand there is more to the officer than the one call that you see them on or had contact with them. It is impossible for you to know what call for service the officer performed before yours. I can tell you that with over twenty-one years of service, I have responded to a tragedy and ten minutes later responded to an animal complaint or neighbor dispute. Police Officers have to bury the tragedy and show complete professionalism and respect on the next call they receive. We are all human beings and Police Officers are no different. We need to work together as a community to open the lines of communication.

The department roster underwent significant changes of personnel during 2012. With the resignation of personnel leaving due to retirement or career advancements, the Pembroke Police Department hired Officer Daniel Byers formerly of the Newmarket Police Department, Officer Robert Buchanan formerly of NH State Police-NHH Campus Police and Officer Jacquelyn Parker formerly of the Winchester Police Department to our team. All of these officers offer added knowledge and a great team approach to an already young yet talented department.

Although crime may be on the rise and there is uncertainty of the economy, the members of the Pembroke Police Department will constantly strive to provide the best service to its community.

Thank you, Stay Safe.

Dwayne R. Gilman
Chief of Police

PEMBROKE POLICE DEPARTMENT

TABLE OF ORGANIZATION

<u>ADMINISTRATION</u>	<u>SERVING SINCE</u>
Chief Dwayne R. Gilman	1992
Lt. Gary Gaskell	2007 Firearms Instructor, Training Officer

<u>PATROL DIVISION</u>	<u>SERVING SINCE</u>
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
Off. David Scarpino, Jr.	2011 Patrol Officer
Off. Daniel Byers	2012 Patrol Officer
Off. Robert Buchanan	2012 Patrol Officer
Off. Jacquelyn Parker	2013 Patrol Officer

<u>ADMINISTRATIVE DIVISION</u>	<u>SERVING SINCE</u>
Mary Ann Ricciotti	1993 Administrative Assistant / Records
Annette Alley	1997 Receptionist

PEMBROKE POLICE DEPARTMENT

Crime Statistics

<u>Property Crime:</u>	2012	2011	2010	2009	2008
Burglary	18	22	26	16	14
Attempted Burglary	4	3	1	3	1
Robbery	1	0	1	2	0
Theft from Building	3	6	9	11	12
Forgery	2	1	8	3	1
Issuing Bad Checks	13	15	19	12	13
Theft by Unauthorized Taking	54	6	6	57	42
<u>Motor Vehicle related</u>					
Theft from Motor Vehicle	27	28	21	42	37
Theft of Motor Vehicle	1	4	2	3	9
<u>Crimes Against Children</u>					
Sexual Assault Crimes	15	11	14	11	7
Computer Crimes	3	7	3	1	3

PEMBROKE POLICE DEPARTMENT

<u>CALLS FOR SERVICE</u>	2012	2011	2010	2009	2008	2007	2006	2005	3-Year Average
Dispatch Calls Received	11,650	12,571	16,857	11,303	10,960	9,703	12,630	9,228	13,693
Station Calls Received & Walk Ins (M-F 8-4)	9,449	10,341	11,457	11,365	11,922	9,845	xx	xx	10,416
911 Calls	46	54	66	99	84	109	137	166	55
Citizen / Motorist Assist	324	342	335	646	624	477	782	561	233
Assist other Agency/Police/Fire/Ambulance	468	435	539	627	502	555	894	507	481
Juvenile Involved	185	153	248	272	197	232	304	232	135
Alarm Calls	401	230	324	316	313	335	300	359	318
Domestic Disturbance/Related Calls	114	138	95	106	81	89	112	101	116
Animal Complaints	186	168	267	299	274	239	261	237	207
Motor Vehicle Stops	2,065	1,091	1,896	1,548	1,965	2,137	2,506	1,653	1,684
Defective Equipment Tags	406	395	444	327	148	393	364	229	415
Parking Tickets	482	586	334	389	543	622	716	553	467
Motor Vehicle Warnings	1895	849	1,122	866	1,568	1,276	969	605	1,289
Motor Vehicle Summons	207	164	238	205	395	481	651	520	203
Motor Vehicle Collisions	135	163	133	159	136	176	140	147	144
Juvenile Missing/Runaway	4	9	16	17	12	36	12	51	10
Driving While Intoxicated	19	16	17	26	32	30	28	18	17
Liquor Law Violations	8	6	23	15	22	34	37	21	12
Simple Assault	96	90	76	61	52	60	61	67	87
Sexual Assault/Related	9	10	15	19	14	7	10	15	11
Aggravated Assault	10	13	7	12	3	5	1	3	10
Harassment/Stalking/Criminal Threatening	27	23	25	34	38	40	31	52	25
Criminal Mischief/Vandalism	91	86	132	142	120	121	141	83	103
Criminal Trespass	32	23	17	12	16	21	16	11	24
Drug Possession/Use/Sale	37	52	66	53	38	61	55	50	52
Fraud//Theft of Services	9	5	14	19	12	38	40	49	9
Forgery//Theft by deception	15	3	10	6	2	7	5	18	9
Armed Robbery	2	0	0	2	0	1	2	1	1

PEMBROKE POLICE DEPARTMENT

<u>ACTIVITY STATISTICS</u>	2012	2011	2010	2009	2008	2007	2006	2005	3-Year Average
Total Offenses Committed	855	890	951	947	975	966	1079	845	899
Total Crime Related Incidents	466	511	540	594	962	602	777	522	506
Total Felonies	88	144	105	109	94	97	96	119	112
Total Non Crime Incidents	34	29	58	54	73	49	61	56	40
On view Arrests	122	109	150	133	236	169	199	135	127
Arrest (based on Incident/ Warrants)	109	121	142	125	127	139	217	159	124
Summons Arrests	13	16	19	30	16	23	52	9	16
Protective Custody	14	19	35	32	32	29	28	23	23
Juvenile Arrests	38	55	93	67	78	82	121	50	62

PUBLIC WORKS DEPARTMENT

Yearly Report 2012

The Department of Public Works has been given tasks to manage the Town's roads, sidewalks, storm sewer, solid waste, cemeteries, municipal buildings and fleet. To accomplish all these tasks the department employs 11 full time and 1 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	1,388	Each
2. Inquiries/Transfer Station	89	Each
3. Inquiries/Rubbish Route	68	Each
4. Inquiries/Road Conditions	40	Each
5. Payment Vouchers Processed	833	Each
6. Street Light Repairs	37	Each

Highway Division: The Highway Division which is responsible for the maintenance and repair of approximately 82 miles of road, 11 miles of sidewalk, storm sewers which include 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 24.79 miles of Town roads, clean 560 catch basins, paint 107,079 LF of roadway striping, grade 1.50 miles of gravel roads and cut down several large hazardous trees.

There were 25 snow/ice storm events that occurred during 2012 which required 803.25 man-hours, 431.20 tons of sand, 786.23 tons of salt. Snow removal from downtown and the municipal parking lots required 167.5 man-hours. Shoveling snow from around the 176 town fire hydrants required 57 man-hours and plowing about 7 miles of sidewalks each storm expended 40.50 man-hours.

Additionally there were a few tasks recommended to us from the Board of Selectmen and the Roads Committee: The Broadway Project which consisted of storm drain pipes, catch basins, sidewalks and roadway on Broadway, Pine, Maple, Prospect St. and part of Pleasant Street. We are 99% complete only punch list items remain for 2013. Buck Street and Cross Country Roads dirt sections were paved, binder only. Also the Transfer Station, final phase which included hot top was complete.

PUBLIC WORKS DEPARTMENT

Other tasks performed by this division consisted of the following:

1. Road side ditching	14,900.00	Linear Feet
2. Cold patching pot holes	2.36	Tons
3. Hot topping pavement repairs	3,585.78	Tons
4. Road wash out repairs	490.00	Linear Feet
5. Sweeping Sidewalks	.75	Miles
6. Road side mowing	50.00	Miles
7. Road side brush cutting	320.00	Cubic Yards
8. Large Tree Cutting	26.00	Each
9. Sign Maintenance & Replacements	63.00	Each
10. Complaints	8.00	Each
11. Inquiries	8.00	Each
12. Assist Solid Waste Division	1,039.50	Man Hours
13. Assist Fleet Division	983.00	Man Hours
14. Assist Parks & Recreation Division	67.00	Man Hours
15. Assist Cemetery Division	129.00	Man Hours
16. Assist Sewer Department	13.00	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 2012, a total of 3,184.90 tons of solid waste was generated from Pembroke and disposed of at the incinerator in Penacook, NH. Also in 2012, a total of 799.98 tons of single stream recycling was taken to Casella Waste in Allenstown. Diverting this recyclable material from the waste stream saved the Town \$42,379.74 in tipping fees. This division also performed curbside pickup of leaves from residents during spring cleanup.



PUBLIC WORKS DEPARTMENT

The following is a tabulation of solid waste that was collected and disposed of in 2012:

1. Curbside Pickup

a.	Rubbish	3,184.90	Tons
b.	Single Stream Recycling	701.85	Tons
c.	Leaves	119	Cubic Yards
d.	Brush chipped from Spring cleanup	75	Cubic Yards
e.	Refuse Tags Issued	220	Each
f.	Christmas Trees	-	Each
g.	Inquiries	157	Each
h.	Complaints	8	Each

2. Transfer Station Activity

a.	Rubbish	309.29	Tons
b.	Single Stream Recycling	112.2	Tons
c.	Non-Burnables	189.74	Tons
d.	Burnables	139.13	Tons
e.	Concrete	-	Tons
f.	Scrap Metal	70.78	Tons
g.	Aluminum Cans	3,186	Lbs.
h.	Textile Recycling – Planet Aid	3,000	Lbs.
i.	Refrigerator/Freezer	51	Each
j.	Air Conditioners	49	Each
k.	Brush	1,415	Cubic Yards
l.	Christmas Trees	104	Each
m.	Leaves	2,618	Cubic Yards
n.	Propane Tanks or Canisters	73	Each
o.	Waste Oil	1,750	Gallons
p.	Waste Antifreeze	165	Gallons
q.	Batteries	71	Each
r.	Tires	323	Each
s.	Complaints	7	Each
t.	Inquiries	124	Each
u.	Hazardous Waste Refused	12	Each
v.	Video Displays	308	Each
w.	C&D Debris (Minimum Load)	313	Loads
x.	C&D Debris (Maximum Load)	206	Loads
y.	School	14	Cubic Yards
z.	Residents	26,329	Each

PUBLIC WORKS DEPARTMENT

3. Electronics Recycling

a.	Computer Monitors	70	Each
b.	Televisions	233	Each
c.	Printers	137	Each
d.	Fax Machines	9	Each
e.	Stereo Equipment	323	Each
f.	VCRs	43	Each
g.	DVD Players	75	Each
h.	Copiers	6	Each
i.	Scanners	12	Each
j.	Radios	115	Each
k.	PCs	93	Each
l.	Microwaves	68	Each
m.	Keyboards	79	Each
n.	Typewriters	5	Each
o.	2' Fluorescent Tubes	10	LF
p.	4' Fluorescent Tubes	3,864	LF
q.	6' Fluorescent Tubes	-	LF
r.	8' Fluorescent Tubes	992	LF
s.	Small Misc. Fluorescent & HID Bulbs	42	Each
t.	Compact Fluorescent Bulbs	228	Each
u.	Thermostats	1	Box
v.	Alkaline & Zinc Batteries	546	Lbs.
w.	Rechargeable Batteries (NiCd, Li-Ion, NiMH, Lead)	98	Lbs.
x.	Cell Phones Recycled	38	Each
y.	82 Gaylords of Electronics Picked Up	35,214	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 a new roof that was replaced at the Perry Eaton Building.

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 2012, there were 8 full burials, 5 cremation burials and 5 cemetery plots sold.

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.

PUBLIC WORKS DEPARTMENT

For the year of 2012, this division performed 84 safety inspections and 211 routine maintenance tasks on the town's fleet. In addition, there were 339 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	289	100	189	1250	59.8%
Solid Waste	102	26	76	450	21.6%
Fleet	1	1	0	1	0.1%
Police	94	46	48	130	6.2%
Fire	50	34	16	133	6.4%
Sewer	0	0	0	0	0.0%
Code Enforcement	2	1	1	3	0.1%
Parks & Recreation	12	3	9	122	5.8%
Totals	550	211	339	2089	100%
Fleet Division Administration				125	
Total Hours				2214	

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.

As always our employees take pride in their work and are very professional workers. 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

LIBRARY TRUSTEES AND DIRECTOR 2012 ANNUAL REPORT

A library, to modify the famous metaphor of Socrates, should be the delivery room for the birth of ideas - a place where history comes to life. ~Norman Cousins

The Library continues to be a very busy place. Many new cards were issued and as of the end of 2012, 42% of residents hold cards and circulation of materials is over 42,000 for this year. A new genre was added to the collection which intended for the 18 – 25 years old patrons. It is called New Adult and is located outside of the New Hampshire Room. Thanks to Britney Abbott for her hours of work in establishing this new section.

The library was also very fortunate in the donation of new library shelving from the Rogers family. The purchase of the heavy shelving necessary for holding library collections is very costly so this donation is truly appreciated.

The Pembroke Town Library and Cynthia Stosse, Director were nominated by Sgt Lance O. Paquette, 368th Battalion, USAR and received the Employer Support of the Guard and Reserve Patriotic Employer Award. This award is presented for support of reservists. Packages of baked goods, treats and the comforts of home were sent to Paquette weekly during his deployment. The abundance was shared with the Battalion – many never receiving packages from home. Sgt. Paquette remarked that he and his fellow reservists looked forward to the arrival of the brown boxes.

The Director, Cynthia Stosse was also recognized by the Merrimack County Juvenile Diversion Program for four years of mentoring local teens. She was the speaker at the annual volunteer appreciation night held last October.

Downloadable books has been part of the Library for several years now, but with so many owning MP3 players as well as Readers, this service is becoming very popular.

Despite this increase in the use of downloadable books, there is no indication that electronics will be taking the place of books, judging by the number of folks still checking out books, magazines, movies, audio books and coming in to read the papers!

The public computers are always busy. Each person has one hour, but if no one is waiting that time can be extended. We see many people taking advantage of the availability of computers for job searches; resume writing and sending applications out.

Our story times continue to be very popular and if you have not been in to experience the special stories with your little ones, do not hesitate to stop by. Tuesday mornings at 10:30AM our four to five year olds meet and Wednesday mornings at 10:30AM our 15 month through 3 years olds meet. Each week is a new and exciting theme. There are also special programs for children on select Saturdays. Call the library or stop in for the brochure.

Summer reading continues to grow and expand. It was again a record breaking attendance with teen program growing. Our kick off this year was an ice cream social with the goodies being provided by the Friends of the Pembroke Town Library. Seven Siding again supported Summer Reading with prizes, snacks and volunteering. The teen program was treated to a pizza party at the conclusion that was provided by the Friends

PEMBROKE TOWN LIBRARY

of the Pembroke Town Library. Associated Grocers again extended their generosity at the end of the teen program to enable the library to purchase all of the requests from the teens for which we are very grateful.

Many special Saturday programs were held as well as our annual Polar Express Party. We always appreciate when Santa can make time to visit and Seven Siding makes sure that there are candy canes and hot chocolate for all.

The Book Discussion Group meets the second Wednesday of each month. New members are always welcome. Stop in to find out more about this group.

Lorraine Good with the help of Pat Crafts and Mary Burbank continue to work hard to raise money for the library through book sales. The annual book sale which is held the first Saturday of June covers the entire front lawn of the Library. It is an event to mark on your calendars. There is also a “Cabin Fever” book sale held during school vacation week in February. It is not as big, but the great books are still there. During the year, small book sales are set up in the foyer of the library. Donations of books and DVD can be made to the library throughout the year. The generosity of these donations is what supplies many of the books to our sales.

The Friends of the Library, though a small group, continue to provide programs at the Library to benefit the citizens of the town. They organize the two yard sales each year as well as the holiday raffle baskets. Their book tables at Old Home Day have become very popular. All of this work benefits the library through their support and annual donation.

The Library cannot function without the help of our volunteers. The Key Club from Pembroke Academy has been on hand, as have other students from the Academy. Lorraine Good, Erika Parent, Fran Schapperle, John and Jack Mader and the teens from Juvenile Diversion are constants at the library – helping where they can.

It is the goal of the Trustees, Staff and Volunteers at the Pembroke Town Library to support life-long-learning for all. We are proud of the resources and programs offered and the town’s support is always appreciated.

Respectfully submitted,

Lynn Lamy, Chairperson
Cynthia Stosse, Library Director

Trustees:

Joyce Heinrich, Treasurer
Patricia Crafts
Ann Hasbany
Susanne Whitbeck
Marie Brezosky, Alternate
Dianna Maffucci, Alternate

Staff:

Heather Tiddes, Assistant Director
Lisa Abbott, Children’s Librarian

PEMBROKE TOWN LIBRARY

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 2012 Strong Foundations Charter School increased the size of their facility by constructing a new 10,570 square foot 2 story addition. The new owners of Plausawa Valley Golf course completely remodeled the club house. Seven new dwelling units were constructed consisting of two new residences, two new 2 family residences and one in-law unit. The rebuilding of Hemlock Hill Kennels was completed in April. There were numerous additions and outbuildings constructed during the year and 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, and the 2009 International Energy Conversation 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.

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 2012:

2012 Statistics

Type of permit	Number	Construction Value	Permit Cost
Commercial	60	\$1,466,174.00	\$9,402.10
New Dwellings Units	7	\$828,000.00	\$5,028.20
Signs	24	\$4,575.00	\$625.00
Fire inspections	53	0	0
Residential	361	\$1,981,920.00	\$18,054.69
Totals	505	\$4,280,669.00	\$33,109.99

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 2012 Zoning Board of Adjustment hearing results are broken down as follows:

Variances.....	13	Granted	8 / 5	Denied	
Special Exception.....	2	Granted	1 / 1	Withdrawn	
Equitable Wavier.....	0	Granted	0 / 0	Denied	
Administrative Decision	1	Granted	0 / 1	Denied	
Total	16	Granted	9 / 6	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

As in recent years 2012 saw no new residential subdivisions come before the Pembroke Planning Board. However there are indications that may change in 2013 as several developers have met with the Town Roads Committee for conceptual conversations, including one who presented to the Planning Board. Unquestionably there is a pent-up demand for new residential housing that, as the economy continues to improve, will result in development proposals.

The Board of Selectmen met with the Planning Board in the fall to explore tools that may be available to manage growth. While State of NH laws do permit the imposition of growth limiting ordinances, they must be based upon a demonstrated inability of the Town to accommodate such growth. As a result the Planning Board has established a subcommittee to begin to explore the capacity of Town services such as police, fire, public works, schools, water, and sewer. Our goal is to establish the level of residential growth Pembroke can absorb and at what point costly improvements to Town services will be required. This is a significant undertaking that typically would involve the engagement of a consultant to gather the data. However given the tight municipal budget no funds are available so we will instead be relying upon volunteer efforts and what resources can be tapped at the Central NH Regional Planning Commission.

Because of the few formal site plan and subdivision applications submitted for the Board to review, it enabled us to begin the 2013 Zoning Amendment process in June. The Board worked diligently to review and discuss a lengthy list of potential zoning amendments. This effort resulted in a number of enhanced and simplified definitions and zoning requirements as amendments that will assist the Board and staff when interpreting the ordinance, as well as amending town regulations to be in compliance with state RSAs. In addition we were able to update the Site Plan and Subdivision Regulations over the summer and the proposed amendments to those regulations were adopted by the Board on September 25, 2012. All zoning amendments will be presented to the voters for adoption on the March 2013 ballot and it is the Planning Board's hope these will be approved.

Several members attended an insightful workshop presented by the Local Government Center in Concord. Even longer-term members were thankful they participated, proving there is always something new to be learned.

We continue to be grateful for the volunteer members of the Planning Board. This year we lost an alternate member, Ron Nowe, due to other commitments, while we are benefitting from the expertise of Brent Edmonds who joined us this summer and brings many years of civil engineering experience. There are a number of alternate member vacancies and the Board would welcome anyone who has an interest in working with us to preserve the rural and quiet nature of Pembroke. We are also grateful for the competent and professional services provided by Stephanie Verdile, our Town Planner.

The Planning Board meets the 2nd and 4th Tuesday of each month at the Town Hall at 7 PM. Please consider joining us and offer your opinions if you feel so inclined.

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 2011: 298 in 2012: 239

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

Total general assistance given:

	<u>2011</u>	<u>2012</u>
Rent	\$ 44,247.00	\$ 32,961.35
Shelter/Motel	2,385.00	.00
Electric	1,817.79	596.11
Gas/Oil	1,275.00	1,036.50
Prescriptions	1,193.71	1,365.74
Food/Maintenance	.00	.00
Gasoline	180.00	.00
Burial	<u>750.00</u>	<u>750.00</u>
 TOTAL	 <u>\$ 51,858.50</u>	 <u>\$ 36,673.20</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 2012 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 Allentown 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) are reduced or eliminated, the number of families and individuals applying and qualifying for general assistance has increased and will continue to do so in coming years.

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; gazebo; horseshoes; and a boat launch area.

The permanent stage was constructed in August. Kevin Kelley took on this venture as part of his Eagle Scout Project. We personally want to thank **Plourde Sand and Gravel** for the help they provided in pouring the footings. There are still a few modifications to be made to the stage. This should be finished in the spring. The stage is located to the left of the pavilion. Many groups still enjoy the asphalt under the pavilion along with the paved walkway to the pavilion. This work was completed by **Sam Cooper and Sons**.

The PE 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 recreational program, summer 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, Manchester Monarch's hockey night. The Commission supports: a soccer league for children (grades kindergarten - 6), Little League Baseball, Girls' Babe Ruth Softball, Men's softball league, 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 2 - 5. Over forty children registered for the five-week program. The cost was one hundred forty dollars plus the cost of field trips. 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. This was the first year that we offered extended hours for early drop off and late pick up. Parents paid a modest amount for the week for the extended care. This was very successful and we plan on offering it again next summer.

Karen Misenheimer, a commission member, started 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. Taylor also started a pre K and kindergarten group that attracted over 40 participants! Scott Boisvert managed grades 1 & 2, which met on Saturday mornings. Over one hundred ninety 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.

RECREATION COMMISSION

The program for senior citizens, called M & M's, (motivated and moving), are 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 offered through the American Red Cross;
- 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. They were the first group to use the new stage! The Amoskeag Rowing Club used the facility for their annual New England Regatta Championship. The event went very well. People attended from all over New England. The Pembroke Recreation Commission sincerely appreciates the great care both 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 field; **Kurt Lesage** from **Priority Landscaping Services** in Hooksett for removing trees that were leaning towards the pavilion for a reduced cost; **Big Jim's** and **A & B Lumber** for their donation towards the softball dugout; **John Spoffard Agape' Builders** for his beautiful work and volunteering his time to construct the softball dugout; **Dirt Doctors** donation towards playground sand; **Monty Lafond** for the help he provided in spreading playground sand; **Kruger Excavating and Trucking Inc.** for their donation of loam; 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

PEMBROKE AND ALLENSTOWN OLD HOME DAY

SLOGAN: HANDS ACROSS THE WATER

THEME: "OUTDOOR FAMILY FUN"

A question often asked: Why is it called Old Home Day (OHD) and where does it originate?

Old Home Week is a practice that originated in the New England region of the United States similar to a holiday or festival. Beginning in the 19th and 20th century it involved a municipal effort to invite former residents of a village, town, or city - usually individuals who grew up in the municipality as children and moved elsewhere in adulthood - to visit the "Old Home", the parental household and home town. In the late 20th and 21st century the practice has spread to other parts of North America and has become a broader celebration with an emphasis on local culture and history. (Wikipedia). Today's Old Home Day is an abbreviated form of the original Old Home Week but based on similar principles.

On August 25, 2012, Pembroke and Allenstown Old Home Day continued to bring together many of these ideals of family, friendship, and community. The theme "Outdoor Family Fun" depicts a wholesome, healthy atmosphere, and a chance to make new acquaintances and renew old ones. All part of the essence of the simpler life of days gone by. OHD events included a parade, music, entertainment, pony and hay wagon rides, camporee, dunking booth, children's games, balloon artist, Kid Care ID, crafters, basketball tournament, petting zoo, miniature golf course, free door prize, face painting, foam demonstration, lots of food and much more. A heartfelt thanks to Associated Grocers of New England for sponsoring the fabulous fireworks!!

Old Home Day 2012 was particularly enhanced by a permanent stage, custom built onsite, at Pembroke's Memorial Field. The construction was orchestrated by a local Boy Scout as his Eagle Scout project. The design, engineering, and materials were donated by local businesses, organizations, and individuals. Hats off and much gratitude to all involved. The stage is a welcome asset for this facility and will bring delight to many for years to come.

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 24, 2013.

Respectfully submitted,

Stephen L. Fowler,
OHD Chairman

**PEMBROKE AND ALLENSTOWN
OLD HOME DAY**

2012 INCOME STATEMENT

INCOME:

BUSINESS DONATIONS	15,083
TOWN OF ALLENSTOWN	2,000
TOWN OF PEMBROKE	2,000
CONCESSIONS	1,100
CRAFTS	590
RAFFLE SALES	1,173
RIDES	3,464
INTEREST	40
PONY RIDES	200
CHILDREN'S GAMES	273
50-50	246
HAYWAGON	241
MINI-GOLF	272
MISCELLANEOUS	<u>70</u>

TOTAL INCOME 26,752

EXPENSE:

FIREWORKS	5,500
PARADE	6,445
ENTERTAINMENT	4,722
INSURANCE	1,037
PARKING	6
SANITATION RENTALS	415
POSTAGE	227
MISCELLANEOUS	662
BLAST PARTY RENTALS	4,826
CHILDREN'S GAMES	<u>155</u>

TOTAL EXPENSE 23,995

NET INCOME 2,757

FIRE WARDEN REPORT

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.nhdf.org.

Due to a record warm winter and little snow, our first fire occurred on February 4th with several more early fires to follow. Normally a large percentage of the warm windy days with low humidity occur when the ground is saturated from a long snow covered winter. By the time the surface fuels and ground dry out enough to burn, we only have a few weeks until "green up". This year however we had an extended period of these favorable spring fire conditions. Our largest fire in the state was 86 acres. The average size fire was .6 acres. Extensive summer rains kept total acreage burned to near normal levels

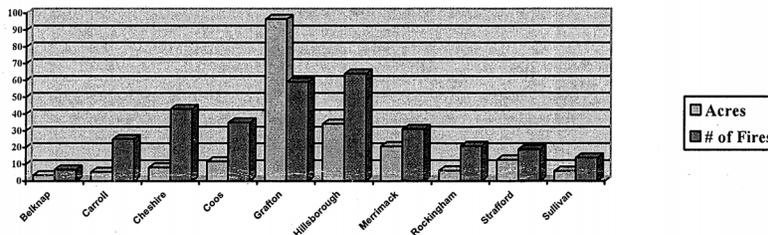
As has been the case over the last few years, state budget constraints have limited the staffing of our statewide system of 16 fire lookout towers to Class III or higher fire danger days. Despite the reduction in the number of days staffed, our fire lookouts are credited with keeping most fires small 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. Several of the fires during the 2012 season threatened structures, a constant reminder that forest fires burn more than just trees. Please help Smokey Bear, your local fire department, and the state's Forest Rangers by being fire wise and fire safe!

2012 FIRE STATISTICS

(All fires reported as of October 2012)

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

COUNTY STATISTICS		
County	Acres	# of Fires
Belknap	3.6	7
Carroll	5.5	25
Cheshire	8.3	43
Coos	11.8	35
Grafton	96.5	59
Hillsborough	34.2	64
Merrimack	20.8	31
Rockingham	6.4	21
Strafford	12.9	19
Sullivan	6	14



CAUSES OF FIRES REPORTED

	Total	Fires	Total Acres
Arson	14	2012	318
Debris	105	2011	125
Campfire	14	2010	360
Children	15	2009	334
Smoking	17	2008	455
Railroad	0		
Equipment	6		
Lightning	7		
Misc.*	140	(*Misc.: power lines, fireworks, electric fences, etc.)	

*Pembroke Warden
John Theune
Cel 340-2777*

ONLY YOU CAN PREVENT WILDLAND FIRE

CEMETERY COMMISSION

The Commission and the Public Works Department concentrated in 2012 on the clean-up and grooming of areas of the town cemeteries that had previously not been landscaped, or that were becoming overgrown. The town employed BMC General Contractors, who currently hold the town's mowing contract, to remove vines and shrubs along the rear wall of Pembroke Street Cemetery, to rebuild the stone boundary wall where necessary, and to seed the newly cleared area. Several of the oldest grave markers in the cemetery, long hidden in undergrowth, were revealed in the process. The Commission is pleased with the results.

Under the direction of Victor J. Ranfos, who serves as the Public Works Department's liaison with the Cemetery Commission, areas at the rear of New North Pembroke Cemetery and Pembroke Hill Cemetery were cleared of vegetation and debris, preparing them for future landscaping. The Public Works Department is currently seeking funds for the landscaping of these areas as well as the northeast corner of Buck Street Cemetery.

Because the installation of memorial benches is becoming more commonplace in the town's cemeteries, the Commission studied methods to reconcile the use of such benches with existing cemetery regulations in the town code. The Commission has determined that memorial benches are permitted in Pembroke cemeteries if the bench serves as the monument on a lot in place of a gravestone, and if the dimensions of the bench do not exceed three feet in length and one foot (twelve inches) in width.

The Commission is pleased to welcome Fleda Young of Buck Street as its newest member, succeeding Patricia Bonenfant. The Commission extends its thanks to Ms. Bonenfant for five years of faithful service to the town's cemeteries, in addition to her former service on the Board of Selectmen.

The Commission will replace flags on veterans' graves before Memorial Day, May 27, 2013, and will appreciate knowing of any veteran's grave that is not currently marked with a flag holder.

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,

James Garvin, Secretary
David Richards, Chairman
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

The Conservation Commission has been very busy with a number of different projects in 2012. The Town acquired a new conservation property thanks to the generosity of Judith Guillot. The 5 acre parcel, on Sixth Range Road, is to be named after her son, James Doherty. Pembroke now has 20 parcels in conservation for a total of about 480 acres. We continue to seek out and identify special places in Pembroke so as to preserve our important natural resources such as water, wildlife habitat, and agricultural areas. Land may be protected through donation or purchase of property or easements. Proceeds from the Land Use Change Tax are deposited in the Town's Conservation Fund for these purposes. The Conservation Commission is very cautious with fund expenditures and is always looking for alternate ways to help subsidize conservation efforts.

The 3rd annual Monitoring Day was held on April 1st. We had help from 2 town residents and were able to complete the monitoring of 5 conservation areas. The remaining areas were monitored throughout the rest of the year. During the year we also finished obtaining aerial imagery and establishing GPS points for boundaries of all properties. We always welcome help from residents and are pleased to help people learn more about the locations and special attributes of our conservation lands. We are planning the next monitoring day for April 2013.

As part of an effort to help inform residents about our conservation lands, the Commission developed a "Pembroke Conservation Lands" brochure. Eleven of the more interesting and accessible land parcels have been described with location, size, special features, and parking directions. Brochures are available at the Town Hall. We hope Town residents take advantage of the brochure and are able to enjoy some of the special places in Pembroke.

In 2012, the Commission organized a new effort to dispose of old tires. The Town was able to make a deal with a firm in Connecticut to pick up tires for a reduced price. Town residents were able to drop off tires for \$2 instead of the usual \$5 during the month of October. Because we'd like to help keep our Range Roads and other public areas clear of old tires, residents were allowed to turn in tires recovered from these areas at no cost. The town hopes to make this an annual event each October.

Over the past number of years, we've all recognized the ongoing damage to our precious Range Road system. Most of the damage is done in early spring by large "mud trucks" that cause severe rutting, erosion and sedimentation in environmentally sensitive areas. The abuse of the roads has left some places in such poor condition that they are impassable by emergency vehicles. The Commission has acted in an advisory capacity to recommend that the Town enact seasonal weight restrictions on Class VI roads, specifically during mud season. In 2012, the Board of Selectmen passed an ordinance prohibiting access to vehicles weighing more than 1800 pounds from February 15 to the end of May. Exceptions have been built in to allow for logging, land owner use, and other necessary activities. The Town has posted signs with the new rules at main entrances to these roads.

We've met with the Regional Trails Coordinating Council on an initiative to improve old railroad beds, municipal lands, utility rights of way, and some privately held lands to create a recreational path connecting communities from Salem to Lebanon. Multiple communities are engaged to create walking/biking paths for public use. The section through Pembroke is along the Merrimack River from Allentown to Concord. The Commission hopes that more residents will use this trail and that improvements, including paving, will be possible in the near future.

CONSERVATION COMMISSION

Pembroke was accepted to participate in "Taking Action for Wildlife", a Community Assistance program sponsored by the UNH Cooperative Extension. The program will help to inventory wildlife species in our Town and map out valuable wildlife habitat areas. The program also assists in land conservation efforts, landowner education, and in working with neighboring towns. Our next step will be to create a Natural Resource Inventory.

The Pembroke Conservation Commission, is always looking for suggestions and help from residents. You can learn more about us on Facebook. We post upcoming events there, as well as on the Town's website. We welcome you to come to one of our meetings which are held on the second Monday of each month at 7pm at the Town Hall.

Respectfully Submitted,

Ammy Heiser, Chair;
Carol Bertsimas, Vice-Chair;
Ayn Whytemare, Secretary;
Brian Mrazik;
Kevin Krebs, Planning Board Representative;
Kelsey Ann Regan



TOWN CLERK REPORT

January 1, 2012 to December 31, 2012

Motor Vehicle Registrations.....	9540.....	\$1,140,803.00
Title Application Filing Fees.....	1,525 @ \$2.00 ea.....	\$3,126.00
Municipal Agent Fees.....	8916 @ \$3.00 ea.....	\$26,850.00
Dog Licenses.....	1,207.....	\$7,243.00
Dog Fines.....		\$330.00
Election Filing Fees.....	2 @ \$2.00 ea.....	\$4.00
Marriage Licenses.....		\$1,710.00
Vital Record Fees.....		2,375.00
UCC State Fees.....		2,216.00
Tax Lien Filing Fees.....	0 @ \$15.00 ea.....	\$0.00
Articles of Agreement.....	0 @ \$5.00 ea.....	\$0.00
Pole & Wire Permits.....	0 @ \$10.00 ea.....	\$0.00
Rental Respondent Affidavit.....	2 @ \$15.00 ea.....	\$30.00
Wetlands Application Filing Fees.....	1 @ \$10.00 + mailing.....	\$16.80
Miscellaneous.....		\$150.00
TOTAL TOWN CLERK DEPOSITS – 2012.....		\$1,184,853.80
STATE FEES COLLECTED AS MUNICIPAL AGENT.....		\$429,242.48

PEMBROKE RESIDENT MARRIAGE REPORT – 2012

Person A	Residence	Person B	Residence	Place	Date
Jenkins, Jennifer J.	Pembroke	King, Samantha J.	Pembroke	Concord	01/04
Russell, Jamie L.	Pembroke	Thurston, Harold D.	Pembroke	Pembroke	02/05
Cate, Derek L.	Pembroke	Bennett, Nicole S.	Pembroke	Manchester	02/24
Saindon, Jason P.	Hooksett	Beaulieu, Alyssa M.	Pembroke	Concord	02/24
Fleming, Andrew G.	Pembroke	Modzeleski, Jennifer L.	Pembroke	Manchester	02/29
Manning, Michael J.	Morristown, Vt	Payne, Kristen B.	Pembroke	North Conway	03/02
Goodnow, James A.	Pembroke	Valliere, Margaret R.	Pembroke	Manchester	03/10
Martin, Justin T.	Pembroke	Chartier, Rebecca L.	Pembroke	Pembroke	03/17
Serafin, Thomas S.	Pembroke	Parker, Jennifer A.	Pembroke	Hopkinton	04/28
Rainville, Kendra E.	Pembroke	Thibeault, Aaron S.	Chichester	Pembroke	05/26
Lavoie, Kelly A.	Pembroke	Breault, Julie A.	Pembroke	Canterbury	06/09
Hondrellis, John	Pembroke	Cunha, Harriet M.	Pembroke	Pembroke	06/10
Doggett, Marc E.	Pembroke	Lavoie, Jennifer M.	Pembroke	Lincoln	06/23
Locke, Lance A.	Pembroke	Carpenter, Kristine A.	Pembroke	Chichester	06/24
Mahar II, Raymond L.	Saugus, Ma	Gaff, Lori Jean	Pembroke	Concord	07/28
Escabi, Sonia M.	Pembroke	Picanso, Scott P.	Pembroke	Pembroke	08/04
Lapomardo, Jesse J.	Pembroke	Sawyer, Kimberly A.	Pembroke	Kingston	08/25
Potter, Matthew K.	Pembroke	Cheney, Mariah L.	Pembroke	Pembroke	08/25
Wasowski, Robert A.	Pembroke	Oberg, Theresa J.	Pembroke	Rochester	09/23
St Denis, Arthur R.	Pembroke	Boutin, Michelle A.	Pembroke	Allenstown	09/29
Grosshart, Debra J.	Pembroke	Fitzpatrick Jr., Robert F.	Pembroke	Concord	10/06
Davis, Jeffrey H.	Pembroke	Martel, Karen M.	Epsom	Epsom	10/07
Vrooman, Amber J.	Pembroke	Ducharme, Samuel S.	Pembroke	Hollis	10/13
Fontenot, Frank P.	Pembroke	Morvayova, Kristina Nitra	Slovak Rep.	Pembroke	10/19
Sinisgallo, James M.	Pembroke	McLaughlin, Alison M.	Pembroke	Chichester	10/20
Carter, Sean M.	Pembroke	Tucker, Kimberly T.	Pembroke	Concord	10/20
Acheson Jr., William R.	Pembroke	Ghilani, Lisa M.	Pembroke	Concord	10/26
Touzin, Brooklyn T.	Pembroke	Benton, Duane A.	Pembroke	Concord	11/03
Blay, Shaun K.	Pembroke	Bertolami, Carolyn M.	Pembroke	Portsmouth	11/03
Huntley, Nathan R.	Pembroke	Blain, Alexa R.	Pembroke	Auburn	11/09
Kelsea, Richard A.	Pembroke	Cruson, Kathy D.	Pembroke	Pembroke	12/03
Ledoux II, Darren J.	Canterbury	Serrecchia, Whitney L.	Pembroke	Concord	12/15
James Jr., Timothy D.	Havelock,NC	Hixson, Shannon A.	Pembroke	Hillsborough	12/30



PEMBROKE RESIDENT BIRTH REPORT – 2012

Child's Name	DOB	Place of Birth	Parents	
McGarr, Jayden Isabella	01/12	Concord	McGarr, Jr., Kenneth	Green, Emma
Hill Jr., Aaron Michael	01/19	Concord	Hill, Aaron	Lynch, Dawn
Hixson, Brayden James	01/20	Concord	Hixson, Andrew	Hixson, Kathleen
Roll, Tristan Anders	01/29	Milford	Roll, Kevin	Roll, Leslie
Powers, Audrey Grace	02/01	Derry	Powers IV, John	Zimont, Jamie
Hiller, Kiva Brown	02/02	Concord	Hiller, Andrew	Brown, Molly
Bouffard, Gabriel Lucien	02/23	Concord	Bouffard, Jason	Bouffard, Shayla
Prescott, Isabelle Kathleen	03/01	Concord	Prescott, Shannon	Luksic, Rachel
Despres, Gavin James	03/13	Manchester	Despres, Eric	Shepherd-Despres, Aimee
Lesmerises, Kendal Ariana	03/15	Concord	Lesmerises, Christopher	Lesmerises, Jaime
Lightizer, Leeann Marie	03/23	Concord	Lightizer, William	Hutchinson, Windee
Bitote, Jamal Edgard	03/23	Manchester	Bitote, Edgard	Magarian, Angela
Chadbourne, Mia Dorothy	04/02	Concord	Chadbourne, Michael	Chadbourne, Jessica
Saindon, Jason Cody	04/09	Concord	Saindon, Jason	Saindon, Alyssa
Keeler, Travis Julien	04/11	Concord	Keeler, Jason	Withers, Sara
Rondeau, Mason Brian	04/16	Manchester	Rondeau, Diane	Rondeau, Michelle
Dewinkeleer, Ryan K. M.	05/02	Concord	Dewinkeleer, Roy	Dewinkeleer, Mary
Parent, Sophie Marie	05/10	Concord	Parent, Daniel	Murray, Tiffany
Middleton, Ashley Renee	05/11	Concord	Middleton, Keith	Gelinas, Robin
Carrier, Vincent Oliver	05/17	Concord	Carrier, Derek	Carrier, Lindsey
Holmes, Lucas James	05/22	Concord	Holmes, Nathan	Colon, Samantha
Cary, Logan Riley	05/29	Concord	Cary, Zachary	Cary, Heidi
Lawrence, Samuel Mathias	06/01	Concord	Lawrence, Chad	Lawrence, Sarah
Collins, Lauren Emily	06/15	Concord	Collins, Robert	Collins, Kelly
Child, Taj Stetson	06/21	Manchester	Child, Benjamin	Heiser, Cameron
Begin, Noah Carter	07/09	Concord	Begin, Joshua	Begin, Kati
Emerson, Lexi Monroe	07/17	Manchester	Emerson, Michael	Emerson, Brandi
Wainright, Shyleigh Rose	07/20	Manchester	Wainright, William	Wainright, Tressa
Zanis, Ava-Lynn Ellen	08/06	Concord	Zanis, Troy	Zanis, Allison
Lecain, James Arthur	08/08	Concord	Lecain, Nicholas	Lecain, Elyse-Marie

PEMBROKE RESIDENT BIRTH REPORT – 2012

Child's Name	DOB	Place of Birth	Parents	
Patno-Lee, Cali Nevaeh	08/13	Concord	Lee, Ethan	Patno, Shannon
Bullock, Jackson Nicolas	08/30	Concord	Bullock, Sr., Scott	Jameson, Alyssa
Deflorio, Jace John	09/05	Manchester		Harr, Jessica
Koester, Aria Madison	09/12	Concord	Koester, Kiefer	Cote, Alissa
Hall, Presley Jones	09/21	Concord	Hall, Dylan	Johnston, Tarrah
Pepin, Jacob Henry	09/21	Concord	Pepin, Eric	Pepin, Gabrielle
Ice, Lilybeth Sky	09/25	Lebanon	Ice, Joshua	Plourde, Jamie
Delisle, Brody James	09/26	Concord	Delisle, Peter	Tardie, Chelsee
Garrison, Kyle Alan	09/27	Manchester	Garrison, Luke	Garrison, Cheryl
Greenwood, Rylee Jean	09/30	Concord	Greenwood, Craig	Greenwood, Katrin
Doucette, Autumn Adrian	10/01	Concord	Morales, Adrian	Doucette, Jaclyn
Cody, Lydia Eden	10/02	Concord	Cody, David	Cody, Susan
Manseau, Rylee Mauramay	10/06	Concord	Manseau, Correy	Turner, Davon
McCormack, Jorjia Rae	10/14	Concord	McCormack, Jeremy	McCormack, Beryl
Doyle, Jackson Brian	10/19	Manchester	Doyle, Brian	Doyle, Kristin
Doyle, Bradley Dennis	10/19	Manchester	Doyle, Brian	Doyle, Kristin
Maxfield, Ryanna Annette	11/01	Concord	Maxfield, Daniel	Maxfield, Emily
Kenney, A'leigha Faith	11/01	Concord	Swanson, Samuel	Helstrom, Brittany
McGarr, Weston William	11/09	Concord	McGarr Jr., Kenneth	Green, Emma
Zimmel, Tessa Jacqueline	11/09	Concord	Zimmel, Michael	Zimmel, Amy
Zimmel, Fallyn Elizabeth	11/09	Concord	Zimmel, Michael	Zimmel, Amy
Donnelly, Sawyer James	11/18	Concord	Donnelly Michael	Donnelly, Maranda
Prescott, Ronan Tad	11/26	Concord	Prescott, Jonathan	Prescott, Jennifer
Ruiz De La Pena, Andrew John	12/15	Concord	Ruiz De La Pena, Alejhandro	Snyder, Samantha
Ladd, Christopher William	12/24	Concord	Ladd, Mark	Ladd, Nikki

PEMBROKE RESIDENT DEATH REPORT – 2012

Name	Date	Place	Father's name	Mother's name
Maynard, Claire	01/04	Manchester	Daigneault, David	Cote, Marie
Daneault, Beatrice	01/04	Concord	Martel, Leopold	Ricard, Alice
Montana, Stephan	01/06	Concord	Montana, Robert	Hedrick, Barbara
Malette, Doris	02/16	Dover	Seman Sr., Edward	Rozycki, Helen
Britenriker, David	02/22	Concord	Britenriker, Benedict	Fast, Marjorie
Martin, Nancy	02/26	Pembroke	Downing, Richard	Szelest, Charlene
Briggs, Neda	02/26	Concord	Naillon, William	Grisenti, Lena
Welch, Beatrice	03/01	Concord	Berube, Moise	Courchesne, Claudia
Lacaillade Jr., Harold	03/13	Concord	Lacaillade Sr., Harold	O'Bryan, Susan
Godbout, Estelle	03/31	Concord	Girard, Oscar	Poisson, Alice
Piche, Maurice	04/29	Concord	Piche, Arthur	Drolet, Marie
Rouleau, Maureen	05/12	Rochester	Marsan, Maurice	Macrae, Hilda
Boulet, Roland	05/18	Manchester	Boulet, Clovis	Crevier, Clarida
Caron, Roger	05/21	Lebanon	Caron, Patrick	Ross, Lucille
Despres, Francine	05/24	Concord	Savoie, Paul	Chesnay, Jeannette
Blais, Velma	06/03	Concord	Adams, Alvin	Fitzgerald, Mary
Entwistle, Lillian	06/06	Concord	Brightman, James	Davoll, Lillian
Strachan, Mary	06/07	Concord	Tehan, John	Crowley, Catherine
Lafond, Laurette	06/25	Manchester	Bouchard, Ferdinand	Letendre, Rosa
Webb Jr., Earl	06/30	Bradford	Webb, Earl	Cutler, Blanche
Berube, Edward	07/05	Pembroke	Berube, Moise	Courchesne, Claudia
Scott Jr., Ralph	08/01	Concord	Scott Sr., Ralph	Fortin, Evelyn
Lafratta, Carol	08/28	Concord	Sousa, Richard	Leonard, Elizabeth
Auger, Jean	09/14	Concord	Auger, Fernand	Demeris, Cecile
Miner Jr., William	10/06	Lee	Miner Sr., William	Rule, Leona
Jones, Justin	10/06	Webster	Jones, Allan	Silver, Judith
Amyot, Donna	11/01	Concord	Hebert, Ronald	Ouellette, Lorita
Petit, Helen	11/05	Concord	Letendre, Joseph	Crevier, Corana
Miller, Ruth	11/29	Boscawen	Martin, James	Winters, Lula
Brasley, Ester	12/08	Epsom	Colognatti,(not avail.)	Naccari, Anna
Warner, John	12/13	Manchester	Warner, Marshall	Shoock, Lillian
Munroe, Myra	12/14	Epsom	Palmer, Elmer	Waterhouse, Esther

REPORT OF THE SUPERVISORS OF THE CHECKLIST

2012 was a very busy election year with many changes to election laws that added to the challenges of keeping the checklist current. The Supervisors held all required and published sessions for voters to register and make corrections, additions, deletions, and party changes. There were several additional work sessions that were held as needed for verification of checklist entries and other preparations for posting of the checklist to prepare for state and general elections this year. The Supervisors were present at the following:

Presidential Primary – January 10, 2012
School District Meeting - March 10, 2012
Town Election Day - March 13, 2012
Town Deliberative Session - March 17, 2012
State Primary - September 11, 2012
General Election – November 6, 2012

Maintenance of the voter checklist is ongoing process and throughout the year and the Checklist Supervisors attend training sessions to stay up to date on keeping the Statewide Voter Database current and accurate.

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. We also send a special thank you to Ann Hasbany for her help at the New Voter Registration Table during the General Election when we had 600 new voters who registered that day!

Respectfully submitted:

Checklist Supervisors

Patricia Y. Crafts
Linda A. Williams
Roland Young



SOUCOOK RIVER TAX INCREMENT FINANCING DISTRICT

2012 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, 2012

INCREMENT CALCULATION:	
April 1, 2004 assessment	\$6,333,912.00
April 1, 2012 assessment	<u>\$30,879,381.00</u>
<i>Total assessment increase</i>	<i>\$24,545,469.00</i>
TIF captured assessed value	\$ 2,454,547.00
BEGINNING FUND BALANCE:	\$344,127.91
PROJECT REVENUES:	
2012 Tax increment	<u>\$65,880.00</u>
<i>Total Revenues</i>	<i>\$65,880.00</i>
PROJECT COSTS:	
Expense	<u>\$ 0.00</u>
<i>Total Costs</i>	<i>\$ 0.00</i>
ENDING FUND BALANCE:	\$410,007.91

TRUSTEES OF TRUST FUNDS

ANNUAL REPORT FOR CALENDAR YEAR 2012

The Trustees would like to take this opportunity to summarize the key changes in the Trust Funds for 2012.

There were very few changes in trust operations for 2012. Capital Reserve Funds continue to be deposited with Citizens Bank, and equity holdings with Well Fargo. In 2012, shares of Progress Energy were exchanged for shares of Duke Energy as a result of a merger between the two companies. Also in 2012, the Trustees elected to invest principal cash from the Scholarship Trust in a new holding, the PIMCO Global Government Bond Fund. During the year, many of the dividend rates on portfolio holdings were increased but none were reduced. For the Capital Reserve Funds, a new fund was created for Library Building & Grounds at the 2012 Town Meeting and it was funded at the end of the year.

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. We elect not to publish versions of the MS-9 and MS-10 forms which are more difficult to comprehend and which contain essentially the same data. 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 certain information regarding co-mingled funds such as Cemetery Trusts contained on Form MS-9 be published annually so that required information can be found on adjacent pages in this report.

The Trustees would also like to take this opportunity to recognize Normand Provencher for his many years of dedication to Trust Operations. Normand retired in 2012 and relocated to Maine which necessitated his resignation in the fall of 2012. His dedication and participation will be missed and the Trustees would like to thank Norm for his service.

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

**TRUST FUND REPORT OF THE TOWN OF PEMBROKE,
NEW HAMPSHIRE ON DECEMBER 31, 2012
CHANGE IN TRUST FUND ASSETS - MUNICIPAL**

Assets at December 31, 2011	\$2,498,033.40
Contributions to the Trusts:	
Fire Equipment Capital Reserve	130,000.00
Fire Small Equipment Fund	18,000.00
Town Equipment Fund	100,000.00
Town Clock Fund	1,710.00
Library Media Capital Reserve	3,500.00
Library Buildings & Grounds	3,500.00
Police Cruiser Replacement Fund	55,000.00
Police Small Equipment Capital Reserve	6,750.00
Recreation Capital Reserve	8,750.00
Municipal Facilities Capital Reserve	8,088.00
Revaluation Capital Reserve	<u>32,500.00</u>
	\$367,798.00
Earnings on Trust Investments:	
Cemetery Trust - Perpetual Care	25.55
Cemetery Improvements	4.81
Library Book Fund	2.59
Library Media Fund	1.97
Library Bulding & Grounds Fund	0.07
Town Equipment Fund	104.31
Fire Major Equipment Fund	316.99
Fire Small Equipment Fund	57.35
Water & Sewer Capital Improvement	25.47
Water Works Capital Improvements	33.29
Water Works Equip. & Buildings	69.47
Town Hall Cupola Fund	0.24
Town Clock Fund	0.16
Municipal Facilities Captial Reserve	60.05
General Purpose Sidewalk Fund	16.38
Recreation Fund	21.61
Police Cruiser Fund	9.28
Police Small Equipment Fund	15.50
Sewer Commission Capital Improvement	62.93
Sewer Commission Repairs & Replacement	48.49
Bridge Repair	32.93
Revaluation Fund	43.11
250th Anniversary Fund	<u>0.97</u>
	\$953.52
Withdrawals from Trust Funds:	
Police Cruiser Fund	29,906.97
Police Small Equipment	34,751.53
Cemetery Improvements	4,000.00
Town Equipment Capital Reserve	83,139.00
Library Media Fund	1,811.00
Municipal Facilities Capital Reserve	20,702.00
Sewer Repair & Replacement Fund	30,422.00
Water Works Capital Improvement	0.00
Revaluation Capital Reserve	42,888.57
Recreation Capital Reserve	<u>14,094.74</u>
	\$261,715.81
Assets at December 31, 2012	\$2,605,069.11

**TRUST FUND REPORT OF THE TOWN OF PEMBROKE,
NEW HAMPSHIRE ON DECEMBER 31, 2012
SCHEDULE OF TRUST BALANCES - MUNICIPAL**

Cemetery Trusts - Unexpendible Balance	\$36,270.00
Cemetery Trust - Available for Distribution (C or D)	29,476.29
Library Book Fund - Unexpendible Balance	4,666.62
Library Book Fund - Available for Distribution (E)	2,012.58
Library Media Fund - Available for Distribution (E)	6,656.51
Library Building & Ground Fund - Available for Distribution (E)	3,500.07
Cemetery Improvements - Available for Distribution (C)	10,530.45
Town Equipment Fund - Available for Distribution (C)	290,487.85
Police Cruiser Replacement - Available for Distribution (C)	47,460.77
Police Small Equipment Fund - Available for Distribution (D)	24,516.55
Fire Major Equipment Fund - Available for Distribution (C)	939,484.02
Fire Small Equipment Fund - Available for Distribution (D)	164,686.72
Recreation Capital Reserve - Available for Distribution (C)	55,296.69
Sidewalk Building & Repair Fund - Available for Distribution (C)	42,222.00
Water Works Capital Reserve I - Available for Distribution (A)	85,798.09
Water Works Capital Reserve II- Available for Distribution (A)	178,878.98
Sewer Commission - Capital Improvements (B)	162,037.64
Sewer Commission - Repair & Replacement (B)	109,694.62
Town Hall Cupola Fund - Available for Distribution (D)	589.43
Town Clock Fund - Available for Distribution (D)	1,714.89
Sewer & Water Capital Reserve - Available for Distribution (D)	65,637.56
Municipal Facilities Capital Reserve (D)	155,223.83
Property Revaluation Fund (D)	100,848.41
Bridge Repair & Replacement - Available for Distribution (D)	84,832.59
250th Anniversary Fund (D)	2,545.95
TOTAL UNEXPENDIBLE FUNDS	40,936.62
PRESENT ACCOUNT BALANCE	<u>2,564,132.49</u>
TOTAL TRUST FUNDS	\$2,605,069.11

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
FOR PERIOD ENDING DECEMBER 31, 2012
CHANGE IN TRUST FUND ASSETS - SCHOOL**

Assets at December 31, 2011	\$1,154,012.65
 Contributions to the Trusts:	
Educational Opportunities Fund	1,549.20
Instructional Materials Capital Reserve	25,000.00
Equipment Capital Reserve Fund	50,000.00
School Buildings Capital Reserve	<u>100,000.00</u>
	\$176,549.20
 Earnings on Trust Investments:	
Dividend Income - Scholarships	24,715.47
Interest Income - Scholarships	1.26
Interest - Literacy Trust	0.12
Dividends - Literacy Trust	1,103.78
Interest Income on Educational Opportunities Fund	2.24
Interest Income on Special Education Capital Reserve	123.81
Interest Income on Building Capital Reserve	85.07
Interest Income on School District Major Equipment Fund	63.97
Interest Income on School Instructional Materials	<u>29.74</u>
	\$26,125.46
 Withdrawals from Trust Funds:	
Scholarship Funds Awarded	19,000.00
Building Capital Reserve Funding	11,563.00
Equipment Capital Reserve	<u>25,553.80</u>
	\$56,116.80
 Assets at December 31, 2012	 \$1,300,570.51

**TRUST FUND REPORT OF THE TOWN OF PEMBROKE
PERIOD ENDING DECEMBER 31, 2012
SCHEDULE OF TRUST BALANCES -SCHOOL**

Scholarship Fund - Unexpendible Balance	\$330,243.47
Scholarship Fund - Available for Distribution (A)	16,839.74
Literacy Trust - Unexpendible Balance	19,400.81
Literacy Trust - Available for Distribution (B)	1,706.38
Capital Repairs - Available for Distribution (C)	309,216.43
Major Equipment Fund - Available for Distribution (D)	198,765.74
Special Education Fund - Available for Distribution (D)	318,797.35
Instructional Materials (D)	99,644.05
Educational Opportunities Fund (E)	5,956.54
TOTAL UNEXPENDIBLE FUNDS	349,644.28
TOTAL AVAILABLE FOR DISTRIBUTION	<u>950,926.23</u>
TOTAL TRUST FUNDS	\$1,300,570.51

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.

PERPETUAL CARE CEMETERY TRUST FUNDS

Yr.	Created	Name	Amount	Yr.	Created	Name	Amount
1888		E.N. Upham	100.00	1947		Burton G. Goward	100.00
1889		Sarah P. Knox	500.00	1949		Charles Baker	150.00
1894		Deborah P. Knox	50.00	1949		Frederick B. Eaton	200.00
1903		Mary Kimball	300.00	1950		Freeman G. Hewey	100.00
1907		Vesta Abbott	500.00	1950		Mabel G. Morrison	200.00
1907		Abbie K. McFarland	200.00	1951		Fred M. Pettengill	150.00
1907		Sarah F. Blanchard	100.00	1951		George B. Lake	200.00
1910		Ellen R. Hayes	100.00	1952		Charles H. Ruggles	150.00
1911		John G. Bartlett	100.00	1953		Herbert Glidden	200.00
		Pluma E.					
1917		Richardson	50.00	1953		Hallett Patten	200.00
1918		Mary E. Adams	50.00	1953		Charles E. Cushing	200.00
1919		Annie B. Thompson	250.00	1954		John Marden	200.00
1921		William M. Fife	100.00	1954		Walter Libbey	100.00
1921		Mary E. Osgood	200.00	1954		Myra Georgi	200.00
1921		George West	100.00	1954		Edward Kimball	150.00
1921		Ellen D. Kimball	50.00	1956		Samuel Webster	200.00
1923		David D. Richardson	600.00	1956		Maude L. Locke	200.00
1924		John F. Clifford	100.00	1956		Levi & Olive Burroughs	50.00
1924		Willis H. Noyes	250.00	1957		John C. Bradbury	200.00
1925		Winthrop Fowler	100.00	1958		E.W. Forrest	200.00
1927		Mary W. Morrison	200.00	1958		Fred W. Saltmarsh	300.00
1927		Jonathan Payson	100.00	1958		L.E. Warren	600.00
1927		Timothy Drew	100.00	1958		Kenneth M. Woodbury	400.00
1928		Adin G. Fowler	100.00	1958		Jeremiah Morgan	500.00
1928		T.L. & Henry Fowler	200.00	1958		Arthur Gage	100.00
1928		Nancy S. Colby	100.00	1959		Gustav Ober	200.00
1928		Philip Holt	100.00	1959		Josiah Brown	100.00
1928		Annie C. Drake	100.00	1959		Lewis Cass	400.00
1928		George Morgan	100.00	1959		Carton W. Bennett	200.00
1928		Annette K. Knox	200.00	1960		Edith West	200.00
1928		Samuel D. Robinson	100.00	1961		Charles N. Nixon	200.00
1928		Parker Bailey	50.00	1961		Gedeon Vigno	100.00
1928		James Stevens	100.00	1961		John Sullivan	250.00
1929		Daniel T. Merrill	100.00	1961		Henry T. Simpson	200.00
1929		George W. Sargent	150.00	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
	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
	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 Astles	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		Everett & Grace Farnum	200.00	1980	*	150.00
1968	George Lea	200.00	1974	Harrison Morgan	100.00	1981	Evergreen Perp Care	6940.00
		2,550.00	1974		2,280.00	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.

TOTAL CEMETERY FUNDS

SEWER COMMISSION REPORT

In 2012, a new main was installed on Meadow Lark Lane. There was ground water entering the sewer system on this road, with the new line the ground water was removed. We also replaced two broken manhole covers on Pembroke St. with watertight covers.

Inflow and infiltration or I & I are terms used to describe the ways that groundwater and stormwater enter into dedicated sanitary sewer systems. Dedicated sanitary sewers are pipes located in the street or on easements that are designed strictly to transport wastewater from sanitary fixtures inside your house or place of business. Sanitary fixtures include toilets, sinks, bathtubs, showers and lavatories.

Inflow is stormwater that enters into sanitary sewer systems at points of direct connection to the systems. Various sources contribute to the inflow, including footing/foundation drains, roof drains or leaders, downspouts, drains from window wells, outdoor basement stairwells, drains from driveways, groundwater/basement sump pumps, and even streams. These sources are typically improperly or illegally connected to sanitary sewer systems, via either direct connections or discharge into sinks or tubs that are directly connected to the sewer system. **A single sump pump can contribute over 7,000 gallons of water to sanitary sewer systems in a 24-hour period, the equivalent of the average daily flow from 31 homes.**

Infiltration is groundwater that enters sanitary sewer systems through cracks and/or leaks in the sanitary sewer pipes. Cracks or leaks in sanitary sewer pipes or manholes may be caused by age related deterioration, loose joints, installation or maintenance errors, damage or root infiltration. Groundwater can enter these cracks or leaks wherever sanitary sewer systems lie beneath water tables or the soil above the sewer systems becomes saturated. Average sewer pipes are designed to last about 20-50 years, depending on what type of material is used. Often the lateral pipes attached to households and businesses have gone much longer without inspection or repair and are likely to be cracked or damaged.

I & I water is called "clear water" (although it may be dirty) to distinguish it from normal sanitary sewage water in the sewer system. If you are having problems with your sewer line such as roots, please have your line replaced. It is the property owner's responsibility for the line from the house or business to the connection at the Town's main. We have several thousand gallons of ground water entering the sewer system every year due to this. Your help in taking out this type of water would help control the cost at the Treatment Facility. As we clean and inspect our mains, we will notify you if we see a problem with your lateral and you will need to repair or disconnect the water source we find. We would like to thank all of the Pembroke users that have already helped to reduce the problem of I & I by removing the stormwater sources that were connected to the sewer lines and/or replacing their old sewer laterals with new water tight pipes.

New rules are in place for CMOM. CMOM stands for Capacity, Management, Operation and Maintenance for sanitary sewer collection systems, developed by the United States Environmental Protection Agency's (EPAs) to bring municipal sewer systems into full compliance with the Clean Water Act by eliminating sanitary sewer overflows (SSOs) from municipal sewer systems. Under these rules, we must inspect all manholes and mains at least every 10 years or more often as needed to prevent SSOs. Because of this, the sewer department purchased camera equipment to give the department more flexibility of checking the mains. We will continue to jet clean and camera the Town's lines as we have been doing many years, and fixing any of the problems that are found to help reduce the I & I and to prevent SSOs.

SEWER COMMISSION REPORT

Currently the Town owns and maintains 4 pump stations, 582 manholes and 25 miles of sewer mains in the sewer system. These sewer mains range in size from 8-inch to 24-inch gravity and 8-inch to 12-inch forced. Another employee is needed to comply with the mandates from EPA, DES and the Labor Dept. for safety and to run the equipment.

Our budget is funded only by the users on the sewer system and not tax dollars, for the operation and maintenance of the collection system in Pembroke and our cost of the treatment plant in Allenstown. Your timely payments are needed to meet the demands of the Budget. When you don't make your payments projects are put on hold or not done at all. Should these projects be part of the mandates from EPA or DES, fines could be imposed. This would impact every user on the system and increase the rates even higher. Please do your part and pay your bill. This will save you and all others possible additional cost.

The Sewer Department is located at 4 Union St. The office is open from 8:00 a.m. to 4:00 p.m. Monday - Friday. Payments may be made in person on Tuesday, Wednesday or Thursday 9:00a.m. to 3:00p.m, We now accept credit/debit cards to make your payments easier. If you are using a payment service to send out the checks please double check that they are being sent to the proper address. Please call us at 485-8658 with questions about 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.

In closing we would like to congratulate Paulette, she received her Grade II Collection System Operator Certificate from New England Water Environment Association.

Respectfully submitted,

Harold Thompson, Chairman
Jules Pellerin
Paulette Malo

PEMBROKE SEWER DEPARTMENT

	12/31/2012	Budget 2012	Budget 2013
Ordinary Income/Expense			
Income			
050-Revenue			
051-Sewer Rent Fees	813,556.37	841,800.00	865,289.00
052-Late Penalty	12,555.00	4,000.00	5,000.00
053-Hook-Up Fees		0.00	0.00
054-Bet. Assmnt.	0.00	0.00	0.00
055-Carry Over, Prior Year	0.00	50,000.00	45,000.00
056-Jetter Rental	187.50	0.00	0.00
058-Returned Check Fees	150.00		0.00
059-Administation Fees	580.00	200.00	200.00
Total 050-Revenue	827,028.87	896,000.00	915,489.00
060-Income			
061-Interest/operating	0.00	0.00	0.00
063T interest pool acc.	0.00	0.00	0.00
064-Transfer Prepaid Betterment	0.00	0.00	0.00
065-Misc. Income	792.40		
Total 060-Income	792.40	0.00	0.00
Transfer From Reserve	30,422.00	0.00	0.00
Total Income	858,243.27	896,000.00	915,489.00
Expense			
051A- Abatements-Sewer Receipts	1,046.39	0.00	0.00
052A-Abatement-Late Penalty	140.00	0.00	0.00
054A-Abatement Betterment	0.00	0.00	0.00
	1,186.39	0.00	0.00
PSC Expenses			
100-Pump Station 1			
101-Electric	336.79	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	0.00	500.00	300.00
153-Supplies	0.00	0.00	0.00
154-Maintenance-other	0.00	0.00	0.00
Total 150-Maintenance	0.00	500.00	300.00
Total 100-Pump Station 1	336.79	860.00	660.00

PEMBROKE SEWER DEPARTMENT			
	12/31/2012	Budget 2012	Budget 2013
200-Pump Station 2			
201-Electric	4,548.74	5,000.00	5,000.00
202-Telephone	417.19	400.00	400.00
203-Water	100.00	120.00	120.00
204-Alarm	675.00	700.00	700.00
205-Fuel	0.00	400.00	400.00
206-Labor	0.00		0.00
210-Equipment	614.34	1,000.00	1,000.00
215-Contractors	550.00	600.00	600.00
250-Maintenance			
251-Materials	0.00	1,000.00	1,000.00
252-Repairs	0.00	5,000.00	5,000.00
253-Supplies	26.69	500.00	500.00
254-Maintenance Other	675.00	1,500.00	1,500.00
Total 250-Maintenance	701.69	8,000.00	8,000.00
Total 200-Pump Station 2	7,606.96	16,220.00	16,220.00
300-Pump Station 3			
301-Electric	3,393.71	3,500.00	3,500.00
302-Telephone	390.77	400.00	400.00
303-Water	100.00	120.00	120.00
304-Alarm	675.00	700.00	700.00
305-Fuel	1,626.65	2,000.00	2,000.00
306-Labor	0.00	0.00	0.00
310-Equipment	112.57	600.00	600.00
315-Contractors	485.00	500.00	500.00
350-Maintenance			
351-Materials	0.00	200.00	200.00
352-Repairs	102.48	1,500.00	1,500.00
353-Supplies	112.09	300.00	300.00
354-Maintenance-other	0.00	800.00	800.00
Total 350-Maintenance	214.57	2,800.00	2,800.00
Total 300-Pump Station 3	6,998.27	10,620.00	10,620.00
400-Pump Station 4			
401-Electric	2,509.92	3,000.00	3,000.00
402-Telephone	390.04	400.00	400.00
403-Water	100.00	120.00	120.00
404-Alarm	675.00	700.00	700.00
405-Fuel	842.52	1,200.00	1,200.00
406-Labor	0.00	0.00	0.00
410-Equipment	103.99	600.00	600.00
415-Contractors	485.00	500.00	500.00
450-Maintenance			
451-Materials	0.00	200.00	200.00
452-Repairs	1,050.00	1,000.00	1,000.00
453-Supplies	102.10	200.00	200.00
454-Maintenance-other	168.00	400.00	400.00
Total 450-Maintenance	1,320.10	1,800.00	1,800.00
Total 400-Pump Station 4	6,426.57	8,320.00	8,320.00

PEMBROKE SEWER DEPARTMENT

	12/31/2012	Budget 2012	Budget 2013
500- Pump Station 5			
501-Electric	2,792.22	3,000.00	3,000.00
502-Telephone	325.61	400.00	400.00
503-Water	100.00	120.00	120.00
504-Alarm	675.00	700.00	700.00
505-Fuel	816.40	1,300.00	1,300.00
506-Labor	0.00	0.00	0.00
510-Equipment	103.99	600.00	600.00
515-Contractors	485.00	500.00	500.00
550-Maintenance			
551-Materials	0.00	200.00	200.00
552-Repairs	0.00	1,000.00	1,000.00
553-Supplies	72.80	200.00	200.00
554-Maintenance-other	0.00	400.00	400.00
Total 550-Maintenance	<u>72.80</u>	<u>1,800.00</u>	<u>1,800.00</u>
Total 500- Pump Station 5	5,371.02	8,420.00	8,420.00
600-Collection System			
605-Wages	39,807.68	39,810.00	41,572.00
605-2-Wages	0.00	20,900.00	25,205.00
605OT-Wages Overtime	280.70	2,025.00	2,200.00
605B-FICA & Medic	3,008.92	4,849.00	5,385.00
606-BC/BS, Dental		13,600.00	14,000.00
607-Retirement	3,514.28	5,560.00	6,200.00
615-Contractors	8,754.60	15,000.00	11,000.00
650-Maintenance			
651-Material	15.18	10,000.00	5,000.00
652-Repairs	8,509.81	10,000.00	10,000.00
653-Supplies	501.85	1,000.00	1,000.00
654-Maintenance-other	46,956.35	55,000.00	60,000.00
Total 650-Maintenance	<u>55,983.19</u>	<u>76,000.00</u>	<u>76,000.00</u>
655-Collection System Equip.	0.00	20,000.00	20,000.00
657-Jetter Repair/Maintenance	435.65	1,000.00	1,000.00
658-odor control	0.00	300.00	300.00
659-Safety Equipment	1,603.00	1,500.00	1,500.00
Total 600-Collection System	113,388.02	200,544.00	204,362.00
700-Administration			
701-Bank/Lien Fees	66.88	500.00	100.00
701-A-Heartland Credit Service	428.54		400.00
702-Audit	1,535.00	4,000.00	2,500.00
703-Workers Comp	1,146.77	4,500.00	2,500.00
703A-Property Insurance	2,471.90	1,700.00	3,000.00
703B-UnEmployment	740.20		1,000.00
704-Stipend,Commissioners	3,900.00	3,900.00	3,900.00
705-Wages	52,743.52	52,900.00	55,100.00
705OT-Wages Overtime	448.92	1,500.00	785.00
705A-Life & Disability Ins.	1,067.03	1,750.00	1,500.00
705B-FICA & Medic	4,343.97	4,495.00	4,350.00
706-BC/BS, Dental	14,067.24	16,100.00	16,100.00
707-Retirement	4,406.19	5,500.00	5,500.00
708-Tools	595.88	1,000.00	1,000.00

PEMBROKE SEWER DEPARTMENT

	12/31/2012	Budget 2012	Budget 2013
709-Vehicle expense Fuel	2,617.35	4,000.00	4,000.00
709-A-Vehicle repairs 06	3,357.30		2,500.00
709-B- Vehicle repairs 04	156.91		1,000.00
720-Postage	1,828.86	2,000.00	2,000.00
721-Office Rent	7,500.00	7,500.00	7,725.00
722-Contractors	880.00	1,500.00	1,000.00
724-Uniforms/safety	173.00	600.00	800.00
725-Town Report	0.00	1.00	1.00
726-Training/Licenses	35.00	1,000.00	900.00
727-Public Notices	0.00		500.00
Total 700-Administration	104,510.46	114,446.00	118,161.00
710-Office			
711-Telephone/Internet	2,952.32	3,300.00	3,300.00
712-Supplies	705.45	650.00	650.00
713-Sewer Bills	447.47	400.00	400.00
714-Dig Safe	0.00	5.00	5.00
715-Office Equipment			
716-Repairs/Replace	0.00	500.00	1,000.00
717-New	79.99	2,500.00	2,000.00
718-Heat Garage	0.00	50.00	0.00
Total 710-Office	4,185.23	7,405.00	7,355.00
730-Professional Fees			
731-Engineering	4,620.01	25,000.00	15,000.00
732-Legal	0.00	5,000.00	25,000.00
733-Accountants	0.00	1.00	1.00
734-Subscription/Dues	225.00	275.00	275.00
735-GIS Sewer System	12,800.00	14,000.00	0.00
Total 730-Professional Fees	17,645.01	44,276.00	40,276.00
760-Bond Payments			
762- Betterment Payment	0.00	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	0.00
802-Operating Expense	447,324.84	478,880.00	500,347.00
Total 800-Treatment Facility	447,324.84	478,880.00	500,347.00
803-Capital Pembroke	0.00	0.00	
804-Repair/Replace Pembroke	30,422.00	0.00	0.00
Total 803-Capital/Repair Pembroke	30,422.00	0.00	0.00
Total PSC Expenses	745,401.56	889,991.00	914,741.00
Uncategorized Expenses	0.00	0.00	
Total Expense	745,401.56	889,991.00	914,741.00
Net Ordinary Income	112,841.71	6,009.00	748.00

ANNUAL REPORT OF THE BOARD OF WATER COMMISSIONERS

For the year ending December 31st, 2012

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.

Chris Culberson resigned as Superintendent for the Pembroke Water Works but is still serving as a Board member, we would like to thank him for his dedicated service as Superintendent and his ongoing service as a Board member. Matt Gagne took the position as Superintendent. Justin Hanscom successfully completed his level 2 distribution certification as well as his level 1 treatment certification so the Water Works maintains a second person with level 2 certification. The Board would also like to thank Normand Provencher who retired in November after 17 years with the Water Works. The Water Works hired Elizabeth (Betty) St.Germain to handle the office duties as Administrative Bookkeeper.

Hydrants

1 new hydrant was installed in Allenstown under road reconstruction as the existing hydrant could not be relocated in its current location and the road is being completed in phases.

Mains

Water main work was minimal in 2012 we replaced 30' of 2" Galvanized pipe in Allenstown with 6" ductile iron pipe for future upgrade.

Services

- 5 residential services that were re-laid - Pembroke
- 9 residential services that were re-laid – Allenstown
- 22 services repaired due to leaks or inoperable shut offs
- 2 water main repairs due to leakage – Pembroke, Allenstown, and Hooksett

Metering

The Capital Improvement of meter replacement to Automated Meter Reading is on going. 201 meters have been replaced in 2012 bringing the complete system to about 72 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.

The Pembroke Water Works Continues to take pride in the level of service that we provide to our water consumers. We welcome your comments and can be reached at 346 Pembroke Street, Pembroke, NH 03275 or by calling the office at 485-3362. You may also email us at pembrokewaterworks@comcast.net.

Respectfully submitted,

Edward Lavalley, Chair
Board of Water Commissioners

4:27 PM
01/17/13
Accrual Basis

**Pembroke Water Works
Balance Sheet
As of December 31, 2012**

	Dec 31, 12
ASSETS	
Current Assets	
Checking/Savings	
101 · Merrimack County Checking	97,700.14
103 · Payroll Checking	1,442.73
104 · Petty Cash	154.63
105 · Reserve Savings	85,798.09
107 · Capital Improvement Funds	178,878.98
108 · Contingency Investments	28,902.60
109 · Contingency Merrimack Bank	6,017.40
Total Checking/Savings	<u>398,894.57</u>
Accounts Receivable	
110 · Accounts Receivable	172,992.00
111 · Other Accounts Receivable	4,624.48
Total Accounts Receivable	<u>177,616.48</u>
Other Current Assets	
116 · Unbilled Charges for Services	80,650.97
120 · Inventory	30,960.07
130 · Prepaid Insurance	-3,327.39
Total Other Current Assets	<u>108,283.65</u>
Total Current Assets	<u>684,794.70</u>
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	382,936.54
155 · Equipment - Mains	1,635,015.29
156 · Equipment - Services	131,743.90
157 · Equipment - Hydrant	81,163.54
158 · Equipment - Meters	391,492.98
159 · Equipment - Shop	51,063.12
160 · Equipment - Garage	185,176.97
161 · Equipment - Office	38,050.08
162 · Exploration	29,864.50
Total Fixed Assets	<u>4,986,613.62</u>
Other Assets	
170 · A/D - Water Supply	-215,657.28
171 · A/D - Pump Station	-134,073.54
172 · A/D - Water Tank	-259,585.23
173 · A/D - Shop Structure	-63,725.76
174 · A/D - Pump Station Equipment	-326,804.04
175 · A/D - Mains	-622,468.62
176 · A/D - Services	-119,267.04
177 · A/D - Hydrants	-58,072.61
178 · A/D - Meters	-252,607.32
179 · A/D - Shop Equipment	-49,279.85
180 · A/D - Garage Equipment	-178,075.38
181 · A/D - Office Equipment	-32,088.39
182 · A/D - Exploration Costs	-29,864.50
183 · A/D - New Construction	-53,096.56
Total Other Assets	<u>-2,394,666.12</u>
TOTAL ASSETS	<u><u>3,276,742.20</u></u>

PEMBROKE WATER WORKS

4:27 PM
01/17/13
Accrual Basis

Pembroke Water Works
Balance Sheet
As of December 31, 2012

	<u>Dec 31, 12</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · Accounts Payable	-35.61
Total Accounts Payable	-35.61
Other Current Liabilities	
205 · Retainage Payable	8,491.14
220 · Payroll Liabilities	
221 · FICA	182.53
222 · Federal Withholding	165.37
226 · 457 Deferred Comp	736.00
Total 220 · Payroll Liabilities	1,083.90
281 · Customer Escrow Payable	1,000.00
Total Other Current Liabilities	10,575.04
Total Current Liabilities	10,539.43
Long Term Liabilities	
250 · Bonds/Notes	381,176.28
251 · Mortgage Payable	186,855.33
Total Long Term Liabilities	568,031.61
Total Liabilities	578,571.04
Equity	
300 · Municipal Investment	652,395.59
3000 · Opening Balance Equity	-845.81
310 · Capital Reserve	143,282.37
320 · Retained Earnings	1,789,942.62
330 · Profit and Loss	58,948.16
Net Income	54,448.23
Total Equity	2,698,171.16
TOTAL LIABILITIES & EQUITY	<u>3,276,742.20</u>

PEMBROKE SCHOOL DISTRICT

PEMBROKE SCHOOL DISTRICT

For the Year Ending June 2012

Moderator

THOMAS E. PETIT

District Clerk

CYNTHIA MENARD

Treasurer

PEGGY TOPLIFF

School Board

TAMMY BOUCHER

Term Expires 2013

THOMAS SERAFIN

Term Expires 2013

PATRICIA N. BOUCHER

Term Expires 2014

DANIEL DRISCOLL

Term Expires 2014

JANNA CULBERSON

Term Expires 2015

Co-Superintendents of Schools

HÉLÈNE BICKFORD ~ PATTY SHERMAN

Business Administrator

PETER AUBREY

Auditor

BRENT W. WASHBURN, C.P.A.

**PEMBROKE SCHOOL DISTRICT ANNUAL MEETING
PEMBROKE ACADEMY AUDITORIUM
TOWN OF PEMBROKE, NH
Saturday, March 10, 2012**

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 Patricia Crafts and Linda Williams. Registered voters were checked in at the door and received a red 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 present; Tammy Boucher Chair, Thomas Serafin Vice Chair, Janna Culberson, Daniel Driscoll, Patricia Nardone-Boucher, and Patty Sherman Co-Superintendent and Peter Aubrey Business Administrator. Moderator Petit introduced members of the Pembroke Budget Committee present; Mark LePage Chair, Gerard Fleury, Brian Seaworth, Daniel Crean, Michael Connor, Sandy Hogan, Susanne Whitbeck, Marie Chouinard, Justine Courtemanche, and Steve Abbott. The reading of the warrant was the first order of business.

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

MOTION TO ACCEPT: Dan Crean

SECONDED: Gerard Fleury

VOTE: YES

ARTICLE #1 ADOPTED

Tammy Boucher, School Board Chair presented an overview of progress and goals in the four Pembroke schools. Highlights included the “parent portal” program engaging a parent in the academic standing on line for their child. Students in the 6th through 8th grades traveling to Washington D.C. and Gettysburg Virginia. This is called the “classroom to road learning experience.” Students in the 4th grade and at Hill School participating in the School Band, P.A.C.E. Charter Academy with an enrollment of 20 students located at 65 Pinewood Road in Allenstown. Adult Learning opportunities and Staff leadership changes were presented, with these programs and leadership the Pembroke schools are moving in an ever improving positive direction, a commitment to education and support of the community.

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: Patricia Nardone-Boucher

VOTE: YES

ARTICLE #2 ADOPTED

**PEMBROKE SCHOOL DISTRICT
ANNUAL MEETING 2012**

ARTICLE #3: To see if the District will vote to raise and appropriate the sum of \$50,000 for the purpose of replacing flooring in two classrooms at Hill/Village School in the amount of \$6,000, flooring in two classrooms at Three Rivers School in the amount of \$6,000, carpet in the Auditorium at PA in the amount of \$6,000, carpet in the Library at PA in the amount of \$7,000, drainage repair and re-paving of the Hill School main entrance parking lot in the amount of \$25,000. Further to authorize the withdrawal of \$50,000 from the School Building Capital Reserve Fund for these purposes.

*School Board recommends Approval.
Budget Committee recommends Approval.*

MOTION TO ACCEPT: Tammy Boucher

SECONDED: Daniel Driscoll

VOTE: YES

ARTICLE #3 ADOPTED

ARTICLE #4: To see if the Pembroke School District will vote to raise and appropriate the sum of up to \$100,000 (from surplus) to be added to the Capital Reserve Building Fund previously established, with such amount to be funded from the June 30, 2012 unreserved fund balance available for transfer on July 1, 2012.

*School Board recommends Approval.
Budget Committee recommends Approval.*

MOTION TO ACCEPT: Tammy Boucher

SECONDED: Daniel Driscoll

VOTE: YES

ARTICLE #4 ADOPTED

ARTICLE #5: To see if the Pembroke School District will vote to raise and appropriate the sum of up to \$50,000 (from surplus) to be added to the Equipment Expendable Trust Fund previously established, with such amount to be funded from the June 30, 2012 unreserved fund balance available for transfer on July 1, 2012.

*School Board recommends Approval.
Budget Committee recommends Approval.*

MOTION TO ACCEPT: Tammy Boucher

SECONDED: Daniel Driscoll

VOTE: YES

ARTICLE #5 ADOPTED

**PEMBROKE SCHOOL DISTRICT
ANNUAL MEETING 2012**

ARTICLE #6: 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, 2012 unreserved fund balance available for transfer on July 1, 2012.

*School Board recommends Approval.
Budget Committee recommends Approval.*

MOTION TO ACCEPT: Tammy Boucher

SECONDED: Daniel Driscoll

VOTE: YES

ARTICLE #6 ADOPTED

ARTICLE #7: To see in the Pembroke School District will vote to raise and appropriate the budget committee's recommended amount of \$24,155,249 for the support of schools, for the payment of salaries for the school district officials and agents, and for the payment of statutory obligations of the District. The school board recommends \$24,287,249. This article does not include appropriations voted in other warrant articles.

*School Board recommends Approval of \$24,287,249
Budget Committee recommends Approval of \$24,155,249*

Mark LePage Chair of the Budget Committee spoke to Article #7. Mr. LePage explained the meeting schedule of the Budget Committee with respect to the needs of the schools and community, economy and taxes to the residents of Pembroke. Mr. LePage explained that the Budget Committee asked the school board for further cuts to get to the suggested 1% tax increase goal. Mr. LePage directed attention to the handouts available for the voters and in addition to the \$56,500 in cuts an additional \$132,000 recommendations in cuts was asked of the school board. This brought the total to \$188,000 in cuts. Mr. LePage explained that the budget committee is working with an all line item budget and that the information in the handout already reflects the initial \$56,000 asked for in deductions, the additional \$132,000 is what we are currently looking at today. Reference to the Summary of Tax Rate was made to the colored red, green and black lines representing 2011 final approved numbers, school board and selectman recommendations, and budget committee numbers respectively. At the bottom of the page 'Dollar Tax Rate Per \$1,000 Property Value', if the proposed amounts recommended by the school board and selectmen (green) today and at next weeks town meeting are approved, the tax payers would have a 1.5% increase. If the proposed recommended amounts from the budget committee are approved, the tax payers would have a 0.6% increase. Following this discussion Mr. LePage made a motion:

MOTION TO ACCEPT ARTICLE #7 IN THE AMOUNT OF \$24,155,249: Mark LePage
SECONDED: Dan Crean

**PEMBROKE SCHOOL DISTRICT
ANNUAL MEETING 2012**

A motion to amend Article #7 was then made by Tammy Boucher Chair of the Pembroke School Board.

MOTION TO AMEND ARTICLE #7: Tammy Boucher “I move that the budget committee’s amount in Warrant Article #7 be amended to \$24,262,249 which is an increase of \$107,000.

SECONDED: Patricia Nardone-Boucher

Tom Serafin of the Pembroke School Board presented this amendment and answered question from the audience.

Allen Brown asked about the town of Pembroke’s property evaluations and if the assessed values go down where does the money come from to fund warrant articles.

Mark LePage answered and explained how a balanced equation works with funding from taxes. Mr. LePage further explained expenditures in the warrant articles.

Joann Dupuis asked what the \$107,000 means in programs to the children of the Pembroke Schools if not approved.

Tom Serafin stated this was a great question and gave possibilities of programs and/or staff deductions. Mr. Serafin explained that the commitments made to salaries, benefits etc. would not be changed as they are made through the contractual bargaining agreement. Mr. Serafin explained if the \$107,000 was not approved the school board would discuss deductions at this next weeks school board meeting. Mr. Serafin further discussed the savings to the district through the Honeywell energy program equaling \$300,000.

Dan Crean commented on last years appropriations compared to this year. Mr. Crean discussed the reason of decrease includes the \$500,000 bond issue. The operating budget is what we are discussing and that is a “0” decrease from last year, the actual decrease we are looking at is a reduction from the \$500,000 bond issue. Mr. Crean explained that what we are discussing is such a small percent and felt that any management team should be able to work with it.

Rose Marie Michaud thanked Mr. Crean for this information and asked the Pembroke school board if they have any new positions that they are bringing back for the school year and what are the increases of non-collective bargaining staff, examples would be principals, secretary’s etc. and also are there any positions coming back from part-time to full-time.

Tammy Boucher stated the school board is not bringing back any new positions and the amount for raises for non-collective bargaining staff was 2% approximately \$68,000. Ms. Boucher explained that it is the opposite; some staff are going from full-time to part-time.

**PEMBROKE SCHOOL DISTRICT
ANNUAL MEETING 2012**

Rose Marie Michaud stated concerns about pay raises, based on the economy and difficulty for people to pay their taxes we can go without paying an additional 2%. Ms. Michaud asked the voters present to vote no on the amendment.

Justine Courtemanche asked about changes in teacher staffing numbers on the school district information sheet.

Tom Serafin explained changes were in the number of aides and non-teacher positions.

Tammy Boucher offered a clarification of the operating budget numbers; when the Grants are deducted the actual decreased amount is \$16,909.

Peter Mehegan spoke to commend the work of the students raising the money for the light boards, through car washes and bake sales. Mr. Mehegan compared the position of assistant coach for sports at the Academy and explained that he has not had an assistant to put on musicals each year and stated that he could use a stipend paid assistant.

Moderator Petit asked if there were any further questions or comments. There being none **Moderator Petit read the amendment on the table:**

To amend that the budget committee's amount in Warrant Article #7 be amended to \$24,262,249, which is an increase of \$107,000.

VOTE: YES

AMENDMENT TO ARTICLE #7 ADOPTED.

A motion to amend the budget line was made by Gerard Fleury.

MOTION TO AMEND BUDGET LINE ITEM: Gerard Fleury "I move to amend budget line "001-2310-110-104-000 Board Salaries" by five dollars to read \$620.00 rather than \$625.00.

SECONDED: Harold Paulsen

Gerry Fleury read a letter from Patty Sherman Co-Superintendent to Selectman Fred Kline regarding a change in the location of school district voting after the March 13, 2012 elections.

Mr. Fleury recommended a study panel be put together to discuss concerns of behalf of the school district officials regarding the location at Village School and that his amendment was to deduct the school board stipends by \$1.00 as a non-punitive action to send to the board.

Tammy Boucher stated that negotiations had been re-opened on three different occasions; boards had been asked to collaborate on this issue and look at different locations. Ms. Boucher stated the issue is safety concerns for the students and the important issue is to move forward with discussion.

**PEMBROKE SCHOOL DISTRICT
ANNUAL MEETING 2012**

Larry Preston stated that he believed the Police Chief was at the last School meeting and no safety concerns were stated.

Tammy Boucher stated the Police Chief has not been to any School Board meetings regarding safety concerns of voting at the Village School.

Stephen Boucher stated that he disagreed that it is a non-punitive action.

Robert Farley asked if a member of the school board could give examples of safety concerns.

Tammy Boucher stated the main concern is security of the students. The Village school is locked down at all times however on voting day the back hall is secured by a gate and the stairway is open to the lower level. Traffic issues where a bus and car collision happened last year. The set-up procedure at the Village School means that the children have to eat lunch in their perspective classrooms. Custodial issues with parents pick up have been a concern as well as sex offenders in the community with the inability to maintain a lock down environment. Ms. Boucher stated we are not where we were 20 years ago, please try to hear us and be a part of figuring out an alternative.

Dana Carlucci stated he had a previous conversation with Ms. Boucher on this issue and well as speaking to the Police and Fire Chief's. Safety concerns had not come up at that time however based on today's comments he is asking the school board, selectmen and public to come together and discuss this.

Gerry Fleury thanked Moderator Petit for indulgence on this discussion and stated that he had previously asked how best to bring a public venue to this item for discussion. The majority is concerned about a unilateral decision without in-put from the public to avoid a rash decision. Mr. Fleury explained that according to meeting protocol the amendment he presented was the only way this letter of action could be discussed in a public forum at a school district meeting as it is not a warrant article.

Pente Alto thanked Mr. Fleury and urged that these issues be re-visited in a more public forum.

There being no further comment Moderator Petit read the Amendment on the table:

“To amend budget line “001-2310-110-104-000 Board Salaries” by five dollars to read \$620.00 rather than \$625.00.

This brings the total amount in Article #7 to \$24,262,244.

VOTE: YES

AMENDMENT TO BUDGET LINE
“001-2310-110-104-000 Board Salaries” by five dollars
to read \$620.00 rather than \$625.00 ADOPTED

**PEMBROKE SCHOOL DISTRICT
ANNUAL MEETING 2012**

Moderator Petit clarified for the voters present that we are currently on article #7 in the amount of \$24,262,244 due to the amendments made and adopted.

Diane Schuett Representative for the Town of Pembroke asked about the Pembroke tax rate, the amount of grants written and what is the source of grants.

Peter Aubrey Business Administrator explained the source of grants and how fortunate we are to have talent within our community to write them. The amount of grants written was over 300,000.

Rose Marie Michaud asked for clarification on what grants are used for.

Peter Aubrey explained that grants are generally specific to a program, item or need with-in the community. When money is available in the form of grants, schools and towns can write a specific request and plan of action in hopes of approval and attainment of grants.

There being no further questions or comments Moderator re-read warrant Article #7.

To see if the Pembroke School district will vote to raise and appropriate the sum of \$24,262,244 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.

VOTE: YES

ARTICLE #7 ADOPTED \$24,262,244

ARTICLE #8: To choose Agents and Committees in relation to any subjects embraced in the Warrant.

No business needed to conduct under this article.

ARTICLE #9: To transact other business that may legally come before said meeting.

Larry Preston asked if the school board was open to discussion of where voting will be. Moderator Petit explained that this was discussed in Article #7 and yes the school board stated they are open for board and public collaboration on this issue.

Dana Carlucci asked for volunteers for the Pembroke Old Home Day Committee, the meetings are held on the last Monday of each month.

Moderator Petit reminded the citizens of Pembroke to vote on Tuesday, March 13, 2012 for the School and Town elections.

**PEMBROKE SCHOOL DISTRICT
ANNUAL MEETING 2012**

There being no further business to discuss:

MOTION MADE TO ADJOURN: Peter Mehegan SECONDED: Robert Farley

The Pembroke School District Meeting on Saturday, March 10, 2012 was adjourned at 12:05 p.m.

Respectfully submitted;
Cynthia E. Menard
Pembroke School District Clerk

Brent W. Washburn, CPA, Prof. Assoc.
64 Hooksett Turnpike Road
Concord, New Hampshire 03301-8400
603-224-6133

Independent Auditors Report

January 31, 2013

The School Board

Pembroke School District
Pembroke, New Hampshire

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, 2012, which collectively comprise the School District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Pembroke School District's management. 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 includes examining, on a test basis, evidence supporting the amount and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinions.

In my opinion, the financial statements referred to previously 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, 2012, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in conformity with accounting generally principles accepted in the United States of America.

In accordance with *Government Auditing Standards*, I have also issued my report date January 31, 2013 on my consideration of the Pembroke School District's internal control over financial reporting and on my test of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose 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 the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of my audit.

The management's discussion and analysis and budgetary comparison information and other required supplementary information on pages 3 through 4 and page 24 and 25, respectively are not required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. I have applied certain limited procedures, which consisted principally of inquires of management regarding the methods of measurement and presentation of the supplementary information. However, I did not audit the information and express no opinion on it.

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Pembroke School District's basic financial statements. The accompanying schedules of combining balance sheet, combining statement of revenue, expenditures and changes in fund balances, and schedule of federal assistance are presented for purpose of additional analysis and are not a required part of the basic financial statements. The accompanying schedules of combining balance sheet, combining statement of revenue, expenditures and changes in fund balances, and schedule of federal assistance have been subjected to the auditing procedures applied in the audit of the basic financial statements and, in my opinion, are fairly stated in all material respects in relation to the basic financial statements taken as a whole. The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, I express no opinion on them.

Respectfully Submitted,

Brent W. Washburn, CPA

PEMBROKE SCHOOL DISTRICT

STATEMENT OF EXPENDITURES

For the Year Ending June 30, 2012

INSTRUCTION

Regular Education Programs	\$ 9,143,037.04	
Special Education Programs	4,348,914.84	
Vocational Programs	1,009,403.89	
Other Instructional Programs	<u>568,447.19</u>	\$ 15,069,802.96

SUPPORT SERVICES

Student Services	1,788,186.47	
Instructional Staff	463,583.88	
General Administration	638,553.65	
School Administration	1,491,851.67	
Operation/Maintenance of Plant	1,666,647.87	
Student Transportation	649,063.31	
Central	<u>0.00</u>	6,697,886.85

DISTRICT WIDE EXPENDITURES

Facilities Acquisition & Construction	<u>621,788.58</u>	621,788.58
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OTHER FINANCING USES

Debt Service - Principal	575,000.00	
Debt Service - Interest	<u>91,752.83</u>	666,752.83

FUND TRANSFERS

To Food Service	2,037.64	
To General Fund	37,116.80	
Trust/Agency Funds	<u>200,000.00</u>	239,154.44

SPECIAL REVENUE EXPENDITURES-INSTRUCTION

Regular Education Programs	659,039.35	
Special Programs	42,255.17	
Other Instructional Programs	28,023.82	
		729,318.34

SPECIAL REVENUE EXPENDITURES-SUPPORT SERVICES

Student Services	0.00	
Instructional Staff	6,334.69	
General Administration	11,849.11	
School Administration	0.00	
Student Transportation	<u>15,400.00</u>	33,583.80

FOOD SERVICE FUND

Food Service Operation	<u>668,458.07</u>	668,458.07
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CAPITOL PROJECTS

Building Improvement	<u>378,505.95</u>	378,505.95
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TOTAL EXPENDITURES

\$ 25,105,251.82

PEMBROKE SCHOOL DISTRICT**STATEMENT OF REVENUES**

For the Year June 30, 2012

REVENUES FROM LOCAL SOURCES		
Current Appropriation	\$ 9,576,191.00	
		\$ 9,576,191.00
TUITION		
<i>TUITION FROM INDIVIDUALS</i>		
Regular Day School	33,266.07	
Adult Education	15,645.00	
		48,911.07
<i>TUITION FROM OTHER LEAS WITHIN NH</i>		
Regular Day School	4,643,210.00	
Special Education	501,999.48	
		5,145,209.48
TRANSPORTATION FEES		
<i>TRANSPORTATION FEES FROM INDIVIDUALS</i>		
Regular Day School	2,049.75	
Special Education	6,735.95	
		8,785.70
OTHER LOCAL REVENUES		
Earnings on Investments	255.85	
Food Service	436,466.62	
Student Activities	7,832.60	
Rentals	33,797.92	
Other Local Revenue	15,294.71	
Summer School	4,327.50	
		497,975.20
TOTAL REVENUE FROM LOCAL SOURCES		15,277,072.45
REVENUE FROM STATE SOURCES		
Equitable Education Aid	5,521,608.89	
Statewide Enhanced Education Tax	1,442,997.00	
Adequacy Aid Grant - EdJobs	4,784.11	
School Building Aid	480,540.81	
Catastrophic Aid	563,000.20	
Vocational Education (Transportation)	10,719.73	
Child Nutrition	6,627.47	
Other	18,940.60	
		8,049,218.81
TOTAL STATE REVENUE		8,049,218.81
REVENUE FROM FEDERAL SOURCES		
Elementary/Secondary - Title I	281,895.47	
Elementary/Secondary - Other	298,954.63	
Other Restricted	148,972.10	
Adult Education	28,752.44	
Child Nutrition Program	247,907.49	
Medicaid Distributions	228,071.00	
		1,234,553.13
TOTAL FEDERAL REVENUE		1,234,553.13
OTHER FINANCING SOURCES		
Earnings on Investments	313.82	
Bond Sale	510,000.00	
Transfer from General Fund	202,037.64	
Transfer from Capital Reserve Fund	11,563.00	
Transfer from Other Expendable Trust Funds	25,553.80	
		749,468.26
TOTAL OTHER FINANCING SOURCES		749,468.26
TOTAL REVENUES		25,310,312.65

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
2011/12**

	<u>Elementary</u>	<u>Secondary</u>	<u>Total</u>
Half Days in Session	360	360	360
Enrollment	806	957	1763
Percent of Attendance	95.7	94.2	94.9
Average Daily Attendance	733	811.9	1544.9

**CO-SUPERINTENDENTS' SALARY
2011/12**

Allenstown	\$ 25,426
Chichester	19,864
Deerfield	39,132
Epsom	33,570
Pembroke	<u>80,648</u>
	\$198,640

**BUSINESS ADMINISTRATOR'S
SALARY 2011/12**

Allenstown	\$11,115
Chichester	8,683
Deerfield	17,106
Epsom	14,675
Pembroke	<u>35,254</u>
	\$86,833

**REPORT OF SCHOOL DISTRICT TREASURER
For the Fiscal Year July 1, 2011 to June 30, 2012**

CASH ON HAND JULY 1, 2011		\$ 753,666.59
Received from Selectmen	11,019,188.00	
Revenue from State Sources	7,577,384.73	
Received from all Other Sources	<u>7,555,135.78</u>	
TOTAL RECEIPTS		<u>26,151,708.51</u>
Total Amount Available for Fiscal Year		\$26,095,375.10
Less School Board Orders Paid		<u>26,095,370.21</u>
BALANCE ON HAND JUNE 30, 2012		\$ 810,004.89

**Peggy Topliff
District Treasurer**

PEMBROKE SCHOOL DISTRICT

**TEACHER'S SALARY SCHEDULE
2012/13**

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	\$12.01/hr.-\$17.94/hr.
Teacher Aides	\$11.58/hr.-\$12.25/hr.
Custodians	\$10.00/hr.-\$18.39/hr.
Lunch Program	\$ 9.00/hr.-\$12.99/hr.

SCHOOL OFFICERS SALARIES

SCHOOL BOARD MEMBERS

Tammy Boucher, Chair	\$342.77
Janna Culberson	\$342.77
Daniel Driscoll	\$342.77
Tom Serafin	\$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
PEMBROKE SCHOOL DISTRICT
2012
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 2010/11	FY 2011/12
Actual Expenditures	\$6,367,191	\$5,800,412
Actual Revenues		
◆ Catastrophic Aid	\$ 498,840	\$ 563,000
◆ Medicaid	266,390	228,071
◆ Federal Grant	343,273	340,678
◆ Tuition	702,500	501,999
◆ Transportation	<u>5,941</u>	<u>6,736</u>
Total Offsetting Revenues	\$1,816,944	\$1,640,484

- 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

“Education is the most powerful weapon which you can use to change the world.” Nelson Mandela

All of us in SAU #53 work to enable good education in the hope of a better world for our students. Through promoting 21st Century Skills, College and Career Ready Skills, and Common Core Standards, we are working to give all of our students the knowledge and skills they need now and in the future.

21st Century Skills

The SAU #53 Leadership Team continues to advocate for creativity, innovation, flexibility, adaptability, initiative, self-direction, leadership, responsibility, and literacy in information, communication, and technology areas. With these skills we are preparing our students for an ever-changing workplace while developing their unique talents. For more information on specific skills, outcomes, resources, and, what citizenship means in the 21st century, visit www.P21.org.

College and Career Ready

President Obama has stated, “Every child in America deserves a world-class education.” We believe that the educators in SAU #53 already work to ensure all students are on track to graduate from high school ready for college and a career. In this increasing complex world, the demands for a workforce with the knowledge and skills our students need to succeed in their chosen careers is of primary importance. The aligned common core standards provide the foundation to improve curriculum, instruction and assessment and better prepare students for college and the workplace. They also communicate core learning goals to teachers, parents, and students. For more information on preparing all students for college and career readiness visit www.achieve.org.

Common Core Standards

The Common Core State Standards in English language arts and mathematics were adopted in New Hampshire by the State Board of Education in July of 2010. Since then, SAU #53 has been working on the transition from the NH Curriculum Frameworks to assure a smooth conversion. Teachers in every district have worked together to review the standards and adjust what they teach. The new standards provide more rigor and a clearer focus on the basic curricular expectations. The SAU Literacy and Numeracy Task Forces, comprising of educators from all five districts, is working on a baseline document which will serve as a guide to all grade levels from kindergarten to eighth grade. This will be completed before the start of the next school year. Additional information can be found at www.corestandards.org.

At the November 1, 2012 SAU Board meeting, it was decided to continue with the Co-Superintendents model. Ms. Bickford is primarily responsible for matters relating to curriculum, school improvement, instruction, professional development, and assessment. Additionally, she serves as superintendent for the Allenstown, Chichester, and Epsom school districts. Ms. Sherman is primarily responsible for matters relating to personnel and student services. Additionally, she serves as superintendent for the Deerfield and Pembroke school districts and the SAU Board. Ms. Karen Guercia is now Special Education Director.

Through the changes in leadership, the staff of SAU #53 continues to collaborate with each district’s administrators and professional learning communities. They continue to focus on individual student achievement in the 21st century, developing college and career ready skills through common standards. They 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

Over the last few years, Pembroke Academy has undertaken significant curricular steps in raising and refining the standards and expectations for all our students. I'd like to use this year's report to outline these changes for the Pembroke community. Certainly the origin of this evolution lies in our transition three years ago to a competency-based assessment model. Most fundamentally, this meant that for each course we offered, the teachers who taught that course met to define and agree upon the concepts, knowledge and skills essential to that discipline: what should students understand, know and be able to do in, say, our freshman English course, and how do those skills and levels of skills prepare the student for the next course of reading, writing, speaking and listening? In this model, the large majority of class time is devoted to "formative" work, which (not so) simply refers to the learning and practicing of the concepts and skills necessary to the student's demonstrating his or her mastery of any given competency on culminating "summative assessments." Even though formative work quantitatively represents the majority of class work, it's the student's performance on these assessments that are used to measure each competency and thus define his or her grade. (It's analogous to a football team that practices hard all week, but success or failure is predicated upon the score on game day.) Each competency making up a course of study should ideally be measured by several summative assessments; moreover, those assessments should offer students various modes of demonstrating mastery: e.g. presentations, portfolios, and traditional paper and pencil exams.

When PA adopted this model, the bar for a student's receiving credit for any course was achieving a minimum grade of "70" as an average of all the summative assessments measuring a course's competencies. Beginning with this year's spring semester, we have increased this expectation. Now students will not receive course credit if a grade is below "60" for the assessments that measure any single competency or receive below a "60" for the course's final assessment. Their overall average for all competencies must still be at least "70." If students do fail to demonstrate mastery on a competency, we offer clear and specific ways for them to remediate that work and gain credit. Looking ahead, I feel it's fair to anticipate this bar being raised again in two or three years, probably to a minimum of "70" on all competencies. As we explained to both our students and their parents, we're undertaking these steps in the realization that, first, all our students *can* achieve these expectations even if some might need more time and support or perhaps even a different path to do so, and, second, that our students are no longer competing for productivity and economic success with just their peers from other New Hampshire and New England communities but also with young men and women from literally every continent on the planet. The stakes have never been higher, and our kids need to be prepared.

The steps I've described here are now being intensified further by the advent of the *Common Core State Standards (CCSS)*, a set of K-12 learning expectations for English and mathematics written by the chief educational officers from across the country and adopted by New Hampshire and all but two other states. Having been down the road with many educational reforms over the years—some of which proved highly effective like the revolution in student writing prompted by the "Writing Process," and others which could charitably be labeled ill-conceived (anyone remember the "open concept" classroom?)--I can report to you that the work reflected in the *CCSS* is exemplary and represents one of the more promising developments in recent approaches to education. In significant ways the *CCSS* reflect a kind of "back to basics" movement; for example, these standards are deeply rooted in students' ability to analyze increasingly complex texts, to write in core critical thinking modes like *cause and effect* and *comparison and contrast*, and to do these things throughout the curriculum; that is, these modes of reading and writing will be part of virtually every discipline in the school, not just in English. Our teachers are now adjusting their curricula to meet these expectations. Importantly, this emphasis on critical reading and writing supports and enhances the competencies structure

PEMBROKE SCHOOL DISTRICT

described above; it does not replace or dilute it. Indeed, students' ability to comprehend complex texts in specific disciplines and to write analytically and persuasively about related issues clearly goes to the heart of any course of study.

Finally, I want to mention a significant addition to the *Pembroke Performance Project*, a graduation requirement now in its fifteenth year. The *PPP* originated in a desire to both engage our students with their communities, largely through expectations regarding community service, and to create opportunities for our graduating seniors to be reflective about their experience at PA. This latter goal was achieved through participation in exit interviews with faculty and community members and through seniors filling out an extensive questionnaire about their PA experience. This year we are asking all graduating seniors to compose an essay on the school's Essential Question: *How Should I Live My Life?* (which perhaps you've seen prominently displayed in our cafeteria). This requirement synthesizes much of what I've mentioned above and acts, we hope, as a reflective culmination to our students' public school careers and as a bridge to their futures.

These initiatives and changes reflect Pembroke Academy's on-going commitment to defining and providing an educational experience that is coherent, rigorous and focused. The futures of not only our students but indeed of our society are contingent on just such choices.

Respectfully submitted,

Michael Reardon, Headmaster

PEMBROKE SCHOOL DISTRICT

THREE RIVERS SCHOOL PRINCIPAL'S REPORT

Another year is in the books for Three Rivers School. We said our good byes to Betty Bouchard who retired after 32 years of teaching and welcomed Audrey Withee in her place as our 6th grade math teacher. The minimal staff change belies the large changes in our curriculum and grading for the year, though.

This year Three Rivers School has focused more on new academic expectations as we transition to the Common Core State Standards (CCSS) that have been adopted by 45 states including New Hampshire. We began this process almost two years ago with a gradual shift from state designed standards to the broader standards in all content areas and we are now at the point that the CCSS are fully integrated in grades 5-8. Our expectations have been raised for student achievement and we have even changed the way we grade students to reflect these new standards. Our students have risen to the challenge and are working diligently to meet the new set of expectations.

We rolled out a new style of report card to cap off our first trimester in December and received very positive feedback from parents. Teachers and administrators worked for two years to accomplish the changes. In addition to a holistic grade in each subject area, this new report card provides information about the specific knowledge and skills students are expected to learn in each class as well as their level of accomplishment in these areas. School behavior is also separated from academic achievement. We hope this additional information helps students as well as parents to better understand each child's strengths and areas needing improvement.

In addition to our focus on strengthening our academic program, we continue to support our students' social and emotional growth through various grade level and whole school activities. During last year's February Festival teachers surprised the students with a Flash Mob dance in the gym. That was one highlight in a day full of spirited competition between the grades ultimately won by the 8th graders over the 7th grade and an upset with the 5th graders beating the 6th grade students. Both contests were incredibly close, though, coming down to the final event.

In April we sent 70 8th grade students to Washington, DC during which they went to the September 11th memorial in New York City for the first time. That same week, our 6th graders traveled to Maine to attend environmental camp while the students remaining at TRS held a Career Day Fair at school with many speakers and excellent presentations. We even had a National Guard helicopter land behind the school to help students understand the vast range of potential careers available in the local area.

This past spring I had the honor of being selected to travel with other school superintendents and principals from across the country on a three-week exchange trip to China. During my stay I traveled to 4 cities and visited 9 schools. I met with government and university officials to discuss teacher qualifications, curriculum, and student assessments. Our common goal was to share features that make each school system successful and to thus improve both systems. While there I also was able to visit such well-known sites as the Great Wall and the Forbidden City in Beijing and the Terra Cotta Warriors in Xi'an. Three Rivers students had the opportunity to talk with me via Skype during my stay and to follow my blog each day on which I shared what I was seeing, eating, and learning. We all learned a bit more about just how big and how small our world is.

PEMBROKE SCHOOL DISTRICT

This fall started on a solemn note as we learned of the passing of one of our former 8th grade students just days before the first day of school. Kasey Griffin was remembered during a gathering in November on a beautiful sunny afternoon which was attended by Pembroke Academy and Three Rivers students and staff. During the ceremony we dedicated a granite bench in Kasey's memory, sang, and listened to student tributes to a dear friend. It was a wonderful opportunity to demonstrate to all students just how much they all mean to their friends and teachers.

Many thanks to the parents, teachers, and students for a great year of old and new events and exciting achievements. It truly makes a difference when we all work together to achieve success.

Respectfully submitted,

Deborah L. Bulkley
Principal



PEMBROKE SCHOOL DISTRICT

Pembroke Hill School Principal's Report

One full year has passed since I applied for the position of Principal of the Pembroke Hill School. Although this is certainly not the first Annual Report I have written over the course of my career, it is the first of many I hope to write for the Pembroke Hill School.

As I reflect upon this past year and the past several months that I have spent within this district, I smile thinking of the wonderful time I have had getting to know all of you, your children, and the community I now serve. I am honored to know that you trust me and support me in leading this school while maintaining the safety and security of your children and ensuring a high quality learning experience for every single student. I owe each of you endless thanks.

Like any other school, change continues to challenge the Pembroke Hill School. The difference here is that the Pembroke District staff accepts these challenges with open arms and turns even the toughest of situations into gifts of gold.

At the close of the 2011-2012 school year we bid farewell to the Pembroke Hill-Village Schools as we ventured out independent of each other, while promising each other and you continued trust, collaboration and support between schools. While I joined the "Hill Team", Mona Sandberg was selected to stay on as the Pembroke Village School Principal. Our friend and colleague, Cyndi Proulx who many of you know as a quality Pembroke District teacher and Interim Assistant Principal was quickly "scooped up" by the Union Sanborn Elementary school in Northfield.

As you enter the Pembroke Hill School you might recognize a new but very familiar face. The Pembroke Hill School students and staff are so happy to welcome back Michelle Butler as our one and only school secretary. After a brief stint at the SAU office, Michelle returned to us when Liz Terrill announced her departure after 12 years as the person who welcomed our students to school each day. Although we will miss Liz, we wish her health, happiness and good times with friends and family.

In addition to the shift in office personnel and administration, we saw a drastic turnover in Title I Tutors and paraprofessionals. As sad as it was to see so many leave our district, we wished them good fortune as many of them had been with us as "practicing" teachers and were fortunate to retain professional teaching positions in other districts around the state. After a very thorough process and a seemingly endless number of interviews, we opened the 2012-13 school year with a truly incredible group of new and returning staff.

The enrollment of our school has remained steady at approximately 250 students in the 2nd through 4th grades. Although we have a relatively small third grade this year, numbers are expected to rise in the coming years as we welcome larger groups transitioning from Village School.

As always, the curriculum continues to be reviewed and changes applied as deemed necessary by "best practice". During the course of the 2011-12 school year, staff and administration immersed themselves in aligning curriculum with Common Core State Standards and student's academic assessment data. It was through this ongoing collaborative review that the Curriculum Action Teams (CATs) were born. The vision of the CATs is:

"To design a rigorous, sustainable plan that provides consistent programs with skill continuums aligned with the Common Core Standards, to insure that our students achieve their potential through a culture where educators collaborate and use data as a tool to drive decisions and to periodically review the plan. "

PEMBROKE SCHOOL DISTRICT

The Curriculum Action Teams have continued to meet, plan, and implement positive change within the school and the curriculum throughout this school year. Action teams have ensured that every teacher in K-4 be involved and have a hand in change. They have allowed professionals to connect and collaborate with other professionals across grade levels, specialties, and buildings, and have provided a secured time in a structured setting for focused, data-driven dialogue between educators. This, in turn has ensured the continued academic success of all of our District's students.

In addition to the endless changes experienced within our building, we assure you we have maintained proven practices. The staff of the Pembroke Hill School continues the provision of Response to Intervention (RTI) services. RTI, as you may recall, is a multi-tiered intervention strategy to enable early identification and intervention for students at risk. RTI requires teachers and administrators to implement creative planning, scheduling and teaching strategies to promote student success in school.

Over the course of the past school year, we have provided numerous students the support they have required through RTI services. RTI services have ignored the boundaries set by traditional educational services. Referrals come from both teachers and parents---RTI services are available to *any* student in need.

Technology in the schools has also been expanded into the curriculum over the past few years. Every single classroom is now equipped with an interactive white board. Several ipads and digital cameras were introduced to students and staff over the past year as well. Both cameras and ipads are used routinely to capture and document student learning. Ipads also house several useful educational applications used by students and staff on a daily basis.

The Pembroke Hill School also utilizes technology to assist us with school-wide assessment. The students of the PHS participate in Aimsweb Assessment and Progress Monitoring throughout the school year as well as the Northwest Evaluation Association's (NWEA) Measure of Academic Progress each spring. We utilize the information gained toward setting goals and identifying individual students in need of intervention services, and act on those defined needs in a timely and accurate process.

Our staff has worked incredibly hard to provide the ultimate teaching environment for students. In addition to providing added intervention services, updating academic programs and continuing to hire the very best educators, we continue to review the safety and security of our buildings.

Parent support has certainly not gone unnoticed. Parents have stayed involved in the activities of our school. They have continued their support and respect for the expertise of our teachers toward the delivery of the curriculum. They have been by our sides when we have needed extra hands. They have acknowledged our need for special events and equipment through financial support and fundraising. We have PARENTS to thank for so much. We value every single one of you. The education of our community is the job of each and every citizen, and we thank you for your contributions.

Every staff member at the Pembroke Hill School is quite passionate about what they do. Your child's education *is* our mission. We strive to assist every student toward academic success and good citizenship. We do what we do simply because it is right and in the best interest of everyone.

So, as we enter into the end of another school year (my first and fabulous year ☺), I find myself reflecting on all I have to be thankful for. I have really enjoyed this year... I have had the opportunity, like so many of you, to witness the incredible acts of kindness between students, among staff and parents, between friends and within our community. A HUGE "THANKS!" to all of you for your efforts, interest and ongoing support. On behalf of the entire Pembroke Hill School teachers, specialists, custodians, cafeteria personnel, and administration---"Thank you! We welcome the continuation of our collaborative partnerships and making this the best place in the entire world to live, work, and play.

Respectfully submitted,

Karen J. Cloutier
Principal
Pembroke Hill School

PEMBROKE SCHOOL DISTRICT

Pembroke Village Principal Report

The 2012/2013 school year began with the same excitement and enthusiasm as we welcomed back our first grade students and our new kindergarten students, for some, beginning their first school journey ever. Our kindergarten parents were less anxious as they dropped their children off for the first time because of an evening they spent with kindergarten teachers who gave them a wonderful introduction to the expectations of the school year to come.

Our mentoring team this year has begun something extraordinary. Not having any new teachers to mentor, they have begun to offer facilitation of observations within and across grades so teachers can learn from each other, which recognize the expertise of our staff.

Crystal Tilton, our Reading Specialist received an award from the Pembroke School Board for coaching teachers in the Picture Writing Program that combines drawing and art with creative writing. Our students love this program and their vocabulary has been greatly enriched as a result.

Another extraordinary team this year involves all teachers at the Village and Hill Schools. These are the CAT teams. (Curriculum Action Team) The entire staff serves on different teams supporting the curriculum as it is aligned with the state common core standards.

Safety and Emergency Preparedness continues to be high on our list of initiatives under the leadership of Jenny Jones, a first grade teacher. For obvious reasons we have been proactive regarding emergency!

It is an honor to work side by side with staff whose commitment and passion for creating environments where all children can learn and feel successful is their priority. Thank you families for sharing your children with us every day. Your continued support and trust are the threads that keep us all connected. "It truly takes a village to build a community of learners!" I want to thank everyone who has contributed endless hours in making The Village School that community.

Respectfully Submitted,

Mona Sandberg, Principal
Village School

PEMBROKE SCHOOL DISTRICT

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

TOWN REPORT 2011 -2012

2011 -2012

Total Visits To Health Office:	9,720
Nursing Care: Assessment, Illness, Injury, Tx	6012
Medication Visits	3708
Diabetic testing: scheduled & prn:	409
Health Counseling: Self-injury/Ingestion/Wellness	82
Faculty Health Office Visits:	42
Health Records Reviewed:	359
Parental Updates Communications/Conferences/Calls:	1,880
(includes: illness, injury, hearing and vision, immunization updates)	
Professional Committee Participation:	158
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	280	42	42
Hearing	276	3	3
Height	400	0	0
Weight	400	5	0
Blood Pressure	32	18	1
Dental	3	3	3
Respiratory	42	14	3
Appendicitis	2	1	2
Concussion	20	20	20

COMMUNICABLE DISEASES:

Pediculosis exams/dismissal	18/4	Chicken Pox/Shingles	3
Conjunctivitis	4	Mononucleosis	11
Strep Throat	14	Ringworm/Staph	6
Scarlet Fever	0	Meningitis (viral)	1
Lyme Tick Disease	5	Bacterial Pneumonia	0

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

PEMBROKE SCHOOL DISTRICT

**Annual School Health Services Report
Pembroke Hill School
2011 – 2012**

Health Screenings:

	<u>Initial Screening</u>	<u>Referral</u>	<u>Rechecks</u>
Vision	240	14	6
Hearing	239	6	13
Height/Weight	239	45	0

Nursing Assessment/Treatment for Illness/Injury and/or Health Counseling: 3815

Medications Administered: 2015

TLC: 24 students total, 12 students in the morning and 12 students in the afternoon.

Student health office visits - 17

Student medications administered - 0

Educational activities:

Classroom presentations - Proper Hand washing/Cough Etiquette: 14
Basic Hygiene Discussion: 3

Staff Presentations, Universal Precautions: 2

Bulletin Boards: 10

Services were provided to the TLC pre-school program. Provided vision and hearing screening for the Child Find program.

I had many parent conferences in person and by phone, and conferences with health care providers. I participated in 504, IEP intervention meetings, special education team meetings and SST/RTI meetings. I contacted Granite State Fit Kids and coordinated the program for the 4th grade classes. This was our first year participating in the program. I met with the teachers and evaluated the program upon its completion.

I coordinated Healthy Snack Month in November and Thanksgiving, Christmas, and spring projects with the Pembroke Welfare Department.

This year I sent Health Report Cards to all students' parents detailing screening results. I also sent home health screening referrals to 45 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 coordinated the volunteers from PVS/PHS for the Soup Kitchen and I am the Sick Bank Chairperson. I planned and organized with Kathy Mayer the PVS/PHS Health and Wellness Fair held in May.

Respectfully submitted,

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

PEMBROKE SCHOOL DISTRICT

**SCHOOL HEALTH SERVICES FOR
PEMBROKE VILLAGE SCHOOL
2011-2012**

SCREENINGS	SCREENING	RECHECK	REFERRED
Vision	165	10	8
Hearing	165	9	4
Blood Pressure students and staff	28	0	0
Height & Weight	167	20	5
Dental	9		4
Nursing Assessment/Treatment for Illness/Injury and or health counseling:			2606
Medications/Treatments Administered			177
Home Visits			0

I participated in I.E.P. meetings, Special Education meetings, SRT and Child Find. I participated in the Pembroke nurses' monthly meeting to discuss health issues and policies and in the Wellness and Emergency/Safety groups. I had many phone conversations and personal conferences with parents and healthcare providers regarding health issues and health maintenance. I co-organized and ran the Pembroke Hill and Village School Health Fair.

Respectfully Submitted,

Kathleen Mayer, School Nurse

PEMBROKE SCHOOL DISTRICT

PEMBROKE ACADEMY 2012 GRADUATES

Allenstown

James Batchelder
Kyle T. Bourbeau
Matthew R. Bourke
Hannah E. Charest
Chelsea M. Collender
Corianne Marie Conti
Joshua J. Daigle
Andrew C. Davis
David Demers
Kennedi Duval
Amanda Gagnon
Christopher Haas
John W. Howard
Summer L. Hutchins
Gage T. Jamroz
Breon N. Joseph
Travis R. Komm
Ashleigh Lambert
Amanda J. Laskey
Dylan R. Letendre
Tenisha N. Meserve
Vanessa Meserve
Morgan Messing
Caitlin M. Nadeau
Desirea D. Newcomb
Christopher J. Patten
Austin J. Perry
Bryan Philippon
Tyler Ranfos
Brett Rich
Melissa N. Roy
Kristen Seaman
Corey E. Smith
Cody N. Stropole
Zachary Touchette
Michael C. Wilcox
Marissa Willey

Chichester

Duane I. Anctil
Meghan R. Baker
Kaitlyn M. Brackett
Roger E. Brooks
Alicia J. Brown

Chichester (cont'd.)

Tyler J. Cushman
Hannah S. DeBold
Joseph A. Doucette
Richard Frost
Meghan E. Jenks
Austin M. Kennedy
Benjamin M. Kubat
Christopher Lakowicz
Taylor Martin
Abby L. McCormack
Elijah J. McTigue
Tyler Morrison
Kent Noyes
James T. Paul
Emily D. Pike
Isaac R. Pinckney
Jack E. Poirier
Brent D. Sargent
Aaron M. Serfass
Cameron Smith
Molly A. Sykes
Luther Tingley

Epsom

Nicholas J. Angelone
Tyler J. Barrett
Katharine M. Barton
Robert J. Begin
Emily A. Belanger
Kristopher J. Cicchetto
Brittany A. Daufen
Toren W. Dicey
Alyssa Douglas
Henry Farrin
Ashley M. Foshier
Steven W. Gilpatrick
Emily J. Goulet
Michael J. Grenier
Katie L. Griggs
Briana M. Guinazzo
Kent M. Keeler
Kevin B. Kezar
Daniel L. Kimball
Emily L. Kinney

Christopher D. LaFleur
Stephen J. Lang
Emily G. Lockwood
Molly E. MacRae
Kayla D. Magan
Brandi L. Malo
Jennifer McCall
Kelsey B. Mihachik
Elizabeth C. Olson
Margaret V. Ordway
Anthony P. Pfaff
Chelcie L. Pinsonneault
Michelle T. Porter
Nicholas Renaud
Dominyk E. Smith
Mariah A. Smith
Ryan P. Swanson
Holly Tetreault
Miranda J. Weaver
Ian White

Hooksett

Scott R. Bernard
Laurin E. Brainerd
Tess Kobrzynski
Hannah Pinard

Pembroke

Alycia A. Abbott
William H. Amar
Alan R. Anocibar
Rachel E. Armbricht
Deven K. Berube
Bethany M. Blogg
Michele T. Bonin
Sean M. Bonin
Mackenzie K. Bush
Taylor E. Byrne
Cassidy A. Cheney
Jean L. Cioffi
Abigail C. Cleary
Amber Comeau
Tanya M. Cunningham
Jennifer R. Currier
Logan P. David

PEMBROKE SCHOOL DISTRICT

PEMBROKE ACADEMY 2012 GRADUATES

Pembroke (cont'd.)

Jade C. Demers
Ashley M. Dion
Shawna M. Flynn
Colby R. Fraser
Jonathan A. Goodnow
Mark M. Gray
Nicholas J. Ham
Dylan J. Hamel
Nicholas A. Hanson
Devon L. Hayes
Steven L. Henning
Dakota Holden-Gowen
Justin B. Holland
Sean P. Johnson
Jessica N. Joy
Trisha Langlois
Alex M. Lavoie
Emily K. Lawson
Katrina M. Lessner
Jessica Levasseur
Kristen A. Lussier
Mary K. Maccini
Timothy J. Matthews
Zachary McMahon
Sebastien A. Mehegan
Bradley C. Merring
Alison C. Murphy
Ryan M. Murray
Emily J. Nash
David M. Neveu
Riley P. Nowe
Brianna K. Pandolfi
Shannon M. Patno
Gabriel N. Paulino
Melissa M. Pellerin
Jessica C. Philbrook
Tyler R. Poole
Christopher R. Porter
Jason W. Pritchard
Kendra E. Rainville
Angela C. Ricci
Cady H. Ringland
Jeffrey W. Roche
Emily A. Russell
Russell, Jessica M.

Pembroke (cont'd.)

Ashley Sanguedolce
Ida Santos
Katie R. Sarette
Kimberly A. Sennett
Kasie M. Serafin
Mathew J. Serafin
Lauren M. Smith
Molly E. Spencer
William St. Laurent
Christian J. Steinbeiser
Karlie M. Stocker
Benjamin R. Sweeney
Karleigh Y. Wickens

PEMBROKE SCHOOL DISTRICT

THREE RIVERS SCHOOL 2012 GRADUATES

Rayann Abbot
Steven Abbott II
Jillian Allaire
Zachary Allen
Molly Andrews
Owen Armbricht
Brandon August
Natalie Baillargeon
Jocelyn Bessette
Benjamin Bills
Ryan Black
Cheyenne Boucher
Shoshanah Boulanger
Sarah Boutilier
Evan Bowie
Christian Caldwell
Timothy Calhoun
Peter Caraway
Nicole Carr
Evan Christiansen
Shania Clark
Kacie Coppinger
Jacob Corson
Anthony Costello, Jr.
Hannah Cunningham
Joseph Curcio, Jr.
Thomas DeMers
Courtney Duclos
Jake Dumont
Andrew Dutton

Jonathen Ebert
Noah Ehler
Molly Favata
Megan Forde
Gunnar Frederickson
Rebecca Frederickson
Zacary Frederickson
Justice Furlotte
Hannah Gangi
Monika Gauntt
Hunter Gilpatrick
Ryan Gosselin
Kasey Griffin
Annabeth Gullo
Jamie Haynes
Ashley Hill
Brianna Hutchinson
Samuel Kingston
Alyssa Kneeland
Molly Lacasse
Olivia Langdon
Ian Lansil
Harley-Ann LeBlond
Karli Loiselle
Justin Mader
Brady Martin
Trevor McGowen
Ashley Messier
Kaley Michaels
Cara-Luise Morrow

Yansi Ortega
Deon Overby
Vincent Pantaleo
Rebecca-Jean Paradis
Christopher Paulino
Christopher Perron
Haleigh Picard
Andrew Place
James Pope
Amanda Posik
Ryan Post
Nicole Richard
Amber Rollston
Elijah Salem
William Salem III
Owen Sansoucie
Celia Sartwell
Joshua Saturley
Katelynn Shahbaz
Mercedes Simoneau
Greyson Skafidas
Andrew Sullivan
Dure Sullivan
Brie Tarmey
Robert Taylor
Scott Tether
Krystin Thibodeau
Ian Weech
Logan Young

