

# TOWN OF PEMBROKE ANNUAL REPORT 2014



**PEMBROKE FIRE DEPARTMENT  
TOWER 1**

**Added to the Fleet November 2014**

## **DEPARTMENT ADDRESSES & PHONE NUMBERS**

<b><u>DEPARTMENT</u></b>	<b><u>ADDRESS</u></b>	<b><u>PHONE NUMBER</u></b>
<b>TOWN HALL</b>	311 Pembroke Street	485-4747
Board of Selectmen		Ext. 201
Tax Collector		Ext. 201
Town Clerk		Ext. 206
Town Administration		Ext. 201
Planning and Land Use Department		Ext. 213
Zoning Department		Ext. 214
Code Enforcement/Building Inspector		Ext. 214
Assessing Department		Ext. 213
Welfare Assistance		Ext. 204
<b>FIRE DEPARTMENT</b>	247 Pembroke Street	Emergency: 911 Business: 485-3621
<b>POLICE DEPARTMENT</b>	247 Pembroke Street	Emergency: 911 Business: 485-9173
<b>TRI TOWN EMS</b>	247 Pembroke Street	Emergency: 911 Business: 485-4411
<b>PUBLIC WORKS DEPARTMENT</b>	8 Exchange Street	485-4422
<b>SEWER DEPARTMENT</b>	4A Union Street	Emergency: 300-8628 Business: 485-8658
<b>SCHOOL DISTRICT</b>		
SAU #53	267 Pembroke Street	485-5187
Pembroke Academy	209 Academy Road	485-7881
Three Rivers School	243 Academy Road	485-9539
Hill School	300 Belanger Drive	485-9000
Village School	30 High Street	485-1807
<b>TOWN LIBRARY</b>	313 Pembroke Street	485-7851
<b>WATER WORKS</b>	346 Pembroke Street	485-3362

### **TOWN HALL HOURS OF OPERATION**

Monday - Friday 8:00 a.m. – 4:00 p.m.



#### **Evening Hours**

Town Clerk Only

Thursday 5:00 p.m. - 7:00 p.m.

# **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, 2014**

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2015 TOWN MEETING WARRANT & PROPOSED TOWN BUDGET.....Blue Pages  
 2015 SCHOOL DISTRICT WARRANT & PROPOSED SCHOOL BUDGET....Blue Pages

## **TOWN OFFICIALS**

### **Board of Selectmen**

Justine "Tina" Courtemanche, Chair (2017);  
Fredrick L. Kline, Vice Chair (2015);  
David A. Sheldon, Jr. (2016); Vincent E. "Doc" Greco (2016)  
Michael F. Crockwell (2017)

### **Town Treasurer**

Charles L. Connor (2015)

### **Deputy Treasurer**

Bruce L. Kurinkas

### **Town Clerk**

James F. Goff (2015)

### **Town Moderator**

Thomas E. Petit (2016)

### **Assistant Town Moderator**

Charles Mitchell

### **Supervisors of the Checklist**

Linda A. Williams, Chair (2016); Patricia Crafts (2020);  
Patricia L. Manseau (2015)

### **Library Trustees**

Patricia Crafts (2017); Susan Whitbeck, Co-Chair (2017);  
Joyce Heinrich (2015); Ann Hasbany (2016);  
Marie Brezosky, Alt. (2015); Judy Mitchell Co-Chair (2016);  
Linda Proulx, Alt. (2015)

### **Trustees of Trust Funds**

Gerard E. Fleury, Chair (2017);  
Daniel Crean (2016); Courtney Eschbach (2015)

### **Sewer Commission**

Harold Thompson, Chair (2016);  
Jules Pellerin (2015); Daniel Driscoll (2017)

### **Water Commission**

Edward Lavalley, Chair (2017);  
Kevin Brasley (2015); Chris Culberson (2018);  
Chet Martel (2016); Andrew Boisvert (2019)

## **TOWN DEPARTMENTS AND OFFICES**

### **Town Administration Department**

David M. Jodoin, Town Administrator  
Muriel Previe, Welfare Director  
Linda A. Williams, Municipal Secretary  
Nataliya Gapanova, Accountant  
Marlene Marion, 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  
William O. Clark, Lieutenant/Fire Prevention Officer  
Brian A. Lemoine, Lieutenant  
Charles R. Schmidt, Lieutenant  
Jeff B. Cyr, Lieutenant  
Chester R. Martel, Lieutenant  
Tyrel Lemoine, Lieutenant

### **Health Department**

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

### **Tax Collection**

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

### **Planning and Land Use Department**

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

### **Police Department**

Dwayne Gilman, Chief of Police  
Gary Gaskell, Lieutenant

### **Department of Public Works**

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

### **Tri-Town EMS**

Christopher Gamache, Director

## **BOARDS, COMMITTEES AND COMMISSIONS**

### **BUDGET COMMITTEE**



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

### **CAPITAL IMPROVEMENT PROGRAM COMMITTEE**



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

### **CEMETERY COMMISSION**



David Richards, Chair ; James Garvin;  
Fleda Young; Don Hill

### **CONSERVATION COMMISSION**



Ammy Heiser, Chair; Carol Bertsimas, Vice Chair;  
Ayn Whytemare; Brian Mrazik; David Baril, Jr.; Steve Fowler;  
Kevin Krebs, Planning Board Representative  
Vincent "Doc" Greco, Board of Selectmen Representative

### **ENERGY COMMITTEE**



Daniel Crean, Robert G. Samson,  
Pentti J. Aalto, Jay Smith

## **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.;  
Fred Kline, Board of Selectmen Representative;  
Vincent E. "Doc" Greco, Board of Selectmen Alt.;  
Jocelyn Carlucci, Recording Secretary

### **RECREATION COMMISSION**



Rose Galligan, Chair; Karen Meisenheimer; Christine Robinson;  
Christopher Henderson; Michelle Carvalho; Steve Fowler, Alt.;  
Vincent E. "Doc" Greco, Board of Selectmen Representative;  
David Sheldon Jr., Board of Selectmen Alt.

### **ROADS COMMITTEE**



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

### **SOUCOOK RIVER TAX INCREMENT FINANCING COMMITTEE**



Steve Creed; Gordon Welch; Drew Drummond; Alex Vailas;  
Dana Carlucci; Fredrick L. Kline, Board of Selectmen Representative

### **TRI-TOWN AMBULANCE COMMITTEE**



Shaun Mulholland, Chair, Allenstown Town Administrator;  
Harold Paulsen, Chief, Pembroke Fire Department  
Robert Bourque; Dana Pendergast;  
Stephanie Locke, Tri-Town Employee  
David Jodoin, Pembroke Town Administrator.

### **ZONING BOARD OF ADJUSTMENT**



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

## BOARD OF SELECTMEN



**Fred Kline, Vincent “Doc” Greco, Justine “Tina” Courtemanche, Chair  
Michael Crockwell, David A. Sheldon, Jr.**



In 2014, the Town was required by the State of NH to revalue all residences and businesses in Town. This was the third time we have had to do this since the landmark Claremont case that determined the process for allocating funds through the adequate education program. The next process will be five years from now in 2019.

So what does this mean actually and how did it effect the residents and businesses. Due to adjusting values based on comparable sales, the Town lost well over 30 million dollars in taxable value. For some your assessed value dropped reducing your tax bill (yes some taxes went down), others values stayed the same and some increased. These folks were not as lucky with some seeing a very large tax increase. Due to budgets being passed in 2014 for the Town, School and County, the Town portion of the tax rate increased 45 cents, the School increased \$2.17, and the County increased 24 cents for a total increase of \$2.86 per thousand of assessed value. The Board of Selectmen strive each year to maximize efficiencies and control costs while still offering services.

In 2015 you will all see and even experience some major road construction on Pembroke Street at the intersection of Pembroke Hill and Bow Lane. Yes the famed project of the early 2000's is finally here. The State will be re-aligning roads and installing a signalized traffic light. In addition to this, the Town and Water department will be undertaking a major road project similar to that of Broadway where roads, drainage and sidewalks will be installed on Pembroke Hill and the side streets. The good news here is the bond that was passed last year had an estimated interest rate of 4% and we were able to negotiate a rate of 1.19%.

## BOARD OF SELECTMEN

As for an update on the prior discussions involving the sewer department and their collections. The Sewer Commission now sends all uncollected current year sewer bills to the tax collector so that they can add the balances to their tax lien. This is still a very confusing process for the rate payers. The Board has committed to look at the overall billing and collection process to see if things can be streamlined.

We would like to thank all of the fine dedicated volunteers that this community has that sit on various boards. Without you we don't know where we would be. As we state every year, we are always looking for volunteers for various committees and if you are interested, you can contact Town Hall and inform staff as to your interest.

We would be remiss if we didn't thank our fine staff. As costs continue to rise, they are always looking at ways to save money. As you are aware, several cuts to positions have been made over the years with the position and responsibilities being absorbed by current staff. This year was a very challenging year in that regard with resignations and several long term leaves of absence.

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

Also we ask that you please review the Holiday pickup schedule for trash and recycling. If we call a parking ban there will be no trash pickup so do not put your carts out. Contact DPW at 485-4422 and they will let you know when they will be picked up.

Respectfully Submitted,

Justine Courtemanche, Chairman  
Fred Kline, Vice Chairman  
David Sheldon  
Vincent (Doc) Greco  
Michael Crockwell

Pembroke Board of Selectmen

**TOWN MEETING MINUTES**

**MINUTES OF THE ANNUAL TOWN MEETING  
TOWN OF PEMBROKE, NH  
MARCH 11, 2014**

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

**A motion was made to read and act on Articles #1 and #2 and to read and act on the remaining articles at the deliberative session on March 15, 2014 at the Pembroke Academy Auditorium.**

**MOVED: Chet Martel                      SECONDED: Pam Allgeyer**

**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	*306	Library Trustee for three years: vote for not more than two Patricia Y. Crafts	*251
		Susanne Whitbeck	*247
Moderator for 2 years: Vote for not more than one Thomas E. Petit	*298	Library Trustee for two years: vote for not more than one Judy Mitchell	*274
Treasurer for one year: vote for not more than one Charles L. Connor	*283	Trust Fund Trustee for three years: vote for not more than one Gerard Fleury	*274
Selectman for three years: vote for not more than two Justine "Tina" Courtemanche	*181	Trust Fund Trustee for one year: vote for not more than one Courtney Eschbach	*255
Michael Crockwell	*192		
Robert G. Samson	149	Checklist Supervisor for six years vote for not more than one Patricia Y. Crafts	*280
Sewer Commissioner for three years: vote for not more than one Daniel Driscoll	*157		
Paulette Malo	128		
Water Commissioner for five years: vote for not more than one no one filed		4776 voters on the Pembroke Checklist 318 ballots cast 7% voter turnout	
Andrew Boisvert	*8 write-in votes		
Richard Bilodeau	4 write-in votes		

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## TOWN MEETING MINUTES

### 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

##### Amendment #1

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

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

**YES 170    NO 68    AMENDMENT #1 PASSED**

##### Amendment #2

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

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

**YES 198    NO 68    AMENDMENT #2 PASSED**

##### Amendment #3

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

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

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

**YES 186    NO 74    AMENDMENT #3 PASSED**

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## TOWN MEETING MINUTES

### Amendment #4

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

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

**YES 223    NO 48    AMENDMENT #4 PASSED**

### Amendment #5

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

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

Hampshire Building Code per RSA 155:A as amended.

~~following codes under the authority granted pursuant to RSA~~

~~674:51:~~

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

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

**YES 219    NO 47    AMENDMENT #5 PASSED**

### Amendment #6

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

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

**YES 183    NO 88    AMENDMENT #6 PASSED**

### Amendment #7

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

**TOWN MEETING MINUTES**

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

**YES 194 NO 79 AMENDMENT #7 PASSED**

**Amendment #8**

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

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

**YES 204 NO 69 AMENDMENT #8 PASSED**

**Amendment #9**

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

Section 143-8, Definitions, Agricultural Retail Outlets

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

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

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

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

**YES 227 NO 67 AMENDMENT #9 PASSED**

## TOWN MEETING MINUTES

### Amendment #10

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

### Section 143-8, Definitions

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

YES 227      NO 56      AMENDMENT #10 PASSED

### Amendment #11

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

### Section 143-103

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

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

YES 219      NO 65      AMENDMENT #11 PASSED

### Amendment #12

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

### Current language of 143-68. E.2

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

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

## TOWN MEETING MINUTES

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

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

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

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

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

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

YES 207 NO 70

AMENDMENT #12 PASSED

### Amendment #13

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

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

§ 143-35.1

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

## TOWN MEETING MINUTES

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

**YES 189      NO 83      AMENDMENT #13 PASSED**

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**TOWN MEETING MINUTES**

**MINUTES OF THE ANNUAL TOWN MEETING  
TOWN OF PEMBROKE, NH  
DELIBERATIVE SESSION  
MARCH 15, 2014**

Moderator Thomas E. Petit opens the meeting at 10:00 a.m. after the Pledge of Allegiance, an introduction of the Budget Committee members, Board of Selectmen and the Town Clerk. He then reads the results of the ballot vote taken on March 11, 2014.

**There was a motion made to dispense with the reading of the full warrant and proceed with the meeting.**

**MOVED: Daniel Crean**

**SECONDED: Robert Samson**

**VOTE: YES**

**MOTION PASSED**

Selectman Fred Kline gave an overview of Article #3 and the work that was planned.

Water Commissioner Chris Culberson gave an overview of Article #4 and the work that was planned.

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

Recommended by Board of Selectmen  
Recommended by Budget Committee

**MOVED: Charles Schmidt**

**SECONDED: David Sheldon**

**This being a ballot vote, Moderator Petit opened the polls at 10:18 a.m. and stated that they would remain open for at least one hour.**

**When most of the people had cast their ballots, Moderator Petit allowed action to be taken on Article #4**

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

Recommended by Board of Selectmen  
Recommended by Budget Committee

## TOWN MEETING MINUTES

**MOVED: Robert Samson                      SECONDED: David Sheldon**

**This being a ballot vote, Moderator Petit opened the polls at 10:29 a.m. and stated that they would remain open for at least one hour.**

**When there were no more ballots being cast for Articles #3 and #4, the moderator allowed action to continue on other articles.**

**There was a motion made to take up action on Article #16.**

**MOVED: Daniel Crean                      SECONDED: Robert Samson**

**VOTE: YES**

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

**Daniel Crean explained the history leading up to this article. He then read the report of the Sewer Study Committee. A copy of the report is inserted at the end of these minutes.**

**There was a motion made to amend Article #16 to read as follows: "Motion: To accept the report and as a result of the report I moved to authorize the Board of Selectmen to work with the Sewer Commission over the next six months to establish and implement a system whereby all sewer fees will be collected by the Town Tax Collector."**

**MOVED: Fred Kline                      SECONDED: David Sheldon**

Harold Thompson speaks against the motion.

Gerard Fleury speaks in favor of the motion.

**VOTE: YES                                      MOTION PASSED**

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

**MOVED: Diane Schuett                      SECONDED: David Sheldon**

**VOTE: YES                                      ARTICLE #14 ADOPTED**

## TOWN MEETING MINUTES

**At this point in the meeting, there being no one else in attendance wishing to vote on Article #3 and the polls for voting had been open for more than the mandatory one hour, Moderator Petit closes the polls at 11:25 a.m.**

**The ballots are counted and the results are as follows:**

**115 ballots cast**

**YES 108 NO 7 ARTICLE #3 ADOPTED**

**There being no one in attendance wishing to vote on Article #4 and the polls for voting had been open for the mandatory one hour, Moderator Petit closes the polls at 11:29 a.m.**

**The ballots are counted and the results are as follows:**

**115 ballots cast**

**YES 111 NO 4 ARTICLE #4 ADOPTED**

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

**MOVED: Tina Courtemanche SECONDED: Vincent Greco**

Marie Straiton spoke in support of this article stating that the project now is intending to use the existing right-of-way erecting 59 new towers of over 135 feet in height. This will affect 40 properties in the Town of Pembroke. She urged the voters to join 33 other communities and demand the burial of the electric transmission lines.

Charles Schmidt stated that there is a bill in the house that is addressing the idea of burying the lines in the states transportation corridors. He also stated that other states have in fact demanded the burial of the transmission lines, not as long as it would be in NH, but they have done it.

Wayne Burt spoke about how the wind farms have scarred the beauty of NH and this would look even worse.

**VOTE: YES ARTICLE #15 ADOPTED**

**TOWN MEETING MINUTES**

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

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

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

Recommended by Board of Selectmen  
 Recommended by Budget Committee

**MOVED: David Sheldon                      SECONDED: Tina Courtemanche**

**VOTE: YES                                      ARTICLE #5 ADOPTED**

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

Town Equipment Capital Reserve Fund	\$125,000
Police Cruiser Capital Reserve Fund	\$ 27,500
Police Small Equipment Capital Reserve Fund	\$ 13,500
Municipal Facilities Capital Reserve Fund	\$175,000
Fire Major Equipment Capital Reserve Fund	\$150,000
Fire Small Equipment Capital Reserve Fund	\$ 20,000
Revaluation Update Capital Reserve Fund	\$ 32,500
Recreation Capital Reserve Fund	\$ 25,000
Cemetery Capital Reserve Fund	\$ 15,000
	-----
	\$583,500

Recommended by Board of Selectmen  
 Recommended by Budget Committee

**MOVED: Vincent Greco                      SECONDED: Robert Samson**

**VOTE: YES                                      ARTICLE #6 ADOPTED**

## TOWN MEETING MINUTES

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

Recommended by Board of Selectmen  
Recommended by Budget Committee

**MOVED: Robert Samson                      SECONDED: Vincent Greco**

**VOTE: YES                                      ARTICLE #7 ADOPTED**

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

Recommended by Board of Selectmen  
Recommended by Budget Committee

**MOVED: Robert Samson                      SECONDED: David Sheldon**

Don Girard asked how much money does the town receive in motor vehicle stops and how much money is spent on prosecution.

Chief Dwayne Gilman explained that if a ticket is written using state statutes, then the town receives none of the money, the town only receives money from tickets written on town statutes. The Chief went on to state that the town spends approximately \$11,500 for prosecution.

**VOTE: YES                                      ARTICLE #8 ADOPTED**

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

Recommended by Board of Selectmen  
Recommended by Budget Committee

**MOVED: Vincent Greco                      SECONDED: Robert Samson**

**VOTE: YES                                      ARTICLE #9 ADOPTED**

## TOWN MEETING MINUTES

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

Recommended by Board of Selectmen  
Recommended by Budget Committee

**MOVED: Robert Samson**                      **SECONDED: Tina Courtemanche**

**VOTE: YES**                                      **ARTICLE #10 ADOPTED**

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

Recommended by Board of Selectmen  
Recommended by Budget Committee

**MOVED: Robert Samson**                      **SECONDED: Vincent Greco**

**VOTE: YES**                                      **ARTICLE #11 ADOPTED**

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

Recommended by Board of Selectmen

**MOVED: Vincent Greco**                      **SECONDED: Robert Samson**

Peter Mehegan asked how much is in the fund and if it could be appropriated for Library security.

Town Administrator David Jodoin stated that there is \$3,500 in the fund and it could be appropriated for library security at next year's town meeting.

**VOTE: YES**                                      **ARTICLE #12 ADOPTED**

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

Recommended by Board of Selectmen  
Recommended by Budget Committee

**MOVED: David Sheldon**                      **SECONDED: Vincent Greco**

## TOWN MEETING MINUTES

Mark Lepage, Budget Committee Chair stated that at their public hearing the Budget Committee was not in favor of this article, but now that they have more information, the committee is in favor of it.

James Garvin spoke in favor of the article and gave a brief history of the town clock.

**VOTE: YES**

**ARTICLE #13 ADOPTED**

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

Budget Committee Recommends \$7,662,394

Board of Selectmen Recommends \$7,669,894

Mark Lepage explained the Budget Committee process and stated that the only difference between the Board of Selectmen's proposed budget and the budget committee's proposed budget is \$7,500 that the budget committee cut from library funding. He then made a motion to adopt the Budget Committee's recommended budget of \$7,662,394.

**MOVED: Mark Lepage**

**SECONDED: Gerard Fleury**

**There was then a motion made to amend the proposed budget by adding \$7,500 back into the library budget bringing the total appropriation back up to the Selectmen's proposed budget of \$7,669,894.**

**MOVED: Tina Courtemanche**

**SECONDED: David Sheldon**

**VOTE ON AMENDMENT: YES**

**VOTE ON ARTICLE #17 AS AMENDED: YES**

**ARTICLE #17 ADOPTED AS AMENDED**

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

Jo-Ann Dupuis stated that Old Home Day will be held on August 23rd this year and said that they are always looking for support.

Moderator Thomas Petit thanked the Board of Selectmen and the Budget Committee for all they have done leading up to this meeting.

**There was a motion made to adjourn.**

**MOVED: Brian Lemoine**

**SECONDED: Don Girard**

**VOTE: YES**

**MEETING ADJOURNED AT 12:30 pm.**

**TOWN MEETING MINUTES**

**After the meeting adjourned, Moderator Petit swore in all elected officials for 2014.**

Respectfully submitted:

James F. Goff  
Town Clerk  
Pembroke, NH

TOWN SEAL

Continue for Final Report of the Pembroke Sewer Commission Study Committee

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**FINAL REPORT OF THE PEMBROKE SEWER COMMISSION STUDY COMMITTEE**  
**Revised February 3, 2014**

**Overview.** The Committee was created pursuant to Article 12 of the 2013 Annual Meeting of the Town of Pembroke. The following persons were appointed to the Committee by the Town Moderator: Nancy Kurinskas, Daniel Crean, Bruce Kudrick, John Duggan, William Pritchard, and Donald Hill. Fred Kline served *ex officio* as the Selectmen's representative on the Board.

The committee held its organizational meeting on May 7, 2013, and elected Dan Crean as chair, Bruce Kudrick as vice-chair, and Fred Kline as clerk. At that time, the Committee determined that it had two basic charges under the warrant article: 1) review billing and collection procedures and the manner in which overdue charges are handled and 2) review of organization, operations, and structure of the Sewer Commission. It decided to focus on task 1 and then address task 2. The Committee met six times over the course of May, June, July and August with the Sewer Commissioners, the Water Works Commissioners and its staff, and the Town Administrator. All meetings were held in accordance with RSA 91-A and minutes are available by contacting the Town Office. The Committee debated and adopted an Interim Report at its meeting on August 29 and held a public hearing on September 12, 2013, to provide information and receive comments and suggestions. The Committee made some changes to the interim report and finalized its report following the hearing. As a result of comments made during Budget Committee deliberations and to consider related matters, the Committee met again on February 3, 2014, to discuss possible revision of its final report.

As a first order of business, the Committee wishes to acknowledge and express appreciation for the time, effort, and participation of the two Commissions and staff and the Town Administrator, all of whom cooperated fully with the Committee and provided valuable input and comment.

This final report first summarizes the Committee's findings on billing and collection and its recommendations. The report then summarizes the findings on operation and structure along with its recommendations.

**Part 1. Billing and Collection.**

(A) *Findings. (1) Delinquent Accounts.* A number of years ago, the Town Administration and Sewer Commission stopped utilizing a procedure whereby accounts were sent to the Town for collection including use of the property tax lien process for delinquent accounts. Under this procedure (authorized by RSA 149-I:11) towns may use RSA 38:22 procedures to collect sewer charges. This statute (written for use for municipal gas, electric and water systems) provides several options for collecting user fees and assessments. The language is difficult to apply and differences over its meaning were finally resolved in 2013, when the Selectmen agreed that they could and would utilize the tax lien process for overdue, unpaid charges that could be timely submitted and made subject to the tax lien process. The total amount of bills that were sent to the Town prior to the Committee's meetings totaled about \$58,000 in 130 separate accounts; 80 accounts were paid prior to the Town executing the lien. Since then at least 2 more paid and it is expected that most, if not all, will be paid prior to tax deeding. The Town and Sewer Department agreed on compensation of about \$2,000 for the town's time in this process, as much of the data had to be entered manually. The Sewer Commission advised that other unpaid delinquent accounts date back to 2003 and total in the thousands of dollars, without considering interest. These delinquent accounts are not subject to the tax lien process due to the length of time they have been outstanding. Charges imposed by the Sewer Commission for late payment are minimal and do not provide much incentive for timely payment. The Sewer Commission appears to have only limited formal policies for collecting delinquent accounts, eligibility for abatement, or the manner in which payment plans may be used. Subsequent to the Committee submission of its final report, the Sewer Commission has submitted additional accounts for tax liens and has made some effort to collect other delinquent accounts. However, the accounts submitted to the Town for liening still required substantial effort on the part of the Town to make them compatible with Town tax accounts, requiring additional time and effort by Town staff. Collections on accounts not subject to the tax lien process are best described as minimal.

(2) *Billing and Collection.* Sewer charges (called rents and assessments under law) are user fees imposed based on rates established by the Sewer Commission. Fees are based primarily on water usage using meter readings made by the Water Works. A few sewer users are not connected to water and they pay a separately determined fee not based directly on actual water usage. The Sewer Commission was unable to provide definitive information on how its rates and fee structures are computed and adjusted, other than to address costs imposed by the treatment plant and its other operating

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**FINAL REPORT OF THE PEMBROKE SEWER COMMISSION STUDY COMMITTEE**

expenses. Due to incompatibility between computer software programs used by Sewer, Waterworks, and the Town, substantial up-front costs and annual licensing fees (estimated at \$6,000 - \$9,000) would be required to move billing and/or collection to either the Waterworks or Town. Due in part to lack of automation and compatibility, little, if any, cost saving would be realized, at this time, and personnel needs and costs actually could increase in the short term.

(3) *Audit Comments.* The 2012 Town Audit (page 40 of the 2012 Annual Town Report), as in other recent years, adversely comments on the “lack of segregation of duties” at the Water and Sewer Commissions, and notes that a “single individual within each department prepares the utility billings, receives payments, posts payments against the individual billings, prepares and makes the deposits, reconciles the bank accounts, and maintains the general ledger.” The Water Works actively addressed, and apparently resolved those audit concerns with respect to its operations.

*(B) Committee Recommendations.*

(1) *Billing and Collection.* The current arrangement whereby the Sewer Commission is responsible for billing and initial collection should be retained for the present. The Sewer Commission should submit its accounts to the Town so that the accounts are compatible with Town tax accounts to lessen the accounting burden on the Town. However, if software and other costs can be lessened, the Town and both Commissions should periodically review all billing and collection practices. When computer system and software changes are made in the future, the Town and the two Commissions should investigate the feasibility of compatibility among all functions. Also, if such changes make costs reasonable, the possibility of transferring billing and/or collection to the Water Works should be examined with the possibility that termination of water service could be invoked for failure to pay sewer bills, in the sense that the services are related. If properly implemented, changes in billing and collection practices also could address the audit issues.

(2) *Delinquent Accounts.* The current mutually agreeable practice for delinquent accounts made subject to tax lien should be continued for the present, with costs and staff time examined on a regular basis to ensure that no taxpayer funds support the process unless the costs are fully reimbursed by the Sewer Commission. The Town, and particularly the Sewer Commission, should take action to streamline practices to eliminate the need for repetitive data entry. In addition, the Committee strongly urges the Sewer Commission to aggressively pursue delinquent accounts that cannot be made subject to the tax lien process because of the length of time they have been delinquent. Various routes exist to do so, including instituting small claims procedures at minimal up-front costs which will be recouped upon successful resolution. The Commission should not expect to have to file a large number of cases, as filing claims will demonstrate to delinquent rate-payers the need to pay. In addition, the Commission should adopt standard procedures and deadlines for action, including significantly higher fees for users who do not make timely payments. To the Committee’s knowledge, current collection practices are out-of-date, unjustified, and unfairly shift costs to those rate-payers who make timely payments, and the Commission, since issuance of the Committee’s earlier report, has made little effort to address these concerns. Practices here, as in the case of the operation and organization practices addressed below, need to be shifted to a proper business plan basis.

(3) *Audit Comments.* Audit comments such as those expressed here are not uncommon for small municipalities and, particularly, small utilities or departments handling money. Full implementation of the recommendations would increase operating costs significantly. However, the current situation leaves both departments not fully protected and, within reason, the Committee urges the Commission to move forward promptly to address these important issues.

**Part 2. Operation, Organization, and Structure.**

(A) *Findings.* (1) *Combining-Eliminating Commission(s).* Statutory alternatives to the present organization do exist, including: abolition of either or both Commissions, and vesting of functions in the Town; abolition of one Commission and vesting of all functions in the remaining one; or creation of a new “public works commission” that could include functions of sewer, water, stormwater management, and/or public works. At this time, any such change would pose practical problems including: required certifications for personnel, training, and particularly issues regarding cross-contamination of equipment and services. Both Commissions stated that costs and personnel needs would likely increase, at least in the short term, under any such arrangement. As noted in comments on billing, there appears to be no or little compatibility between software used by the Town and the two Commissions, and costs to institute required changes would be excessive.

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**FINAL REPORT OF THE PEMBROKE SEWER COMMISSION STUDY COMMITTEE**

(2) *Lack of Business and Emergency Plans and Planning.* The Committee received information to the effect that the Sewer Commission is developing system information and response plans (in anticipation of meeting required deadlines for such plans in 2014) but has little planning currently in place or which can be implemented in the near future. It does have contractual arrangements to address problems that may arise, such as minor repairs, but does not appear to have long-term plans to address major needs. Infiltration/inflow is an ongoing concern, particularly in light of the increased stormwater management requirements likely to be imposed by EPA in the near future. Back-up plans for equipment failures and other issues that could interfere with operations appear *ad hoc* at best. In general, information provided to the Committee indicated a serious lack of effective and updated "business plans" in place to address personnel, maintenance, and emergency matters. The Sewer Commission appears to address problems and issues (even routine matters such as payment plans and abatements of charges) on an *ad hoc* basis without adopted policies and practice standards in place. Meters on pipes delivering sewage to the Allenstown plant apparently are owned by Allenstown and may not be calibrated as frequently as desirable or required, though the Sewer Commission did have these meters inspected some time ago. Pembroke appears to contribute substantially more flow to Allenstown than is reflected in water usage. This likely is attributable largely to infiltration/inflow and results in higher costs to Pembroke. Town properties also appear to contribute to this concern.

(3) *Internal Controls and Operations.* The audit concerns as to segregation of duties with respect to billing and collection noted above apply as well to the Sewer Commission's financial operations. Having a full-time staff person also serving as a Commissioner presents potential difficulties and presently relies solely on personal decisions as to when and if the Commissioners become involved in decisions. Standards do not appear to be in place governing personnel, e.g., hiring relatives.

(B) *Committee Recommendations.* (1) *Combining-Eliminating Commission(s).* While information provided to the Committee indicated that short-term benefit of reorganization would not exceed difficulties and costs, the Committee notes that other communities have been able to operate without separate commissions and administrative staffs and do seem capable of operating jointly without extreme difficulty. The Selectmen and both Commissions are urged to undertake formal studies during 2014 as to possible structural and organizational changes. This will become increasingly important, as anticipated compliance issues in stormwater management mandated by the EPA will affect public works, sewer, and water operations and responsibilities. At a minimum, coordination in addressing stormwater issues should be implemented in the immediate future to avoid conflict and repetition in compliance efforts.

(2) *Planning.* The Committee recommends that the Sewer Commission set a very high priority on developing appropriate and complete business, operation and maintenance, contingency, and emergency standards and plans, and that these plans be established in writing and made available to both the Town Administration and Water Department so that coordination and efficiency can be implemented. To the extent required, the Sewer Commissioners should include in their budget submitted to the Budget Committee requests for funds needed to adopt these plans in an orderly and prompt fashion, though it appears that the budget submitted for 2014 did not include funds expressly designated for this purpose. Meters on pipes delivering sewage to the Allenstown plant should be owned or at least controlled by the Pembroke Commission and should be calibrated and maintained more regularly than in the past. Infiltration and inflow should be addressed as a high priority item by the Sewer Commission and the Town

(3) *Operations.* The Committee recommends that the Sewer Commission implement as soon as practicable procedures and standards that will address audit findings as to lack of segregation and controls. Among these actions would be a change whereby no employee also may serve as a Commissioner. To the Committee's knowledge, the Sewer Commission has not complied with this recommendation as its full-time employee has filed for reelection in 2014. Failing timely action by the Sewer Commission, the Town Selectmen should propose a conflict of interest ordinance for consideration by Town Meeting that would address issues such as have been found to exist here. The Sewer and Water departments perhaps could share a position to address segregation. Alternatively, use of formal manifests for payment to be approved by the full Commission for all but minimal expenses could address part of the audit issues.

**FINAL REPORT OF THE PEMBROKE SEWER COMMISSION STUDY COMMITTEE**

**Part 3. Summary and Conclusion.** Overall, the Committee found that the Town and both the Sewer and Water Departments seek to operate with minimal staff and provide high levels of service within the resources available under current appropriations. The Committee's main concerns with regard to Sewer Department operations involve:

- Potential issues that may arise through deferred maintenance and lack of comprehensive plans;
  - Lack of specific contingency and emergency plans;
  - Continued failure and lack of a plan to collect the large amount of outstanding user fees;
  - Continuation of the "status quo" in not addressing the lack of segregation and accountability expressed in repeated audit comments;
  - Apparent lack of understanding and commitment to eliminating potential for conflict of interest;
- and
- Need to standardize and document operations.

As a concluding recommendation, the Study Committee recommends that the Sewer Commission report to the 2014 Annual Meeting and annually thereafter as appropriate concerning its progress in (1) collecting past due amounts, (2) capital long range planning, and (3) this Committee's other recommendations.

**TREASURER'S REPORT**

2014 Treasurer's Report  
(Cash Basis - Preliminary, Unaudited)

Operating Account

Beginning Balance 1/1/2014		\$	7,943,435
Deposits	\$ 23,382,794		
Disbursements	<u>\$ 22,417,017</u>		
Deposits in Excess of Disbursements		\$	<u>965,777</u>
Ending Balance 12/31/2014		\$	<u><u>8,909,212</u></u>

Escrow Account

Beginning Balance 1/1/2014		\$	51,344
Deposits	\$ 46,079		
Disbursements	<u>\$ 57,730</u>		
Disbursements in Excess of Deposits		\$	<u>11,651</u>
Ending Balance 12/31/2014		\$	<u><u>39,693</u></u>

**BALANCE SHEET****2014 Balance Sheet  
(Unaudited)**

<u>Account</u>	<u>Balance</u>
<b><u>ASSETS</u></b>	
Cash	\$ 9,048,031
Taxes Receivable (net of uncollectables)	1,162,638
Accounts Receivable	7,311
Due from Other Governments	48
Due from Other Funds	
Prepaid Expenses	95,376
	<hr/>
<b>Total Assets</b>	<b>\$ 10,313,404</b>
<b><u>LIABILITIES</u></b>	
Accounts Payable	278,893
Due to Others	1,308
Due to School District	4,260,781
Due to Other Funds	1,831,109
	<hr/>
<b>Total Liabilities</b>	<b>\$ 6,372,090</b>
<b><u>EQUITY</u></b>	
Reserved for Encumbrances	246,794
Unreserved Fund Balance	3,694,520
	<hr/>
<b>Total Equity</b>	<b>\$ 3,941,314</b>
<b><u>TOTAL LIABILITIES AND EQUITY</u></b>	<b><u>10,313,404</u></b>

2014 Pembroke Annual Report

**2014 Revenues**  
(Unaudited Balances through 12/28)

Account Code	Description	Budgeted	Actual	Over/(Under) Collected
<b><u>TAXES</u></b>				
3110	Net Property Tax	\$ 3,676,764	\$ 3,619,334	\$ (57,431)
3120	Land Use Change Tax			-
3185	Timber Tax	4,199	4,697	498
3186	Payment in Lieu of Taxes	39,549	39,549	(0)
3187	Excavation Tax	2,700	2,800	100
3190	Interest & Penalties on Taxes	104,000	120,250	16,250
		<u>\$ 3,827,212</u>	<u>\$ 3,786,630</u>	<u>\$ (40,582)</u>
<b><u>LICENSES, PERMITS &amp; FEES</u></b>				
3220	Motor Vehicle Permit Fees	1,150,000	1,201,276	51,276
3230	Building Permits	34,000	61,115	27,115
3290	Other Licenses, Permits & Fees	28,000	41,802	13,802
		<u>\$ 1,212,000</u>	<u>\$ 1,304,192</u>	<u>\$ 92,192</u>
3311-3319	<b><u>FROM FEDERAL GOVERNMENT</u></b>			\$ -
<b><u>FROM STATE</u></b>				
3352	Meals & Rooms Tax Distribution	342,104	342,104	0
3353	Highway Block Grant	142,627	143,141	514
3354	Water Pollution Grant			-
3359	Other		13,323	13,323
		<u>\$ 484,731</u>	<u>\$ 498,568</u>	<u>\$ 13,837</u>
<b><u>CHARGES FOR SERVICES</u></b>				
3401-3406	Income from Departments			
	General	1,000	1,551	551
	Recreation	1,000	1,550	550
	Planning & Land Use	8,000	10,600	2,600
	Cemeteries	1,000	4,450	3,450
	Public Works	64,550	274,612	210,062
	Police	29,000	35,828	6,828
	Fire	250	260	10
		<u>\$ 104,800</u>	<u>\$ 328,850</u>	<u>\$ 224,050</u>
<b><u>MISCELLANEOUS REVENUES</u></b>				
3501	Sale of Municipal Property	19,000	19,023	23
3502	Interest on Investments	12,000	9,641	(2,359)
3503	Facilities Rental	21,000	23,256	2,256
3509	Other	6,000	7,229	1,229
		<u>\$ 58,000</u>	<u>\$ 59,150</u>	<u>\$ 1,150</u>
<b><u>OPERATING TRANSFERS IN</u></b>				
3912	From Special Revenue Funds			-
3913	From Capital Projects Funds			-
3914	From Enterprise Funds			-
	Sewer - (Offset)	992,515	992,515	-
	Water - (Offset)	1,197,365	1,197,365	-
3915	From Capital Reserve Funds	462,999	369,299	(93,700)
		<u>\$ 2,652,879</u>	<u>\$ 2,559,179</u>	<u>\$ (93,700)</u>
<b><u>OTHER FINANCING SOURCES</u></b>				
3934	Proc. from Long Term Bonds & Notes	1,200,000	-	(1,200,000)
	Amounts VOTED From Fund Bal.	40,000	40,000	-
	Fund Balance to Reduce Taxes	400,000	400,000	-
		<u>\$ 1,640,000</u>	<u>\$ 440,000</u>	<u>\$ (1,200,000)</u>
		<u>\$ 9,979,622</u>	<u>\$ 8,976,569</u>	<u>\$ (1,003,053)</u>

## 2014 Expenditures

(Unaudited Balances through 12/28)

Account Code	Description	Appropriation	Expended/ Encumbered	Remaining
<b>GENERAL GOVERNMENT</b>				
4130-4139	Executive	\$ 326,254	\$ 321,956	\$ 4,298
4140-4149	Election, Reg. & Vital Statistics	129,731	122,014	7,717
4150-4151	Financial Administration	36,152	34,502	1,650
4152	Revaluation of Property	135,000	87,978	47,022
4153	Legal Expense	45,000	16,474	28,526
4155-4159	Personnel Administration			-
4191-4193	Planning & Zoning	240,206	245,091	(4,885)
4194	General Government Buildings	133,128	113,586	19,542
4195	Cemeteries	18,230	18,049	181
4196	Insurance	165,064	106,165	58,899
		<b>\$ 1,228,765</b>	<b>\$ 1,065,816</b>	<b>\$ 162,949</b>
<b>PUBLIC SAFETY</b>				
4210-4214	Police	1,353,037	1,147,225	205,812
4215-4219	Ambulance	262,784	262,784	-
4220-4229	Fire	246,006	210,236	35,770
4290-4298	Emergency Management	3,381	2,031	1,350
4299	Other	27,456	13,728	13,728
		<b>\$ 1,892,664</b>	<b>\$ 1,636,004</b>	<b>\$ 256,660</b>
<b>HIGHWAYS &amp; STREETS</b>				
4311	Administration			-
4312	Highways & Streets	1,014,154	973,251	40,903
4313	Bridges			-
4316	Street Lighting	42,356	38,230	4,126
4319	Other	5,000		5,000
		<b>\$ 1,061,510</b>	<b>\$ 1,011,481</b>	<b>\$ 50,029</b>
<b>SANITATION</b>				
4321	Administration			-
4323	Solid waste Collection	296,300	211,063	85,237
4324	Solid Waste Disposal			-
		<b>\$ 296,300</b>	<b>\$ 211,063</b>	<b>\$ 85,237</b>
<b>HEALTH/WELFARE</b>				
4411	Administration	2,842	2,716	126
4415-4419	Health Agencies & Hosp. & Other	19,882	19,882	-
4441-4442	Administration & Direct Assist.	85,791	42,736	43,055
		<b>\$ 108,515</b>	<b>\$ 65,334</b>	<b>\$ 43,181</b>
<b>CULTURE &amp; RECREATION</b>				
4520-4529	Parks & Recreation	27,212	26,705	507
4550-4559	Library	204,568	204,568	-
4583	Patriotic Purposes	200	200	-
4589	Other Culture & Recreation	7,053	4,873	2,180
		<b>\$ 239,033</b>	<b>\$ 236,346</b>	<b>\$ 2,687</b>

**2014 Expenditures**  
(Unaudited Balances through 12/28)

Account Code	Description	Appropriation	Expended/ Encumbered	Remaining
<b>4651-4659</b>	<b>CONSERVATION</b>			
	Administration	\$ 1,250	\$ 420	\$ 830
	Other Conservation			\$ -
<b>4651-4659</b>	<b>ECONOMIC DEVELOPMENT</b>	\$ 355		\$ 355
	<b>DEBT SERVICE</b>			
4711	Princ.- Long Term Bonds & Notes	385,000	385,000	-
4721	Interest-Long Term Bonds & Notes	54,750	54,750	-
4723	Int. on Tax Anticipation Notes	1		1
		\$ 439,751	\$ 439,750	\$ 1
	<b>CAPITAL OUTLAY</b>			
4901	Land			-
4902	Machinery, Vehicles & Equipment	162,574	145,704	16,870
4903	Buildings	212,000	23,190	188,810
4909	Other Improvements -	1,563,525	532,593	1,030,932
		\$ 1,938,099	\$ 701,486	\$ 1,236,613
	<b>OPERATING TRANSFERS OUT</b>			
4912	To Special Revenue Fund			-
4913	To Capital Projects Fund			-
4914	To Enterprise Fund			-
	Sewer-	992,515	992,515	-
	Water-	1,197,365	1,197,365	-
4915	To Capital Reserve Fund	583,500	583,500	-
4919	To Agency Funds			-
		\$ 2,773,380	\$ 2,773,380	\$ -
		\$ 9,979,622	\$ 8,141,079	\$ 1,838,543

# TAX COLLECTOR'S REPORT



New Hampshire  
Department of  
Revenue Administration

2014  
MS-61

## Tax Collector's Report

Form Due Date: **March 1 (Calendar Year), September 1 (Fiscal Year)**

### Instructions

#### Cover Page

- Select the entity name from the pull down menu (County will automatically populate)
- Enter the year of the report
- Enter the preparer's information

#### For Assistance Please Contact:

NH DRA Municipal and Property Division  
Phone: (603) 230-5090  
Fax: (603) 230-5947  
<http://www.revenue.nh.gov/mun-prop/>

#### ENTITY'S INFORMATION ?

Municipality:  County:  Report Year:

#### PREPARER'S INFORMATION ?

First Name:  Last Name:   
Street No.:  Street Name:  Phone Number:   
Email (optional):

## TAX COLLECTOR'S REPORT



**New Hampshire**  
Department of  
Revenue Administration

**2014**  
**MS-61**

Debits						
Uncollected Taxes Beginning of Year	Account	Levy for Year of this Report	Prior Levies (Please Specify Years)			
			Year: 2013	Year:	Year:	
Property Taxes	3110		\$688,350.52			
Resident Taxes	3180					
Land Use Change Taxes	3120					
Yield Taxes	3185		\$814.20			
Excavation Tax	3187		\$15.00			
Other Taxes	3189					
Property Tax Credit Balance <span style="font-size: small;">?</span>		(\$8,492.99)				
Other Tax or Charges Credit Balance <span style="font-size: small;">?</span>						

Taxes Committed This Year	Account	Levy for Year of this Report	2013	Prior Levies	
Property Taxes	3110	\$17,185,125.22			
Resident Taxes	3180				
Land Use Change Taxes	3120	\$14,200.00			
Yield Taxes	3185	\$4,697.32			
Excavation Tax	3187	\$2,799.84			
Other Taxes	3189				
- Sewer Rents	-		\$52,141.30		
<input type="button" value="Add Line"/>					

Overpayment Refunds	Account	Levy for Year of this Report	2013	Prior Levies	
Property Taxes	3110	\$18,631.11			
Resident Taxes	3180				
Land Use Change Taxes	3120				
Yield Taxes	3185				
Excavation Tax	3187				
- Sewer Rents	-		\$814.81		
<input type="button" value="Add Line"/>					
Interest and Penalties on Delinquent Taxes	3190	\$8,830.34	\$37,210.84		
Interest and Penalties on Resident Taxes	3190				
<b>Total Debits</b>		\$17,225,790.84	\$779,346.67		

**TAX COLLECTOR'S REPORT**



**New Hampshire  
Department of  
Revenue Administration**

**2014  
MS-61**

Credits				
Remitted to Treasurer	Levy for Year of this Report	2013	Prior Levies	
Property Taxes	\$16,380,484.63	\$684,731.28		
Resident Taxes				
Land Use Change Taxes	\$8,298.92			
Yield Taxes	\$4,697.32	\$814.20		
Interest (Include Lien Conversion)	\$8,830.34	\$37,210.84		
Penalties				
Excavation Tax	\$2,781.78	\$15.00		
Other Taxes				
Conversion to Lien (Principal Only)				
- Sewer Rents		\$52,956.11		
Add Line				
Discounts Allowed				
Abatements Made				
Abatements Made	Levy for Year of this Report	2013	Prior Levies	
Property Taxes	\$5,400.22	\$3,619.24		
Resident Taxes				
Land Use Change Taxes	\$500.00			
Yield Taxes				
Excavation Tax				
Other Taxes				
-				
Add Line				
Current Levy Deeded				
Uncollected Taxes - End of Year # 1000				
Uncollected Taxes - End of Year # 1000	Levy for Year of this Report	2013	Prior Levies	
Property Taxes	\$817,811.48			
Resident Taxes				
Land Use Change Taxes	\$5,401.08			
Yield Taxes				
Excavation Tax	\$18.06			
Other Taxes				
Property Tax Credit Balance ①	(\$8,492.99)			
Other Tax or Charges Credit Balance ②				
<b>Total Credits</b>		<b>\$17,225,790.84</b>	<b>\$779,346.67</b>	



**New Hampshire**  
 Department of  
 Revenue Administration

**2014**  
**MS-61**

Summary of Debits					
	Last Year's Levy	Prior Levies (Please Specify Years)			
		Year: 2012	Year: 2011	Year: Prior	
Unredeemed Liens Balance - Beginning of Year		\$266,263.13	\$117,292.33	\$37,570.42	
Liens Executed During Fiscal Year	\$383,111.99				
Interest & Costs Collected (After Lien Execution)	\$11,723.51	\$30,169.52	\$36,892.10	\$39.86	
- Overpayments	\$6,641.55				
Add Line					
<b>Total Debits</b>	<b>\$401,477.05</b>	<b>\$296,432.65</b>	<b>\$154,184.43</b>	<b>\$37,610.28</b>	

Summary of Credits					
	Last Year's Levy	Prior Levies			
		2012	2011	Prior	
Redemptions	\$140,130.06	\$137,981.02	\$103,550.74	\$1,434.36	
-					
Add Line					
Interest & Costs Collected (After Lien Execution) #3190	\$11,723.51	\$30,169.52	\$36,892.10	\$39.86	
-					
Add Line					
Abatements of Unredeemed Liens	\$647.31				
Liens Deeded to Municipality	\$183.99	\$826.24	\$694.82	\$62,252	
Unredeemed Liens Balance - End of Year #1110	\$248,792.18	\$127,455.87	\$13,046.77	\$35,513.54	
<b>Total Credits</b>	<b>\$401,477.05</b>	<b>\$296,432.65</b>	<b>\$154,184.43</b>	<b>\$37,610.28</b>	

## TAX COLLECTOR'S REPORT



New Hampshire  
Department of  
Revenue Administration

2014  
MS-61

PEMBROKE (361)

### PREPARER'S CERTIFICATION

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.

Preparer's First Name

David

Preparer's Last Name

Jodoin

Jan 2, 2015

Preparer's Signature and Title

Date

**Check to Certify Electronic Signature:** You are required to check this box and provide your name above. By checking this box, you hereby declare and certify that the electronic signature above was actually signed by the Preparer and that the electronic signature is valid.

Submit

Print

Please save and e-mail the completed PDF form to your Municipal Account Advisor:

- Michelle Clark: michelle.clark@dra.nh.gov
- Jamie Dow: jamie.dow@dra.nh.gov
- Shelley Gerlameau: shelly.gerlameau@dra.nh.gov

A hard-copy of this signature page must be signed and submitted to the NHDRA at the following address:

NH DEPARTMENT OF REVENUE ADMINISTRATION  
MUNICIPAL AND PROPERTY DIVISION  
P.O. BOX 487, CONCORD, NH 03302-0487

**2014 TAX RATE CALCULATION**

**TOWN PORTION**

Gross Appropriations	9,979,622
Less: Revenues	6,302,858
Less: Shared Revenues	0
Add: Overlay (RSA 76:6)	45,445
Add: War Service Credits	171,500

Net Town Appropriations 3,893,709

Approved Town Tax Effort	3,893,709	<b>TOWN RATE</b>
		<b>6.64</b>

**SCHOOL PORTION**

Net Local School Budget	17,415,909
Less: Education Grant	(5,655,128)
Less: State Education Taxes	(1,386,225)

Approved School Tax Effort	10,374,556	<b>LOCAL SCHOOL RATE</b>
		<b>17.68</b>

**STATE EDUCATION TAXES** 2.480

Equalized Valuation (no utilities) x 558,961,753		
Divided by Local Assessed Valuation (no utilities) 555,827,097	1,386,225	<b>STATE SCHOOL RATE</b>
		<b>2.49</b>

**COUNTY PORTION**

Due to County	1,696,178
Less: Shared Revenues	0

Approved County Tax Effort	1,696,178	<b>COUNTY RATE</b>
		<b>2.89</b>

**TOTAL RATE**  
**29.70**

Total Property Taxes Assessed	17,350,668
Less: War Service Credits	(171,500)
<b>Total Property Tax Commitment</b>	<b>17,179,168</b>

**LONG-TERM DEBT**

Year	Pembroke Hill			Refunded (Safety Center)		
	Due 2/15/18			Due 1/15; 7/15		
	Principal	Interest	Total	Principal	Interest	Total
2015		27,346.00	27,346.00	100,000.00	39,350.00	139,350.00
2016	282,000.00	35,241.00	317,241.00	100,000.00	35,350.00	135,350.00
2017	280,000.00	20,910.00	300,910.00	100,000.00	31,200.00	131,200.00
2018	270,000.00	6,885.00	276,885.00	100,000.00	26,950.00	126,950.00
2019				100,000.00	22,600.00	122,600.00
2020				100,000.00	18,150.00	118,150.00
2021				100,000.00	13,650.00	113,650.00
2022				100,000.00	9,150.00	109,150.00
2023				100,000.00	4,600.00	104,600.00
Totals	832,000.00	90,382.00	922,382.00	900,000.00	201,000.00	1,101,000.00

**All Debt**

Principal	Interest	Total	Year
100,000.00	66,696.00	166,696.00	2015
382,000.00	70,591.00	452,591.00	2016
380,000.00	52,110.00	432,110.00	2017
370,000.00	33,835.00	403,835.00	2018
100,000.00	22,600.00	122,600.00	2019
100,000.00	18,150.00	118,150.00	2020
100,000.00	13,650.00	113,650.00	2021
100,000.00	9,150.00	109,150.00	2022
100,000.00	4,600.00	104,600.00	2023
1,732,000.00	291,382.00	2,023,382.00	Totals

**SUMMARY INVENTORY OF PROPERTY**

Net Assessed Valuation Comparison  
2011 - 2014  
Town of Pembroke, NH

	2011	2012	2013	2014
<b>LAND</b>				
Current Use	1,469,934	1,280,823	1,224,869	\$1,075,252
Conservation Restriction Assess	1,436	0	0	\$0
Discretionary Easement	69,845	69,845	69,845	\$69,845
Residential	159,845,700	159,764,800	159,454,800	\$143,215,900
Commercial/Industrial	26,977,490	26,314,080	26,589,400	\$30,022,300
Land Total	188,364,405	187,429,548	187,338,914	\$174,383,297
<b>BUILDINGS</b>				
Residential	324,661,300	325,895,700	326,118,200	\$297,527,200
Manufactured Housing	2,005,700	2,023,400	2,024,100	\$1,708,700
Commercial/Industrial	74,438,705	78,921,420	79,110,000	\$83,227,700
Buildings Total	40,115,705	406,840,520	407,252,300	\$382,463,600
<b>PUBLIC UTILITIES</b>				
Gas	9,002,500	9,591,000	11,491,600	\$10,788,100
Electric	15,762,600	15,996,100	18,231,200	\$20,178,600
Other	100,000	100,000	107,500	\$100,000
Utilities Total	24,865,100	25,687,100	29,830,300	\$31,066,700
Gross Valuation	614,335,210	619,957,168	624,421,514	\$587,913,597
Less Exemptions	1,204,400	1,174,600	1,145,100	\$1,119,800
<b>Net Valuation</b>	<b>613,130,810</b>	<b>618,782,568</b>	<b>623,276,414</b>	<b>\$586,793,797</b>

TOWN OWNED PROPERTIES

Owners Name	Map	Lot	Unit	St.#	Street	AC	Land	Outldg	Ex Fx	Bldg Value	Total
PEMBROKE, TOWN OF	VE	1		172	MAIN ST	0.12	\$76,300	\$0	\$0	\$0	\$76,300
PEMBROKE WATER WORKS	VE	62		212	MAIN ST	0.25	\$64,300	\$1,500	\$0	\$132,500	\$198,300
PEMBROKE, TOWN OF	VE	165			CENTRAL ST	0.74	\$49,500	\$22,500	\$0	\$0	\$72,000
PEMBROKE, TOWN OF	VE	195			GLASS ST	1.50	\$32,500	\$0	\$0	\$0	\$32,500
PEMBROKE, TOWN OF	VW	58	1		LINDY ST - OFF	0.07	\$4,300	\$0	\$0	\$0	\$4,300
PEMBROKE, TOWN OF	VW	113	L	116	MAIN ST	0.00	\$0	\$0	\$0	\$16,400	\$16,400
PEMBROKE, TOWN OF	VW	117	E	4	UNION STREET	0.26	\$37,500	\$0	\$0	\$76,100	\$113,600
PEMBROKE, TOWN OF	VW	118		6	UNION ST	0.11	\$50,400	\$0	\$0	\$0	\$50,400
PEMBROKE, TOWN OF	VW	129	1	5	COLONIAL DR	0.14	\$23,500	\$0	\$0	\$0	\$23,500
PEMBROKE, TOWN OF	VW	168	1		SIMPSON AVE	0.10	\$5,000	\$0	\$0	\$0	\$5,000
PEMBROKE, TOWN OF	VW	175			HIGH ST	0.05	\$4,200	\$0	\$0	\$0	\$4,200
PEMBROKE, TOWN OF	VW	184			EXCHANGE ST	2.51	\$78,200	\$0	\$0	\$0	\$78,200
PEMBROKE, TOWN OF	VW	186			EXCHANGE ST	0.25	\$5,800	\$0	\$0	\$0	\$5,800
PEMBROKE, TOWN OF	VW	188		45	PLEASANT ST	30.00	\$268,000	\$76,900	\$0	\$0	\$344,900
PEMBROKE SEWER COMMISSION	VW	188	2-P		MEMORIAL FIELD	0.00	\$0	\$800	\$0	\$42,400	\$43,200
PEMBROKE, TOWN OF	VW	189		8	EXCHANGE ST	4.35	\$119,000	\$57,000	\$1,600	\$282,400	\$460,000
PEMBROKE, TOWN OF	VW	190			PLEASANT ST	0.09	\$4,900	\$0	\$0	\$0	\$4,900
PEMBROKE, TOWN OF	VW	203		28	PLEASANT ST	0.09	\$24,400	\$0	\$0	\$0	\$24,400
PEMBROKE, TOWN OF	VW	227		1	KEYSTONE LANE	0.20	\$5,600	\$0	\$0	\$0	\$5,600

TOWN OWNED PROPERTIES

PEMBROKE, TOWN OF	VW	228		2	EXCHANGE ST	0.40	\$71,600	\$0	\$0	\$41,900	\$113,500
PEMBROKE, TOWN OF	256	10	2	865	DOVER RD	0.41	\$49,400	\$0	\$0	\$0	\$49,400
PEMBROKE, TOWN OF	256	24		814	RICKER RD	1.44	\$54,600	\$0	\$0	\$0	\$54,600
PEMBROKE, TOWN OF	258	3	3	627	ROBINSON RD	1.15	\$39,100	\$0	\$0	\$0	\$39,100
FRENCH CEMETERY	258	CM	9		CEMETERY - FRENCH	0.09	\$24,400	\$0	\$0	\$0	\$24,400
PEMBROKE, TOWN OF	260	41		621-623	SIXTH RANGE RD	5.10	\$39,800	\$0	\$0	\$0	\$39,800
PEMBROKE, TOWN OF	260	42		617-619	SIXTH RANGE RD	5.60	\$41,000	\$0	\$0	\$0	\$41,000
PEMBROKE, TOWN OF	260	58	1		SEVENTH RANGE RD	6.00	\$49,500	\$0	\$0	\$0	\$49,500
RICHARDSON CEMETERY	260	CM	8		CEMETERY-RICHARDSON	0.06	\$23,500	\$0	\$0	\$0	\$23,500
PEMBROKE, TOWN OF	262	1	1	358	PEMBROKE HILL RD	0.06	\$25,800	\$0	\$0	\$0	\$25,800
PEMBROKE, TOWN OF	262	23	1	438	CROSS COUNTRY RD	17.50	\$131,700	\$0	\$0	\$0	\$131,700
PEMBROKE, TOWN OF	262	27		543	CROSS COUNTRY RD	14.00	\$1,370	\$0	\$0	\$0	\$1,370
PEMBROKE HILL CEMETERY	262	CM	4		CEMETERY-PEMBROKE HL	0.49	\$31,600	\$0	\$0	\$0	\$31,600
PEMBROKE, TOWN OF	264	32	1	244	ACADEMY RD	7.28	\$54,100	\$0	\$0	\$0	\$54,100
PEMBROKE, TOWN OF	264	79	1	346	PEMBROKE HILL RD	0.32	\$32,900	\$0	\$0	\$0	\$32,900
PEMBROKE, TOWN OF	264	87		308-310	FOURTH RANGE RD	0.96	\$29,700	\$0	\$0	\$0	\$29,700
PEMBROKE, TOWN OF	264	95	1		FOURTH RANGE RD	0.77	\$7,400	\$0	\$0	\$0	\$7,400
PEMBROKE, TOWN OF	266	7		34-36	MASON AVE	10.66	\$12,100	\$0	\$0	\$0	\$12,100
PEMBROKE, TOWN OF	266	24			BROADWAY	1.36	\$67,300	\$0	\$0	\$0	\$67,300
PEMBROKE, TOWN OF - SAFETY CENTER	266	40		247	PEMBROKE ST	1.82	\$117,500	\$42,500	\$129,400	\$1,888,200	\$2,177,600
PEMBROKE, TOWN OF	266	79		231-2	DEARBORN RD	1.75	\$81,800	\$0	\$0	\$0	\$81,800
EVERGREEN CEMETERY	266	CM	2		CEMETERY - EVERGREEN	9.58	\$111,600	\$0	\$0	\$0	\$111,600

TOWN OWNED PROPERTIES

Owners Name	Map	Lot	Unit	St.#	Street	AC	Land	Outbldg	Ex Fx	Bldg Value	Total
POTENTIAL PROPERTIES CORP	266	117		109	WILKINS AVE	0.24	\$29,000	\$0	\$0	\$0	\$29,000
PEMBROKE, TOWN OF	266	171		171-173	BUCK ST	0.24	\$5,800	\$0	\$0	\$0	\$5,800
PEMBROKE, TOWN OF	559	11		825	NO PEMBROKE RD	0.30	\$5,900	\$0	\$0	\$0	\$5,900
PEMBROKE, TOWN OF	559	13			SOUCOOK RIVER	4.00	\$84,500	\$0	\$0	\$0	\$84,500
PEMBROKE SEWER COMMISSION	561	17	1-P	147	SHEEP DAVIS RD	0.00	\$0	\$7,500	\$0	\$0	\$7,500
PEMBROKE, TOWN OF	561	34		402-408	BOROUGH RD	9.00	\$158,900	\$0	\$0	\$0	\$158,900
ABBOTT CEMETERY	561	CM	7		CEMETERY - ABBOTT	0.13	\$28,300	\$0	\$0	\$0	\$28,300
PEMBROKE, TOWN OF	563	22	1-1	502-516	THIRD RANGE RD	26.62	\$16,000	\$0	\$0	\$0	\$16,000
PEMBROKE WATER WORKS	563	39		226	BRICKETT HILL RD	0.92	\$76,600	\$1,132,000	\$0	\$0	\$1,208,600
PEMBROKE, TOWN OF	563	70		475	PEMBROKE ST	1.53	\$7,400	\$0	\$0	\$0	\$7,400
PEMBROKE, TOWN OF	563	94		305-325	BRICKETT HILL RD	28.48	\$183,000	\$0	\$0	\$0	\$183,000
PEMBROKE, TOWN OF, WATER WORKS	565	51		346	PEMBROKE ST	1.66	\$112,200	\$13,200	\$1,900	\$105,600	\$232,900
PEMBROKE, TOWN OF	565	59		59	WHITE SANDS RD	1.28	\$73,200	\$0	\$0	\$0	\$73,200
PEMBROKE, TOWN OF	565	81	A		BOW LANE	0.65	\$7,400	\$0	\$0	\$0	\$7,400
PEMBROKE, TOWN OF	565	81	B		WHITE SANDS RD	31.64	\$93,000	\$0	\$0	\$0	\$93,000
PEMBROKE, TOWN OF	565	81	C	444	PEMBROKE ST	34.30	\$69,800	\$0	\$0	\$0	\$69,800
PEMBROKE, TOWN OF	565	81	19	410	NADINE RD	0.55	\$34,700	\$0	\$0	\$0	\$34,700
PEMBROKE SEWER COMMISSION	565	81	B-P	55	WHITE SANDS RD	0.00	\$0	\$1,800	\$0	\$53,600	\$55,400
PEMBROKE, TOWN OF	565	95		27	WHITTEMORE RD	5.02	\$69,000	\$0	\$0	\$0	\$69,000
PEMBROKE ST.CEMETERY	565	CM	3		CEMETERY-PEMBROKE ST	2.38	\$47,300	\$700	\$0	\$0	\$48,000
PEMBROKE, TOWN OF	565	256		311	PEMBROKE ST	2.99	\$134,300	\$22,700	\$20,100	\$1,599,700	\$1,776,800

TOWN OWNED PROPERTIES

PEMBROKE, TOWN OF	565	257	6-1			CHURCH RD	0.43	0	\$0	\$0	\$0	\$6,200	\$0	\$6,200
PEMBROKE, TOWN OF	567	1	1			MERRIMACK RIVER BANK	2.95	\$8,000	\$0	\$0	\$0	\$8,000	\$0	\$8,000
PEMBROKE WATER WORKS	632	3		635-655		PEMBROKE ST	12.00	\$175,500	\$1,000	\$0	\$43,000	\$219,500	\$0	\$219,500
PEMBROKE SEWER COMMISSION	632	8	1-P	702		KEITH AVE	0.00	\$0	\$1,600	\$0	\$82,800	\$84,400	\$0	\$84,400
PEMBROKE WATER WORKS	632	18	12	142		SHEEP DAVIS RD	14.94	\$215,000	\$8,300	\$0	\$0	\$223,300	\$0	\$223,300
PEMBROKE, TOWN OF	634	46		572		PEMBROKE ST	0.11	\$99,900	\$0	\$0	\$0	\$99,900	\$0	\$99,900
PEMBROKE SEWER COMMISSION	634	46	P	572		PEMBROKE ST	0.00	\$0	\$2,200	\$0	\$25,700	\$27,900	\$0	\$27,900
PEMBROKE, TOWN OF	868	8		807		BACHELDER RD	0.37	\$49,400	\$0	\$0	\$0	\$49,400	\$0	\$49,400
PEMBROKE, TOWN OF	868	10		813		BACHELDER RD	0.37	\$49,400	\$0	\$0	\$0	\$49,400	\$0	\$49,400
PEMBROKE, TOWN OF	868	14		831		BACHELDER RD	0.07	\$25,700	\$0	\$0	\$0	\$25,700	\$0	\$25,700
PEMBROKE, TOWN OF	868	35		136		NO PEMBROKE RD	25.00	\$83,500	\$0	\$0	\$0	\$83,500	\$0	\$83,500
BUCK STREET CEMETERY	868	CM	1			CEMETERY - BUCK ST	2.50	\$42,700	\$0	\$0	\$0	\$42,700	\$0	\$42,700
PEMBROKE, TOWN OF	870	34		662		THOMPSON RD	0.13	\$51,500	\$0	\$0	\$0	\$51,500	\$0	\$51,500
OLD NORTH PEMBROKE CEMETERY	935	CM	5			CEMETERY-OLD NO PEMB	0.46	\$31,400	\$0	\$0	\$0	\$31,400	\$0	\$31,400
PEMBROKE, TOWN OF	937	7		424		NO PEMBROKE RD	47.67	\$231,100	\$0	\$0	\$0	\$231,100	\$0	\$231,100
NEW NORTH PEMBROKE CEMETERY	937	CM	6			CEMETERY-NEW NO PEMB	0.53	\$28,700	\$0	\$0	\$0	\$28,700	\$0	\$28,700
PEMBROKE, TOWN OF	939	67		501-623		KIMBALL RD	133.10	\$113,600	\$0	\$0	\$0	\$113,600	\$0	\$113,600

**2014 TOWN WAGE SCHEDULE**

<i>Hourly</i>	<i>Minimum</i>	<i>Maximum</i>
<b>Grade 5</b> Custodian Library Clerk	\$11.21	\$15.56
<b>Grade 6</b> Recording Secretary Laborer/Maintenance	\$11.87	\$16.51
<b>Grade 7</b> Child Lib. Ass't.	\$12.60	\$17.52
<b>Grade 8</b> Probationary Firefighter	\$13.37	\$18.62
<b>Grade 9</b> Assist. Library Dir. Secretary Account Clerk Truck Driver/Equip. Op.	\$14.17	\$19.73
<b>Grade 10</b> Collections Clerk	\$15.03	\$20.92
<b>Grade 11</b> Welfare Admin. Planning & Land Use Clk.  Police Administrative Sec. Fire Fighter	\$15.95	\$22.20
<b>Grade 12</b> Planner Fleet Mechanic Sewer Laborer Police Officer - Non certified	\$16.93	\$23.54
<b>Grade 13</b> Tax Collector Police Officer - Certified SW/Highway Foreman Fire Engineer	\$17.97	\$24.97
<b>Grade 14</b> Accountant Detective Fire Lieutenant	\$19.05	\$26.47
<b>Grade 15</b> Highway Superintendent	\$20.22	\$28.11
<b>Grade 16</b> Code Enforcement Officer Sewer Administrator Police Sergeant	\$21.43	\$29.80

<i>Salary</i>	<i>Minimum</i>	<i>Maximum</i>
<b>Grade 13</b> Town Clerk	\$37,362	None
<b>Grade 14</b>	\$39,610	\$55,053
<b>Grade 15</b> Library Director	\$42,052	\$58,454
<b>Grade 16</b> Fire Captain	\$44,580	\$61,970
<b>Grade 17</b>	\$47,228	\$65,544
<b>Grade 18</b> Police Lieutenant Deputy Fire Chief	\$50,104	\$69,536
<b>Grade 19</b> Assistant Fire Chief	\$53,156	\$73,769
<b>Grade 20</b> Police Chief Fire Chief Public Works Director	\$56,391	\$78,261
<b>Grade 21</b> Town Administrator	\$59,825	\$83,028
<b>Grade 22</b>	\$63,470	\$88,082
<b>Grade 23</b>	\$67,335	\$93,448

**Town of Pembroke  
2014 Wages and Benefits**

Name	Base Pay	Overtime	Other	Gross		Social Security	Medicare	NH		Disability
				Wages				Retirement	Life	
Abbott, Lisa	\$332.96			\$332.96		\$20.64	\$4.83			
Addington, Christine	\$39,610.68			\$39,610.68		\$2,455.86	\$574.35	\$4,169.02	\$23.04	\$468.60
Alley, Annette	\$42,405.92	\$530.30		\$42,936.22		\$2,662.05	\$622.58		\$23.04	\$499.30
Alley, Eric	\$27,816.06	\$2,084.85	\$4,692.14	\$34,593.05		\$2,144.77	\$501.60	\$3,725.66	\$23.04	\$447.80
Amell, Darrell	\$49,529.28	\$121.56	\$1,947.40	\$51,598.24		\$3,199.09	\$748.17	\$5,347.38	\$23.04	\$593.53
Barker, Carl	\$13,045.00			\$13,045.00		\$808.79	\$189.15			
Beaulac, Craig	\$5,954.44			\$5,954.44		\$369.18	\$86.34			
Beevers, Colton	\$409.50			\$409.50		\$25.39	\$5.94			
Bergeron, Angela	\$50,130.17	\$4,785.00	\$537.00	\$55,452.17			\$804.06	\$14,025.46	\$23.04	\$593.49
Bilodeau, Gordon	\$32,340.22	\$742.99		\$33,083.21		\$2,051.16	\$479.71	\$3,431.61	\$23.04	\$498.25
Bilodeau, Richard	\$419.30			\$419.30		\$26.00	\$6.08			
Adam Boise	\$1,664.00			\$1,664.00		\$103.17	\$24.13			
Boisvert, James	\$72,732.95			\$72,732.95		\$4,509.44	\$1,054.63	\$7,833.27	\$23.04	\$869.04
Boisvert, Jordan	\$11,213.28	\$215.68	\$80.88	\$11,509.84		\$713.61	\$166.89	\$2,912.00	\$3.84	\$84.74
Booker-Janvrin, Joyce	\$36,059.20	\$20,669.40	\$5,972.57	\$62,701.17		\$3,887.47	\$909.17	\$6,752.92	\$23.04	\$502.30
Bouffard, Jason	\$2,234.67			\$2,234.67		\$138.55	\$32.40			
Brezosky, Marie	\$240.00			\$240.00		\$14.88	\$3.48			
Brown, Michael	\$1,389.83			\$1,389.83		\$86.17	\$20.15			
Buchanan, Robert	\$45,958.32	\$3,068.60	\$444.60	\$49,471.52			\$717.34	\$12,516.29	\$23.04	\$532.90
Burbank, Mary	\$2,108.80			\$2,108.80		\$130.75	\$30.58			
Buxton, Shawn	\$1,035.10			\$1,035.10		\$64.18	\$15.01			
Byers, Daniel	\$8,729.84	\$217.17	\$1,149.15	\$10,096.16		\$625.96	\$146.39	\$2,297.40	\$5.76	\$39.90
Byrne, Julia	\$548.63			\$548.63		\$34.02	\$7.96			
Carlucci, Jocelyn	\$2,460.93			\$2,460.93		\$152.58	\$35.68			
Chevrette, Mark	\$33,623.21	\$3,028.20	\$780.96	\$37,432.37		\$2,320.81	\$542.77	\$3,947.35	\$23.04	\$378.79
Chouinard, Marie	\$120.00			\$120.00		\$7.44	\$1.74			
Clark, Bonnie	\$240.00			\$240.00		\$14.88	\$3.48			
Clark, William	\$1,425.90			\$1,425.90		\$88.41	\$20.68			
Connor, Charles	\$3,000.00			\$3,000.00		\$186.00	\$43.50			
Cook, Emily	\$2,599.63			\$2,599.63		\$161.18	\$37.69			
Courtemanche, Justine	\$1,650.00			\$1,650.00		\$102.30	\$23.93			
Crafts, Patricia	\$360.00			\$360.00		\$22.32	\$5.22			

**Town of Pembroke  
2014 Wages and Benefits**

Name	Base Pay	Overtime	Other	Gross		Social		NH		Disability
				Wages	Wages	Security	Medicare	Retirement	Life	
Crockwell, Michael	\$1,087.50			\$1,087.50	\$67.43	\$15.77				
Cunha, Christopher	\$53,450.64	\$2,695.79	\$2,441.47	\$58,587.90	\$849.52	\$14,527.04	\$23.04	\$608.11		
Cushing, Robyn	\$18,972.77	\$2,194.58		\$21,167.35	\$1,312.38	\$306.93				
Cyr, Jeffrey	\$5,209.03			\$5,209.03	\$322.96	\$75.53				
Cyr, Martha	\$958.12			\$958.12	\$59.40	\$13.89				
Daughen, Richard	\$209.00			\$209.00	\$12.96	\$3.03				
Dorlean, Nicholas	\$330.36			\$330.36	\$20.48	\$4.79				
Driscoll, Daniel	\$900.00			\$900.00	\$55.80	\$13.05				
Engwer, Andrew	\$315.47			\$315.47	\$19.56	\$4.57				
Fanny, Robert	\$33,371.69	\$4,399.79		\$37,771.48	\$2,341.83	\$547.69	\$23.04	\$403.59		
Farley, Robert	\$6,421.60			\$6,421.60	\$398.14	\$93.11				
Fisher, Leanna	\$1,515.40			\$1,515.40	\$93.95	\$21.97				
Fiske, Jason	\$12,096.00	\$288.00		\$12,384.00	\$179.57	\$16.80	\$3.84	\$113.02		
Fitzgerald, Daniel	\$1,158.75			\$1,158.75	\$71.84	\$16.80				
Foster, Michael	\$44,226.56	\$4,435.79	\$2,861.58	\$51,523.93	\$747.10	\$12,670.65	\$23.04	\$516.88		
French, Christopher	\$626.89			\$626.89	\$38.87	\$9.09				
Frost, Christine	\$4,632.81			\$4,632.81	\$287.23	\$67.18				
Gagne, Shanna	\$14,653.31			\$14,653.31	\$908.51	\$212.47				
Gagnon, Paul	\$6,265.92			\$6,265.92	\$388.49	\$90.86				
Galligan, Rose	\$7,541.79			\$7,541.79	\$467.59	\$109.36				
Gamache, Christopher	\$27,495.86			\$27,495.86	\$1,704.74	\$398.69	\$7.68	\$285.88		
Gaponova, Nataliya	\$50,897.72	\$213.90	\$1,947.40	\$53,059.02	\$3,289.66	\$769.36	\$23.04	\$640.30		
Gaskell, Gary	\$66,061.18		\$2,006.40	\$68,067.58	\$986.98	\$17,221.16	\$23.04	\$768.07		
Gifford, Susan	\$2,223.11			\$2,223.11	\$137.83	\$32.24				
Gilman, Dwayne	\$76,752.28		\$2,299.47	\$79,051.75	\$1,146.25	\$19,996.15	\$23.04	\$893.52		
Girard, Corey	\$5,316.95			\$5,316.95	\$329.65	\$77.10				
Goff, James	\$54,851.67			\$54,851.67	\$3,400.80	\$795.35	\$23.04	\$649.29		
Goodacre, Philip	\$20,845.60	\$1,585.22	\$2,742.05	\$25,172.87	\$1,560.72	\$365.01	\$11.52	\$245.50		
Goldman, Jonathan	\$2,758.48			\$2,758.48	\$171.03	\$40.00				
Greco, Vincent	\$3,950.00			\$3,950.00	\$244.90	\$57.28				
Hanson, Karl	\$11,699.20	\$788.44		\$12,487.64	\$181.07	\$3,159.36	\$23.04	\$498.61		
Hardy, Sara	\$1,377.54			\$1,377.54	\$85.41	\$19.97				
Hart, Justin	\$8,522.50			\$8,522.50	\$528.40	\$123.58				

**Town of Pembroke  
2014 Wages and Benefits**

Name	Base Pay	Overtime	Other	Gross		Social Security	Medicare	NH	
				Wages	Wages			Retirement	Life
Haskell, Jon	\$54.14			\$54.14	\$3.36	\$0.79			
Heffernan, Daniel	\$6,304.40	\$181.50		\$6,485.90	\$402.13	\$94.05			
Higgins, Edward	\$11,193.08	\$850.00		\$12,043.08	\$746.67	\$174.62			
Hill, Heather	\$704.52			\$704.52	\$43.68	\$10.22			
Hill, Howard	\$5,144.90	\$15.00		\$5,159.90	\$319.91	\$74.82			
Hodge, Everett	\$54,800.24		\$1,442.48	\$56,242.72	\$3,487.05	\$815.52	\$5,901.93	\$23.04	\$646.96
Irwin, Julie	\$2,187.72			\$2,187.72	\$135.64	\$31.72			
Jodoin, David	\$82,654.22		\$5,939.26	\$88,593.48	\$5,492.80	\$1,284.61	\$9,331.85	\$23.04	\$1,007.66
Johnson, Robert	\$7,061.79			\$7,061.79	\$437.83	\$102.40			
Judge, Terrence	\$2,549.97			\$2,549.97	\$158.10	\$36.97			
Kellermann, Christian	\$5,404.11			\$5,404.11	\$335.05	\$78.36			
Kelley, Michael	\$18,331.96	\$2,091.11		\$20,423.07	\$1,266.23	\$296.13			
Kline, Fred	\$1,450.00			\$1,450.00	\$89.90	\$21.03			
Kozlove, Irina	\$10,749.22	\$203.94		\$10,953.16	\$679.10	\$158.82			
Lambert, Gary	\$7,836.60			\$7,836.60	\$485.87	\$113.63			
Lamy, Christopher	\$3,329.14			\$3,329.14	\$206.41	\$48.27			
Langille, Michael	\$14,985.40	\$258.80		\$15,244.20	\$945.14	\$221.04			
Larochelle, Christopher	\$912.00			\$912.00	\$56.54	\$13.22			
Lemoine, Ann	\$1,855.94			\$1,855.94	\$115.07	\$26.91			
Lemoine, Brian	\$3,315.76			\$3,315.76	\$205.58	\$48.08			
Lemoine, Tyrel	\$5,593.61			\$5,593.61	\$346.80	\$81.11			
Locke, Stephanie	\$26,586.35	\$8,084.43		\$34,670.78	\$2,149.59	\$502.73			
Ludwick, Stephen	\$1,386.54			\$1,386.54	\$85.97	\$20.10			
Madden, Lawrence	\$35,253.08	\$2,080.85		\$37,333.93	\$2,314.70	\$541.34	\$4,020.83	\$23.04	\$417.99
Malo, Henry	\$42,206.40	\$1,216.80	\$954.24	\$44,377.44	\$2,751.40	\$643.47	\$4,676.64	\$23.04	\$498.70
Malo, Paulette	\$55,924.40	\$2,989.20	\$1,597.62	\$60,511.22	\$3,751.70	\$877.41	\$6,345.01	\$23.04	\$665.15
Manseau, Patricia	\$240.00			\$240.00	\$14.88	\$3.48			
Marion, Marlene	\$13,683.93			\$13,683.93	\$848.40	\$198.42			
Martel, Chester	\$3,732.28			\$3,732.28	\$231.40	\$54.12			
McNelly, Cassie	\$905.00			\$905.00	\$56.11	\$13.12			
Mehegan, Marie	\$7,482.78			\$7,482.78	\$463.93	\$108.50			
Mendoza, Adam	\$36,121.23	\$4,804.24		\$40,925.47	\$2,537.38	\$593.42	\$4,407.68	\$23.04	\$433.42
Merrill, Scott	\$299.42			\$299.42	\$18.56	\$4.34			

**Town of Pembroke  
2014 Wages and Benefits**

<b>Name</b>	<b>Base Pay</b>	<b>Overtime</b>	<b>Other</b>	<b>Gross Wages</b>	<b>Social Security</b>	<b>Medicare</b>	<b>NH Retirement</b>	<b>Life</b>	<b>Disability</b>
Mitchell, Charles	\$300.00			\$300.00	\$18.60	\$4.35			
Morris, Adam	\$3,004.50			\$3,004.50	\$186.28	\$43.57			
Nadeau, James	\$239.83			\$239.83	\$14.87	\$3.48			
Nadeau, Reno	\$49,445.14	\$2,272.62		\$51,717.76	\$3,206.50	\$749.91	\$5,569.99	\$23.04	\$630.39
Ong, Taylor	\$951.94			\$951.94	\$59.02	\$13.80			
Paquette, Maurice	\$1,069.74			\$1,069.74	\$66.32	\$15.51			
Parker, Jacquelyn	\$46,588.59	\$4,138.04	\$2,545.93	\$53,272.56		\$772.45	\$13,467.34	\$23.04	\$533.93
Paulsen, Erik	\$4,343.43			\$4,343.43	\$269.29	\$62.98			
Paulsen, Harold	\$22,656.17			\$22,656.17	\$1,404.68	\$328.51			
Pelissier, Ryan	\$259.42			\$259.42	\$16.08	\$3.76			
Pellerin, Jules	\$1,200.00			\$1,200.00	\$74.40	\$17.40			
Pepin, Michael	\$1,880.77			\$1,880.77	\$116.61	\$27.27			
Perron, Michael	\$2,779.72			\$2,779.72	\$172.34	\$40.31			
Perron, Steven	\$35,463.99	\$4,905.07		\$40,369.06	\$2,502.88	\$585.35	\$4,264.32	\$23.04	\$387.06
Petit, Thomas	\$420.00			\$420.00	\$26.04	\$6.09			
Plumb, Jason	\$154.00			\$154.00	\$9.55	\$2.23			
Previe, Muriel	\$23,839.96			\$23,839.96	\$1,478.08	\$345.68			
Putnam, Maxavier	\$173.25			\$173.25	\$10.74	\$2.51			
Ranfos, Victor	\$47,562.97	\$6,194.36		\$53,757.33	\$3,332.95	\$779.48	\$5,789.65	\$23.04	\$558.93
Rapazza, Alane	\$4,777.25			\$4,777.25	\$296.19	\$69.27			
Ricciotti, Maryanne	\$46,856.80	\$2,404.90	\$1,065.60	\$50,327.30	\$3,120.29	\$729.75	\$5,420.31	\$23.04	\$559.04
Robertson, Bradley	\$3,576.95			\$3,576.95	\$221.77	\$51.87			
Roy, Dennis	\$4,019.37			\$4,019.37	\$249.20	\$58.28			
Samson, Robert	\$362.50			\$362.50	\$22.48	\$5.26			
Sartorelli, David	\$1,229.95			\$1,229.95	\$76.26	\$17.83			
Sawyer, Keith	\$43,302.96	\$2,884.32	\$3,281.57	\$49,468.85		\$717.30	\$12,506.10	\$23.04	\$496.62
Schmidt, Charles	\$2,610.02			\$2,610.02	\$161.82	\$37.85			
Seidner, Hannah	\$560.00			\$560.00	\$34.72	\$8.12			
Sheldon, David	\$1,450.00			\$1,450.00	\$89.90	\$21.03			
Sheveland, Thomas	\$43,335.62	\$3,323.33	\$2,350.95	\$49,009.90		\$710.64	\$12,106.37	\$23.04	\$496.62
Smart, Aaron	\$413.14			\$413.14	\$25.61	\$5.99			
Spencer, Michelle	\$1,050.49			\$1,050.49	\$65.13	\$15.23			
Sporcic, Cole	\$543.38			\$543.38	\$33.69	\$7.88			

**Town of Pembroke  
2014 Wages and Benefits**

Name	Base Pay	Overtime	Other	Gross		Social		NH		
				Wages	Security	Medicare	Retirement	Life	Disability	
Stosse, Cynthia	\$53,117.44			\$53,117.44	\$3,293.28	\$770.20	\$5,720.82	\$23.04	\$616.62	
Stromvall, Eric	\$1,677.53			\$1,677.53	\$104.01	\$24.32				
Theuner, John	\$7,706.03			\$7,706.03	\$477.77	\$111.74				
Thompson, Harold	\$1,500.00			\$1,500.00	\$93.00	\$21.75				
Tiddes, Heather	\$28,455.34		\$849.12	\$29,304.46	\$1,816.88	\$424.91				
Turner, Davon	\$127.46			\$127.46	\$7.90	\$1.85				
Tilton, Jamie	\$3,124.00			\$3,124.00	\$193.69	\$45.30				
Trainor, Melissa	\$22,175.17			\$22,175.17	\$1,374.86	\$321.54				
Vanboendersloot, John	\$6,042.79			\$6,042.79	\$374.65	\$87.62				
VanLuven, Hearshell	\$2,104.38			\$2,104.38	\$130.47	\$30.51				
Verdile, Stephanie	\$41,872.47		\$954.72	\$42,827.19	\$2,655.29	\$620.99	\$4,509.61	\$23.04	\$462.50	
Vodra, Robert	\$2,983.01			\$2,983.01	\$184.95	\$43.25				
Waldron, Dina	\$26,252.82	\$8,557.26		\$34,810.08	\$2,158.22	\$504.75	\$3,749.05	\$21.12	\$653.15	
Walker, Katrina	\$926.62			\$926.62	\$57.45	\$13.44				
Wesson, Elaine	\$46,334.92		\$1,065.60	\$47,400.52	\$2,938.83	\$687.31	\$5,104.14	\$23.04	\$560.24	
Whitbeck, Susan	\$160.00			\$160.00	\$9.92	\$2.32				
Williams, Dessiah	\$879.38			\$879.38	\$54.52	\$12.75				
Williams, Linda	\$41,874.38		\$1,307.04	\$43,181.42	\$2,677.25	\$626.13	\$4,522.72	\$23.04	\$495.40	
Woodbury, Jonathan	\$411.53			\$411.53	\$25.51	\$5.97				
Wright Garrett	\$378.00			\$378.00	\$23.44	\$5.48				
Yeaton, Peggy	\$20,332.26			\$20,332.26	\$1,260.60	\$294.82				
Young Jr., Roland	\$120.00			\$120.00	\$7.44	\$1.74				
Young, Sr., Larry	\$640.00			\$640.00	\$39.68	\$9.28				
				\$2,376,386.30						
Total Medical Benefits	\$360,452.67									
Total Dental Benefits	\$33,167.77									

**AUDITOR'S REPORT**

 **VACHON CLUKAY  
& COMPANY PC**

**CERTIFIED PUBLIC ACCOUNTANTS**  
608 Chestnut Street • Manchester, New Hampshire 03104  
(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, 2013, 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 that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

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

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 deficiencies in the Town's internal control to be material weaknesses:

**LACK OF SEGREGATION OF DUTIES**

*Observation*

During the audit we noted that there continues to be a lack of segregation of duties in the Sewer Department. The financial records of the Town's sewer operation are maintained separately from the town's finance department. During 2013, a single individual in the department prepares the utility billings, receives payments, post payments against the individual billings, prepares and makes the deposits, reconciles the bank account, and maintains the general ledger.

## AUDITOR'S REPORT

### *Implication*

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

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

### *Recommendation*

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

\*\*\*\*\*

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

*Vachon Chukay & Company PC*

Manchester, New Hampshire  
August 1, 2014

## AUDITOR'S REPORT

 **VACHON CLUKAY  
& COMPANY PC**

**CERTIFIED PUBLIC ACCOUNTANTS**  
608 Chestnut Street • Manchester, New Hampshire 03104  
(603) 622-7070 • Fax: (603) 622-1452 • [www.vachonclukay.com](http://www.vachonclukay.com)

August 1, 2014

To the Board of Selectmen  
Town of Pembroke, New Hampshire

We have audited the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the Town of Pembroke, New Hampshire for the year ended December 31, 2013. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 10, 2014. Professional standards also require that we communicate to you the following information related to our audit.

### Significant Audit Findings

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town of Pembroke, New Hampshire are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended December 31, 2013. We noted no transactions entered into by the Town of Pembroke, New Hampshire during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

The most sensitive estimate affecting the financial statements of the Governmental Activities, Business-type Activities, and major Proprietary Funds was:

Management's estimates of the useful lives of depreciable capital assets and the other post-employment benefits payable are based on historical utilization of assets and actuarial valuations, respectively. We evaluated the key factors and assumptions used to develop the useful lives of depreciable capital assets and the other post-employment benefits payable in determining that it is reasonable in relation to the financial statements taken as a whole.

The most sensitive estimate affecting the financial statements of the Governmental Activities, Business-type Activities, General Fund, Sewer Fund and the aggregate remaining information was:

## AUDITOR'S REPORT

Management's estimate of the allowance for uncollectible receivables is based on the likelihood of the Town to collect monies owed to it. We evaluated the key factors and assumptions used to develop the estimate for uncollectible receivables in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The attached schedules summarize uncorrected misstatements of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements. Please see the attached schedule of material adjustments detected and corrected as a result of audit procedures.

### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated August 1, 2014.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Town of Pembroke, New Hampshire's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town of Pembroke, New Hampshire's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

## AUDITOR'S REPORT

### Other Matters

We applied certain limited procedures to the management's discussion and analysis, budgetary comparison information, and the schedule of funding progress for other post-employment benefits, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining nonmajor fund and fiduciary fund financial statements, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

### Restriction on Use

This information is intended solely for the use of the Board of Selectmen and management of the Town of Pembroke, New Hampshire and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

*Vachon Clukey & Company PC*

## PEMBROKE FIRE DEPARTMENT

### 2014 Annual Report

Your fire department answered a total of 284 calls for service in 2014 – 3 less than the previous year

We had 2 structural fires during the year – one with significant damage but not a complete loss. Total dollar loss was approximately \$ 85,635 for all fires. There were no severe injuries from any of those fires. The low number of fires can be directly attributed to home owners practicing good safety practices in their homes, the use of detectors for early fire detection and better fire safety codes over the years.

The breakdown of our types of calls are as follows:

<u>Type</u>	<u># Calls</u>	<u>Percentage</u>
Carbon Monoxide	6	2.11%
Alarm System Activation – False or Unknown Cause	57	20.07%
Smoke Detector	8	2.81%
Sprinkler Alarm	5	1.76%
Fire – Vehicle	1	0.35%
Fire – Structural	2	0.70%
Fire – Other	2	0.69%
Fire – Chimney	1	0.35%
Fire – Brush/Forest/Vegetation/Grass	2	0.70%
Fire – Other	2	0.70%
Investigation	9	3.16%
Permit Fire / Authorized Burning	7	2.46%
Assist the Public	9	3.16%
Unauthorized Burning	6	2.11%
Hazardous Gas	4	1.40%
Leak – Flammable liquid or gas	11	3.87%
Vehicle accident cleanup	11	3.87%
Odor of gas or smoke	10	3.52%
Smoke in building – No fire	4	1.40%
Wires down	26	9.15%
Medical assistance only	63	22.18%
Extrication	1	0.35%
Technical Rescue	1	0.38%
Medical – Patient Assessment/treatment	1	0.35%
Mutual Aid – Cover truck	3	1.05%
Mutual Aid – To scene	12	4.22%
Mutual Aid – Cancelled	15	5.28%
Cancelled – Within Pembroke	2	0.70%
Dispatched in error	4	1.40%
Malicious false alarm	1	0.35%

TOTAL CALLS

284

**PEMBROKE FIRE DEPARTMENT**

MUTUAL AID FROM OTHER TOWNS TO PEMBROKE

Medical Calls	37
Fire Calls	30

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.

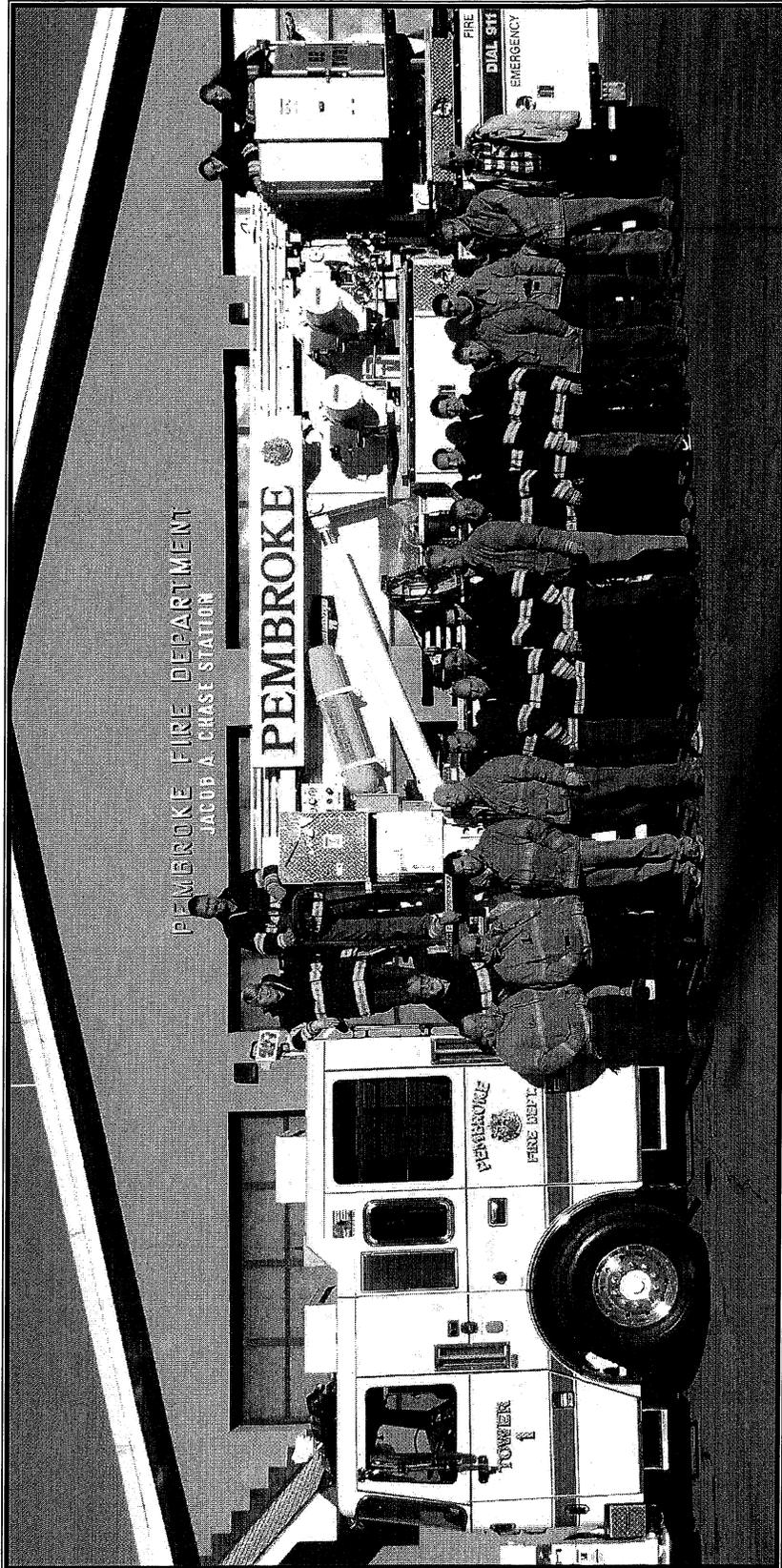
The members of your fire department and their years of service are:

<u>MEMBER</u>	<u>YEARS</u>	<u>MEMBER</u>	<u>YEARS</u>
Eng/EMT Rick Bilodeau	14.03	FF Jason L Bouffard	3.36
Prob FF Mike Brown	5.62	Lt William O Clark	32.05
Lt/EMT Jeffrey B Cyr	13.44	Prob FF Martha Cyr	1.89
Prob FF Alaa Dhahir	1.86	FF Nichols Doriean	3.63
FF Joe Eagle	13.02	FF/EMT Andrew W Engwer	11.44
Capt Robert B Farley	21.97	FF Christopher L French	5.39
Dep Chief Paul M Gagnon	40.64	FF/EMT Corey R Girard	9.18
FF John Haskell	2.44	FF Terence Judge	27.39
Prob FF Chris T Larochelle	0.52	FF Ann Lemoine	3.64
Lt Brian Lemoine	33.77	Lt Tyrel Lemoine	10.30
Eng Stephen E Ludwick	40.61	Lt Chester R Martel	16.39
FF/EMT Scott Merrill	32.05	Capt Erik S Paulsen	27.64
Chief Harold E Paulsen	52.47	FF Casey H Pearl	12.44
FF Ryan R Pelissier	4.28	Qtrmst Michael A Perron	44.72
FF Steven M Perron	14.30	Eng Bradley J Robertson	28.39
Eng David J Sartorelli	13.04	Lt Charles R Schmidt	28.39
FF/EMT Michelle L Spencedr	1.36	Eng Eric Stromball	13.53
Asst Chief John C Theuner	52.22	Prob FF Davon Turner	1.39
FF/EMT Robert Vodra	4.28		

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

Respectfully submitted,

Harold Paulsen  
Fire Chief



**PEMBROKE FIRE DEPARTMENT**

**POLICE DEPARTMENT**  
*Pembroke Police Department*

*2014 Report*

*I present to you the 2014 Annual Report of the Pembroke Police Department. In 2013, we maneuvered with low staffing and a high call volume that reached 16,506 calls for service. In 2014, our call volume exceeded 2013 with a call volume of 17,569 calls. With the Department up to full staff in 2014, we were able to handle the spike in calls for service. It is expected that in 2015, either calls for service will remain the same or increase based on its history.*

*In 2014, the Pembroke Police Department made 13 Driving While Intoxicated arrests, which is down from 2013. There were 14 Burglary reports, 22 Theft from Buildings, 27 Theft by Unauthorized Taking as well as 33 Theft from a Motor Vehicle reported. The Department investigated 10 Sexual Assaults this year, which is down five from 2013.*

*The Pembroke Police Department recently hired Officer Jordan Boisvert, and Sergeant Jason Fiske to fill the vacant positions. Jordan Boisvert is currently attending the NH Full Time Police Academy and will graduate in April. Sergeant Fiske is currently working a supervisory position within the department.*

*It has always been a goal of the Pembroke Police Department to provide the Town with professionalism and courtesy. Our staff is dedicated to make sure that we meet that level of work and strive to keep our residents in the Town of Pembroke safe and not become a victim of a crime.*

*I want to take this time to thank all that support the Police Department and its efforts.*

*Thank you, Stay Safe.*

*Dwayne R Gilman  
Chief of Police*

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**PEMBROKE POLICE DEPARTMENT**

**TABLE OF ORGANIZATION**

**CHIEF OF POLICE**

Dwayne R. Gilman  
Serving Since 1992

**LIEUTENANT**

Gary R. Gaskell  
Serving Since 2007

**PATROL DIVISION**

**SERVING SINCE**

Sgt. Christopher Cunha	2007	Patrol Supervisor, FTO, Bicycle Patrol
Sgt. Jason Fiske	2014	Patrol Supervisor, FTO, Firearms Instructor
Off. Karl Hanson	2007	Patrol Officer, Defensive Tactics Instructor
Off. Angela Bergeron	2008	Patrol Officer, SRO, D.A.R.E. Instructor, Bicycle Patrol
Off. Robert Buchanan	2012	Patrol Officer, FTO, Firearms Instructor
Off. Jacquelyn Parker	2013	Patrol Officer, D.A.R.E. Instructor, Bicycle Patrol
Off. Thomas Sheveland	2013	Patrol Officer
Off. Keith Sawyer	2013	Patrol Officer
Off. Michael Foster	2013	Patrol Officer, Firearms Instructor, Bicycle Patrol
Off. Jordan Boisvert	2014	Patrol Officer

**ADMINISTRATIVE DIVISION**

**SERVING SINCE**

Mary Ann Ricciotti	1993	Administrative Assistant / Records
Annette Alley	1997	Secretary

## PEMBROKE POLICE DEPARTMENT

### Crime Statistics

<u>Property Crime:</u>	<b>2014</b>	2013	2012	2011	2010
Burglary	14	16	18	22	26
Attempted Burglary	0	0	4	3	1
Robbery	0	0	1	0	1
Theft from Building	22	11	3	6	9
Forgery	2	5	2	1	8
Issuing Bad Checks	9	9	13	15	19
Theft by Unauthorized Taking	27	34	54	6	6
 <b><u>Motor Vehicle related</u></b>					
Theft from Motor Vehicle	33	14	27	28	21
Theft of Motor Vehicle	5	5	1	4	2
 <b><u>Crimes Against Children</u></b>					
Sexual Assault Crimes	10	15	15	11	14
Computer Crimes	2	2	3	7	3

**PEMBROKE POLICE DEPARTMENT**

<u><b>CALLS FOR SERVICE</b></u>	<b>2014</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>3-Year Average</b>
Dispatch Calls for Service Received	17,569	16,506	19,980	12,571	16,857	18,018
Station Calls, Walk Ins for Service Received (M-F)	8,073	8,689	9,449	10,341	11,457	8,737
911 Calls	56	73	46	54	66	58
Citizen / Motorist Assist	350	401	324	342	335	358
Assist other Agency/Police/Fire/Ambulance	598	597	468	435	539	554
Juvenile Involved	113	138	185	153	248	145
Alarm Calls	314	337	401	230	324	351
Animal Complaints	224	216	186	168	267	209
Parking Tickets	521	330	482	586	334	444
Motor Vehicle Stops	2,759	1,859	2,065	1,091	1,896	2,228
Motor Vehicle Warning / Defective Equipment Tag	2,157	1,304	1,895	1,244	1,566	1,785
Motor Vehicle Summons	403	183	207	164	238	264
Motor Vehicle Collisions	139	134	135	163	133	136
Juvenile Missing/Runaway	23	9	4	9	16	12
Driving While Intoxicated	21	21	19	16	17	20
Liquor Law Violations	17	11	8	6	23	12
Domestic Disturbance	90	105	114	138	95	103
Simple Assault	60	65	96	90	76	74
Sexual Assault	10	15	9	10	15	11
Aggravated Assault	13	7	10	13	7	10
Harassment/Stalking/Criminal Threatening	24	37	27	23	25	29
Criminal Mischief/Vandalism	55	62	91	86	132	69
Criminal Trespass	13	18	32	23	17	21
Drug Possession/Use/Sale	85	46	37	52	66	56

<u><b>ACTIVITY STATISTICS</b></u>	<b>2014</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>3-Year Average</b>
Total Offenses Committed	818	753	855	890	951	809
Total Crime Related Incidents	357	351	466	511	540	391
Total Felonies	94	99	88	144	105	94
Total Non-Crime Incidents	8	18	34	29	58	20
On View Arrests	170	167	122	109	150	153
Arrest (Based on Incident/ Warrants)	127	93	109	121	142	110
Summons Arrests	15	2	13	16	19	10
Protective Custody	33	20	14	19	35	22
Juvenile Arrests	39	29	38	55	93	35

**DEPARTMENT OF PUBLIC WORKS**

**Yearly Report  
2014**

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

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

<b>Activities</b>	<b>Amount</b>	<b>Unit</b>
1. Facility Permits Issued	1356	Each
2. Inquiries/Transfer Station	127	Each
3. Inquiries/Rubbish Route	186	Each
4. Inquiries/Road Conditions	110	Each
5. Payment Vouchers Processed	806	Each
6. Street Light Repairs	50	Each
7. Driveway Permits	20	Each
8. Trench/Excavation Permits	17	Each
9. Cemetery Inquiries	24	Each

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

In addition to these projects, the Highway Division also provided routine maintenance which included sidewalk sweeping, brush cutting along the country road shoulders, cold patching pot holes and replacing missing or damaged street signs. Private contractors were also used to sweep 25.29 miles of Town roads, clean 626 catch basins, painted 112,100 LF of roadway striping and cut down several large hazardous trees.

There were 30 snow/ice storm events that occurred during 2014 which required 2014.0 man-hours, 679.75 tons of sand, 939.94 tons of salt. Snow removal from downtown and the municipal parking lots required 171 man-hours. Shoveling snow from around the 176 town fire hydrants required 64 man-hours and plowing about 7 miles of sidewalks each storm expended 89 man-hours.

The road reconstruction and paving project list for the year of 2014 included Donald Avenue which was reclaimed, had binder applied and surface water drainage systems were replaced. Tina Drive and Terrie Drive were both reclaimed and had binder applied. The finish overlay pavement was applied to roads from the 2013 project list, which included Third Range Road, Brush Road and Old Borough Road. Memorial Field Recreation paving was also completed. Reclamation and binder was done on Rosedale Lane and crack sealing was done on Cross Country Road and Whittemore Road.

**DEPARTMENT OF PUBLIC WORKS**

Other tasks performed by this division consisted of the following:

1. Road side ditching	5920	Linear Feet
2. Cold patching pot holes	7.56	Tons
3. Hot topping pavement repairs	3833.01	Tons
4. Road wash out repairs	1000	Linear Feet
5. Sweeping Sidewalks	9.10	Miles
6. Road side mowing	36.50	Miles
7. Road side brush cutting and chipping	420	Cubic Yards
8. Large Tree Cutting	21	Each
9. Sign Maintenance & Replacements	46	Each
10. Complaints	68	Each
11. Inquiries	44	Each
12. Assist Solid Waste Division	1002.5	Man Hours
13. Assist Fleet Division	558	Man Hours
14. Assist Parks & Recreation Division	315.5	Man Hours
15. Assist Cemetery Division	134.5	Man Hours
16. Assist Sewer Department	2.5	Man Hours

The Highway Division also assisted community groups in setting up and cleanup for Graduation, Old Home Day, Elections and 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 2014, a total of 1813.01 tons of solid waste was generated from Pembroke and disposed of at the incinerator in Penacook, NH. Also in 2014, a total of 837.45 tons of single stream recycling was taken to Casella Waste in Allenstown. Diverting this recyclable material from the waste stream saved the Town \$56,771.96 in tipping fees. This division also performed curbside pickup of leaves from residents during spring cleanup.

Household Hazardous Waste Day took place on September 20, 2104. A total of 525 gallons of hazardous waste and 2 cubic yard boxes of oil based paint and adhesives were collected.

The following is a tabulation of solid waste that was collected and disposed of in 2014:

## DEPARTMENT OF PUBLIC WORKS

### 1. Curbside Pickup

a.	Rubbish	1442.49	Tons
b.	Single Stream Recycling	724.54	Tons
c.	Leaves	201	Cubic Yards
d.	Brush chipped from Spring cleanup	60	Cubic Yards
e.	Refuse Tags Issued	94	Each
f.	Christmas Trees	0	Each
g.	Inquiries	145	Each
h.	Complaints	20	Each

### 2. Transfer Station Activity

a.	Rubbish	336.15	Tons
b.	Single Stream Recycling	104.60	Tons
c.	Non-Burnables	127.31	Tons
d.	Burnables	164.45	Tons
e.	Concrete	0	Tons
f.	Scrap Metal	75.41	Tons
g.	Aluminum Cans	2,620	Lbs.
h.	Textile Recycling – Planet Aid	3575	Lbs.
i.	Refrigerator/Freezer	32	Each
j.	Air Conditioners	53	Each
k.	Brush	1,186	Cubic Yards
l.	Christmas Trees	156	Each
m.	Leaves	2811	Cubic Yards
n.	Propane Tanks or Canisters	79	Each
o.	Waste Oil	950	Gallons
p.	Waste Antifreeze	110	Gallons
q.	Batteries	112	Each
r.	Tires	160	Each
s.	Complaints	7	Each
t.	Inquiries	125	Each
u.	Hazardous Waste Refused	1	Each
v.	Video Displays	337	Each
w.	C&D Debris (Minimum Load)	201	Loads
x.	C&D Debris (Maximum Load)	320	Loads
y.	School	12	Cubic Yards
z.	Residents	22,766	Each

## DEPARTMENT OF PUBLIC WORKS

### 3. Electronics Recycling

a.	Computer Monitors	87	Each
b.	Televisions	253	Each
c.	Printers	140	Each
d.	Fax Machines	3	Each
e.	Stereo Equipment	359	Each
f.	VCRs	39	Each
g.	DVD Players	76	Each
h.	Copiers	6	Each
i.	Scanners	6	Each
j.	Radios	96	Each
k.	PCs	119	Each
l.	Microwaves	81	Each
m.	Keyboards	28	Each
n.	Large TV's	64	Each
o.	1' Fluorescent Tubes	1	LF
p.	2' Fluorescent Tubes	96	LF
q.	3' Fluorescent Tubes	6	LF
r.	4' Fluorescent Tubes	4440	LF
s.	8' Fluorescent Tubes	1184	LF
t.	Small Misc. Fluorescent & HID Bulbs	70	Each
u.	Compact Fluorescent Bulbs	240	Each
v.	Thermostats	0	Box
w.	Alkaline & Zinc Batteries	521	Lbs.
x.	Rechargeable Batteries (NiCd, Li-Ion, NiMH, Lead)	3048	Lbs.
y.	Cell Phones Recycled	26	Each
z.	64 Gaylords of Electronics Picked Up	38031	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 projects included the restoration of the Town Clock Tower clock faces and a Lighting Improvement Project, which upgraded the energy efficiency of the lighting at Public Works, Safety Complex, Town Hall and Perry Eaton buildings.

**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 2014, there were 6 full burials, 5 cremation burials and 2 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.

## DEPARTMENT OF PUBLIC WORKS

For the year of 2014, this division performed 84 safety inspections and 211 routine maintenance tasks on the town's fleet. In addition, there were 353 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	227	94	133	1154	51.85%
Solid Waste	162	22	140	605	27.18%
Fleet	2	2	0	1	0.04%
Police	92	49	43	136	6.11%
Fire	46	40	6	118	5.30%
Sewer	0	0	0	0	0.00%
Code Enforcement	3	1	2	2	0.09%
Parks & Recreation	32	3	29	210	9.43%
<b>Totals</b>	<b>564</b>	<b>211</b>	<b>353</b>	<b>2226</b>	<b>100%</b>
<b>Fleet Division Administration</b>				125	
<b>Total Hours</b>				<b>2351</b>	

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

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

As always our employees, Christine Addington, Eric Alley, Darrell Amell, Carl Barker, Mark Chevrette, Robert Fanny, Gary Lambert, Lawrence Madden, Marlene Marion, Adam Mendoza, Reno Nadeau, Steve Perron, Victor Ranfos III, 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

#### 2014 ANNUAL REPORT

*“Public libraries have been a mainstay of my life. They represent an individual's right to acquire knowledge; they are the sinews that bind civilized societies the world over. Without libraries, I would be a pauper, intellectually and spiritually.”*

— James A. Michener

The Pembroke Town Library is thriving! We add to our collection of over 20,000 items throughout the year. In addition, we offer programs for both children and adults. The library works in cooperation with other town departments and the schools to provide services to all residents.

Our services are more than just books. In addition to books, magazines and newspapers, we offer a large selection of DVD's, CD's, audiobooks. We even have a few VCR tapes.

Downloadable books have become a popular item with our patrons. If you are not familiar with this program, you may want to stop in the library and learn about it. Overdrive Downloadables allow you to access a large selection of books electronically from the state library. All you need is a library card and the library prefix to register online and then you can download books to your device. It's convenient and best of all it's a free service to the public. The books “disappear” from your device when the borrowing period is up. Stop in the library if you would like to know more about this program.

We have 6 computers for adults and 2 for our younger patrons. Patrons can also access a printer. The library has a fax machine and a copier for public use for a nominal fee. A Notary Public is on staff for the convenience of residents. WiFi is also available for devices.

Whether you need something laminated, want to borrow a jigsaw puzzle or would like to check out our new telescope, you will find that our library can assist you. For the vision impaired there is an excellent magnifying lamp. We also have the Pine Grove meeting room complete with a large screen and a new projector and the room has a capacity of fifty people. Local, non-profit groups are able to have meetings here and other groups meetings are held for a small fee.

This year the library has hosted several wonderful programs. We were visited by authors Dan Szczesny and Betsy Woodman. There was also a presentation on owls by the Squam Lake Science Center and a New Hampshire Humanities Council's by Steven Taylor on sheep. There is usually a monthly children's program on Saturdays. While most programs are free, some require preregistration. The library continues to be a vibrant, exciting community resource. Our Facebook page has all the current activities and other library happenings.

As we reflect on the year we would like to especially thank the Pembroke Police Department for helping to keep the library its staff and collections safe. We would like to acknowledge the ongoing support we receive from Seven Siding, Associated Grocers, Perfect Fit, the school librarians and art teachers. Volunteer Lorraine Good works tirelessly organizing library book sales with Julie Gray assisting. Fran Schapperle and the Mader family volunteer every week. Lisa Gilbert continues to be an avid supporter of the library. We also have a beautiful new bench thanks to Shane Mailhot. Many students from Pembroke Academy assist in the library as part of their community service. We are very fortunate to have each and every one on our team

## PEMBROKE TOWN LIBRARY

Presently, the library offers story time on Tuesday, for ages four and up, and Wednesday, for ages 15 months – 36 months, story times for children. A summer reading program for children up to age 12 is offered for six weeks in the summer with Steven Blunt as the kick-off performer. For adults there is a monthly book discussion group that meets the second Wednesday of each month. The library is also the meeting place for both knitting and crocheting groups.

The most borrowed item this year was a board book – *The Amazing Spider-Man* so children are beginning their love of the library very young. A young adult book, *The Fault In Our Stars*, the adult book *The Invention of Wings* and a music CD by Steve Blunt *Hang on Henry* rounded out the most popular items for the year.

The Friends of the Library continue to offer programs for children and they raised funds this year to purchase a museum pass to the Museum of Science in Boston. The Friends meet the first Wednesday of each month are always looking for more members.

Respectfully submitted,

Susanne Whitbeck – Co-Chair

Judith Mitchell – Co-Chair

Joyce Heinrich – Treasurer

Patricia Crafts – Trustee

Ann Hasbany - Trustee

Marie Brezosky – Alternate Trustee

Linda Proulx – Alternate Trustee

Cynthia Stosse – Director

Heather Tiddes – Assistant Director

### 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

### CODE ENFORCEMENT

In 2014 Associated Grocers of New England completed 3 additions to their facility at 11 Cooperative Way. They added additional dry storage space, expanded their freezer capacity and added additional office space for a total increase of 101,215 square feet. Clean Energy's Compressed Natural Gas facility at 10 Cooperative Way was completed in July. Permits were issued for three 8 new residences, 1 duplex, 5 additions, 2 garages, 11 sheds, electrical upgrades, generators, renovations, 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, 2014 National Electrical Code, 2009 International Existing Building Code and the 2009 International Energy Conservation Code. The State of New Hampshire has officially adopted these codes by reference as part of the State Building Code with amendments. The Town of Pembroke also enforces the 2009 International Property Maintenance Code and the State Fire Code.

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

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

Below is the permit activity for 2014:

### 2014 Statistics

<u>Type of permit</u>	<u>Number</u>	<u>Construction Value</u>	<u>Permit Cost</u>
Commercial	75	\$15,912,050.00	\$27,719.60
New Dwellings Units	10	\$2,344,000.00	\$9,980.40
Signs	21	\$38,364.00	\$475.00
Fire inspections	43	0	\$50.00
Residential	401	\$2,522,217.00	\$24,502.26
Totals	550	\$20,816,631.00	\$62,727.26

Respectfully Submitted

Everett Hodge  
Code Enforcement Officer

**PLANNING AND LAND USE**

**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 2014 Zoning Board of Adjustment hearing results are broken down as follows:

Variances.....	11	Granted 8 / 3 Denied
Special Exception.....	3	Granted 2 / 1 Denied
Equitable Wavier.....	1	Granted 0 / 1 Withdrawn
Administrative Decision	2	Granted 0 / 1 Denied 1 Withdrawn
Total	17	Granted 10 / 5 Denied 2 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

For the Planning Board the year 2014 was uneventful from the perspective of applications, both residential and commercial. In spite of an improving economy the expected upturn in residential subdivision construction did not materialize, although occasionally the Planner did meet with developers about possible future projects. As in recent years the Planning Board devoted the majority of its time to reviewing and revising ordinances, and our application processes.

The previously formed Simplified Site Plan Application study subcommittee completed its work this year and presented proposed changes to the full Board. This has resulted in a Town Ballot item that empowers the Planning Board to delegate some of its review authority to others. Our goal is to create a simpler, less expensive and time consuming, application and approval process for those applicants whose proposed projects do not require review by the Planning Board. The proposal calls for review by the Technical Review Committee (TRC) that currently is comprised of representatives from the major Town departments, including Water and Sewer. If the TRC determines that they are uncomfortable making a decision on an application the applicant can be directed to the Planning Board.

The formerly approved Associated Grocers (AG) site plan on Cooperative Way included future construction phases. Representatives from AG met with the Planning Board to let us know they would be proceeding with Phase 2 that expands the building for more efficiency, while not substantially adding employees. However since future phases would likely result in increased traffic, AG also met with the Board of Selectmen to move forward completion of the formerly proposed loop road that will connect the Route 3 and 106 intersections with Cooperative Way. Voters can expect to spend time at Town Meeting on this important project that will open up additional land to future commercial development.

The long vacant large commercial building on Sheep Davis Road (Route 106) has now been partially occupied by Pitco Frialator of Bow as warehouse space. Their long-term plans call for relocation of at least a portion of their manufacturing operations to this building, which is welcome news for the Town. Since the building was used for warehousing in the past Pitco was not required to submit an application to the Planning Board for that use. Manufacturing will require full review by the Planning Board and we eagerly await the opportunity to work with Pitco on this important project.

We continue to be grateful for the volunteer members of the Planning Board and a very capable paid staff including Stephanie Verdile, Everett Hodge, and Elaine Wesson. It is rewarding to be on the "front lines" of efforts to ensure that developments are beneficial to the citizens of Pembroke and maintain our small town character. We do have a number of open alternate member positions and would welcome Pembroke residents who are interested in helping us make these important decisions. If you are uncertain if the Planning Board is a good fit please join us for a meeting or two; we meet on the second and fourth Tuesday most every month.

Respectfully Submitted,  
Alan Topliff, Chair

**GENERAL ASSISTANCE**

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

**Total applications for general assistance in 2013: 142                      in 2014: 126**

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

**Total general assistance given:**

	<u>2013</u>	<u>2014</u>
Rent	\$ 9,039.20	\$ 9,861.16
Shelter/Motel	300.00	400.00
Electric	455.49	11.63
Gas/Oil	1,800.00	3,200.00
Prescriptions	1,048.25	29.41
Food/Maintenance	.00	.00
Gasoline	.00	.00
Burial	<u>.00</u>	<u>3,000.00</u>
 TOTAL	 <u>\$12,642.94</u>	 <u>\$16,502.20</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 2014 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.

Respectfully submitted,  
 Muriel Previe  
 Welfare Director

## RECREATION COMMISSION

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

**Jade Stone and Landscape** assembled and installed two new toys (geodome, and adapted parallel bars) along with new plastic edging at the playground. Thank you for your two LONG days of work!! Also, a big thanks to the highway department who assisted in the playground project.

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

Each year the commission sponsors a summer recreation program, youth basketball (boys & girls Pre K – grade 6), basketball travel teams for grades 3/4 & 5/6, men's recreational basketball league, yoga classes, and tennis lessons. Other programs that have been offered were: archery lessons, golf lessons, Hershey Track and Field Team, and Manchester Monarch's hockey night. The Commission supports: youth soccer league, Little League Baseball, Girls' Babe Ruth Softball, coed softball league, annual fishing derby sponsored by the Rod and Gun Club, Amoskeag Rowing Club's NH Regatta Championship, Old Home Day Activities, and various groups or individuals from Pembroke who use the park facilities for gatherings. Other programs we have continued with or added are:

- Swimming lessons are offered throughout the year by Swim NH;
- Ericka Johnson conducted tennis lessons for adults and children at Pembroke Academy's tennis courts;
- Kayrn Misenheimer held a lego club for grades 1-3.
- Judi Faulker ran yoga classes for adults.

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

Taylor Caron managed our youth basketball program for grades 1-2, 4 – 6, and the pre-K and kindergarten. Scott Boisvert managed boys and girls in grades 3 & 4. This year we started travel teams in the Merrimack Valley League for grades 3/4 & 5/6.

Over two hundred boys and girls participated in the three-month program. We would like to thank Taylor, Scott, and all the volunteer coaches for their efforts. Also, we would like to thank the Pembroke and

## RECREATION COMMISSION

Allenstown Schools for the use of their gymnasiums. Thank you to the following team sponsors: Dreamsicle Arts, Cyro Industries, Lavallee's Oil, Ross Express, Canine Care, Shumway Construction, Heritage PHCE, South Main Street Service Center, Petit Funeral Home, Longhorn Steakhouse, Pembroke Congregational Church, Plourde Sand & Gravel, Kimball's Cav'ern, Allenstown Firefighters' Association, and Dunkin' Donuts of Allenstown. Their sponsorship helped to defray the cost of the gyms and tee shirts.

Chris Henderson, a commission member, organized our summer concert series. The concerts at the park were a free event for all. Chris brought in a wonderful variety of entertainers to play. Playing this year were: Strings & Things, Decatur Creek, Cloud, Amber-Rose Marie Couture, Generation Gap, Silver Brook and Friends and Twilight Gypsies. A BIG thank you to our concert sponsors: **Kimball's Cav'ern., Jacques Pastries, Olympus Pizza, Associated Grocers, Continental Paving, and Famous House of Pizza.** Also, thank you to **Len Johnson Electric, Pembroke Highway Department, and the Old Home Day Committee** who helped upgrade the electric and moved outlets to behind the stage.

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

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

To close, we cannot thank **Jim Boisvert** and the highway department enough for their support last year. Among many of the jobs they did at the field, one in particular, was replacing the roof of the recreation building. Thank you for fitting us in your busy schedule. We would also like to recognize **Dan Boudette** from **Specialized Turf Services** for his advice and amenities he has provided to the town;

**Jungle Jim's** for the removal of brush at the park; **Brendan Fish** from **Jade Stone and Landscape** for the delivery of discounted playground sand, bark mulch, and the installation of two new playground toys and the plastic edging; **Amoskeag Rowing Club's** donation towards restoring the view of the river, and **Continental Paving** for another **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  
Karen Misenheimer, Secretary  
Chris Henderson  
Steve Fowler  
Doc Greco, Selectman  
Michelle Carvalho, Alternate



**PEMBROKE AND ALLENSTOWN  
OLD HOME DAY**

**SLOGAN: HANDS ACROSS THE WATER  
THEME: "HEROES AND VILLIANS"**

Saturday August 23, 2014 the weather was nearly perfect, making Mother Nature the "Hero" of the day. This year we remember Celeste Borgman and Roland Young Jr. who through their dedication and hard work gave so much of themselves for the benefit of Old Home Day over the years. They will truly be missed.

The Amoskeag Strummers performed pre-parade on Main St. to a crowd of pleased onlookers. As usual parade participants excelled in building their creations. The theme was cleverly personified with floats depicting: "Avengers", "Batman", "Comic Book Super Heroes", "Red Sox vs. Yankees", and the "Wizard of Oz". Floats are judged by the Selectmen based on theme, originality, and creativity. It is always exciting to see what individuals, businesses and local groups come up with for ideas in their effort to accommodate each year's theme. The OHD 2014 parade consisted of town officials, bands, clowns, decorated bikes and wagons, antique and classic cars, jeeps, marchers, tractors, doodlebugs, fire trucks, stilt walker, non-profit organizations, and businesses helping make this year's parade a memorable experience.

New attractions at Memorial Field included "Abe Lincoln", "Molly Pitcher", Jandee Lee Porter Band, Rick Goldin children's music, local dance team performers, cheer group, Zumba demonstrations, and an all-in-one inflatable sport arena. Back by popular demand were Irish music, religious, country, and rock and roll bands, reflection and prayer in the gazebo, Doodlebugs pulling competition, K-9 and karate exhibitions, pony and hay wagon rides, critters and creatures, miniature horses, petting zoo, face painting, fun passes, foam demonstration, mini-golf, stilt walker, cloggers, 3-on-3 basketball, free door prize, distracted driving, Kid Care ID, fatal vision, inflatable rides, children's games, crafts, food concessions, and the fabulous fireworks display at dusk sponsored by Associated Grocers of New England.

As always a HUGE THANKS for the generosity and loyalty of the OHD Committee, Towns of 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 between February and September. 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](http://www.pembroke-allenstownoldhomeday.com) and Facebook page Pembroke & Allenstown Old Home Day. Mark your calendars for this year's Pembroke and Allenstown Old Home Day celebration, Saturday, August 22, 2015. Hope to see you there!

Respectfully submitted,

Stephen L. Fowler, OHD Chairman

**PEMBROKE AND ALLENSTOWN  
OLD HOME DAY**

**2014 Income Statement**

**INCOME:**

BUSINESS DONATIONS	15,194
TOWN OF PEMBROKE	2,000
TOWN OF ALLENSTOWN	2,000
BASKETBALL DONATIONS	1,606
CONCESSIONS	1,500
CRAFTS	530
RAFFLE SALES	1,434
FUN PASSES	3,284
INTEREST	27
PONY RIDES	459
CHILDREN'S GAMES	257
50-50	312
HAYWAGON	351
MINI-GOLF	378
MISCELLANEOUS	190
	<hr/>
TOTAL INCOME	29,522

**EXPENSE:**

FIREWORKS	5,500
PARADE	7,371
ENTERTAINMENT	4,862
INSURANCE	1,000
PARKING	56
SANITATION RENTALS	730
POSTAGE & ENVELOPES	293
CAPITAL IMPROVEMENTS	4,490
CHILDREN'S GAMES	142
STAGE	0
BBALL TROPHIES & T-SHIRTS	961
MISCELLANEOUS	726
BLAST PARTY RENTALS	4,590
	<hr/>
TOTAL EXPENSE	30,721
<b>NET INCOME</b>	<hr/> <b>-1,199</b> <hr/>

# 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](http://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.nhdfi.org](http://www.nhdfi.org).

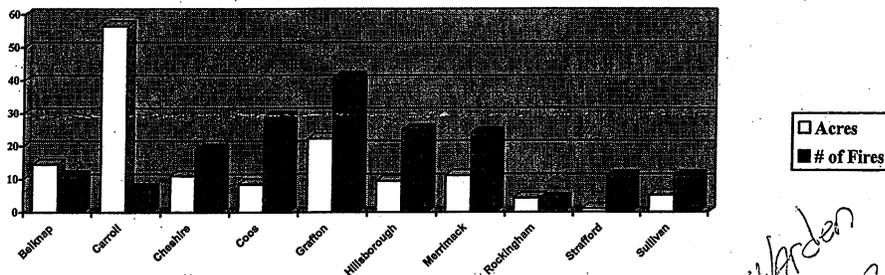
This past fire season started in early April with the first reported fire on April 7th. April, which is the traditional start to our spring fire season, began very dry with unseasonably dry conditions continuing through the entire month. This dry pattern continued through the first half of May. 80% of our reported fires this season occurred during this six week period. The largest fire was 24 acres, occurring in the town of Tamworth. From mid May through early September, above average rainfall kept our total acreage burned statewide at 72 acres. This is the smallest amount of acreage burned statewide in several years. Late August through late September though brought a dry trend to northern areas, resulting in several deep-burning remote fires. Our fire danger days correlated well with the days that there were fires actually reported. The statewide system of 16 fire lookout towers continues to operate on Class III or higher fire danger days. Our fire lookouts are credited with keeping most fires small and saving several structures due to their quick and accurate spotting capabilities. The towers fire spotting capability was supplemented by the NH Civil Air Patrol when the fire danger was especially high. Many homes in New Hampshire are located in the wildland urban interface, which is the area where homes and flammable wildland fuels intermix. Several of the fires during the 2014 season threatened structures, and a few structures were burned, a constant reminder that forest fires burn more than just trees. Homeowners should take measures to prevent a wildland fire from spreading to their home. Precautions include keeping your roof and gutters clear of leaves and pine needles, and maintaining adequate green space around your home free of flammable materials. Additional information and homeowner recommendations are available at [www.firewise.org](http://www.firewise.org). Please help Smokey Bear, your local fire department, and the state's Forest Rangers by being fire wise and fire safe!

### 2014 FIRE STATISTICS

(All fires reported as of November 2014)

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

COUNTY STATISTICS		
County	Acres	# of Fires
Belknap	3.1	5
Carroll	24	4
Cheshire	6.8	7
Coos	5.3	18
Grafton	8.2	32
Hillsborough	6.1	20
Merrimack	15.5	11
Rockingham	1.1	8
Strafford	0.4	5
Sullivan	1.5	2



### CAUSES OF FIRES REPORTED

Arson 2  
 Debris 52  
 Campfire 10  
 Children 2  
 Smoking 5  
 Railroad 0  
 Equipment 5  
 Lightning 1  
 Misc.\* 35

Total	Fires	Total Acres
2014	112	72
2013	182	144
2012	318	206
2011	125	42
2010	360	145

35 (\*Misc.: power lines, fireworks, electric fences, etc.)

ONLY YOU CAN PREVENT WILDLAND FIRE

*Warden  
 Tom Thorne  
 485-9905*

## CEMETERY COMMISSION

In 2014, the Cemetery Commission focused its restoration efforts on Buck Street Cemetery. Along with Pembroke Hill and Evergreen Cemeteries, Buck Street is one of the most heavily utilized cemeteries in Pembroke. Work at Buck Street Cemetery included the repair of a number of damaged or broken monuments. In order to increase usable space for the future, the Commission also contracted for replacement of about 15,000 square feet (100 cubic yards) of sterile topsoil in the northeast corner of the cemetery, seeding, and pruning and thinning overhanging pine trees.

The Commission also contracted for the repair of storm-damaged monuments at Evergreen Cemetery.

In keeping with priorities approved by the Capital Improvement Program (CIP) Committee, the Commission intends to give continuing attention to monument repairs and to clearing and improving overgrown land at the back (western end) of Pembroke Hill Cemetery on Fourth Range Road. Another priority for 2015 will be improvements in Evergreen Cemetery on Buck Street.

Commission members were saddened by the death of Roland H. Young, Jr., who had joined the Commission in August, 2010, and had further enriched the Town of Pembroke by service as a municipal judge, supervisor of the voting checklist, and in many other capacities.

The Commission was pleased to welcome new member Donald S. Hill, who has taken a longstanding interest in the welfare of Pembroke's cemeteries.

Commission members will place flags on veterans' graves before Memorial Day, May 25, 2015, 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,

David Richards, Chairman

James Garvin, Secretary

Donald Hill

Fleda Young

James Boisvert, Director of Public Works and  
Superintendent of Cemeteries

Victor J. Ranfos III, Public Works Department

## ASSOCIATED GROCERS OF NEW ENGLAND BREAKS GROUND FOR EXPANSION

AG of New England began construction on a 94,000 square foot expansion in April 2014. The Town of Pembroke is fortunate to have AGNE as they are very generous in their support of various Town programs and civic groups.



**Associated Grocers of New England  
Groundbreaking Ceremony  
April 14, 2014**  
✪✪

*L-R* – Dwayne Gilman, Chief of Police, Justine Courtemanche, Chair, Board of Selectmen;  
David Jodoin, Town Administrator; Dianne Schuett, State Rep.;  
Sally Kelley, State Rep.; Mike Bourgoine, CEO AGNE;  
Terry Appleby, Vice Chair, Board of Directors AGNE: Lt. Gary Gaskell

## **PEMBROKE ENERGY COMMITTEE**

### **2014 Annual Report**

With the appointment of a full cast of members, the Pembroke Energy Committee undertook a number of activities intended to review and propose energy and cost-saving measures for the Town. Members reviewed activities in other communities, attended an LED lighting conference, and met with consultants to review options.

The Committee also consulted with the Board of Selectmen on upgrading and replacing lighting in municipal buildings that has produced better lighting at lower costs for 2014 and beyond.

The Committee has worked with consultants on replacing street lighting with more efficient LED lights. The major project of converting overhead street lights throughout town was deferred until the cost savings can be estimated more accurately, but the Committee will be proposing an initial project for Suncook Village that should result in immediate and long-term cost savings.

The Committee also is recommending that the Town Meeting establish an energy efficiency fund that may allow the Town to take advantage of funding opportunities that would lower the initial and on-going costs of energy efficiency products. The initial amount of the proposed appropriation for this fund will be determined as the Budget Committee reviews budgets and tax impacts prior to Town Meeting.

The Committee members include: Pentti Aalto, Robert Samson, David Sheldon, and Jay Smith. Town Administrator David Jodoin has attended committee meetings and provided valuable input and information.

Respectfully submitted,

Daniel D. Crean, Chairman

**TOWN CLERK REPORT**

January 1, 2014 to December 31, 2014

Motor Vehicle Registrations.....	9703.....	\$1,294,454.00
Title Application Filing Fees.....	1,674 @ \$2.00 ea.....	\$3,348.00
Municipal Agent Fees.....	9025 @ \$3.00 ea.....	\$27,075.00
Dog Licenses.....	1,647.....	\$11,689.50
Dog Fines.....		\$1,805.00
Marriage Licenses.....		\$1,440.00
Vital Record Fees.....		\$3,570.00
UCC State Fees.....		\$1,440.00
Tax Lien Filing Fees.....	0 @ \$15.00 ea.....	\$0.00
Articles of Agreement.....	0 @ \$5.00 ea.....	\$0.00
Pole & Wire Permits.....	5 @ \$10.00 ea.....	\$50.00
Rental Respondent Affidavit.....	0 @ \$15.00 ea.....	\$0.00
Wetlands Application Filing Fees.....	0 @ \$10.00 + mailing.....	\$0.00
Miscellaneous.....	(Notary Public).....	\$5.00
TOTAL TOWN CLERK DEPOSITS – 2013.....		\$1,344,876.50
<b>STATE FEES COLLECTED AS MUNICIPAL AGENT.....</b>		<b>\$434,012.25</b>

## PEMBROKE RESIDENT MARRIAGE REPORT – 2014

<b>Person A</b>	<b>Residence</b>	<b>Person B</b>	<b>Residence</b>	<b>Place</b>	<b>Date</b>
Haney, Meagan A.	Pembroke	Stebbins, Richard A.	Pembroke	Concord	04/03
Richard, Peter F.	Pembroke	Dexter, Dana J.	Pembroke	Pembroke	05/12
Henley, Elizabeth M.	Pembroke	Santamaria, Bladimir J.	Pembroke	Manchester	05/31
Russell, Laura A.	Pembroke	Bellemore Jr., Michael D.	Pembroke	Sanbornton	05/31
Barous, James S.	Pembroke	George, Darla M.	Pembroke	New Castle	06/14
Bagley, Joshua A.	Pembroke	Craig, Jillian B.	Pembroke	Pembroke	06/30
Shiple Jr., Kenneth W.	Pembroke	Lonardo, Jennifer M.	Pembroke	Pembroke	08/23
Menzies, Ryan P.	Pembroke	Watson, Ashley L.	Pembroke	Concord	08/31
Pueblo, Todd W.	Pembroke	Richard, Angela K.	Pembroke	Pembroke	09/13
Yeaton, Mark A.	Pembroke	Dowling, Karen A.	Pembroke	Sanbornton	09/13
Dougherty, Hugh J.	Pembroke	Lynch, Kelli A.	Pembroke	Bartlett	09/27
Beaudet, Brooke T.	Pembroke	Audley, Ryan S.	Pembroke	Laconia	09/27
Clark, Daniel R.	Pembroke	Stevens, Tina A.	Pembroke	Nottingham	10/04
Parent, Daniel E.	Pembroke	Murray, Tiffany A.	Concord	Canterbury	10/04
King, Sarah A.	Pembroke	Morton, Joshua B.	Pembroke	Hooksett	10/11
Kuehne, Naomi R.	Pembroke	Soulard, Christian G.	Pembroke	North Conway	11/09

## PEMBROKE RESIDENT BIRTH REPORT - 2014

<u>Child's Name</u>	<u>DOB</u>	<u>Place of Birth</u>	<u>Parents</u>	
Durgin, William Howard	01/07	Concord	Durgin, John	Durgin, Danielle
Russell, Aryana Marie	01/10	Concord	Russell, Ryan	Lyon, Rhea
Younie, Melodie Katherine	01/13	Concord	Younie III, David	French, Sarah
O'Keefe, Lucia Gloria-Pam	01/17	Concord	O'Keefe, Eric	Tiedemann, Mariah
Spenski, Grayson Michael	01/18	Manchester	Spenski, Christopher	Spenski, Emily
Bitote, Xavier Kareem	01/31	Manchester	Bitote, Edgard	Magarian, Angela
Place, Cyrus Carlyle	02/12	Pembroke	Place, Clinton	Place, Jade
Bell, Brooklynne Grace	02/13	Manchester	Bell, Michael	Chambers, Nicole
Fanny, Keegan Maverick	02/14	Concord	Fanny, Kevin	Reinert, Brianna
Vincent, Michael Scott	02/16	Rochester	Vincent, Thomas	Vincent, Samantha
Roy, Arianna Angelina	02/18	Concord	Roy, Thomas	Roy, Rachel
Cate, Logan Levi	02/20	Concord	Cate, Derek	Cate, Nicole
Russell, Haleigh Grace	03/06	Concord	Russell, Tully	Russell, Marcie
Machon, Amy Margaret	03/14	Concord	Machon, Matthew	Machon, Krista
Murray, Cadence Addyson	04/02	Manchester	Murray III, Richard	Murray, Deanna
Lambert, Savannah Claire	04/23	Manchester	Lambert, Robert	Lambert, Wendi
Wilson, Davian Micheal	05/05	Concord	Towers, Ronaldo	Wilson, Crystal
Hubner, Samuel David	05/08	Concord	Hubner, Mark	Hubner, Shannon
Booker, Amelia Rose	05/13	Manchester	Booker, Richard	Booker, Katie
Wolklin, Ryker Thomas	05/23	Concord	Wolklin, Reese	Robinson, Kelli
Wolklin, Kincade Rose	05/23	Concord	Wolklin, Reese	Robinson, Kelli
Covey, Ezmae Violet-Rose	06/06	Manchester	Covey, Nico	Parker, Jessica
Dexter, Addison Christine	06/14	Concord	Dexter, Derrick	Timmins, Jessica
Byrd-Jenkins, Everett Ronan	06/20	Concord	Byrd-Jenkins, Barry	Byrd-Jenkins, Julie
Carroll, Myles Gunnar	06/27	Concord	Carroll, Brady	Williams, Jessica
Verboncoeur, Addilyn Grace	07/05	Concord	Verboncoeur, Michael	Graham, Brianne
Nichols, Megan Elizabeth	07/06	Concord	Nichols, Jeffrey	Nichols, Laura
Blanchard, Zoey Adelle	07/08	Concord	Blanchard, Dominic	Plough, Leah
Potter, Lucas John	07/17	Concord		Potter, Amanda
Albee, Charles Robert	07/29	Concord	Albee, Andrew	Albee, Jennifer
Bartlett, Audrey Annabella	08/02	Nashua	Bartlett, Ryan	Kingsley-Lane, Caraline
Auger, Christian Jean	08/03	Concord	Auger, Alex	Demers, Jessica

## PEMBROKE RESIDENT BIRTH REPORT - 2014

<b>Child's Name</b>	<b>DOB</b>	<b>Place of Birth</b>	<b>Parents</b>	
Carr, Aliyah Juniper	08/04	Manchester	Carr, Samuel	Carr, Erika
Lapomardo, Margaret Mae	08/24	Concord	Lapomardo, Jesse	Lapomardo, Kimberly
Davis, Elijah Hayden	09/13	Concord	Davis, Jeffrey	Davis, Karen
Markham, Ruby Shea	09/21	Concord	Markham, Matthew	Markham, Caitlin
Lawrence, Phoebe Elizabeth	09/22	Concord	Lawrence, Chad	Lawrence, Sarah
Arnt, Logan Peter	09/24	Concord	Arnt, Dale	Arnt, Rebecca
Donnelly, Avery Joyce	09/29	Concord	Donnelly, Michael	Donnelly, Maranda
Dean, Kadya Shawn	09/30	Concord	Dean, Jason	Dean, Kerri
Richardson, Bryer Amor	10/02	Concord	Richardson, Jonathan	Richardson, Jasmyn
Vasconcellos, Alan John	10/06	Concord	Vasconcellos, Timothy	Vasconcellos, Megan
O'Neil, Harper Rae	10/11	Nashua	Lesiczka-O'Neil, Jeremiah	Westover, Maragaret
Parker, Erica Riley	10/18	Manchester	Parker, Ben	Parker, Sarah
O'Rourke, Owen Michael	10/21	Lebanon	O'Rourke, Daniel	O'Rourke, Lisa
Blake, Cody Ayden	10/21	Concord	Blake, Anthony	Blake, Karen
Crotty, Morgan James M	10/24	Manchester	Crotty, Philip	Crotty, Tanya
Kelley, Liviana Estel	10/30	Milford	Kelley, Micheal	Boudette, Justine
Younie, Teagan Austyn	11/05	Concord	Younie III, David	French, Sarah
Weatherbee, Hunter L	11/11	Concord	Weatherbee III, Raymond	Cantara, Jill
Smith, Gavin Anthony	11/18	Concord	Smith, Ryan	Smith, Melanie
Gilliam, Everett John	12/12	Concord		Gilliam, Kristi
Metalious, Kylie Marie	12/15	Concord	Metalious, Jordan	Metalious, Stephanie
Boisvert, Elaina Anne	12/19	Concord	Boisvert, Philip	Boisvert, Amanda
Harding, Jason Robert	12/31	Concord	Harding, Kyle	Harding, Emily

## PEMBROKE RESIDENT DEATH REPORT – 2014

<u>Name</u>	<u>Date</u>	<u>Place</u>	<u>Father's name</u>	<u>Mother's name</u>
Kelsea, Richard	01/15	Concord	Kelsea, Robert	Frizzell, Janice
Faucher, James	02/06	Pembroke	Faucher, Robert	Martel, Anita
Kenny, Timothy	02/10	Concord	Kenny, Raymond	Schneider, Elenor
Davie, Linda	03/06	Manchester	Bilodeau, Roland	Soucy, Florence
Lein, Constance	03/15	Concord	Lundgren, George	Halen, Dorothy
Warner, Berthe	03/26	Concord	Tessier, Francis	Fournier, Cecile
Dinan, Lisa	03/26	Concord	Salvati, Arnold	Henchy, Patricia
Talford, Jean	04/25	Boscawen	Lanza, Thomas	Vitale, Carmela
Daneault Sr., Andre	05/02	Concord	Daneault, Desire	Houle, Josephine
Maclean, Claudia	05/05	Concord	Maclean, Rodney	Bennette, Lucille
Donaghey, Constance	05/14	Strafford	Swain, Claude	Chesley, Emma
O'Brien, Robert	05/25	Concord	O'Brien, Thomas	Moran, Catherine
Amyot, Kevin	06/05	Henniker	Amyot, Girard	Duguay, Joanne
Hardcastle, Anne	06/14	Concord	Curran, Michael	Casey, Barbara
Archambault, Mary	06/26	Pembroke	Aubin, Ulric	Isabelle, Yvonne
Young Jr., Roland	06/30	Pembroke	Young Sr., Roland	Fowler, Lena
Sweeney Jr., John	07/01	Concord	Sweeney Sr., John	Robinson, Priscilla
Byrne, Jane	07/25	Pembroke	Byrne, James	Hartnett, Mary
Weed, Roger	07/26	Pembroke	Weed, Alton	Marshall, Helen
Martin, John	08/14	Manchester	Martin, John	McDonald, Eilene
Amyot, Joanne	08/15	Henniker	Duguay, Joseph	Whittemore, Hazel
Munroe, Henry	08/18	Manchester	Munroe, Henry	Willey, Betty
Kulacz, Stella	08/25	Concord	Kulacz, Michael	Slowik, Agnes
Blanchette, Raymond	09/14	Concord	Blanchette, Phillip	Clark, Evelyn
Ayer, James	09/16	Pembroke	Ayer, Andie	Parker, Ethel
Proia, Jane	09/18	Concord	Carrier, Robert	McDonald, Doris
Chase, Ruth	09/24	Boscawen	Potter, George	Page, Mildred
Smith, Dorothy	10/09	Concord	Reinhold, Edgar	Kellogg, Ruth
Roy, Lucille	10/09	Concord	Malo, Norman	Amyot, Therese
Jordan, Brian	10/11	Concord	Jordan, Roland	Rush, Lois
Curtis, Joseph	10/17	Pembroke	Curtis, Robert	Lane, Sarah
Lemoine, Madeleine	10/25	Pembroke	Gagne, Albert	Cansler, Cora
Campbell, Robert	10/28	Concord	Campbell, Gerald	Tripp, Agnes
Lafford, Patricia	11/09	Concord	Heller, Frederick	Austin, Hazel
Lewis Sr., John	11/09	Concord	Lewis, John	Beadler, Carolyn
Drouin, Marlene	11/11	Concord	Landrock, Mike	Tanguay, Annie
Smigliani, Richard	11/12	Pembroke	Smigliani, Archilles	Ferriero, Helen
Salathe, Mark	11/17	Pembroke	Salathe, Robert	Renwick, Beverly
Dowling, Laurence	11/19	Manchester	Dowling, James	Cox, Nina
Durling, Beverly	12/05	Pembroke	Mayo, Alfred	Labelle, Bertha
Rolfe, Bryan	12/08	Pembroke	Unknown	Unavailable, Marilyn
Boisvert, Anita	12/14	Manchester	Talbot, Wilfred	Grandmont, Marie
Roberge, Edgar	12/26	Manchester	Roberge, Ulric	Jolicoeur, Eva

## REPORT OF THE SUPERVISORS OF THE CHECKLIST

There were no Federal elections in 2014 for the Supervisors of the Checklist. We did have a State primary and general election and the Checklist Supervisors are always busy with scanning and maintaining the accuracy of the Statewide Voter Database. Even though this wasn't a Federal Election year we still had plenty of work to do and we were happy to welcome Patricia Manseau as a new Checklist Supervisor.

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

School District Meeting - March 8, 2014

Town Election Day - March 11, 2014

Town Deliberative Session - March 15, 2014

State Primary – September 9, 2014

State General Election- November 11, 2014

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

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

Respectfully submitted:

Checklist Supervisors

Linda A. Williams, Chair

Patricia Y. Crafts

Patricia Manseau

## REPORT OF THE SUPERVISORS OF THE CHECKLIST

**In Memory of Roland H. Young Jr.**



We were saddened by the passing of long-time Supervisor of the Checklist, Roland Young, Jr. Roland had been a Checklist Supervisor since 1983 and he had a wealth of information about the Town of Pembroke and during slow times at the elections he would entertain us with many interesting stories, he will be truly missed. Thank you Roland for your dedication to the Town of Pembroke and we will see you again when we check-in at the "*Pearly Gates*".



**Roland H. Young Jr.**

## SOUCOOK RIVER TAX INCREMENT FINANCING (TIF) DISTRICT

### 2014 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, 2014***

<b>INCREMENT CALCULATION:</b>	
April 1, 2004 assessment	\$6,333,912.00
April 1, 2014 assessment	<u>\$34,314,179.00</u>
<i><b>Total assessment increase</b></i>	<i><b>\$27,980,267.00</b></i>
TIF captured assessed value	\$ 2,798,027.00
<b>BEGINNING FUND BALANCE:</b>	<b>\$475,800.91</b>
<b>PROJECT REVENUES:</b>	
2014 Tax increment	<u>\$83,101.00</u>
<i><b>Total Revenues</b></i>	<i><b>\$83,101.00</b></i>
<b>PROJECT COSTS:</b>	
Engineering	<u>\$70,996.20</u>
<i><b>Total Costs</b></i>	<i><b>\$ 70,996.20</b></i>
<b>ENDING FUND BALANCE:</b>	<b>\$487,905.71</b>

## ASSOCIATED GROCERS OF NEW ENGLAND BREAKS GROUND FOR EXPANSION

AG of New England began construction on a 94,000 square foot expansion in April 2014. The Town of Pembroke is fortunate to have AGNE as they are very generous in their support of various Town programs and civic groups.



**Associated Grocers of New England  
Groundbreaking Ceremony  
April 14, 2014**  
☪☪

*L-R* – Dwayne Gilman, Chief of Police, Justine Courtemanche, Chair, Board of Selectmen;  
David Jodoin, Town Administrator; Dianne Schuett, State Rep.;  
Sally Kelley, State Rep.; Mike Bourgoine, CEO AGNE;  
Terry Appleby, Vice Chair, Board of Directors AGNE: Lt. Gary Gaskell

## TRUSTEES OF TRUST FUNDS

### ANNUAL REPORT FOR CALENDAR YEAR 2014

The Trustees would like to take this opportunity to summarize the key changes in the Trust Funds for 2014.

In 2014, a fund for the maintenance of the Town Library was discontinued and the balance was returned to the Town's general fund. In addition, one new capital reserve was established for School Technology. Those events resulted from actions taken at the March 2014 Town Meeting and School District Meeting.

There were also changes in the composition of stocks in the Scholarship Fund. Shares of BEAM were tendered when the company was taken private, resulting in capital gains. Proceeds inclusive of capital gains were used to purchase additional shares in Buckeye Partners and to take an initial position in Southern Company.

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

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

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

**TRUSTEES OF TRUST FUNDS**  
**TRUST FUND REPORT DECEMBER 31, 2014**  
**SCHEDULE OF TRUST BALANCES - MUNICIPAL**

Cemetery Trusts - Unexpendible Balance	\$36,270.00
Cemetery Trust - Available for Distribution (C or D)	32,006.31
Library Book Fund - Unexpendible Balance	4,666.62
Library Book Fund - Available for Distribution (E)	513.90
Library Media Fund - Available for Distribution (E)	8,873.44
Cemetery Improvements - Available for Distribution (C)	12,633.23
Cemetery Donation Fund - Available for Distribution (D)	232.14
Town Equipment Fund - Available for Distribution (C)	360,924.01
Police Cruiser Replacement - Available for Distribution (C)	17,998.28
Police Small Equipment Fund - Available for Distribution (D)	45,744.42
Fire Major Equipment Fund - Available for Distribution (C)	169,581.20
Fire Small Equipment Fund - Available for Distribution (D)	70,576.51
Recreation Capital Reserve - Available for Distribution (C)	67,387.22
Sidewalk Building & Repair Fund - Available for Distribution (C)	42,232.55
Water Works Capital Reserve I - Available for Distribution (A)	271,183.11
Water Works Capital Reserve II- Available for Distribution (A)	148,922.52
Sewer Commission - Capital Improvements (B)	206,209.78
Sewer Commission - Repair & Replacement (B)	129,724.64
Sewer Commission - Sewer Plant Reserve (B)	16,944.96
Sewer Commission - Equip & Buildings (B)	40,005.46
Town Hall Cupola Fund - Available for Distribution (D)	1,075.30
Town Clock Fund - Available for Distribution (D)	2,430.34
Sewer & Water Capital Reserve - Available for Distribution (D)	65,653.92
Municipal Facilities Capital Reserve (D)	312,184.87
Property Revaluation Fund (D)	82,246.80
Bridge Repair & Replacement - Available for Distribution (D)	84,853.72
<b>TOTAL UNEXPENDIBLE FUNDS</b>	<b>40,936.62</b>
<b>PRESENT ACCOUNT BALANCE</b>	<b><u>2,190,138.63</u></b>
<b>TOTAL TRUST FUNDS</b>	<b>\$2,231,075.25</b>

## 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.

**TRUSTEES OF TRUST FUNDS**  
**TRUST FUND REPORT**  
**DECEMBER 31, 2014**

**CHANGE IN TRUST FUND ASSETS - MUNICIPAL**

<b>Assets at December 31, 2013</b>	<b>\$1,862,359.28</b>
<b>Contributions to the Trusts:</b>	
Fire Equipment Capital Reserve	150,000.00
Fire Small Equipment Fund	20,000.00
Town Equipment Fund	125,000.00
Town Clock Fund	715.00
Library Media Capital Reserve	15,000.00
Cemetery Improvement Capital Reserve Fund	26,688.86
Sewer Plant Reserve	13,651.54
Water Works Capital Reserve Fund	185,357.00
Police Cruiser Replacement Fund	27,500.00
Police Small Equipment Capital Reserve	13,500.00
Recreation Capital Reserve	25,000.00
Municipal Facilities Capital Reserve	175,000.00
Revaluation Capital Reserve	<u>32,500.00</u>
	<b>\$809,912.40</b>
<b>Earnings on Trust Investments:</b>	
Cemetery Trust - Perpetual Dividends	2,279.47
Cemetery Trust - Perpetual Care Interest	3.08
Cemetery Improvements	1.09
Cemetery Donation Fund	0.01
Library Book Fund	0.48
Library Media Fund	0.93
Library Building & Grounds Fund	0.34
Town Equipment Fund	30.57
Fire Major Equipment Fund	2.88
Fire Small Equipment Fund	19.02
Sewer & Water Capital Improvement	6.58
Water Works Capital Improvements	15.22
Water Works Equip. & Buildings	16.88
Town Hall Cupola Fund	0.12
Town Clock Fund	0.22
Municipal Facilities Capital Reserve	18.82
General Purpose Sidewalk Fund	4.24
Recreation Fund	6.49
Police Cruiser Fund	5.80
Police Small Equipment Fund	3.93
Sewer Commission Capital Improvement	18.47
Sewer Commission Repairs & Replacement	12.98
Sewer Plant Reserve	0.60
Sewer Equipment & Building Fund	4.01
Bridge Repair	8.49
Revaluation Fund	<u>7.92</u>
	<b>\$2,468.64</b>

**TRUSTEES OF TRUST FUNDS**

**TRUST FUND REPORT**

**DECEMBER 31, 2014**

**CHANGE IN TRUST FUND ASSETS - MUNICIPAL**

**Withdrawals from Trust Funds:**

Fire Small Equipment Capital Reserve	154,153.91
Police Cruiser Fund	69,829.27
Police Small Equipment Capital Reserve	6,279.76
Municipal Facilities Capital Reserve Fund	43,081.00
Cemetery Improvement Capital Reserve	12,900.00
Water Works Building & Equipment Capital Reserve	30,000.00
Town Equipment Capital Reserve	69,594.63
Library Media Capital Reserve Fund	1,285.00
Library Building Capital Reserve Fund	3,500.94
Revaluation Capital Reserve	30,951.56
Recreation Capital Reserve	<u>22,089.00</u>
	<b>\$443,665.07</b>

**Assets at December 31, 2014**

**\$2,231,075.25**

**TRUSTEES OF TRUST FUNDS**

**TRUST FUND REPORT OF THE TOWN OF PEMBROKE  
PERIOD ENDING DECEMBER 31, 2014  
SCHEDULE OF TRUST BALANCES -SCHOOL**

Scholarship Fund - Unexpendible Balance	\$444,312.22
Scholarship Fund - Available for Distribution (A)	22,997.64
Literacy Trust - Unexpendible Balance	19,400.81
Literacy Trust - Available for Distribution (B)	886.89
Capital Repairs - Available for Distribution (C)	347,656.19
Major Equipment Fund - Available for Distribution (D)	127,170.69
School Technology Capital Reserve (D)	10,000.11
Special Education Fund - Available for Distribution (D)	368,877.31
Instructional Materials (D)	109,667.78
Educational Opportunities Fund (E)	3,722.84
<b>TOTAL UNEXPENDIBLE FUNDS</b>	<b>463,713.03</b>
<b>TOTAL AVAILABLE FOR DISTRIBUTION</b>	<b><u>990,979.45</u></b>
<b>TOTAL TRUST FUNDS</b>	<b>\$1,454,692.48</b>

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.

## TRUSTEES OF TRUST FUNDS

### TRUST FUND REPORT OF THE TOWN OF PEMBROKE FOR PERIOD ENDING DECEMBER 31, 2014 CHANGE IN TRUST FUND ASSETS - SCHOOL

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

**Contributions to the Trusts:**

Educational Opportunities Fund	1,491.78
Instructional Materials Capital Reserve	10,000.00
School Technology Capital Reserve	10,000.00
Special Education Capital Reserve	50,000.00
School Buildings Capital Reserve	<u>100,000.00</u>
Total Contributions	<b>\$171,491.78</b>

**Earnings on Trust Investments:**

Dividend Income - Scholarships	30,575.19
Interest Income - Scholarships	1.96
Capital Gains - Scholarships	62,072.93
Interest - Literacy Trust	0.17
Dividends - Literacy Trust	1,397.29
Interest Income on Educational Opportunities Fund	0.34
Interest Income on Special Education Capital Reserve	32.47
Interest Income on Building Capital Reserve	26.68
Interest Income on School District Major Equipment Fund	13.15
Interest Income on School Technology Fund	0.11
Interest Income on School Instructional Materials	<u>10.08</u>
Total Earnings	<b>\$94,130.37</b>

**Withdrawals from Trust Funds:**

Scholarship Funds Awarded	26,500.00
Educational Opportunities Trust	750.00
Building Capital Reserve Funding	87,130.50
Equipment Capital Reserve	46,413.35
Literacy Trusts	<u>2,421.90</u>
Total Withdrawals	<b>\$163,215.75</b>

**Assets at December 31, 2014** **\$1,454,692.48**

PERPETUAL CARE CEMETERY TRUST FUNDS

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

PERPETUAL CARE CEMETERY TRUST FUNDS

Yr. Created	Name	Amount	Yr. Created	Name	Amount	Yr. Created	Name	Amount
1964	Rufus George	200.00	1968	Burt D. Robinson	400.00	1974	Ashley H. Knowlton	100.00
1964	Evans Clark	300.00	1970	Forrest Huggins	200.00	1974	Hasselind & Tilden	200.00
1964	George H. Batchelder	250.00	1970	E. George Bayer	200.00	1947	Russ & Newley Hilliard	200.00
1964	Gilman Bradbury	200.00	1971	Moses Martin	200.00	1975	Enoch Nerbonne	200.00
1967	Frederick & Jean Talk	200.00	1971	John Rand	200.00	1977	George Cofran	300.00
1967	Jenness Dearborn	200.00	1971	Mark Milton	100.00	1977	Norman & Abby Smith	200.00
1968	Batchelder & Lamb	200.00	1972	Eleazer Baker	200.00	1977	Locke & Clough	500.00
1968	Agar & Rogge	200.00	1972	Maynard Knowlton	80.00	1978	Duffet Lot	1000.00
1968	Gilbert 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	1974	Everett & Grace Farr	200.00	1980	Willard & Ruth Hill *	150.00
1968	George Lea	200.00	1974	Harrison Morgan	100.00	1981	Evergreen Perp Care	6940.00
		2,550.00			2,280.00	1982	Evergreen Perp Care *	1600.00
						1983	Evergreen Perp Care *	700.00
						1985	Catherine Simpson	500.00
						1986	Catherine Simpson *	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

## CLEAN ENERGY NATURAL GAS FUEL STATION

The Town of Pembroke was pleased to welcome Clean Energy to town. Clean Energy is the first natural gas fueling station in New Hampshire. Genesis Contracting, Inc. was in charge of the construction and the process went very smoothly thanks to the professionalism and attention to detail by everyone involved.



## CLEAN ENERGY RIBBON CUTTING

July 16, 2014



(L-R) Drew Drummond, Account Manager, Clean Energy; Vincent Greco, Selectman;  
David Jodoin, Town Administrator; Justine Courtemanche, Chair, Board of Selectmen;  
Everett Hodge, Code Enforcement Officer; Stephanie Verdile, Town Planner;  
Brent White, President, Genesis Contracting, Inc.;  
Mark Riley, VP Eastern Region Clean Energy;  
Orvel Schrum, Project Manager, Clean Energy;  
John A. Lang, President, Natural Gas Division Genesis Contracting, Inc.

## PEMBROKE SEWER COMMISSION

In 2014, we smoke tested the whole sewer system and found some areas that need attention. We have made a list and will be working on these issues in 2015. An old clay line was replaced on Elm St. this year.

New rules are in place for CMOM and Asset Management. CMOM stands for Capacity, Management, Operation and Maintenance for sanitary sewer collection systems. We are working on the final report of our CMOM for NH DES & EPA and will be implementing an asset management program.

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 along with 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 in a timely manner.

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.**

Inflow & Infiltration water is called "clear water". 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. 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.

The Sewer Department is located at 4 Union St and the Commission meets every third Monday of the month at 7:00 p.m. The public is always welcome. 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. Please call us at 485-8658 with questions about on your sewer bill, sewer problems or sewer hookups.

In closing we would like to welcome Dan Driscoll our new Sewer Commissioner and new employee Gordon Bilodeau, Operations Assistant.

Respectfully submitted,

Harold Thompson, Chairman  
Jules Pellerin  
Daniel Driscoll

## PEMBROKE SEWER COMMISSION

	<u>As of</u> <u>12/31/2014</u>	<u>Budget 2014</u>	<u>Budget 2015</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>050-Revenue</b>			
051-Sewer Rent Fees	869,588.87	902,910.00	1,033,485.24
052-Late Penalty	25,910.00	6,000.00	15,000.00
053-Hook-Up Fees-Pembroke	26,688.86	0.00	
053P-Permit Fees-Plant	13,651.54		
055- Prior Year Recievables	15,712.59	82,000.00	
056-Jetter Rental		0.00	
058-Returned Check Fees	140.00		
059-Administation Fees	810.00	200.00	200.00
<b>Total 050-Revenue</b>	<u>952,501.86</u>	<u>991,110.00</u>	<u>1,048,685.24</u>
<b>060-Income</b>			
061-Interest/operating	39.29	0.00	0.00
065-Misc. Income	416.94		
070-Collection Fees	1,190.00	2,000.00	2,000.00
<b>Total 060-Income</b>	<u>1,646.23</u>	<u>2,000.00</u>	<u>2,000.00</u>
<b>Transfer From Reserve</b>		0.00	50,000.00
<b>Total Income</b>	<u><b>954,148.09</b></u>	<u><b>993,110.00</b></u>	<u><b>1,100,685.24</b></u>
<b>Expense</b>			
051A- Abatements-Sewer Receipts	1,100.11	0.00	0.00
052A-Abatement-Late Penalty	280.00	0.00	0.00
054A-Abatement Betterment		0.00	0.00
	<u>1,380.11</u>	<u>0.00</u>	<u>0.00</u>
<b>PSC Expenses</b>			
<b>100-Pump Station 1</b>			
101-Electric	356.64	360.00	380.00
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
<b>150-Maintenance</b>			
151-Materials	0.00	0.00	1,000.00
152-Repairs	99.97	300.00	300.00
153-Supplies	4.38	0.00	0.00
154-Maintenance-other	0.00	0.00	0.00
<b>Total 150-Maintenance</b>	<u>104.35</u>	<u>300.00</u>	<u>1,300.00</u>
<b>Total 100-Pump Station 1</b>	<u><b>460.99</b></u>	<u><b>660.00</b></u>	<u><b>1,680.00</b></u>

**PEMBROKE SEWER COMMISSION**

<b>200-Pump Station 2</b>			
201-Electric	4,275.48	5,000.00	5,000.00
202-Telephone	449.95	400.00	450.00
203-Water	100.00	100.00	100.00
204-Alarm	700.00	700.00	725.00
205-Fuel	266.27	400.00	400.00
206-Labor			0.00
210-Equipment	721.62	1,000.00	1,000.00
215-Contractors	577.00	600.00	600.00
<b>250-Maintenance</b>			
251-Materials	32.99	1,000.00	500.00
252-Repairs	2,750.15	5,000.00	5,000.00
253-Supplies	94.58	500.00	500.00
254-Maintenance Other	1,512.21	1,500.00	1,500.00
<b>Total 250-Maintenance</b>	<b>4,389.93</b>	<b>8,000.00</b>	<b>7,500.00</b>
<b>Total 200-Pump Station 2</b>	<b>11,480.25</b>	<b>16,200.00</b>	<b>15,775.00</b>
<b>300-Pump Station 3</b>			
301-Electric	2,680.25	3,500.00	3,500.00
302-Telephone	455.15	400.00	450.00
303-Water	100.00	100.00	100.00
304-Alarm	700.00	700.00	725.00
305-Fuel	1,974.52	2,000.00	2,300.00
306-Labor		0.00	0.00
310-Equipment	0.00	600.00	600.00
315-Contractors	510.00	510.00	510.00
<b>350-Maintenance</b>			
351-Materials	50.31	200.00	1,000.00
352-Repairs	3,425.04	25,000.00	25,000.00
353-Supplies	223.37	300.00	300.00
354-Maintenance-other	390.82	800.00	800.00
<b>Total 350-Maintenance</b>	<b>4,089.54</b>	<b>26,300.00</b>	<b>27,100.00</b>
<b>Total 300-Pump Station 3</b>	<b>10,509.46</b>	<b>34,110.00</b>	<b>35,285.00</b>
<b>400-Pump Station 4</b>			
401-Electric	2,768.09	3,000.00	3,000.00
402-Telephone	455.91	400.00	450.00
403-Water	100.00	100.00	100.00
404-Alarm	700.00	700.00	725.00
405-Fuel	985.96	1,200.00	1,200.00
406-Labor		0.00	
410-Equipment	282.76	600.00	600.00
415-Contractors	510.00	510.00	510.00
<b>450-Maintenance</b>			
451-Materials	50.31	200.00	1,000.00
452-Repairs	1,182.46	1,000.00	1,000.00

## PEMBROKE SEWER COMMISSION

453-Supplies	212.38	200.00	200.00
454-Maintenance-other	358.09	400.00	400.00
<b>Total 450-Maintenance</b>	<b>1,803.24</b>	<b>1,800.00</b>	<b>2,600.00</b>
<b>Total 400-Pump Station 4</b>	<b>7,605.96</b>	<b>8,310.00</b>	<b>9,185.00</b>
<b>500- Pump Station 5</b>			
501-Electric	2,370.88	3,000.00	3,000.00
502-Telephone	413.06	400.00	450.00
503-Water	100.00	100.00	100.00
504-Alarm	700.00	700.00	725.00
505-Fuel	1,183.94	1,300.00	1,300.00
506-Labor		0.00	
510-Equipment	32.85	600.00	600.00
515-Contractors	510.00	510.00	510.00
<b>550-Maintenance</b>			
551-Materials	50.31	200.00	1,000.00
552-Repairs	1,061.15	1,000.00	1,000.00
553-Supplies	148.72	200.00	200.00
554-Maintenance-other	332.46	400.00	400.00
<b>Total 550-Maintenance</b>	<b>1,592.64</b>	<b>1,800.00</b>	<b>2,600.00</b>
<b>Total 500- Pump Station 5</b>	<b>6,903.37</b>	<b>8,410.00</b>	<b>9,285.00</b>
<b>600-Collection System</b>			
605-Wages	43,160.64	43,185.00	44,704.00
605-2-Wages	31,224.40	31,500.00	34,648.00
605OT-Wages Overtime	1,835.31	2,150.00	2,226.00
605B-FICA & Medic	6,133.98	6,262.00	6,526.00
606-BC/BS, Dental	7,661.57	9,800.00	8,215.00
607-Retirement	7,882.95	7,954.00	8,158.00
615-Contractors	10,644.17	7,000.00	12,000.00
<b>650-Maintenance</b>			
651-Material	77.69	5,000.00	5,000.00
652-Repairs	9,630.74	20,000.00	35,000.00
653-Supplies	1,971.36	1,000.00	22,000.00
654-Sewer Equip & Building	35,843.26	40,000.00	25,000.00
<b>Total 650-Maintenance</b>	<b>47,523.05</b>	<b>66,000.00</b>	<b>87,000.00</b>
655-Collection System Equip.	13,513.98	16,000.00	25,000.00
657-Jetter-Trailer Maintenance	404.74	1,000.00	1,000.00
658-odor control	0.00	300.00	300.00
659-Safety Equipment	193.83	1,500.00	1,500.00
<b>Total 600-Collection System</b>	<b>170,178.62</b>	<b>192,651.00</b>	<b>231,277.00</b>
<b>700-Administration</b>			
701-Bank/Lien Fees	330.56	100.00	300.00
701-A-Heartland Credit Service	1,021.21	1,100.00	900.00
702-Audit	1,684.00	2,000.00	2,000.00

## PEMBROKE SEWER COMMISSION

703-Workers Comp	1,181.63	2,500.00	1,875.00
703A-Property Insurance	1,818.00	3,000.00	3,636.00
703B-UnEmployment	0.00	1,000.00	400.00
704-Stipend,Commissioners	3,900.00	3,900.00	3,900.00
705-Wages	57,222.32	57,223.00	59,261.00
705OT-Wages Overtime	2,995.76	820.00	5,040.00
705A-Life & Disability Ins.	1,229.13	1,500.00	1,500.00
705B-FICA & Medic	4,896.49	4,350.00	5,144.00
706-BC/BS, Dental	15,210.22	17,632.00	16,398.00
707-Retirement	5,940.21	5,500.00	6,430.00
708-Tools	878.78	1,000.00	1,000.00
709-A-Vehicle repairs 06	636.95	2,400.00	2,000.00
709-B- Vehicle repairs 04	1,068.94	1,000.00	1,000.00
709-C-Vehicle expense Fuel	3,981.99	4,000.00	4,000.00
709-D-14 1 Ton			500.00
720-Postage	2,861.22	2,200.00	2,200.00
721-Office Rent	7,788.00	7,789.00	7,905.00
722-Contractors	880.00	900.00	900.00
724-Uniforms/safety	329.30	800.00	800.00
725-Town Report	0.00	1.00	1.00
726-Training/Licenses	393.00	900.00	900.00
727-Public Notices	222.48	500.00	500.00
<b>Total 700-Administration</b>	<b>116,470.19</b>	<b>122,115.00</b>	<b>128,490.00</b>
<b>710-Office</b>			
711-Telephone/Internet	3,588.31	4,000.00	4,000.00
712-Supplies	1,003.56	650.00	650.00
713-Sewer Bills	102.51	400.00	200.00
713TC-Tax Collector	1,190.00	2,000.00	2,000.00
714-Dig Safe		1.00	1.00
715-Office Equipment			
716-Repairs/Replace	380.00	600.00	600.00
717-New	528.98	1,500.00	1,000.00
718-Heat Garage		0.00	
<b>Total 710-Office</b>	<b>6,793.36</b>	<b>9,151.00</b>	<b>8,451.00</b>
<b>730-Professional Fees</b>			
731-Engineering	15,641.26	15,000.00	15,000.00
732-Legal	10,071.20	25,000.00	25,000.00
733-Accountants	0.00	1.00	1.00
734-Subscription/Dues	220.00	250.00	250.00
735-GIS/Asset Mang Sewer System	5,300.00	5,500.00	2,000.00
<b>Total 730-Professional Fees</b>	<b>31,232.46</b>	<b>45,751.00</b>	<b>42,251.00</b>

**PEMBROKE SEWER COMMISSION**

<b>760-Bond Payments</b>			
<b>762- Betterment Payment</b>	0.00	0.00	
<b>Total 760-Bond Payments</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>800-Treatment Facility</b>			
<b>801-Capital Expense Plant</b>	0.00	0.00	
<b>802-Operating Expense</b>	541,922.16	555,157.00	500,518.00
<b>Total 800-Treatment Facility</b>	<u>541,922.16</u>	<u>555,157.00</u>	<u>500,518.00</u>
<b>803-Capital Pembroke</b>	0.00	0.00	
<b>804-Repair/Replace Pembroke</b>		0.00	50,000.00
<b>Total 803-Capital/Repair Pembroke</b>	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>
<b>Total PSC Expenses</b>	904,936.93	992,515.00	1,082,197.00
<b>Transfer to Reseve Accounts</b>	40,340.40	595.00	
<b>Total Expense</b>	<u>945,277.33</u>	<u>993,110.00</u>	<u>1,082,197.00</u>
<b>Net Ordinary Income</b>	8,870.76	0.00	18,488.24
<b>Transfer to R/R &amp; B/E Reserve</b>	8,870.76		\$18,488.24
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

## PEMBROKE WATER WORKS

### **Annual report of the Board of Water Commissioners**

For the year ending December 31<sup>st</sup>, 2014

#### ***Administration***

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

#### ***Hydrants***

1 New hydrant was installed on Granite St. in Allenstown. 6 existing hydrants received all new working parts to replace a manufacturing defect.

#### ***Mains***

450' of new 8" Ductile Iron pipe was installed on Granite St. in Allenstown to loop in two dead end pipes. This will help us provide service with fewer interruptions to that neighborhood and the business's in the area.

#### ***Services***

1 residential service that was re-laid - Pembroke  
1 residential service that was re-laid - Allenstown  
3 services repaired due to leaks or inoperable shut offs  
5 water main repairs due to leakage - Pembroke, Allenstown, and Hooksett

#### ***Metering***

The Capital Improvement of meter replacement to Automated Meter Reading is on going. 80 meters have been replaced in 2014 leaving 655 meters to be replaced system wide. Irrigation metering is available to our customers and more information can be obtained from our business office.

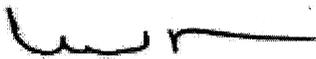
## PEMBROKE WATER WORKS

### ***Pump-stations***

**1 failure from the Thanksgiving power outage was a step up transformer in our Bear Brook station when power was restored. Chemical injection upgrades were made to two stations as part of ongoing upgrades to these stations to fine tune injection rates with the variable pumping rates with the new drives installed last year.**

**The Pembroke Water Works would like to thank Maurice Lavoie for his 45 years served as a Board of Water Commissioner. He also served as Superintendent for 19 years and retired in 2003.**

**Respectfully submitted,**



**Kevin Brasley  
Board of Water Commissioners  
Chair**

**PEMBROKE WATER WORKS**

10:14 AM  
01/26/15  
Accrual Basis

**Pembroke Water Works  
Profit & Loss  
January through December 2014**

	<u>Jan - Dec 14</u>
<b>Income</b>	
400 · Residential Sales	687,397.02
401 · Non Residential Sales	22.36
402 · Hydrants Private	0.00
403 · Job Work / Merchandise	5,765.57
404 · Hydrants Public	6,864.00
406 · Irrigation	3,156.00
408 · Backflow Testing.	18,800.00
409 · Other Fees	150.00
410 · Late Fees & Penalties	15,343.34
411 · Interest Income	282.70
420 · Interest Capital Fund	15.22
427 · Interest Capital Res. Equipmen	16.88
440 · Permit Fee Income	135,507.00
450 · Miscellaneous Income	4,786.16
<b>Total Income</b>	<u>878,106.25</u>
<b>Gross Profit</b>	878,106.25
<b>Expense</b>	
601 · Emergency	1,000.00
500 · Pump Station Labor	4,603.44
501 · Pump Station Supplies	5,212.65
502 · Gas & Propane Pump Stations	4,096.68
510 · Purification Labor	37,417.38
511 · Purification Supplies	40,790.60
520 · Main Labor	5,656.56
521 · Main Supplies	19,163.40
530 · Hydrant Labor	4,496.52
531 · Hydrant Supplies	851.16
532 · Hydrant Flushing	1,021.11
540 · Service Labor	21,617.64
541 · Service Supplies	1,165.09
545 · Backflow Testing	4,695.60
550 · Meter Labor	1,441.44
551 · Meter Supplies	998.91
555 · Reading Meters	2,226.84
560 · Shop Labor	5,188.68
561 · Shop Supplies	1,364.56
562 · Heating Oil, Etc.	4,886.41
570 · Garage Labor	393.12
571 · Garage Supplies	13,174.92
572 · Fuel	10,864.08
600 · Engineering	5,367.50
602 · Gis/Gps	5,300.00
610 · Gravel & Hot Top	5,117.80
625 · Contract Labor	48,211.78
632 · Miscellaneous Wages	0.00
633 · On Call	8,930.38
634 · Plowing	2,456.16
635 · Lawn Care	3,330.00
636 · Leak Detection	120.12
638 · Plowing Supplies	370.00
640 · Superintendent	55,456.16
650 · Electricity	54,384.15
700 · Insurance	10,187.32
701 · Health Insurance	42,471.31
710 · Benefit Hours	20,800.64
720 · Payroll Taxes	16,290.62
731 · Property Tax	162.11
740 · Interest Expense	20,003.78
750 · Commissioner's Stipend	5,350.00
800 · Office Labor	29,453.30
802 · Direct Deposit Fees	524.99
807 · Credit Card Charges	1,596.04
808 · Bank Service Charges	326.00

**PEMBROKE WATER WORKS**

10:14 AM

01/26/15

Accrual Basis

**Pembroke Water Works  
Profit & Loss  
January through December 2014**

	<u>Jan - Dec 14</u>
809 · Training	1,165.72
810 · Office Supplies	937.97
811 · Postage	4,245.27
812 · Computer Expense	1,582.23
813 · Telephone	5,950.36
814 · Professional Fees	6,151.64
815 · Dues/Memberships	2,067.00
817 · Printing	1,867.61
819 · Business Meals	79.23
820 · Miscellaneous	1,300.35
<b>Total Expense</b>	<u>553,884.33</u>
<b>Net Income</b>	<u><u>324,221.92</u></u>

## TRI-TOWN EMS

Tri-Town Emergency Medical Service is the emergency ambulance service for the Towns of Allenstown and Pembroke, New Hampshire. The service transitioned to a municipal ambulance service on January 1, 2013 through an inter-municipal agreement between the two towns. Tri-Town staffs an ambulance around-the-clock, and with few exceptions, at the Paramedic license level and utilizes full time, part time and per diem employees.

2014 was a transitional year for Tri-Town, where much of the concerns with the service were looked at. Probably the most pressing issue confronting Tri-Town EMS in 2014 was the absence of a Full Time Service Director. This position had been essentially vacated since early 2013 and filled with employees who stepped-up to complete the essential functions of the Director's position. Inherent in the vacancy was the lack of strategic planning and giving the staff a sense of direction for the service. During the spring of 2014, the Joint Board opted to seek qualified applicants to fill the position. The position was advertised and the Joint Board moved forward with interviews and hired a new Director in July of 2014.

After hiring the Director, it became evident that the service had to address the issue of adequate staffing and having a roster of active employees. This could be seen in the amount of funds spent for Overtime and the number of vacant shifts each month when the schedule was published. The Joint Board authorized the Director to contact all those employees who were inactive and he looked at those employees who had not filled a shift or had any contact with the service in over three (3) months. By November of 2014, the roster reflected an active work force of employees who were working at least one shift a month. The Director concurrently advertised and hired new Per Diem and Part Time employees. Most of the employees hired had a significant amount of experience in EMS and required little training to be part of Tri-Town EMS' work force. For the months of November and December, scheduled overtime was virtually eliminated and the overtime paid out, saw over a 90% reduction for each pay period. With the schedule now filled, the scheduled overtime for the full time employees was eliminated in November and shall continue into 2015. Tri-Town EMS now fills the schedule each month, with no scheduled overtime, and Paramedic coverage on all shifts. Currently the service has two (2) Full Time Employees, six (6) Part Time Employees and twenty (20) Per Diem Employees for total workforce of 28 Employees.

In 2014, Tri-Town looked to update equipment that is essential to the operations of the service. Upon an evaluation of the equipment in late summer, it was determined that most of the Durable Medical Equipment was outdated, inadequate, damaged or at the end of its life cycle. The most pressing concern was with the Cardiac Monitors. The devices currently being used will no longer be serviced by the manufacturer in 2016. At the end of 2014 the service ordered a new Physio-Control LifePak 15 (LP-15) with funds that were not spent out of the 2014 budget. The second cardiac monitor will be replaced in early 2015 with funds allocated in the service's 2015 budget. The service had one medication infusion pump which is required to administer certain medications in the pre-hospital setting. The medication infusion pump was damaged and taken out-of-service due to electrical concerns. The service ordered and took delivery of four (4) Braun Infusomat Space Pumps with two (2) pumps being placed on each ambulance. The service also purchased a Panasonic CF-53 Toughbook Laptop for the Director and two (2) Panasonic Tough pad FZ-G1 tablets with detachable keyboards to be used by the EMS staff for documenting patient care. The Tough pads will be set up with all required security features to be compliant with federal HIPAA requirements for privacy protection. Additionally, the LP 15's and the Tough pads will be set up so that the run data from the LP-15's will be wirelessly sent to the tablets. Other equipment purchased in late 2014 includes I.V. Warmers, glucometers (FDA approved for multi-patient use), new Pulse Oximeters, medication bags and first-in bags.

## TRI-TOWN EMS

The staff had been using uniforms purchased by the previous service and were in need of replacement. The 2014 budget had allowed for the purchase of short sleeve polo uniform shirts for all staff. After having discussions with the service employees, the Director felt it was important to get everyone outfitted with “Duty Shirts”, a public safety style sweatshirt, with the service logo and patch to ensure they are warm enough in the fall and winter months, as well as getting everyone a Hi-Visibility Jacket that can be worn throughout the year. The service ordered the garments and with the delivery of the Hi-Visibility Jackets, the service is now compliant with federal regulations pertaining to Hi-Visibility clothing when working in a roadway.

Tri-Town EMS utilizes Concord Hospital as its resource hospital, with Sue Prentiss the EMS Coordinator and Dr. David Hirsch the Medical Director. Since being hired, the Director has worked closely with Sue and Dr. Hirsch to resolve clinical issues and address operational concerns. Concord Hospital is very supportive of EMS in general, and provides the agency with all medications and some supplies at no cost to the agency.

	2014	2013
<b>TOTAL NUMBER OF EMS RESPONSES</b>	1037	1087
Pembroke, NH	538 (51.88%)	592 (54.91%)
Allenstown, NH	421 (40.6%)	419 (38.58)
Epsom, NH	12 (1.16%)	15 (1.38%)
Bow, NH	3 (0.29%)	2 (0.18%)
Hooksett, NH	54 (5.2%)	53 (4.88%)
Concord, NH	8 (0.77%)	3 (0.28%)
Deerfield, NH	1 (0.1%)	0 (0%)
<b>TOTAL NUMBER OF TRANSPORTS</b>	680 (65.57%)	693 (63.81%)
Concord Hospital	516 (75%)	539 (77.8%)
Catholic Medical Center (CMC)	61 (10%)	62 (9.8%)
Elliot Hospital	103 (15%)	88 (12.8%)
<b>Aver. REACTION TIME</b>	1m 52s (63.7% < 1 min.)	2m 52s (52.49% < 1 min.)
<b>Aver. RESPONSE TIME</b>	4m 50s (61.33% < 5 min.)	4m 24s (66.39% < 5 min.)
<b>Aver. ON-SCENE TIME</b>	16m 15s	17m 37s
<b>Aver. TRANSPORT TIME</b>	18m 46s	17m 22s
<b>Aver. AT HOSPITAL TIME</b>	20m 35s	20m 10s
<b>Aver. TOTAL CALL TIME</b>	1hr 2m 18s	1hr 2m 25s

LOT MERGER PUBLIC NOTICE

# NOTICE

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

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

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

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

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

Once restored:

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

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

**LOT MERGER PUBLIC NOTICE**

**TITLE LXIV  
PLANNING AND ZONING**

**CHAPTER 674  
LOCAL LAND USE PLANNING AND REGULATORY POWERS**

***Regulation of Subdivision of Land***

**Section 674:39-aa**

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

I. In this section:

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

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

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

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

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

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

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

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

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

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

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