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# Town of Pembroke, NH



## 1991 Annual Report

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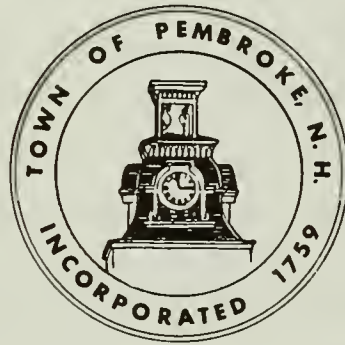


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Town of  
**Pembroke**  
New Hampshire



**Annual Report**

of the Selectmen  
and Treasurer

Together with the Reports of other Officers  
of the Town for the Fiscal Year

**Ending December 31, 1991**

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## Citizen of the Year for 1991 Resolution

**WHEREAS,** he served as Selectman for eleven years from 1969 to 1973 and from 1980 to 1985; and

**WHEREAS,** he served as a member of the Suncook Vitalization Committee from 1983 to 1987; and,

**WHEREAS,** he served as a representative of the Town of Pembroke to the Concord Regional Solid Waste/Resource Recovery Cooperative; and

**WHEREAS,** he has donated much of his time tending to the gardens in Lamiette Park; and,

**WHEREAS,** he is past commander and a life member of the Suncook Valley VFW Post #2860 and a member of the American Legion Post #28 and has worked to promote the concerns of the veterans of the Town; and,

**WHEREAS,** he has been a faithful and active member of St. Jean the Baptiste Church; and,

**WHEREAS,** he continues to help the youth and people of the community through his active membership in the Club Richelieu and the Knights of Columbus.

**NOW, THEREFORE,** be it **RESOLVED** that in recognition of his services, and in order to signify their gratitude, affection and respect, the citizens of the Town of Pembroke here assembled do designate,

**ARMAND L. "TOM" MARTEL**

**CITIZEN OF THE YEAR FOR 1991**

with the thanks and admiration of all its citizens.

Dated in Pembroke, New Hampshire this Sixteenth day of March, 1991.



# Town Officials, Departments, Boards, Committees & Commissions

<p style="text-align: center;"><b>BOARD OF SELECTMEN</b> Meetings: Mondays, 7:00 p.m.</p> <p>John B. Goff, Chair 1992 Chester R. Martel 1993 Larry W. Young, Sr. 1994 David L. Stack, Town Administrator</p>	<p style="text-align: center;"><b>SUPERVISORS OF THE CHECKLIST</b> Voter Registration 8 a.m. - 4 p.m. Mon - Fri. and Thurs. evenings 5 - 7 p.m.</p> <p>Manson Donaghey 1992 Roland Young, Jr. 1994 Barbara Payne 1996</p>
<p style="text-align: center;"><b>TAX COLLECTOR</b> Nancy Clifford</p> <p style="text-align: center;"><b>DEPUTY TAX COLLECTOR</b> Isabelle Racine</p>	<p style="text-align: center;"><b>LIBRARY TRUSTEES</b></p> <p>Katherine Fowler 1992 Linda Fenn 1993 Catherine Dowling 1994 Virginia Batchelder, Librarian</p>
<p style="text-align: center;"><b>TOWN CLERK</b></p> <p>James Goff 1992</p> <p style="text-align: center;"><b>DEPUTY TOWN CLERK</b> Elaine A. Couturier</p>	<p style="text-align: center;"><b>SEWER COMMISSION</b> Meetings 3rd Tues. of the month, 7 p.m.</p> <p>Andre St. Germain, Chair 1992 Roger Martin 1993 Michael Loso 1994</p>
<p style="text-align: center;"><b>TREASURER</b></p> <p>Elaine Brown 1992</p>	<p style="text-align: center;"><b>WATER COMMISSION</b></p> <p>William Stanley, Chair 1992 Armand Nolin 1993 Maurice Lavoie 1994 Michael Bobblis 1995 Helen Petit 1996 Maurice Lavoie, Superintendent Andre St. Germain, Office</p>
<p style="text-align: center;"><b>ASSESSOR</b> Donald Dollard</p> <p style="text-align: center;"><b>ASSISTANT ASSESSOR</b> Isabelle Racine</p>	<p style="text-align: center;"><b>PLANNING AND LAND USE</b> Mike Toepfer, Director Robert Schneiderhenize, BI/CEO</p>
<p style="text-align: center;"><b>BOARD OF HEALTH</b> Dr. Vincent Greco, Health Officer</p>	<p style="text-align: center;"><b>PLANNING BOARD</b> Meetings 2nd &amp; 4th Tues. of the month, 7 p.m.</p> <p>Mark LePage, Chair 1992 Cindy Lewis, Vice-Chair 1992 Norm Provencher - 1994 Tom Dyke - 1994 Brian Tufts - 1993 Faye Donaghey - 1993</p> <p style="text-align: center;">Alternates</p> <p>George Fryer - 1994 Richard Kelsea - 1993 Franz Vail - 1992 Paula Kudrick - 1994 Larry Young, Selectmen's Representative Mike Toepfer, Town Planner</p>
<p style="text-align: center;"><b>MODERATOR</b> Thomas Petit - 1990</p> <p style="text-align: center;"><b>ASSISTANT MODERATOR</b> Gerald Belanger</p>	<p style="text-align: center;"><b>ZONING BOARD OF ADJUSTMENT</b> Meetings: by notice, 7:00 p.m., Wednesdays</p> <p>Bill Bonney, Chair 1992 Andre St. Germain, Vice-Chair 1994 Chester Martel - 1994 Read Parmenter - 1993 Margaret Bowden - 1993</p> <p style="text-align: center;">Alternates</p> <p>Vivian Adams - 1994 Brian Lemoine - 1992</p>
<p style="text-align: center;"><b>POLICE DEPARTMENT</b> Lucien L. Bouffard, Chief Lt. Wayne Cheney, Sup./Training Off. Sgt. Larry Houghton, Pros./Juv. Off. Sgt. Stephen Gubitosi, Sup.</p>	<p style="text-align: center;"><b>ROADS COMMISSION</b> Floyd Smith, Chair - 1994</p> <p>Thomas Dyke - 1992 Mark LePage - 1993 Brian Tufts, PB Rep. Henry Malo, RA</p>
<p style="text-align: center;"><b>TRUSTEES OF THE TRUST</b></p> <p>Janice Edmonds 1992 Linda Smith 1993 Paul McCully 1992</p>	<p style="text-align: center;"><b>RECREATION COMMISSION</b> Rose Galligan, Chair - 1993</p> <p>Mary Barsamian - 1994 Greg Goff - 1992 David Seavey - 1992 Robert Musil - 1993</p>
<p style="text-align: center;"><b>EMERGENCY PREPAREDNESS</b> Larry W. Young, Sr., Director</p>	

## Town Officials, Departments, Boards, Committees & Commissions

<p style="text-align: center;"><b>CONSERVATION COMMISSION</b></p> <p>Gordon Riedesel, Chair 1992          Susan Seidner - 1994      Cheryl Tufts - 1993          Ted Natti - 1993      Thomas Beaulieu - 1993                                           Michael Payeur - 1992                                           Alternates          John Bates - 1994      Carl Hoffman - 1992                                           Charles Landsman - 1994</p>	<p style="text-align: center;"><b>CEMETERY COMMISSION</b></p> <p style="text-align: center;">Arthur Fowler, Chair - 1993</p> <p>Kenneth Fowler - 1993      James Garvin - 1994          Howard Robinson - 1992      William Stanley - 1992</p>
<p style="text-align: center;"><b>BUDGET COMMITTEE</b></p> <p style="text-align: center;">Patricia Fair, Chair - 1994</p> <p>James Fenn - 1993 • Bruce Archambault - 1994 • Florence Woods - 1994 • Charles Albee - 1992          Redmond Carroll - 1992 • John Fillmore, Jr. - 1993 • Richard Therrien - 1993          Ryland Weisiger, School Board Rep. • John Goff, Selectmen's Rep.</p>	

## Department Addresses & Phone Numbers

DEPARTMENT	ADDRESS	PHONE NUMBER
<p><b>TOWN HALL</b></p> <p style="text-align: center;">Assessor • Board of Selectmen • Town Administrator • Tax Collector            Town Clerk • Treasurer • Welfare Director • Planning and Land Use            Planner • Building Inspector • Treasurer • Zoning Board of Adjustment            Planning Board • Checklist Supervisors • Trustees of the Trust Funds            Cemetery Commission • Conservation Commission • Recreation Commission            Roads Commission • Budget Committee • Recycling Committee</p>	<p>311 Pembroke Street</p>	<p>485-4747</p>
<b>AMBULANCE (TRI-TOWN VOLUNTEER)</b>	Central Street	<b>EMERGENCY 624-2323</b>
<b>COMMUNITY ACTION PROGRAM</b>	155 Main Street	485-7824
<b>FIRE DEPARTMENT</b>	247 Pembroke Street	<b>EMERGENCY 225-3355</b> all other 485-3621
<b>HIGHWAY DEPARTMENT</b>	8 Exchange Street	485-4422
<b>LIBRARY</b>	261 Pembroke Street	485-7851
<b>POLICE DEPARTMENT</b>	4 Union Street	<b>EMERGENCY 485-3421</b> all other 485-9173
<b>SCHOOL DEPARTMENT</b>	<p>Superintendent 267 Pembroke Street</p> <p>Pembroke Academy 209 Academy Road</p> <p>High Street School High Street</p> <p>Pembroke Hill School 373 Rowe Avenue</p>	<p>485-5187 &amp; 485-5188</p> <p>485-7881</p> <p>485-9539</p> <p>485-9000</p>
<b>SEWER DEPARTMENT</b>	P.O. Box 138 Billing and Service	<b>EMERGENCY 485-5600</b> (voice mail) 639-5112
<b>WATER WORKS</b>	212 Main Street	485-3362

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# Message From the Board of Selectmen

How a Town Does What It Does:

Calling a town a "pure democracy" is not a sentimental reference to quaint traditions. It is a legal truth. All of the authority in a town resides in the VOTERS THEMSELVES at TOWN MEETING, not in a governing body like the Board of Selectmen. The Board of Selectmen merely functions as an agent of the town's legislative branch, the town meeting.

Whenever one sees a law or statute that states "The Town may or shall" the word Town refers to TOWN MEETING. For example, RSA 31:3 states that "towns" may purchase and sell real estate and this must be done with a Town Meeting vote. So, the Board of Selectmen does not govern the Town until you, the voters of the Town, give the Board its directions through your participation and action at the Town Meeting.

A Selectman has no authority:

That's right! ONE Selectmen has no authority at all. Authority rests with the BOARD acting as a board. Any action taken by the Selectmen has no legal effect unless it is voted on by the Board at a regularly scheduled public meeting. This is a procedure that is strictly adhered to in the Town of Pembroke. Concerns are heard and decisions made at Board meetings with all Selectmen present so that a thorough public discussion may be held and all input considered. That is why it is important that, as often as possible, concerned residents attend the meetings of the Board. Or, if you are unable to attend, you at least know that any concerns that you expressed to a Selectman will be considered at an open meeting of the full Board.

Some of the Board's accomplishments in 1991 include:

- The design of Phase I of the Route 106 sewer extension. Sewer is needed on Route 106 to attract businesses to that area.
- The creation of an Economic Development Committee to look at ways to attract business to Pembroke.
- Energy audits were performed at the Police Station, Fire Station and Highway Garage to find ways to cut energy costs. The audits were fully funded by a grant that the Town received from the Governor's Energy Office.
- Implementing a tin and aluminum can recycling program at the Solid Waste Facility and continued improvements at the facility.

Some of these accomplishments are better detailed in other reports contained in this annual report.

Get to know your elected Board members. You voted for us as your governing board with a responsibility to represent you in all of our deliberations. We want your input and we want you to know of our actions. We are proud of the goals that we were able to meet in the past year, but we want our accomplishments to always represent your interests and concerns.

John B. Goff, Chairman  
Chester R. Martel  
Larry W. Young, Sr.  
Board of Selectmen



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# Minutes Of The Annual Town Meeting Town Of Pembroke, NH March 12, 1991

The meeting was opened at 10:00 a.m. by Moderator Petit with a moment of prayer.

There was a motion made stating "I move that the Moderator read only that portion of the Town Warrant which is to be acted upon today, and that the remainder of the warrant is to be read at the March 16, 1991, Saturday session."

MOVED: Roland Young, Sr.  
SECONDED: Barbara Payne

VOTE ON MOTION:

YES  
MOTION PASSED

There was a motion made to read and act on Articles #4 through #15 at the Deliberative Session of March 16, 1991 at the Pembroke Academy Auditorium.

MOVED: Ernest Petit  
SECONDED: Louise Roberts

VOTE ON MOTION:

YES  
MOTION PASSED

Moderator Petit then read Articles #1, #2, and #3.

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

Town Clerk for one year:

\*James F. Goff 432

Town Treasurer for one year:

\*Elaine I. Brown 414

Selectman for three years:

\*Larry W. Young, Sr. 408

Sewer Commissioner for three years:

\*Michael D. Loso 410

Water Commissioner for five years:

\*Helen L. Petit 421

Library Trustee for three years:

\*Catherine Dowling 413

Trustee of the Trust Funds for three years:

\*\*There was no to file for this office.

Paul McCully 7 write-in votes  
(less than the required minimum to be elected)

\*Denotes elected

**ARTICLE #2:** To see if the Town will vote to adopt the provisions of RSA 654:34a, permitting applications for changes in party affiliation to be made with the Town Clerk.

YES 381

NO 56

ARTICLE #2 ACCEPTED

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**ARTICLE #3:** To see if the Town is in favor of the following Amendment to the existing Zoning Ordinance of the Town of Pembroke, as proposed by the Planning Board:

**AMENDMENT #1:** Amend Section 5.0 by adding a new subsection numbered 5.50 and entitled Capital Facilities Fair Share Ordinance.

The purpose of this amendment is to impose a Facilities Fee on new development in order to finance public facilities where demand for such is generated by new development.

**YES 361**

**NO 78**

**ARTICLE #3 ACCEPTED**

**Minutes Of The Annual Town Meeting  
Town Of Pembroke, NH  
March 16, 1991**

**DELIBERATIVE SESSION**

The meeting was opened at 10:00 a.m. by Moderator Petit with a moment of prayer, a reading of the Warrant #4 through #15, and the results of the March 12, 1991 Town Meeting on Articles #1, #2, and #3.

**ARTICLE #4:** Shall we adopt the provisions of RSA 72:28, V and VI for an optional veteran's exemption and an expanded qualifying war service for veterans seeking the exemption? The optional veteran's exemption is \$100, rather than \$50.

(Majority Ballot Vote Required)

**MOVED: Charles Albee**

**SECONDED: Shirley Whittemore**

John Goff explains that the impact of this article will be \$18,000. Exemptions given pertaining to this RSA will change from \$18,000 to \$36,000 in the coming tax year.

Moderator Petit explains that this works out to \$.06 per \$100 of evaluation on your tax bill.

Stan Sliva asks what are the qualifying war services.

John Goff explains that it is all war actions up to and including the war in the Middle East.

Moderator Petit states that if this article is voted in, the exemption increase will take effect in the 1991 tax bill.

Moderator Petit opens the polls at 10:15 a.m.

After verifying that all qualified voters at the meeting who wish to vote have voted, Moderator Petit closes the polls at 10:25 a.m.

The ballots are counted and Moderator Petit announces the results.

**YES 118**

**NO 45**

**ARTICLE #4 ACCEPTED**

**ARTICLE #5:** To see if the Town will vote to amend Section II, F. of the Town of Pembroke Solid Waste Management Ordinance by deleting "shall be paid by the Town" and adding "Shall be paid by the hauler" and to designate Monday, May 6, 1991 as the effective date of the amendment.

**MOVED: Chester Martel**

**SECONDED: Larry Young, Sr.**

**VOTE ON ARTICLE #5:**

**YES**

**ARTICLE #5 ACCEPTED**

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**ARTICLE #6:** To see if the Town will vote to discontinue subject to gates and bars and make Class VI Terrace Lane pursuant to RSA 231:45.

**MOVED: John Goff**  
**SECONDED: Howard Robinson**

John Goff explains that Terrace Lane is used primarily as a driveway by the one homeowner on it. By making it a Class VI roadway, the Town will not have to maintain the road anymore but it will retain the right to maintain the water and sewer lines that run up Terrace Lane to an adjacent property.

Donald Larson, the one homeowner on Terrace Lane, states he would like this article voted down by the voters.

Richard Chase states that from what he understands, you cannot do any maintenance to a Class VI road, so who would repair the road if a water or sewer main should burst. Mr. Chase questions if an easement might cover what the selectmen are trying to accomplish.

David Stack (Town Administrator) explains that Towns can appropriate money to do work or maintenance on Class VI roads and it will not constitute the opening of that road.

Daryl Borgman stated that if there are apartments on that road then he feels that the Town should maintain it.

John Goff stated that there are no apartments on Terrace Lane, just one single family home.

Donald Larson said that the water and sewer lines go to a multi-family on an adjacent property.

Harold Paulsen questions whether it will have enough frontage on Main Street pertaining to zoning requirement as opposed to Terrace Lane.

Isabelle Racine (Assistant Assessor) states that there is enough frontage on Main Street.

**VOTE ON ARTICLE #6: NO**  
**ARTICLE #6 DEFEATED**

**ARTICLE #7:** To see if the Town will vote to raise and appropriate the sum of thirty thousand dollars (\$30,000) to install two new 2,000 gallon fuel storage tanks at the Highway Garage and to remove and dispose of the old tanks.

**MOVED: Pat Fair**  
**SECONDED: Charles Albee**

Daryl Borgman feels that the Town should put a small amount of money away in a Capital Reserve Fund and spend a small amount this year to have the tanks tested.

David Stack stated that testing the tanks would cost \$500.00, constructing the overspill apron would cost \$800.00, and filing the paperwork for the state permit would cost \$200.00 so it would cost \$1,500.00 to have the tanks tested and legally registered with the state. The Selectmen were advised that nine out of every ten tanks of that age (approx. 30 years old) leak and would have to be replaced anyway. They felt that the \$1,500.00 would be better used towards new tanks.

Thomas Beaulieu stated that tanks 25 years or older must be removed per new state regulations and that the town can risk losing money from state clean-up funds if they choose to do nothing about leaking tanks.

Harold Paulsen states that the tanks at the Highway Garage are only 20 years old.

Charles Hamilton feels the Town should put a sealant type coating inside the tanks to seal them and if the tanks are only 20 years old, then the chance of them leaking is probably slim.

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Richard Chase feels that the tanks do not meet clearance standards near the building and believes that the tanks should be replaced.

Thomas Beaulieu states that 15 to 25 year old tanks have the largest incidents of leaks. Lining the tanks is a short-term repair and will not increase the life of the tanks. If the tanks are leaking and the Town does nothing about it, then the tanks, leakage and the contaminated soils will have to be removed and it will cost a lot more than \$30,000.

There is a motion made to strike out Article #7 entirely and replace with:

“To see if the Town will vote to raise and appropriate the sum of two thousand dollars (\$2,000.00) to test the present fuel storage tanks at the Highway Garage.”

**MOVED: Harold Paulsen**  
**SECONDED: Phil Kennedy**

**VOTE ON AMENDMENT:**

**NO**  
**AMENDMENT TO ARTICLE #7**  
**DEFEATED**

**VOTE ON ARTICLE #7:**

**YES**  
**ARTICLE #7 ACCEPTED**

**ARTICLE #8:** To see if the Town will vote to authorize the Board of Selectmen to accept the dedication of any street shown on a subdivision plat approved by the Planning Board, provided that such street has been constructed to applicable Town specifications as determined by the Board of Selectmen or its agent.

**MOVED: E. Monroe Hornsby**  
**SECONDED: Henry Lewis**

**VOTE ON ARTICLE #8:**

**YES**  
**ARTICLE #8 ACCEPTED**

**ARTICLE #9:** To see if the Town will vote to authorize the Board of Selectmen to sell any real estate which the Town may have acquired by deed as a result of non-payment of taxes or acquired by deed as a security for the completion of any development, and to authorize the Board of Selectmen to give a deed, in the name of the Town, to the purchaser of such land.

**MOVED: Armand Martel**  
**SECONDED: Charles Hamilton**

**VOTE ON ARTICLE #9:**

**YES**  
**ARTICLE #9 ACCEPTED**

**ARTICLE #10:** To see if the Town will vote to authorize the Board of Selectmen to apply for, accept, and expend without further action by the Town Meeting, any money from State, Federal or other governmental unit or private source which becomes available during the 1991 budget year, provided that such expenditure may be made for purposes for which a Town may appropriate money and that such expenditure not require the expenditure of other Town funds. Further, that the Board of Selectmen hold a public hearing prior to accepting and spending such money.

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**MOVED: Norman Provencher**  
**SECONDED: Paula Kudrick**

**VOTE ON ARTICLE #10: YES**  
**ARTICLE #10 ACCEPTED**

**ARTICLE #11:** To see if the Town will vote to recommend that the Board of Selectmen vote to adopt the provisions of RSA 76:15-a and collect taxes on a semi-annual basis.

**MOVED: Henry Lewis**  
**SECONDED: Oscar Plourde**

Faye Donaghey; Daryl Borgman; and Charles Albee speak against Article #11.

Gerald Fleury asks if Article #11 passes, will it totally eliminate the projected \$84,000 in interest payments for money the Town borrows in anticipation of taxes. He feels that unless the total \$84,000 was eliminated, then he would not support this article.

David Stack states that at this point, they do not know if all of the \$84,000 figure will be eliminated, but they do know that a portion of that figure will be cut if this article is voted in.

Ronald Rakich has a question as to why the Tax Lien process for the 1990 taxes was initiated so early this year.

David Stack gave a breakdown for the past three years as to when the Town has borrowed money in anticipation of taxes and when the Tax Lien process was initiated. He then explained that the Town is relying more heavily on property taxes each year.

Chester Martel stated that if Article #11 is passed, the first semi-annual tax bill will go out in June of this year (1991).

Russell Laventure speaks out against Article #11.

**VOTE ON ARTICLE #11: YES**  
**ARTICLE #11 DEFEATED**

**ARTICLE #12:** To see if the Town will vote to authorize the Board of Selectmen to borrow money in anticipation of taxes.

**MOVED: Manson Donaghey**  
**SECONDED: E. Monroe Hornsby**

**VOTE ON ARTICLE #12: YES**  
**ARTICLE #12 ACCEPTED**

**ARTICLE #13:** To see if the Town will vote to raise and appropriate the sum of \$3,670,868, which represents the bottom line of the posted budget (MS-7). Said sum is inclusive of all special articles addressed.

Pat Fair (Budget Committee Chair) explains that the net amount to be raised by taxes is \$6,640,890 giving the Town a tax rate of approximately \$23.72 which represents a 5% increase. The Municipal portion has decreased one half percent.

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VOTE ON ARTICLE #13:

MOVED: Pat Fair  
SECONDED: Charles Albee

YES  
ARTICLE #13 ACCEPTED

ARTICLE #14: To hear the reports of auditors, agents and committees or of officers heretofore chosen, and to pass any vote relating thereto.

MOVED: John Goff  
SECONDED: Pat Fair

VOTE ON ARTICLE #14:

YES  
ARTICLE #14 ACCEPTED

ARTICLE #15: To transact any other business that may legally come before said meeting.

Recognition was given to Armand (Tom) Martel as Citizen of the Year. — The proclamation is printed elsewhere in this report.

A motion was made to adjourn.

MOVED: Charles Albee  
SECONDED: Charles Hamilton

VOTE ON MOTION:

YES  
MOTION ACCEPTED

The 1991 Pembroke Town Meeting adjourned at 12:37 p.m.

James F. Goff  
Town Clerk  
Pembroke, NH

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# Town Warrant for Pembroke, New Hampshire

TO THE INHABITANTS OF THE TOWN OF PEMBROKE, IN THE COUNTY OF MERRIMACK, IN SAID STATE, QUALIFIED TO VOTE IN TOWN AFFAIRS:

You are hereby notified to meet at the Pembroke Town Hall on Tuesday, March 10, 1992 from 7:00 a.m. until 7:00 p.m. for the casting of ballots; and at the Pembroke Academy Auditorium in said Pembroke on Saturday, March 14, 1992, 10:00 a.m. to act upon the following articles:

**Ballot Articles**  
**March 10, 1992**

1. To choose all necessary officers for the year ensuing.
2. To see if the Town is in favor of the following Amendments to the existing Zoning Ordinance of the Town of Pembroke, as proposed and recommended by the Planning Board:

**AMENDMENT #1:** Amend section 5.05 by deleting said section and substituting the following:

5.05 Multiple Uses: Within the C-1 District multiple uses shall be allowed on a single lot provided that the uses are permitted by right. Uses permitted by special exception shall only be permitted as multiple uses by special exception.

And adding a new section 11.28 - Floodplain Development District. This creates an overlay district designed to meet the requirements of the Federal Emergency Management Agencies National Flood Insurance Program.

**AMENDMENT #2:** Amend section 5.04 Table of Uses, to permit the following uses in the C-1 District:

- Retail and Service, @1, Retail establishment selling principally convenience goods including, but not limited to: food, drugs, and proprietary goods
- Retail and Service, @2, Retail establishment selling general merchandise, including but not limited to dry goods, apparel and accessories, furniture and home furnishings, home equipment, small wares, and hardware, and including discount and limited price variety stores
- Retail and Service, @4, Drive-in eating establishments
- Retail and Service, @6, Establishment selling new or new and used automobiles and trucks meeting state inspection standards, automobile accessories and vehicles capable of being transported over the road

**AMENDMENT #3:** Amend section 5.04 Table of Uses:

- Retail and Service, @8, Personal and consumer service establishment by deleting it in its entirety.

**AMENDMENT #4:** Amend section 5.04 Table of Uses:

- Retail and Service by adding a new section, @23, Private day nursery and kindergarten, and permitting them within the L-O District.
- Accessory uses, @2, Private day nursery or kindergarten:  
To read permitted to the L-O District.

**AMENDMENT #5:** Amend section 5.04 Table of Uses:

- Accessory uses, @14, Video arcade games or similar types of amusement games not exceeding two units:  
To read permitted in the C-1 District.

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**AMENDMENT #6:** Amend section 7.02 (1) Signs – Permitted Signs by adding the following after the first paragraph:

“Signs which are required by federal, state or municipal laws are permitted, and are not to be used in determining the number of signs on a lot.”

**AMENDMENT #7:** Amend the following sections:

- 7.02 (2) (a) by deleting the second paragraph in its entirety.
- 7.02 (3) illumination standards by deleting it in its entirety.
- 7.02 (3) (a) by deleting it in its entirety.
- 7.02 (6) by deleting it in its entirety.

**AMENDMENT #8:** Amend section 7.02 (4) by adding the following new section (e):

“No sign, sign supports or other accessories shall be placed within the public right-of-way, except for traffic control devices and directional signs deemed essential for the public welfare and safety. Other signs approved by the state or other municipal agencies may be placed in the public right-of-way provided that they conform to the provisions of section 7.05 (13).”

**AMENDMENT #9:** Amend section 7.03 (4) by deleting the words “thirty (30) days” and substituting the words “fourteen (14) days”.

**AMENDMENT #10:** Amend section 7.04 Dimensional Table – Individual letter/symbol signs – by allowing a maximum sign size of 1.5 square feet per linear foot of building facade in the R-1, R-1A, and R-3 districts.

**AMENDMENT #11:** Amend section 7.04 Dimensional Table:

- Moveable Signs by deleting it in its entirety.
- By renaming “Moveable Rented Trailer Portable” signs to “Portable Trailer Sign” and permitting them as temporary signs in all zoning districts.

Amend section 7.05 by adding the following new section:

19. Portable Trailer Signs:

a. Portable Trailer Signs not exceeding thirty two (32) square feet in area shall be allowed providing that:

- (i) No sign shall be placed on any lot without a sign permit. A new permit shall be required and a new fee charged for each different sign and for each 15 day period. Each sign permit shall specify the date of placement and the date of removal.
- (ii) Only one sign shall be placed on a lot at any one time.
- (iii) No lot shall have a sign placed upon it for more than forty-five (45) days per calendar year.
- (iv) Said signs shall be installed as required by the provisions of section 7.06 (4) of this ordinance.

**AMENDMENT #12:** Amend section 7.04 Dimensional Table – Off Premise signs – by increasing the permissible size of the sign in the C-1 zoning district from one (1) square foot to twelve (12) square feet.

Amend section 7.05 (10) (b) by deleting the words “no larger than (1) square foot in size, and shall be”.

**AMENDMENT #13:** Amend section 7.04 Dimensional Table – Window signs – by allowing them by right in all zoning districts up to 50% of the window area.



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Amend section 7.05 (16) by deleting the second paragraph and substituting the following:

“Such signs shall not be counted towards the number of signs permitted on a lot, provided they:

- a. Cover no more than fifty percent (50%) of the window area in which they are displayed; and
- b. Are used as public service signs, temporary announcements of activities or signs required by law.”

**AMENDMENT #14:** Amend section 7.04 Dimensional Table – by adding a new sign type entitled “Flags” and allowing them by right in all zoning districts.

Amend section 7.05 by adding the following new section:

17. Flags:

- a. Flags of a patriotic nature and “OPEN” flags are permitted providing that;
  - (i) Patriotic flags are flown, and cared for in a manner as stipulated by federal and state law.
  - (ii) No more than one “OPEN” flag shall be displayed at any one time.

**AMENDMENT #15:** Amend section 7.04 Dimensional Table – by adding a new sign type entitled “Banners” and allowing them by right in the R-1A, B-1, and C-1 districts.

Amend section 7.05 by adding the following new section:

18. Banners:

- a. Banners not exceeding thirty-two (32) square feet in area shall not be counted towards the number of signs permitted on a lot, provided that;
  - (i) No banner shall be allowed to be displayed which is determined by the Code Enforcement Officer as to be in a state of disrepair.
  - (ii) Only one banner shall be placed on a lot at any one time.
  - (iii) The banner shall be temporary in nature, and shall not be utilized to identify the premise from the street or sidewalk.

**AMENDMENT #16:** Amend section 7.04 Dimensional Table – by adding a new sign type entitled “Portable Signs” and allowing them as temporary signs up to 12 square feet in all zoning districts.

Amend section 7.05 by adding the following new section:

20. Portable Signs:

- a. Portable signs not exceeding twelve (12) square feet in area shall be allowed providing that:
  - (i) No portable sign shall be placed on any lot without a sign permit. A new permit shall be required and a new fee charged for each different sign and for each 15 day period. Each sign permit shall specify the date of placement and the date of removal.
  - (ii) Only one portable sign shall be placed on a lot at any one time.
  - (iii) No lot shall have portable signs placed upon it for more than forty-five (45) days per calendar year.
  - (iv) Said signs shall be installed as required by the provisions of section 7.06 (4) of this ordinance.

**AMENDMENT #17:** Amend section 7.04 Illuminated Internal – by allowing said signs by right in the R-1A, B-1, C-1 and L-O zoning districts.

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**AMENDMENT #18:** Amend section 7.05 (6) (e) by substituting section "7.05.16" with the section "7.05 (15)".  
Amend section 7.05 (14) (c) by deleting the words "sign area" and substituting the words "number of signs".

**AMENDMENT #19:** Amend section 7.06 (2) (a) (iii) by deleting all after "Metal face box signs with cut-out letters and soft glow fluorescent tubes."

**AMENDMENT #20:** Amend section 7.06 by eliminating in its entirety section (3) and inserting the following new sections:

3. No person may erect a sign which flashes, rotates, or has motorized moving parts.
4. All signs must be listed and installed in accordance with the National Electrical Code (NFPA 70).
5. No person may erect a sign which constitutes a hazard to pedestrian or vehicular traffic because of intensity or direction of illumination.
6. No sign shall be illuminated between the hours of 11 p.m. and 6 a.m., unless the premises on which it is located is open for business.
7. Strings of lights shall not be permitted, except on a temporary basis as a part of a holiday celebration.

**AMENDMENT #21:** Amend section 7.08 Number of Signs in the L-O, B-1, and C-1 districts by adding the following:

\* or 1 sign per lot and one sign per use, whichever is greater.

**AMENDMENT #22:** Amend the following sections:

- 11.03.A by deleting said section.
- 11.03.5.A by deleting said section.

Amend section 11.04 by deleting said section and substituting the following:

#### 11.04 Earth Excavation

1. General: This section is enacted pursuant to the authority granted to the Town of Pembroke to regulate earth excavation activities within its boundaries under the provisions of Chapter 155-E: inclusive, of the New Hampshire Revised Statutes Annotated.
2. Regulator: The Planning Board for the Town of Pembroke is hereby designated the Regulator as provided in RSA 155-E:I, III, and shall have all the powers and duties granted thereto by RSA 155-E: inclusive.
3. Regulations: Pursuant to the responsibility as the regulator and in accordance with the provisions of RSA 155-E:11, The Planning Board has adopted a set of regulations and will from time to time amend said regulations governing earth excavation activities within the Town of Pembroke. The intent of the regulations being to ensure that said activities are conducted in a safe manner in accordance with sound environmental practices and to further provide proper assurances that suitable reclamation of the affected areas is obtained.

**AMENDMENT #23:** Amend section 11.00 by adding the following new section:

11.29 Overlay Districts: The following Overlay Districts shall be superimposed upon other zoning districts established in this ordinance. The following regulations shall be in addition to the regulations of the underlying district and other Town ordinances.

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**AMENDMENT #24:** Amend section 13.0 - Procedures by deleting it in its entirety.

**AMENDMENT #25:** To allow the Planning Board to reorganize the Zoning Ordinance. No changes shall be made in the existing language or the intent of the ordinance.

3. To see if the Town is in favor of rescinding the BOCA Basic Building Code, 9th Edition, 1984 and any amendments thereto, and adopting in its place the BOCA National Building Code, 11th Edition, 1990, as published by the Building Official and Code Administrators International, Inc., with amendments, in accordance with RSA 674:52 as recommended by the Planning Board.
4. To see if the Town is in favor of rescinding the BOCA Basic National Plumbing Code, 6th Edition, 1984, and adopting in its place the BOCA National Plumbing Code, 8th Edition, 1990, as published by the Building Officials and Code Administrators International, Inc. and amended by the State of New Hampshire, in accordance with RSA 674:52 as recommended by the Planning Board.
5. To see if the Town is in favor of rescinding ANSI/NFPA 70, National Electrical Code, 1984 Edition and adopting in its place ANSI/NFPA 70, National Electrical Code, 1990 Edition published by the National Fire Protection Association, in accordance with RSA 674:52 as recommended by the Planning Board.
6. To see if the Town is in favor of rescinding the BOCA Basic/National Fire Prevention Code, 6th Edition, 1984 and adopting in its place the BOCA National Fire Prevention Code, 8th Edition, 1990, as published by the Building Officials and Code Administrators International, Inc., with amendments, in accordance with RSA 674:52 as recommended by the Planning Board.
7. To see if the Town is in favor of rescinding the CABO one and two family dwelling code, 1983 Edition, and adopting in its place the CABO one and two family dwelling code, 1989 Edition, as published by the Council of American Building Officials, in accordance with RSA 674:52 as recommended by the Planning Board.
8. To see if the Town is in favor of adopting the BOCA National Property Maintenance Code, 3rd Edition, 1990 as published by the Building Officials and Code Administrators International, Inc., in accordance with RSA 674:52 as recommended by the Planning Board.
9. To see if the Town is in favor of rescinding the NFPA Life Safety Code 101, 1973 Edition, and adopting in its place the NFPA Life Safety Code 101, 1991 Edition, as published by the National Fire Protection Association, in accordance with RSA 674:52 as recommended by the Planning Board.

**Deliberative Session**

**March 14, 1992**

10. To see if the Town will vote to authorize the Board of Selectmen to accept the dedication of any street shown on a subdivision plat approved by the Planning Board, provided that such street has been constructed to applicable Town specifications as determined by the Board of Selectmen or its agent.
11. To see if the Town will authorize the Board of Selectmen to sell any real estate which the Town may have acquired by deed as a result of non-payment of taxes or acquired by deed as a security for the completion of any development, and to authorize the Board of Selectmen to give a deed, in the name of the Town of Pembroke, to the purchaser of such land.
12. To see if the Town will vote to authorize the Board of Selectmen to apply for, accept and expend, without further action by Town meeting, money from the state, federal or other governmental unit or a private source which becomes available during the year, in accordance with RSA 31:95-b.

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13. To see if the Town will vote to authorize the Board of Selectmen to accept on behalf of the Town gifts, legacies and devises made to the Town in trust for any public purpose, as permitted by RSA 31:19.
  14. To see if the Town will vote to authorize the Board of Selectmen to borrow money in anticipation of taxes.
  15. To see if the Town will vote to appropriate a sum not to exceed one hundred thousand dollars (\$100,000) to purchase a new rubbish packer and one ton truck and to authorize the withdrawal of a sum not to exceed one hundred thousand dollars (\$100,000) from the Highway Equipment Capital Reserve Fund created for this purpose. (Majority Vote Required)
  16. To see if the Town will vote to establish a Capital Reserve Fund under the provisions of RSA 35:1 for the future closure costs of the Town's Solid Waste Facility and to raise and appropriate the sum of twenty thousand dollars (\$20,000) to be placed in this fund. (Majority Vote Required)
  17. To see if the Town will vote to raise and appropriate the sum of \$3,480,965 which represents the bottom line of the posted budget (MS-7). Said sum is inclusive of all special articles addressed.
  18. To hear the reports of auditors, agents and committees or of officers heretofore chosen, and to pass any vote relating thereto.
  19. To transact any other business that may legally come before said meeting.

Given under our hands and seal this 10th day of February, 1992.

Selectmen of Pembroke, NH  
John B. Goff, Chairman  
Chester R. Martel  
Larry W. Young, Sr.

# Budget of the Town of Pembroke, New Hampshire

PURPOSES OF APPROPRIATION (RSA 31:4)	Actual Appropriations Current Year	Actual Expenditures Current Year	Selectmen's Budget Ensuing Fiscal Year	Budget Committee	
				Recommended Ensuing Fiscal Year	Not Recommended
<b>GENERAL GOVERNMENT</b>					
Executive	176,399	170,237	171,398	171,398	
Elec., Reg., & Vital Stat.	38,073	38,264	39,485	39,485	
Financial Administration	88,523	89,004	90,805	90,805	
Planning and Zoning	84,228	82,290	87,809	87,809	
Cemeteries	9,825	9,067	2,960	2,960	
Other General Government	179,896	158,639	167,811	167,811	
<b>PUBLIC SAFETY</b>					
Police	423,084	433,638	454,518	454,518	
Fire	115,141	107,057	108,543	108,543	
Emergency Preparedness	483	387	433	433	
<b>HIGHWAYS, STREETS &amp; BRIDGES</b>					
Highways and Streets	354,623	301,661	361,339	361,339	
Road Const./Maintenance	341,535	327,117	244,750	244,750	
Fleet Maintenance	43,442	41,860	40,689	40,689	
<b>SANITATION</b>					
Solid Waste Disposal	312,537	267,504	216,695	216,695	
<b>WATER DISTRIBUTION &amp; TREATMENT</b>					
Water Services	328,400	328,400	328,016	328,016	
Sewer Commission	281,933	281,933	211,290	211,290	
<b>HEALTH</b>					
Public Health	40,195	38,960	38,961	38,961	
<b>WELFARE</b>					
Welfare Department	115,550	94,317	116,587	116,587	
<b>CULTURE AND RECREATION</b>					
Parks and Recreation	50,288	47,251	41,142	41,142	
Library	31,146	30,242	32,298	34,798	
Patriotic Purposes	1,750	1,000	1,750	1,750	
<b>CONSERVATION</b>					
Commission	5,139	3,418	248	1,130	
<b>DEBT SERVICE</b>					
Princ.-Long Term Bonds & Notes	235,000	235,000	235,000	235,000	
Int.-Long Term Bonds & Notes	87,678	87,677	72,638	72,638	
Interest on TAN	152,500	156,172	172,300	168,918	3,382
<b>CAPITAL OUTLAY</b>					
Fuel Tanks	30,000	30,000			
Equipment Purchase			100,000	100,000	
<b>OPERATION TRANSFERS OUT</b>					
To Capital Reserve Funds:	143,500	143,500	143,500	143,500	
<b>TOTAL APPROPRIATIONS</b>	<b>\$3,670,868</b>	<b>\$3,504,595</b>	<b>\$3,480,965</b>	<b>\$3,480,965</b>	

SOURCES OF REVENUE	Estimated Revenues Current Year	Actual Revenues Current Year	Selectmen's Budget Ensuing Fiscal Year	Estimated Revenues Ensuing Fiscal Year
<b>TAXES</b>				
Land Use Change Tax	6,000	10,437	5,000	5,000
Yield Taxes	25,000	6,866	6,800	6,800
Other Taxes - Payment in Lieu of Taxes	38,630	44,302	44,302	44,302
Int. & Pen. on Delinquent Taxes	95,000	172,554	155,000	155,000
<b>LICENSES, PERMITS AND FEES</b>				
Motor Vehicle Permit Fees	405,000	383,598	375,000	375,000
Other Licenses, Permits & Fees	22,300	16,807	17,300	17,300
<b>FROM FEDERAL GOVERNMENT</b>				
Other - Sewer Const. Fund-State	24,348	24,348	23,506	23,506
<b>FROM STATE</b>				
Shared Revenue	60,534	75,855	75,855	75,855
Highway Block Grant	80,448	80,445	84,180	84,180
Water Pollution Grants	29,921	29,813	28,790	28,790
Other - Misc. Grants	7,300	6,883	1,800	1,800
<b>CHARGES FOR SERVICES</b>				
Income from Departments	51,355	86,167	109,480	109,480
Other Charges - Gas Sale - School	12,000	11,310	11,000	11,000
<b>MISCELLANEOUS REVENUES</b>				
Sale of Municipal Property	1,000	963		
Interest on Investments	68,300	43,641	45,000	45,000
<b>INTERFUND OPERATING TRANSFERS IN</b>				
Capital Reserve Fund			100,000	100,000
— Sewer Project Withdrawal	12,000	66,350	66,350	66,350
— Sewer Project Interest	33,731	38,000	35,000	35,000
Enterprise Fund — Sewer	281,933	281,933	211,290	211,290
— Water	328,016	328,016	328,016	326,016
Trust and Agency Funds - Cemetery Trust	3,410		3,000	3,000
<b>TOTAL REVENUES AND CREDITS</b>	<b>\$1,586,607</b>	<b>\$1,708,675</b>	<b>\$1,726,669</b>	<b>\$1,726,669</b>
Total Appropriations			\$3,480,965	
Less: Amount of Estimated Revenues, Exclusive of Taxes			\$1,726,669	
Amount of Taxes to be Raised (Exclusive of School and County Taxes)			\$1,754,296	

**THIS BUDGET SHALL BE POSTED WITH THE TOWN WARRANT**

RSA 31:95 and 32:5

Budget Committee: (Please sign in ink)

Date February 14, 1992

*Florence A. Woods*  
*Patricia A. Fair*  
*Richard T. Shi*  
*Redmond C. Carroll*  
*William E. Ultee DMD*

*John G. Fillmore Jr*  
*Charles H-S. Ford*  
*James H. Hays*  
*William D. Hays*  
*Richard H. Weisiger*

## Long Term Indebtedness

<u>Purpose</u>	<u>Sewer</u>	<u>Water</u>	<u>Town Hall</u>	<u>New Equipment</u>
Amount:	3,042,000	240,000	350,000	225,500
Year:	1971	1985	1988	1988
Interest:	5.10%	8.5%	6.9%	7.5%

<u>Maturities</u>	<u>Sewer</u>		<u>Water</u>		<u>Town Hall</u>		<u>New Equipment</u>		<u>TOTAL</u>	
	<u>Princ.</u>	<u>Int.</u>	<u>Princ.</u>	<u>Int.</u>	<u>Princ.</u>	<u>Int.</u>	<u>Princ.</u>	<u>Int.</u>	<u>Princ.</u>	<u>Int.</u>
1992	100,000	48,450	20,000	5,950	70,000	9,800	45,000	8,437.50	230,000	72,647.50
1993	100,000	43,350	20,000	4,250	70,000	4,935	45,000	5,062.50	235,000	57,597.50
1994	100,000	38,250	20,000	2,550			45,000	1,687.50	165,000	42,487.50
1995	100,000	33,150	20,000	850					120,000	34,000
1996	100,000	28,050							100,000	28,050
1997	100,000	22,950							100,000	22,950
1998	100,000	17,850							100,000	17,850
1999	100,000	12,750							100,000	12,750
2000	100,000	7,650							100,000	7,650
2001	100,000	2,550							100,000	2,550
<b>TOTAL</b>	<b>1,000,000</b>	<b>255,000</b>	<b>80,000</b>	<b>13,600</b>	<b>140,000</b>	<b>14,735</b>	<b>135,000</b>	<b>15,187.50</b>	<b>1,355,000</b>	<b>298,522.50</b>

## Inventory of Taxable Property - 1991

### LAND

Current Use	\$ 843,350
Residential	104,034,500
Commercial/Industrial	14,291,850
<b>Total Taxable Land</b>	<b>\$119,170,350</b>

### BUILDINGS

Residential	\$132,571,650
Manufactured Housing	2,154,600
Commercial/Industrial	20,922,100
<b>Total Taxable Buildings</b>	<b>\$155,648,350</b>

PUBLIC UTILITIES \$ 3,473.640

VALUATION BEFORE EXEMPTIONS	\$278,292,340
- LESS EXEMPTIONS	1,900,000
<b>=NET VALUATION OF PROPERTY</b>	<b>\$276,392,340</b>

### 1991 TAX RATE

UNIT OF GOVERNMENT	RATE
Municipal	\$ 6.59
County	1.62
School	16.36
<b>COMBINED RATE</b>	<b>\$24.57</b>

## Comparative Statement of Appropriations and Expenditures in 1991

Title of Appropriation	<u>Appropriations</u>	<u>Expenditures</u>	<u>Unexpended Balance</u>	<u>Overdrafts</u>
Executive	176,399	170,237	6,162	
Elec., Reg. & Vital Stat.	38,073	38,264		(191)
Financial Administration	88,523	89,004		(481)
Planning and Zoning	84,228	82,290	1,938	
Cemeteries	9,825	9,067	758	
Other General Government	179,896	158,639	21,257	
Police	423,084	433,638		(10,554)
Fire	115,141	107,057	8,084	
Emergency Preparedness	483	387	96	
Highways and Streets	354,623	301,661	52,962	
Road Construction/Maint.	341,535	327,117	14,418	
Fleet Maintenance	43,442	41,860	1,582	
Solid Waste Disposal	312,537	267,504	45,033	
Water Services	328,400	328,400		
Sewer Commission	281,933	281,933		
Public Health	40,195	38,960	1,235	
Welfare Department	115,550	94,317	21,233	
Parks and Recreation	50,288	47,251	3,037	
Library	31,146	30,242	904	
Patriotic Purposes	1,750	1,000	750	
Conservation Commission	5,139	3,418	1,721	
Principal-Long Term Bonds	235,000	235,000		
Interest-Long Term Bonds	87,678	87,677	1	
Interest on TAN	152,500	156,172		(3,672)
Fuel Tank Installation	3,000	3,000		
Payments-Capital Reserve Funds	143,500	143,500		
<b>TOTALS</b>	<b>3,670,868</b>	<b>3,504,595</b>	<b>181,171</b>	<b>(14,898)</b>
Net Balance of Appropriations .....				166,273



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# Town Employees Salaries

as of 12/31/92

## TOWN HALL

Town Administrator	\$ 40,200 – 42,693
Planning and Land Use Director	26,312 – 31,970
Building Inspector/CEO	23,878 – 28,995
Tax Collector	22,734 – 27,622
Town Clerk/Municipal Secretary	22,734 – 27,622
Assistant Assessor	18,699 – 22,734
Bookkeeper	17,805 – 21,653
Municipal Secretary	16,952 – 20,613
Welfare Director	10,595 – 12,833
Custodian	6,937 – 8,476

## HIGHWAY DEPARTMENT

Road Agent	27,622 – 33,571
Fleet Mechanic	21,653 – 26,312
Highway Foreman	17,805 – 21,653
Driver/Operator	16,952 – 20,613
Laborer	15,371 – 18,699

## POLICE DEPARTMENT

Police Chief	28,995 – 35,256
Lieutenant	26,312 – 31,970
Sergeant (Prosecutor)	22,734 – 27,622
Sergeant (Supervisor)	21,653 – 26,312
Corporal	20,613 – 25,064
Police Officer	19,635 – 23,878
Secretary	16,952 – 20,613



# Town Officers Salaries

## BOARD OF SELECTMEN

John B. Goff, Chairman	\$2,155.00
Chester R. Martel	1,885.00
Larry W. Young, Sr.	1,885.00

## TREASURER

Elaine Brown	1,975.00
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## HEALTH OFFICER

Dr. Vincent Greco	300.00
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## SEWER COMMISSION

Michael Loso, Chairman	1,020.00
Andre St. Germain	840.00
Roger Martin	210.00

## MODERATOR

Thomas Petit	325.00
Gerald Belanger, Asst.	135.00

## SUPERVISORS OF THE CHECKLIST

Manson Donaghey	573.33
Barbara Payne	573.33
Roland Young	573.33

# Report of the Trust Funds of the Town of Pembroke, New Hampshire on December 31, 1991

DATE OF CREATION	NAME OF TRUST FUND List first those trusts invested in a common trust fund	PURPOSE OF TRUST FUND	HOW INVESTED Whether bank, deposits, stocks, bonds, etc. (If Common trust, so state)	PRINCIPAL			INCOME			Grand Total of Principal & Income at End of Year		
				Balance Beginning Year	New Funds Created	Balance End Year	Balance Beginning Year	INCOME DURING YEAR Percent Amount	Expended During Year		Balance End Year	
VAR	Total Cemetery Funds	Perpetual Care	(2) CD/Passbook	<u>36,270.00</u>		<u>36,270.00</u>	<u>6,625.14</u>		<u>3,064.86</u>	<u>3,064.86</u>	<u>6,625.14</u>	<u>42,895.14</u>
	Library Funds:											
1913	Warren F. Foss	Books	5-04476-3	4,666.62		4,666.62	1,538.67		450.16		1,988.83	6,655.45
1937	Building Fund	Building	2-05877-4	2,362.36		<u>2,362.36</u>	<u>1,355.20</u>		<u>225.46</u>		<u>1,580.66</u>	<u>3,943.02</u>
1937	Building Fund	Building	5-03579-5									
	Total Library Funds:			<u>7,028.98</u>		<u>7,028.98</u>	<u>2,893.87</u>		<u>675.62</u>		<u>3,569.49</u>	<u>10,598.47</u>
	Capital Funds:											
1960	Town Cemetery	Cem. Improv.	5-04475-5	3,092.48		3,092.48	3,839.10		502.86		4,341.96	7,434.44
1960	Town of Pembroke	Town Equipment	5-04473-0	5,833.02		5,833.02	1,854.00		557.65		2,411.65	8,244.67
1960	Town of Pembroke	Town Equipment	5-04742-8	10,000.00		10,000.00	5,593.47		996.87		6,590.34	16,590.34
1960	Town of Pembroke	Town Equipment	5049739	25,010.97		25,010.97	4,353.42		1,856.29		6,209.71	31,220.68
1960	Town of Pembroke	Town Equipment	104422927	44,000.00	45,000.00	89,000.00	1,936.29		2,807.36		4,743.65	93,743.65
1989	Town of Pembroke	Fire Equipment	1004422928	90,000.00	90,000.00	180,000.00	3,960.57		5,742.35		9,702.92	189,702.92
1960	Town of Pembroke	Sewer	5-04472-2	1,999.00		1,999.00	12,123.83		1,024.52		13,148.35	15,147.35
1987	Town of Pembroke	Water & Sewer	5-053905	33,132.00		33,132.00	8,645.19		2,884.39		11,529.58	44,661.58
1987	Town of Pembroke	Water & Sewer	1004422926	17,000.00	8,500.00	25,500.00	748.11		1,300.50		2,048.61	27,548.61
1986	Water Works	Cap. Improv.	MMA 40855901	62,853.99	12,371.45	30,410.40	44,815.04	6,219.42	2,443.18	8,662.60	0.00	44,815.04
1988	Town of Pembroke	Land Aquisition	48960-09	2,192.50		2,192.50	283.36		127.67		411.03	2,603.53
1988	Town of Pembroke	Land Aquisition	1004422929	40,700.00		40,700.00	2,626.93		2,647.92		5,274.85	45,974.85
				<u>335,813.96</u>	<u>155,871.45</u>	<u>30,410.40</u>	<u>461,275.01</u>	<u>52,183.69</u>	<u>22,891.56</u>	<u>8,662.60</u>	<u>66,412.65</u>	<u>527,687.66</u>
				379,112.94	155,871.45	30,410.40	504,573.99	61,702.70	26,632.04	11,727.46	76,607.28	581,181.27

\* At 12/31/91 \$3,064.86 from 1991 and \$3,939.59 from 1990 was due to the Town from earnings. It was distributed after year end.

DATE OF CREATION	NAME OF TRUST FUND List first those trusts invested in a common trust fund	PURPOSE OF TRUST FUND	HOW INVESTED Whether bank, deposits, stocks, bonds, etc. (If Common trust, so state)	PRINCIPAL			INCOME			Grand Total of Principal & Income at End of Year		
				Balance Beginning Year	New Funds Created	Balance End Year	Balance Beginning Year	INCOME DURING YEAR Percent Amount	Expended During Year		Balance End Year	
	American Brands		Stock	4,392.00		4,392.00	0.00		1,223.04 *	1,223.04	0.00	4,392.00
	AT&T		Stock	2,724.00		2,724.00	0.00		264.00 *	264.00	0.00	2,724.00
	Bank America		Stock	12,033.00		12,033.00	0.00		453.60 *	453.60	0.00	12,033.00
	N E Electric		Stock	5,710.50		5,710.50	0.00		1,001.16 *	1,001.16	0.00	5,710.50
	NYNEX		Stock	10,164.22		10,164.22	0.00		1,377.12 *	1,377.12	0.00	10,164.22
	T S B CD	2 ACCTS	24377 5045679	126,169.96		126,169.96	8,963.67		9,722.99 **	8,400.00	10,286.66	136,456.62
	T S B Invest (MMA)		40-110-9-01	0.00		0.00	10,157.08		* 4,318.92	**11,000.00	3,806.26	3,806.26
01-23-84	Leon Anderson			0.00		0.00			340.26	10.00		
11-03-67	James Watterson			0.00		0.00						
06-07-79	Dennis Clement			0.00		0.00						
06-17-81	Richard Kalgren			0.00		0.00						
1989	Pembroke Academy	Literacy	02-6000679/816949	16,764.80		16,764.80	694.53		1,444.98		2,139.51	18,904.31
1989	Pembroke Academy	Capital Reserve	5056395	<u>91,500.00</u>		91,500.00	10,219.77		6,337.44		16,557.21	108,057.21
			TOTAL	269,458.48	302,248.12	269,458.48	30,035.05	26,483.51	23,728.92		32,789.64	

\* during 1990, all funds transferred to account #40-110-9-01

\*\* Scholarships awarded from current funds

safety deposit box fee

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# Treasurer's Report

January 1, 1991-December 31, 1991

Cash on Hand, January 1, 1991	\$ 180,027.00
<b>Receipts:</b>	
Nancy Clifford, Tax Collector	7,658,635.08
James Goff, Town Clerk	
Auto Permit Fees	383,734.50
Title Application Fees	2,284.00
Tax Lien Fees	465.00
Dog Fees	3,335.50
Marriage Licenses	1,680.00
UCC Filing Fees	1,691.00
Election Filing Fees	5.00
Vital Records Fees	499.58
Pole & Utility Fees	10.00
Selectmen's Office	
Books, Maps, etc.	565.00
Insurance Reimbursements	19,707.72
Pipeline Permits	20,191.00
Building and Alteration Permits	4,990.30
Mobile Home Park Permits	595.00
Miscellaneous Permits	1,510.00
Planning Board Fees	3,095.00
Welfare Reimbursements	6,607.29
Solid Waste Fees	26,041.92
ZBA Fees	1,182.00
Pembroke Hydro	44,301.72
TBC Escrow Reimbursement	35,905.66
Engineering Escrow Fees	2,727.14
Sale of Cemetery Lots and Burial Fees	6,950.00
Recreation Fees	328.00
Sale of Town Property	963.00
PSNH Refund	2,236.96
Workman's Compensation Insurance Refund	4,092.00
Miscellaneous Receipts	11,837.46
State of New Hampshire	321,796.99
Pembroke Sewer Commission	
Reimbursement - Bond Payments	237,556.75
Reimbursement - Construction Fund	24,348.00
Reimbursement - Preparation of Town Report	100.00
Miscellaneous Reimbursements	262.00
Pembroke Fire Department	
Miscellaneous Receipts	120.35

Pembroke Water Works	
Reimbursement - Bond Payments	47,250.00
Reimbursement - Preparation of Town Report	350.00
Miscellaneous Reimbursements	444.92

Pembroke School District	
Reimbursement - Tower Rental	120.00
Reimbursement - Preparation of Town Report	1,800.00
Reimbursement - Gasoline	9,717.85

Pembroke Police Department	
Court Fines	1,891.00
Kennel Fees	1,735.00
Parking Fines	1,809.70
Insurance Reports	1,465.81
Pistol Permits	555.00
Drug Unit Grant	945.36
Reimbursement - Special Police Duty	5,425.66
Miscellaneous Receipts	379.20

Interest on Investments	<u>65,511.67</u>
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Total Receipts	9,149,780.12
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Less Disbursements	<u>8,670,386.97</u>
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Cash on Hand, December 31, 1991	\$ 479,393.15
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Bank of New Hampshire and First New Hampshire/BankEast	
Checking Accounts	\$336,799.40
Bank of New Hampshire	
Savings Account	<u>142,593.75</u>
	\$479,393.15

Elaine I. Brown, Treasurer

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## Town of Pembroke

### N.H. RSA 2 Partnership Escrow Account for Road Improvements

Receipts	\$13,000.00
Interest Earned	<u>96.40</u>
Cash on Hand, December 31, 1991	\$13,096.40



## Town of Pembroke

### Vitalization Project

January 1, 1991, forwarded	\$ 446.98
Interest Earned	<u>24.55</u>
Cash on Hand, December 31, 1991	\$ 471.53



## Town of Pembroke

### TBC Realty Escrow Account

Receipts	\$43,142.00
Disbursement to Town of Pembroke	35,905.66
Interest Earned	<u>391.44</u>
Cash on Hand, December 31, 1991	\$ 7,627.78

# Tax Collector's Report Summary of Tax Accounts

Fiscal Year Ended December 31, 1991 - (June 30, 1992)

	DEBITS		
	Levies Of:		
	1992	1991	Prior
<b>Uncollected Taxes -</b>			
<b>Beginning of Fiscal Year: (1)</b>			
Property Taxes .....			\$1,331,691.63
Resident Taxes .....			
Land Use Change Tax .....			
Yield Taxes .....			4,877.22
Sewer Rents .....			41,497.27
 <b>Taxes Committed to Collector:</b>			
Property Taxes .....		\$6,755,173.00	
Resident Taxes .....			
National Bank Stock .....			
Land Use Change Tax .....		18,222.00	
Yield Taxes .....		7,067.23	
Sewer Rents .....		197,927.74	
 <b>Added Taxes:</b>			
Property Taxes .....			
Resident Taxes .....			
Other Debits .....			13.63
 <b>Overpayments: (2)</b>			
a/c Property Taxes .....			
a/c Resident Taxes .....			
Interest on Sewer .....		312.41	971.02
Interest Collected on Delinquent Taxes .....		2,297.29	37,138.03
Penalties Collected on Resident Taxes .....			
<b>TOTAL DEBITS</b>		\$6,981,013.30	\$1,416,175.17

# Tax Collector's Report Summary of Tax Accounts

Fiscal Year Ended December 31, 1991 - (June 30, 1992)

	CREDITS		
	1992	Levies Of:	
Remitted to Treasurer		1991	Prior
<b>During Fiscal Year:</b>			
Property Taxes .....		\$5,254,759.39	\$1,330,804.63
Resident Taxes .....			
Land Use Change Tax .....		10,407.00	
Yield Taxes .....		7,067.23	4,877.22
Sewer Rents .....		160,071.54	41,467.84
National Bank Stock.....			
Other Utilities:			
Sewer Interest .....		312.41	971.02
Interest on Taxes.....		2,297.29	37,138.03
Penalties on Resident Tax.....			
<b>Abatements Allowed:</b>			
Property Taxes .....		2,839.00	887.00
Resident Taxes .....			
Yield Taxes .....			
Sewer Rents .....		199.02	
Other Credits .....			29.43
<b>Uncollected Taxes – End of Fiscal Year:</b>			
Property Taxes .....		1,497,574.61	
Resident Taxes .....			
National Bank Stock.....			
Land Use Change Tax .....		7,815.00	
Yield Taxes .....			
Sewer Rents .....		37,670.81	
	<b>TOTAL CREDITS:</b>	\$6,981,013.30	\$1,416,175.17

- (1) These uncollected balances should be the same as last year's ending balances.
- (2) Overpayments should be included as part of regular remittance items.

# Tax Collector's Report

## Summary of Tax Sales/Tax Lien Accounts

Fiscal Year Ended December 31, 1991 - (June 30, 1992)

### DEBITS

	Tax Sale/Lien on Account of Levies of:		
	1990	1989	Prior
Balance of Unredeemed Taxes of Fiscal Year:.....		\$375,244.68	\$160,796.00
Taxes Sold/Executed To Town During Fiscal Year: .....	\$885,583.23		
Date Sold/Liened			
Subsequent Taxes Paid: .....			
Interest Collected After Sale/Lien Execution: .....	48,317.77	33,419.24	55,729.10
Redemption Cost: .....			
<b>TOTAL DEBITS</b>	\$933,901.00	\$408,663.92	\$216,525.10

### CREDITS

<b>Remittance to Treasurer During Fiscal Year:</b>			
Redemptions: .....	\$398,067.56	\$112,788.53	\$160,139.28
Interest & Costs After Sale:.....	48,317.77	33,419.24	55,729.10
Abatements During Year:.....			252.00
Deeded To Town During Year: .....	494.72	478.79	404.72
Unredeemed Taxes-End of Year: .....	487,020.95	261,977.36	
Unredeemed Subsequent Taxes: .....			
Unremitted Cash: .....			
<b>TOTAL CREDITS</b>	\$933,901.00	\$408,663.92	\$216,525.10



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# Mason & Rich Professional Association

## Accountants and Auditors

April 19, 1991

Selectmen  
Town of Pembroke  
Pembroke, New Hampshire 03275

In planning and performing our audit of the financial statements of the Town of Pembroke, New Hampshire for the year ended December 31, 1990 we considered the Town's internal control structure to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on the internal control structure.

However, during our audit we became aware of several matters that are opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions regarding those matters. This letter does not affect our report dated April 19, 1991 on the financial statements of the Town of Pembroke, New Hampshire.

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

Respectfully submitted,  
MASON & RICH PROFESSIONAL ASSOCIATION  
Accountants and Auditors

### (1) Budgetary

**Finding** - The Town did not budget all the interest transfers from the Sewer Fund as revenues for the payments of interest on the Sewer Bonds.

**Recommendation** - The Town should include all anticipated interest transfers from the Sewer Department as revenue in their budget for setting the tax rate.

**Management's Comments** - The Town has implemented this policy.

### (2) Fixed Assets

**Finding** - The fixed assets ledgers have not been updated annually for asset additions, retirements or depreciation.

**Recommendations** - The Sewer Fund should update the fixed asset ledgers if assets are acquired or retired and should enter depreciation annually.

**Management's Comments** - The Town Administrator will review with the Sewer Commission.

### (3) Cash

**Finding** - The Treasurer and the Town bookkeeper each keep separate records of cash receipts. At year end, the detail of the cash receipt records did not reconcile. One bank deposit sent to the Treasurer through inter-office mail was never received by the bank. The cash account on the computer did not reconcile to the Treasurer's balance at year end. The Treasurer and the bookkeeper are not reconciling on a regular basis.

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**Recommendation** - The Treasurer should reconcile to the computer generated cash receipt report. If errors are noted, the Town bookkeeper should adjust the computer to match the Treasurer's reconciliation. All deposits should be made directly to the bank. The bookkeeper should maintain a current accounting of the Town's cash balance. This should be reconciled to the Treasurer and the computer on a monthly basis. By recording regularly, errors are caught while the detail is fresh in the minds of the bookkeepers.

**Management's Comments** - The Town has implemented these recommendations. The Treasurer and the bookkeeper are reconciling monthly.

(4) **Abatement Slip**

**Finding** - The Town does not use pre-numbered abatement slips.

**Recommendation** - The Town should use pre-numbered abatement forms to provide better control of abatements.

**Management's Comments** - The Town has implemented this policy.

(5) **Library**

**Finding** - The Library checking account was not reconciled at year end, but appears to have been reconciled during the year.

**Recommendation** - The Library should reconcile their checking account monthly.

**Management's Comments** - The Town Administrator will review this with the Library Trustees.

(6) **Engineering Escrow**

**Finding** - Due to several changes in the Town planners position during the year, the engineering escrow account has not been maintained. There appears to be several accounts where the Town is owed money as of 12/31/89 that has not been collected.

**Recommendation** - The Town should review the escrow deposit account for all of 1990.

**Management's Comments** - The New Town Planner has reviewed this account.

(7) **Deposit**

**Finding** - The Town has a large number of cash accounts that are uninsured and/or uncollateralized.

**Recommendation** - The Town's deposits are insured as follows: \$100,000 for all demand deposits in aggregate in the Town's name and \$100,000 for all savings deposits in aggregate in the Town's name. The Town should explore collateralization or repurchase agreements to protect the Town's deposits.

**Management's Comments** - The Town has implemented a program to collateralize a large part of the bank deposits.

(8) **Water, Sewer and Electric Department Depreciation Schedules**

**Finding** - In the course of performing our examination, we noted that detailed depreciation schedules for the enterprise funds have not been maintained. Under the method currently used by the Town, if an asset classification had a ten year life, the balance in classification was multiplied by 10%. However, under this method assets are over depreciated if fully depreciated assets are not removed from the general ledger as they become fully depreciated. For example, assume an asset classification with a ten year useful life, a beginning balance of \$80,000

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and a purchase of equipment of \$4,000. Assume that the \$80,000 was purchased over ten years ago and has been fully depreciated.

Under the current method of depreciation, the depreciation expense for that asset classification would be \$8,400 ( $\$8,400 \times 10\%$ ). The correct depreciation should be \$400. If not corrected net depreciated property, plant and equipment could be grossly understated because of the overstatement of depreciation charges.

**Recommendation** - Management should consider recreating a detailed depreciation schedule. The schedule should be broken down into major asset classifications, i.e., water distribution mains, summer lines and water services. These classifications are further broken down to show the following for each asset.

1. Date Acquired
2. Brief Description of the Asset
3. Cost
4. Useful Life
5. Accumulated Depreciation at the Beginning of the Year
6. Depreciation Expense for the Current Year
7. Accumulated Depreciation at the End of the Year

If this is done, it may be necessary to restate beginning balances for over depreciation.

**Management's Comments** - The Town will consider this recommendation.

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**Mason & Rich Professional Association**  
**Accountants and Auditors**

**INDEPENDENT AUDITOR'S REPORT**

April 18, 1991

Selectmen  
Town of Pembroke  
Pembroke, New Hampshire 03275

We have audited the accompanying general purpose financial statements of the Town of Pembroke, New Hampshire, as of December 31, 1990 and for the year then ended. These general purpose financial statements are the responsibility of the Town's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted an audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The general purpose financial statements referred to in the first paragraph does not include the Pembroke Water Works (enterprise fund), which should be included to conform with generally accepted accounting principles. The omitted fund has assets, liabilities, revenues and expenditures of \$1,621,616, \$256,056, \$350,659 and \$313,554 respectively.

As more fully described in Note 10, the combined financial statements do not include the general fixed assets account group which should be included to conform with generally accepted accounting principles. The amount that should be recorded in the general fixed assets account group is not known.

As described more fully in Note 10 to the financial statements, the Town does not accrue the current portion of accumulated sick pay in the General Fund in accordance with generally accepted accounting principles. The effect on the combined financial statements of this departure from generally accepted accounting principles cannot be determined.

In our opinion, except for the effect on the financial statements of the omissions described in the third and fourth paragraphs and subject to the effects of such adjustments if any, as might have been determined to be necessary had we been able to satisfy ourselves as to the matter discussed in the fifth paragraph, the combined financial statements referred to above present fairly in all material respects, the financial position of the Town of Pembroke, New Hampshire as of December 31, 1990 and the results of its operations and cash flows of its proprietary fund types for the year then ended in conformity with generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The accompanying combined and individual fund financial statements listed as supporting schedules in the table of contents are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of the Town of Pembroke, New Hampshire. Such information has been subjected to the auditing procedures applied in the audit of the general financial statements and, in our opinion, is fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

Respectfully submitted,  
MASON & RICH PROFESSIONAL ASSOCIATION  
Accountants and Auditors

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# Central New Hampshire Regional Planning Commission

329 Daniel Webster Highway  
Boscawen, New Hampshire 03303  
(603) 796-2129

The Central New Hampshire Regional Planning Commission (CNHRPC) is a voluntary association of 19 towns and the City of Concord in Merrimack and Hillsborough Counties. The Town of **Pembroke** is a member in good standing of the Commission.

The CNHRPC is organized under RSA 36:45-53 to prepare coordinated regional plans and to assist communities with local planning activities.

Our accomplishments over the last year include:

**Regional Plan:** The Commission adopted the *Land Use Element of the Regional Master Plan* at the annual meeting in May. Staff is meeting with planning boards to explain the recommendations of the plan.

**Housing:** The CNHRPC began to debate conclusions and recommendations for the draft housing element of the regional master plan, distributed during the fall. We sponsored a discussion of the implications for local zoning of the Britton vs Chester, NH Supreme Court case at the November 21, 1991 Commission meeting. Staff is meeting with planning boards to discuss both the housing element and the Chester court case.

**Transportation:** The Transportation Advisory Committee completed and adopted in 1991 the *Regional Truck Route Study*, an element of the regional transportation plan, due for completion in 1993. The Committee also completed and adopted the *Steeplegate Mall Traffic and Land Use Study*. The study brought together planners from Chichester, Concord, Loudon, and Pembroke to identify traffic and land use issues of mutual concern and to develop strategies to preserve and enhance traffic mobility and land use compatibility in the area in preparation for the eventual growth and development in the mall area.

The CNHRPC continued to provide support for the public participation and environmental reviews for the Concord to Spaulding Turnpike EIS and preliminary design study.

Work began on the EIS and design of the Hillsborough Bypass. The Commission is responsible for public participation, parts of the EIS, and to review the design.

**Solid Waste:** The Commission continues to assist the Central NH Solid Waste District in implementing its state approved **Solid Waste Management Plan**. The Commission had assisted the Central and Hopkinton-Webster districts in preparation of their plans and with obtaining state approval.

**Recycling:** The CNHRPC prepared a regional recycling status update, funded by a grant through the Governor's recycling initiative.

**Household Hazardous Waste Collection:** The CNHRPC organized its third household hazardous waste collection on October 5, 1991, with collection sites in Allenstown and Henniker. Co-sponsors were the Towns of Allenstown, Bow, Dunbarton, Henniker, Hopkinton, Pembroke, Sutton, Warner, Washington, and Wilmot.

**River Management and Protection:** The Commission co-sponsored the successful nomination of the Contoocook River to the NH Rivers Management and Protection Program. The Commission helped organize and will provide technical assistance to the Federal Wild and Scenic River and NH River Management and Protection Program studies for the upper Merrimack River.

**Geographic Information System (GIS):** The system, designed to map and manage geographic information, was used for the regional land use, transportation, and housing plans and for the Bow, Pembroke, and Salisbury town plans.

During 1991 RPC staff met with the planning board to discuss current and future town planning tasks, your priorities for the Regional Planning Commission, the progress of the regional master plan, and our GIS.

Other activities in **Pembroke** included providing information on master plan assistance and digital base mapping; providing copies of sign ordinances, examples of definitions from Bow and Hopkinton ordinances, and definitions from PAS Report 419 - Sign Regulations; making a blue line print of town base map for Dennis Poma; answering request for 1991 and 1992 member dues; providing information on gravel excavation regulations - discussed town's right to require bonds of grandfathered pits (referred to and sent copy of the NHMA law lecture hand out which says that the town can require bonds of grandfathered pits); and providing model Gravel Excavation (RSA 155:E) and Enforcement language for zoning ordinances, models for gravel regulations, and recommended community responses.

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# Pembroke Planning Board

## 1991 Annual Report

1991 was another quiet year in terms of development within Pembroke. There were no significant development projects proposed this year, due primarily to the weak economy. Six applications were approved for subdivision or site plan approval, authorizing six new residential building lots. Three applications for non-residential site plan review were received. The Planning Board was therefore able to focus primarily on planning activities such as updating existing ordinances and regulations, and the Master Plan.

The Master Plan was last updated in 1987. Along with other towns in the region, Pembroke has since experienced the end of the 1980's development boom, and is now in a slow-growth period. These changes signal the need for the update, as well as availability of 1990 census data expected in the Spring. While the Board had hoped to have the update ready for March 1992, the delay in availability of census data has postponed completion until later in the year.

The Planning Board also spent significant time updating existing ordinances and regulations to better serve the residents and businesses within the town. Many of these changes are presented for vote this year, while others will be presented in 1993. The 1992 changes will include a complete re-organization of zoning regulations to make them easier for all to use.

Mike Toepfer has completed his first full year serving as the town's Director of Planning and Land Use. The Planning Board has found Mike's experience and efforts invaluable, along with his regional knowledge and interaction with other Town boards and commissions.

The Planning Board foresees no significant changes in development activity in the coming year. We will therefore be concentrating on completion of the Master Plan update, zoning ordinance re-organization, and review of subdivision and site plan regulations.

Mark LePage  
Chairman  
Pembroke Planning Board

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# Pembroke Cemetery Commission

Commission efforts this year have been concentrated on continued assessment of needed repairs to damaged monuments and fences.

Monuments in two cemeteries have been mended and/or straightened and set in concrete as follows:

Evergreen Cemetery	97 monuments
Pembroke Street	150 monuments

Again, as in past years, the Commission attempted to select for repairs only monuments which were in the most need of attention due to the limited funds available for this purpose.

For the most part essential repairs have been completed in the newer cemeteries or in the newer sections of the older cemeteries. Remaining however, are the older monuments in these cemeteries. Substantial repairs are still needed and will be completed as funds are available.

The Commission had also planned to repair the front granite fence at the Buck Street Cemetery however the bids received were in excess of available funds, thus this project has been deferred until next year or as funds are available.

As a result of mapping of the cemeteries in past years, additional burial plots have been laid out in the Buck Street, Evergreen, and Pembroke Hill Cemeteries. This project has been accomplished by Henry Malo, Road Agent, and his crew.

“Burial Lot Licenses” forms have been revised and quantities printed sufficient for several years use. New “Plot Index” forms have been designed by James Goff, Town Clerk and quantities printed for use by his office and the Commission. Completion of these forms for each lot in each cemetery will complement the mapping project, which has been completed, and provide greater detail of the occupants of each lot.

We regret that Stanley Prescott, II has found it necessary to resign from the Commission. His participation has been greatly appreciated.

As a replacement we are fortunate that Howard L. Robinson has been appointed in this capacity. Howard follows in the footsteps of his father Joseph H. Robinson, who served on the former Cemetery Commission, and as chairman, for many years.

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## Pembroke Economic Development Committee

In order to address the need for a healthy tax base in Pembroke the Board of Selectmen formed the Pembroke Economic Development Committee. The committee is made up of representatives from the Board of Selectmen, the Planning Board, the Route 106 area, the village, and an at-large citizen. The goals of the committee can be broadly stated as: (1) to promote new development, and (2) to work toward promoting a positive environment for existing Pembroke businesses.

One of the first tasks of the committee was in the planning for a "Town Meeting." This was not a true town meeting in the New England sense, but a meeting between the regulatory boards and committees of the town, and the business community. By getting all participants of the development process in one room to discuss their concerns it is hoped to formulate a new awareness of each parties needs.

In 1992 the Committee hopes to develop a brochure which will be used to promote the economic development opportunities available in Pembroke. Other tasks include developing fact sheets for individuals and businesses interested in moving to Pembroke.

The Committee will meet on the first Wednesday of each month at 7:00 p.m. in the Town Hall, and the public is encouraged to attend. Future meetings and discussion topics will be posted in the Town Hall and additional information may be obtained from the Town Planner, Michael Toepfer, at 485-4747.

## Code Enforcement Officer/ Building Inspector

1991 saw a continued decrease in permits for new buildings from previous years. As the economy continues to decline, the issuance of permits for new construction drops off and is somewhat offset by an increase in renovation/alteration permits (76 in 1991 vs. 55 in 1990).

Permits for new construction in 1991 covered a broad spectrum, from a new communications tower on Plausawa Hill, to the new 55,000 square foot school on Academy Road.

### Summary of Permits Issued

New Homes	8	Signs	9
Garages	5	Commercial Renovations	3
Additions	18	Mechanical	6
Misc. Residential	48	Razing	2
Barns	2	Day Care	10
Sheds	12	M/H Park	6
Porches Decks	22	Gravel Operations	3
Pools	9	Kennel	1
Fences	10	Communications Tower	1

In December of 1991 we started the process of updating the Town's building, plumbing, electrical, and fire codes (one of which has not been reviewed since 1973) to bring them in compliance with state law or eliminate conflict with state codes.

Any one with questions about building codes, zoning, or building permits, should contact the Town Hall for assistance.

John M. Freeman  
Code Enforcement Officer  
Building Inspector



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## Conservation Commission

This past year the Conservation Commission was again active on many fronts. As stewards of the Town's conservation lands we have worked on our three premier parcels: The Bragfield Pond Conservation Area, the Town Forest, and the newest addition, the White Sands Conservation Area on the Merrimack. At Bragfield and the Town Forest we have installed nesting boxes for wood ducks, had clean up days, and have worked on management plans. Down on the Merrimack River at the 24 acre White Sands Conservation Area we have had several clean up days hauling out an amazing amount of trash, tires, old appliances, bottles, cans, and various other discarded items. We have also been assisted by various local volunteers in keeping the area clean. In the upcoming year we will be improving the site with more clean up days, signs, access information, and habitat improvement for both people and animals. The area known as White Sands has been used for hundreds of years and we hope you can get down there and enjoy it too.

The Commission spent time looking at sites for possible acquisition into our conservation lands and will continue this in 1992. We hope to add at least two parcels of land in the backlands of Pembroke to the conservation designation. Our members have given up weekends to attend seminars, meetings, and training sessions on wetlands identification and management, habitat management, and on how to be a more effective conservation commission. We continue to support state conservation efforts through memberships and by sending two junior high science students to conservation camp. The Conservation Commission took responsibility again in 1991 to plan and manage the household hazardous waste clean up day. Pembroke had the highest percentage of participation of any of the involved towns so we feel we did a good job. There were only a few minor dredge and fill applications this past year due to the absence of development in town. For the third year in a row the Commission sponsored its annual canoe race the afternoon of Old Home Day. Times were faster, the weather was better, and several new records were set. We'll do it again this August.

The Commission appreciates the support we get from the community and hope that you will contact us with your suggestions, comments, and ideas.

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# Upper Merrimack River Local Advisory Committee 1991 Report

The Upper Merrimack River Local Advisory Committee convened its first meeting in November, 1991. The Committee consists of 20 individuals nominated by officials of the seven communities bordering the 30 miles of river between the Hooksett Reservoir and the confluence of the Pemigewasset and Winnepesaukee in Franklin. Over the next two years, the Committee will work jointly with the National Park Service and New Hampshire Department of Environmental Services to:

- 1) evaluate local resident and landowner attitudes and opinions regarding present and future management of the river and its related resources;
- 2) evaluate current management of river-related resources and make recommendations regarding future management at the local and state levels;
- 3) assist in the implementation of management recommendations. For any recommended changes in local ordinances, adoption will be subject to town meeting vote;
- 4) evaluate community attitudes regarding possible designation of the Upper Merrimack as a component of the National Wild and Scenic Rivers System.

In August of 1993, the National Park Service must make a recommendation to Congress concerning whether or not the Upper Merrimack ought to be added to the list of rivers receiving federal protection through inclusion in the National Wild and Scenic River System. A Wild and Scenic designation would afford protection to the river from any federally assisted, licensed, or funded actions related to the river that would degrade the river's natural or cultural values.

The Committee meets monthly.

Roy Annis  
Dave Harrigan

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## Pembroke Recreation Commission

Each year the Pembroke Recreation Commission supports: a soccer league for children (grades kindergarten – 6), biddie basketball (grades 4 – 6), Little League baseball and softball, summer recreational softball, summer recreation basketball (grades 7 – 12), a fishing derby, a summer recreation program, summer swimming, an annual antique fire truck show and Old-Home Day activities.

Last year improvements were made to the parking area and the road leading to the boat launch. Dugouts were installed at the softball field and an additional set of bleachers were purchased. These bleachers will be used for softball season, soccer season, horseshoe tournaments and Old-Home Day activities. Three new benches were placed in the park along with two playground structures.

Donna Ong and Kim Harkins directed our summer recreation program. Children participated in sport activities and arts and crafts. Weekly field trips were taken to various state parks, a cruise on Lake Sunapee, bowling trip and to Surf Coaster. The program, which ran for four weeks, was well organized and we look forward to another exciting summer.

Helen Fryer organized our summer swimming program. Classes were offered in Beginner A, Beginner B, Advanced Beginner, Intermediate and Swimmer. More than 100 children participated in these classes. Mrs. Fryer continues to do an outstanding job coordinating the program

Our intent next year is to: develop a program for senior citizen's activities, sponsor a road race, resurface the basketball court, repair the boat launch, and develop a plan for the construction of tennis courts in town.

The commission would like to thank the Highway Department for its help and assistance last summer.

Respectfully submitted,  
Rose Galligan, Chairperson

## Pembroke Town Library

We at the Pembroke Library completed another successful year, adding 142 new patrons.

The trustees wish to stress that the library is here to serve everyone. We welcome special requests for new books. In addition, we can borrow specific books from other New Hampshire libraries. Requests can be made to our librarian, Virginia Batchelder.

We are still in need of volunteers to conduct a story hour for children. Help would be appreciated.

We want to thank all who have donated new books to the library.

### HOURS

Monday and Friday	1:00 p.m. to 8:30 p.m.
Tuesday	10:00 a.m. to 5:00 p.m.
Wednesday and Thursday	1:00 p.m. to 5:00 p.m.
Saturday	10:00 a.m. to 12:00 noon (closed during summer)

Catherine Dowling  
Linda Fenn  
Katherine Fowler

Trustees

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# Pembroke Police Department

Policing has become a multi-faceted profession. Proficiency is the key for an effective police department. Police officers are required to attend a schooling update every year. Some of this schooling is done at the police department by qualified police instructors and some at the New Hampshire Police Standards & Training Council. Update training is essential to all police officers.

The role of concerned citizens in Pembroke has enabled the police department to apprehend perpetrators in their neighborhoods. Pembroke Police Department appreciates your help and thanks you.

When you look at our statistics for 1991, it appears that some of our objectives to our goals pertaining to burglaries have been accomplished. Burglaries have decreased almost 53 percent from 1990. The total means for this decrease is not only good policing, but also because of concerned citizens like you. Remember, crime is a community problem and must be viewed as such by citizens before significant crime reduction can be expected.

Economic problems also play a role in current crime trends. Burglary rates go down because more people are staying home due to job layoffs and less money to travel. Theft type crimes usually go up. Our statistics show an increase of 31 percent from 1990. We strongly recommend all citizens remove valuables from their motor vehicles at night.

We still are not satisfied with our clearance rate of crimes committed like burglaries and thefts by conviction or recovered properties. Investigation of these crimes takes a lot of man hours. We still are a small department and do not have a full-time investigator to follow up on these crimes. We feel that a detective position some time in the future would benefit our department and our citizens.

We would like to remind all drivers in Pembroke to be aware of the recent speed limit changes. Streets in the village are not 25mph unless posted differently. All town roads outside of the village area are 30mph unless posted differently. All State highways within the town are still the same. Remember speed kills.

Recent changes in our department included the promotion of Officer Pamela Allgeyer to Corporal and the resignation of Officer William Peets. Bill left us in November to take up employment in Connecticut. We are presently trying to fill his position. State law requires that we do a Background Investigation on anyone we hire as a police officer. This is an extensive investigation which takes a great deal of time. We hope to fill this position by spring. Then we will have our ranks back up to 100 percent.

We received a DWI Detention Grant from the State of New Hampshire for \$1,200.00. Our DWI arrests have decreased 57.5 percent from 1990. This indicates that we have an effective DWI patrol in our department. It also indicates people are getting the message "Don't drink and drive".

I would like to give a special thanks to all personnel of the Pembroke Police Department for a job well done.

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### Police Department Personnel

	Serving Since
Chief Lucien L. Bouffard - Commanding Officer	8/62
Lieutenant Wayne A. Cheney - Chief Supervisor	8/79
Sergeant Larry J. Houghton - Court Prosecutor	4/79
Sergeant Steve Gubitosi - Patrol Supervisor	3/82
Corporal Pamela Allgeyer - Patrol Supervisor	8/79

#### Patrol Officers

Officer Bruce Lawler	11/84
Officer Scott Lane	4/85
Officer Glenn Northrup	2/89
Officer Michael Crockwell	10/90

#### Police Secretary

Pennie Rutherford	6/88
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#### Part-time Officers

Officer William Schuett	2/80
Officer David Sheldon	8/85

#### Animal Control

Mark Tetrault	10/89
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Lucien L. Bouffard  
Chief of Police



## Animal Control Officer's Report - 1991

Abuse	3	Menace	11
At Large	66	Moose Sighting	5
Dog Bites	6	Nuisance	8
Expired Rabies	7	Other	12
Unlicensed			92

One dog rescued from the Suncook River  
One cockatiel captured and adopted out  
One snake removed from a resident's yard  
One racoon removed from a dumpster  
One woodchuck removed from a resident's yard

## Offense Log – 1991

Armed Holdups/attempts	1	Forgeries/Frauds	1
Arrest on Warrants	43	Harassment	40
Assaults (felonious sexual)	2	Illegal Dumping	4
Assaults (on police officer)	3	Juvenile Complaints	117
Assaults (simple assault)	24	Littering	4
Assist (citizens)	83	Open Alcohol	6
Assist (other departments)	118	Parties/Fights	70
Bad Checks	3	Possession of Alcohol	2
Bomb Threats	4	Possession Controlled Drug	6
Burglar Alarms	157	Protective Custody	35
Burglaries/Attempts	23	Recovered Stolen Property	2
Criminal Mischief	129	Resisting Arrest	4
Criminal Threatening	5	Resisting Detention	2
Criminal Trespass	10	Search Warrants	1
Disorderly Conduct	12	Suicides/Attempts	5
Disobeying Police Officer	4	Suspicious MV/Persons	450
Dispatch Calls Received	N/A	Theft/Larceny	129
Dog Attack/bites	2	Tri-Town Ambulance (assist)	87
Dog Complaints	66	Unsecured Buildings	135
Domestic Violence/Civil Standby	94	Untimely Death	2
Fire Alarm (assist)	94	Unwanted Person	12
First Degree Assault	1	Business hours calls	5,007



## Motor Vehicle – 1991

Accidents (MV)	136	Reckless Operation	5
Child Restraint	4	Recovered Motor Vehicles	4
Conduct after Accident	3	Stolen Motor Vehicle	2
Defective Equipment	191	Stop Sign Violation	18
Disabled Motor Vehicle	105	Transporting Alcohol/Drugs	2
Driving after Revocation	24	Unauthorized use of MV	1
Driving while Intoxicated	39	Uninspected Motor Vehicle	19
Failure to Yield	3	Unreasonable Speed	255
Following too Closely	2	Unregistered Motor Vehicle	6
Improper Passing	1	Vehicle Stops/Warnings	1,153
Motor Vehicle Lockout	74	Vehicle Towed	22
Operating w/o License	6	Yellow Line Violation	13
Operating w/o Lights	2		



## Motor Vehicle – 1991

Aggravated DWI	2	DWI 1st	31
Arrest on Warrant	43	DWI 2nd	6
Burglary	1	Possession Alcohol	2
Criminal Mischief	6	Possession Controlled Drug	6
Criminal Threatening	7	Protective Custody	35
Criminal Trespass	7	Resisting Arrest	4
Disobeying Police Officer	4	Resisting Detention	2
Disorderly Conduct	12	Simple Assault	16
Driving after Revocation	24	Sexual Assault	1

# Pembroke Fire Department

247 Pembroke Street  
Pembroke, NH 03275

Dear Residents,

IF YOU CALLED US AND GAVE US YOUR ADDRESS WOULD WE BE ABLE TO FIND YOU QUICKLY?

Pretend you are us and, as you drive home after reading this, see if you could easily find your house by looking for your street number. If you can — Thanks. If you can't, why not do something about it immediately — you never know when you may need us, the police or an ambulance. Then take a look at your friends and neighbors street numbers. A gentle reminder might make a difference.

1991 was an average year for your fire department. We answered 225 calls for help. Our manning level remains constant with our weakest area being daytime help during the weekdays. However, mutual aid agreements help to offset the shortage and we continue to provide the levels of service your expect.

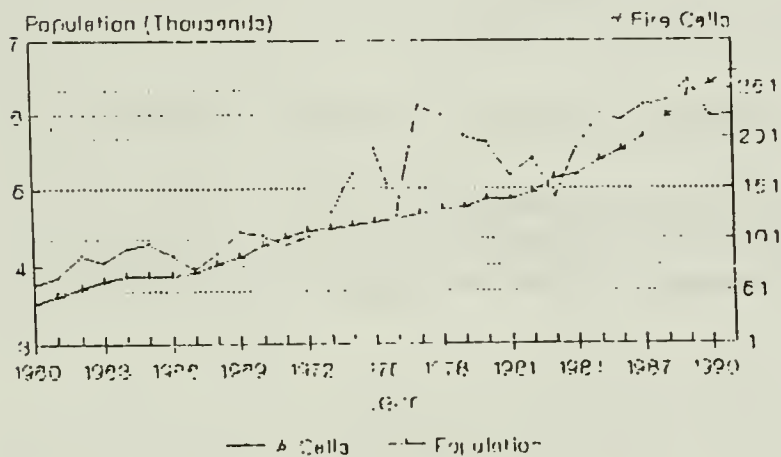
We expect to ask the Town to withdraw monies from the Capital Reserve Funds in 1993 for the acquisition of an aerial device. This item has been planned for through the Capital Improvements Plan and has consistently been funded over the past years so that the purchase will not impact the tax rate.

I would call your attention to the graphs shown below which show how your Town and fire department have grown over the years. Whether we like it or not we continue to grow and we must be ready to meet those demands.

Sincerely,  
Richard S. Chase  
Fire Chief

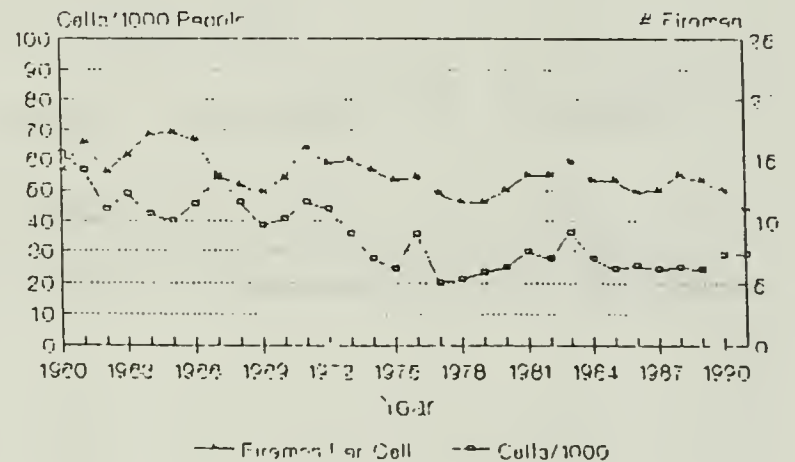
## Pembroke Fire Department

1960 - 1991



## Pembroke Fire Department

1960 - 1991





STATE OF NEW HAMPSHIRE  
DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT  
DIVISION OF FORESTS AND LANDS

172 Pembroke Road P.O. Box 856 Concord, New Hampshire 03301

John E. Sargent, Director

STEPHEN K. RICE  
Commissioner

603-271-2214  
FAX: 603-271-2629

1991 was a very dry and busy year for the New Hampshire Forest Fire Service as well as local fire departments due to our increase in the number of fires. Our three major causes of fires in 1991 were non-permit, children and smoking materials. 450 wildland fires in New Hampshire burned approximately 150 acres for an average fire size of one-third acre.

Primarily, the local fire department is responsible for extinguishing these fires. Keeping the average fire size this small is a tribute to early detection by citizens, our fire tower lookout system and the quick response of our trained local fire departments.

In every municipality, there is a Forest Fire Warden and several Deputy Wardens that are responsible for directing suppression action on wildland fires, working with other fire department members under the direction of the N.H. Forest Fire Service to make sure that all fire department members are properly trained and equipped for suppressing wildland fires. Forest Fire Wardens and Deputy Wardens receive specialized training each year, presented by the N.H. Forest Fire Service, to keep their skill level and knowledge of forest fire laws up to date.

The local Warden and selected Deputy Wardens are also responsible for issuing burning permits for any open burning that is to be done in their community. In New Hampshire, any open burning, except when the ground is completely covered with snow, requires a written fire permit prior to lighting the fire. Before doing any open burning, it is recommended that you contact your local fire department to see if a permit is required and to save your community the cost of sending fire equipment on a false alarm. Any person violating the permit law (RSA 224:27) shall be guilty of a misdemeanor.

Please help your local Warden and fire department by requesting a fire permit before kindling a fire, be understanding if they tell you it is not a safe day to burn and help keep New Hampshire green! Thank you for being fire safe.

Robert D. Nelson  
Chief  
Forest Protection

Robert D. Nelson, Chief, Forest Protection

Your Local Forest Ranger

Municipal Forest Fire Warden



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## Pembroke Highway Department

1991 was another busy year for the Highway Department. We are continuing to make changes in the Solid Waste Facility for easier access and removal of solid waste. We have oiled seven (7) miles of roads this year. Twenty (20) culvert marker posts were replaced in north Pembroke. A boulder on Carrie Avenue had to be removed and the road patched. All the curves, speed limit, stop signs, and street signs that were missing have been replaced, and signs were put up in accordance to the new parking ordinance. We put eighty-five (85) feet of eight (8) inch pipe and built a catch basin on Turnpike Street because of a water problem. There were also eight (8) other catch basins that had to be rebuilt.

We have helped to replace the water line to the recreation field. We have been working with the Conservation Commission in getting White Sands ready for the public. We have also continued to cut brush on roadways during the spring and summer months. The grading of the dirt roads are still being done on a twice a year basis. We have installed drainage pipes on Cross Road and Church Road. We have cut drainage ditches in the Donna Drive project, Smith Avenue and Belanger Drive and also repaired the ditch line on Bow Lane. We loamed, hayed and seeded all of these drainage ditches along with the ditches on Pembroke Hill Road and Deerpath Lane. We repaired a plugged pipe on Bridge Street Extension. We have done some shimming on Dearborn Road, a section on Pembroke Hill Road and a section on North Pembroke Road. We did some guardrail work on Cross Country Road.

Along with all these projects we have still been doing our regular maintenance of cleaning and clearing catch basins of ice and other debris three times a year and when ever necessary. In the winter months, the plowing, sanding, salting and snow removal takes long hours to maintain the roads for safety, this is still an ongoing goal in this town.

We at the Highway Department know and feel the pressure of the economy that everyone else is feeling and for those reasons we have done some heavy budget cuts for the year 1992. With these cuts we are still going to do our best to maintain the roads and all maintenance that need to be done as we have done in the past.

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## Supervisors of the Checklist

The Supervisors of the Checklist have met in the year 1991 for the "purging of the checklist". It was completed in August of 1991. Before the purging, there were 1034 Democrats, 1435 Independents, and 1345 Republicans for a total of 3814 names. After the purging there were 818 Democrats, 865 Independents, and 1133 Republicans for a total of 2816 names.

The Supervisors also met on December 5th for those who wished to change their party for February 18, 1992. This was the last day to change party affiliation for the Primary election. Four sessions were also held for changes and corrections to the checklist for the Primary in February and Town Meeting in March 1992.

Roland Young  
Barbara Payne  
Manson Donaghey

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# Concord Regional Solid Waste/Resource Recovery Cooperative

## I 1992 Budget

	Item Budget	Subtotals
1. Wheelabrator Concord Co. Service Fees, Reconciliation & Recycled Tons Rebates		\$2,519,564
2. Bypass Disposal Cost Reserve		125,000
3. Franklin Residue Landfill		
(a) Operations and Maintenance	\$792,567	
(b) Bond and Loan Payments	445,658	
(c) Expansion Sinking Fund	552,497	
(d) Closure & LTM Fund	<u>143,369</u>	
		1,934,091
4. Cooperative expenses, including consultants & studies		<u>383,080</u>
	Total 1992 Budget	\$4,961,735
Less, portion of interest, surplus, recycled tons, & communities over GAT applied to 1992 Budget		<u>- 904,299</u>
Net - to be raised by Cooperative Member Municipalities		\$4,057,436

1992 GAT of 105,525 tons & net budget of \$4,057,436 = \$38.45/ton

## II Summary

November 30, 1991 completed our second full year of operations. During the year we installed at the Franklin Ashfill and now have operable a 180,000 gallon additional leachate storage tank to assist us in the handling of leachate now and in the future. Earthwork construction was completed this Fall in anticipation of Phase II construction of the double liner and leachate collection system which, when completed, will coincide with the completed filling of Phase I late this summer. Once again our landfill operator J.D. McLeod has done an outstanding job in operating and maintaining the site. The required monitoring of the ash, leachate, groundwater and storm water has consistently produced satisfying results. Leachate disposal arrangements at the Winnepesaukee River Basin Plant have been working very well and we are fortunate to have this vital link in our area.

While our delivered tonnage of 102,200 was 3% less than the 1990 figures (solid waste disposal continues to follow the ups and downs of the economy) we were still able to hold our increase to a dollar a ton making the 1992 budget a \$38.45 per ton tipping fee which covers all of our operating costs, debt service, and the Expansion and Closure/Long Term Maintenance Funds. Your Cooperative's Representatives have done an outstanding job this past year in overseeing the Project. They deserve many thanks for their extra efforts during the year.

12/27/91

Ronald H. Ford  
Project Director

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# Assessor's Report

Not a time to be an assessor! A continuing falling real estate market raises havoc with our extremely successful 1988 revaluation. Consequently, the office is questioned day after day for reductions in assessed values. We have continued to use our 1988 values for assessing purposes because they were derived when there were far more arms-length sales to have the benefit of, and these values have stood the test of local hearings and hearings for those who carried their appeals to The Board of Tax and Land Appeals. I would like to point out that by using assessed values higher than present market value, the net result is a lower than normal tax rate per thousand. The town is obliged to raise a fixed amount of money for School, County and Town operating budgets; therefore, if assessments drop, the rate increases, exactly like a seesaw.

Hopefully the market will soon level off. If we have a sufficient number of arms-length sales in each type of property (land only, residential land and building, commercial, industrial, condo and income-producing property) we can then see where each should be and make adjustments accordingly.

Until then, I ask all, town government and taxpayers alike, to bear with me. I thank all for their cooperation and patience.

Respectfully,  
Donald W. Dollard, CRA, CNHA  
Assessor, Town of Pembroke

## Pembroke Town Clerk

Auto Registrations	
6646 registrations processed	\$383,734.50
Title Applications	
1142 title applications filed @ \$2.00 each	2,284.00
Marriage Applications	
42 Marriage applications filed @ \$40.00 each	1,680.00
Vital Records	
copies of vital records searched or issued	499.58
Pole & Wire Licenses	
1 Pole & Wire filing fee @ \$10.00 each	10.00
Dog Licenses	
Dog Licenses issued	3,335.50
UCC-1	
UCC-1 recorded, discharged, searched	1,691.83
Tax Liens	
Tax Liens recorded, discharged	465.00
Election Filing Fees	
Election Filing Fees - 5 @ \$1.00 each	5.00
Total monies collected by the Town Clerk	\$393,705.41

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## Pembroke Births—1991

Date	Place	Name of Child	Sex	Father	Mother
01/03/91	Manchester	Ariel L. Bourgeois	F	Roland D. Bourgeois	Sarah J. Jordan
01/06/91	Concord	Kira L. Gustafson	F	Richard B. Gustafson, Jr.	Heidi H. Jolin
01/09/91	Concord	Daniel R. Donnelly	M	James H. Donnelly	Sandra M. Ward
01/11/91	Concord	Alexandra E. Chevrette	F	Michael R. Chevrette	Carol A. Lacourse
01/14/91	Concord	Crystal J. Willey	F	Garry M. Willey	Cindy L. Fricke
01/18/91	Concord	Chelsea C. Cahill	F	Thomas L. Cahill, III	Kimberly A. Gladu
01/20/91	Manchester	Ryan M. Archambault	M	Steven J. Archambault	Sharon T. Bradley
01/25/91	Concord	Kyle T. Jenkins	M	David E. Jenkins	Beverly M. Bergeron
01/30/91	Manchester	Nathaniel R. Delisle	M	Maurice G. Delisle	Carol A. Poulin
02/03/91	Concord	David W. Nelson	M	David S. Nelson	Laura Hill
02/06/91	Concord	Amanda L. Dymment	F	Jonathan S. Dymment	Lisa A. Gauthier
02/13/91	Concord	Rebecca B. Eaton	F	Stacy J. Eaton	Patricia A. Brooks
02/20/91	Concord	Elizabeth M. Coparanis	F	Dale B. Coparanis	Lisa L. Padula
02/20/91	Concord	Taylor E. Nute	F	James C. Nute	Deborah A. Jewell
02/25/91	Manchester	Michael S. Nedeau	M	Scott A. Nedeau	Tina A. Rigg
02/28/91	Concord	Taylor M. Fields	M	Bradford M. Fields	Cynthia S. Luce
03/01/91	Concord	Kyle J. Carty	M	John F. Carty	Linda J. Anderson
03/02/91	Manchester	Heather A. Lefebvre	F	Kevin H. Lefebvre	Ann C. Gorman
03/03/91	Manchester	Nicholas B. Mudgett	M	Brian W. Mudgett	Heather M. Grandmaison
03/11/91	Manchester	Matthew S. Sobozenski	M	Stephen M. Sobozenski	Elaine A. Brasley
03/14/91	Manchester	Zachary M. Riel	M	Lawrence A. Riel	Janet M. Waldorf
03/15/91	Manchester	Meaghan R. Nunnally	F	William J. Nunnally	Rosemary Kelleher
03/22/91	Derry	Jonathan J. Malatesta	M	David J. Malatesta	Ellen A. Meyerhoff
03/27/91	Concord	Christina M. Ricci	F	Christopher J. Ricci	Lisa A. Camelo
04/01/91	Manchester	Lianne M. Mulcahy	F	Richard J. Mulcahy	Karen Lyons
04/02/91	Derry	John W. Andrews	M	Arthur P. Andrews	Bettyann Johnson
04/02/91	Manchester	Andrew H. Barnes	M	Thomas H. Barnes	Melanie A. Burnett
04/11/91	Nashua	Joshua T. Hardy	M	Thomas C. Hardy	Allison L. George
04/12/91	Nashua	Patrick R. Jesseman	M	Jeffery R. Jesseman	Theresa J. Cushing
04/17/91	Concord	Joseph D. Morissette	M	Alen H. Morissette	Diane M. Hamel
04/19/91	Concord	April G. Auger	F		Katherine A. Farland
04/23/91	Concord	Leah M. Tapley	F	Glenn P. Tapley	Deborah A. Dugas
04/24/91	Manchester	Lindsey E. Crete	F	Richard W. Crete	Louise J. Gauthier
04/25/91	Concord	Keegan R. Currier	M	Kevin C. Currier	Mary J. Lavelle
05/02/91	Concord	Jennifer C. Poulin	F	Michael E. Poulin	Sharon M. Lizotte
05/06/91	Manchester	Ellysa J. Spenard	F	Dennis M. Spenard	Kamelon M. Breuer
05/24/91	Concord	Joshua B. Lemoine	M	Brian A. Lemoine	Glenda M. Burton
05/25/91	Concord	Brandon J. Campbell	M	Gregg O. Campbell	Roxanne L. Estes
05/29/91	Concord	Andrew C. Davey	M	Joseph M. Davey	Annemarie P. McCabe
06/05/91	Manchester	Amanda J. Godin	F	Daniel W. Godin	Allison A. Vogt
06/05/91	Concord	Lee-Ann M. Bryant	F	Kenneth P. Bryant	Dorothy R. Baker

Date	Place	Name of Child	Sex	Father	Mother
06/07/91	Manchester	Natasha R. Sharma	F	Shasi S. Sharma	Dianne L. Halverson
06/18/91	Concord	Lindsay H. Christie	F	William F. Christie, II	Beth A. Nickerson
06/19/91	Concord	John M. Natalizio	M	Michael G. Natalizio	Barbara Nizich
06/23/91	Manchester	Reed F. O'Brien	M	Frederick M. O'Brien	Cynthia E. Reed
07/01/91	Concord	Tanya B. Theroux	F	Rene A. Theroux	Renee G. Lavigne
07/02/91	Manchester	Kendra L. Hotchkiss	F	Daniel R. Hotchkiss	April J. Bockus
07/05/91	Concord	Christophe A. Daigle	M	Joh A. Daigle	Allison M. Cook
07/13/91	Concord	Colin G. Crapo	M	Harold B. Crapo, III	Kathleen I. Case
07/22/91	Concord	Allison J. Hamilton	F	Kevin W. Hamilton	Cindy Lou Collins
07/23/91	Nashua	Shane L. Richardson	M	Darrell L. Richardson	Janel L. Barnett
08/11/91	Concord	Stephanie M. Allen	F	Andre M. Allen	Celine M. Bernier
08/11/91	Manchester	Sarah S. Proulx	F	Roger A. Proulx	Nicola E. Browne
08/14/91	Manchester	Thomas J. Pepper	M	John E. Pepper	Gerri R. Katsch
08/19/91	Hanover	Joshua K. Bull	M	Jerry K. Bull	Tammy S. Wildes
08/22/91	Manchester	Brian A. Daufen	M	Carl E. Daufen, Jr.	Joanne M. Hawkins
09/01/91	Derry	Lynn M. Noonan	F	William C. Noonan, Jr.	Gale R. Noonan
09/04/91	Manchester	John P. Gailunas	M	Peter J. Gailunas	Ruth A. McNeil
09/07/91	Concord	Janelle M. Bouchard	F	Claude J. Bouchard	Yvonne B. Kelly
09/11/91	Manchester	Kelly A. Wallace	F	Gerard E. Wallace	Louise Cusson
10/03/91	Concord	Britney M. Abbott	F	Steven A. Abbott	Lisa S. Hamel
10/12/91	Manchester	Zachary A. Noel	M	Marc J. Noel	Karen L. Feldmann
10/15/91	Concord	Bianca E. Mills	F	Barry J. Mills	Elaine M. Scott
10/16/91	Concord	Jacob T. Persons	M	Paul A. Persons	Melody R. Hoyt
10/18/91	Concord	Jeremy D. Letendre	M	David B. Letendre	Marlies K. Bouchard
10/22/91	Concord	Victor J. Ranfos, IV	M	Victor J. Ranfos, III	Lisa M. Skinner
10/24/91	Concord	Cody J. Sherman	M	James R. Sherman	Sandra J. Clark
10/27/91	Manchester	Samantha N. Warner	F	Robert D. Warner	Michelle T. Foley
10/28/91	Concord	Matthew T. Sweeney	M	Timothy P. Sweeney	Marcia A. Glidden
11/03/91	Concord	Kelsey E. Merrill	F	John F. Merrill, Jr.	Sondra J. Scheffler
11/27/91	Concord	Sarah S. Freeman-Woolpert	F	David S. Woolpert	Julia D. Freeman
11/29/91	Concord	Kara M. Lonsberry	F	Christopher R. Lonsberry	Tamie M. Locke
12/04/91	Concord	Samantha M. Henning	F	Gary S. Henning	Victoria J. Rodger
12/05/91	Concord	Evan J. Smith	M	Todd D. Smith	Karen M. Dutcher
12/07/91	Concord	Ashley N. Nadeau	F	Reno J. Nadeau	Natalie A. Carson
12/07/91	Concord	Alec G. Rader	M	Keith A. Rader	Patricia A. Anderson
12/13/91	Concord	Annie E. Bassett	F	Wayne A. Bassett	Leslie J. Ranck
12/13/91	Concord	Joseph D. Allen	M	Jean M. Allen	Chantal R. Rousseau
12/19/91	Concord	Amber J. Auprey	F	John A. Auprey	Heidi J. Mahan
12/24/91	Exeter	Hannah M. Chevrette	F	Mark J. Chevrette	Denise M. Justin
12/27/91	Concord	Shannon J. Langtry	F	Rick W. Langtry	Charlene A. LaFlamme

## Pembroke Marriages—1991

Date	Name	Residence	Name	Residence
01/03/91	Edmond E. Gaudette	Pembroke	Roxanne F. Jefts	Pembroke
02/01/91	Richard E. Fawcett	Wyoming	Lesley M. Stevens	Pembroke
02/02/91	Shashi S. Sharma	Manchester	Dianne L. Halverson	Pembroke
02/14/91	James M. Richardson	Pembroke	Donna L. Paradise	Pembroke
02/16/91	Michael S. Bickford	Pembroke	Tammy L. Berry	Manchester
02/23/91	William C. Noonan, Jr.	Pembroke	Gale R. McEachern	Pembroke
02/23/91	Gerald J. Noel, Jr.	Concord	Maura G. McGee	Pembroke
03/30/91	Walter C. Wetmore	Pembroke	Shirley J. Mytinger	Concord
04/06/91	Paul M. Kornexl	Pembroke	Patricia L. Bowlin	Pembroke
04/13/91	Barry A. Paquette	Pembroke	Lynn A. Cascio	Pembroke
04/13/91	Lonnie A. Deane	Pembroke	Candi L. Lepene	Pembroke
04/14/91	Raymond J. Gosetti	Pembroke	Sandra Thurber	Pembroke
05/04/91	Victor J. Ranfos, III	Pembroke	Lisa M. Skinner	Pembroke
05/18/91	Walter R. Ryan, Jr.	Pembroke	Brenda E. Case	Pembroke
05/25/91	Richard E. Huckins, Jr.	Pembroke	Sarina L. Whiting	Pembroke
05/25/91	Frederick Kuliga	Pembroke	Laurette J. Leclerc	Manchester
05/25/91	Brett A. Magnuson	Pembroke	Lynn A. Rapoza	Pembroke
06/08/91	Charles P. Bowen	Pembroke	Nancy L. Clinton	Pembroke
06/13/91	Jeffrey S. Fleury	Allenstown	Brenda A. Miner	Pembroke
06/15/91	Glen J. Altimari	Pembroke	Meredith T. Banks	Pembroke
06/15/91	William A. Miner, III	Pembroke	Lisa M. Nedeau	Pembroke
06/22/91	Michael J. Frary	Chichester	Christina M. Baum	Pembroke
06/22/91	Philip J. Tullgren	Pembroke	Patricia K. Keyes	Pembroke
06/24/91	Peter T. Daley	Pembroke	Joyce M. Sweeney	Pembroke
06/29/91	Richard E. Boucher, Jr.	Pittsfield	Louise D. Marquis	Pembroke
06/30/91	Shawn C. Wayman	Pembroke	Sharon D. Tirrell	Pembroke
07/07/91	Glen H. Page	Woodsville	Robin L. Thomas	Pembroke
07/13/91	Ross E. McDowell	Ohio	Lisa L. Scheirer	Pembroke
07/19/91	Maurice A. Page	Pembroke	Priscilla L. Jutras	Pembroke
07/20/91	Joseph R. M. Lemieux	Pembroke	Jennifer L. Cheney	Pembroke
08/03/91	Michael W. Frarie	Pembroke	Debra L. Daigle	Pembroke
08/10/91	David A. Fedolfi	Concord	Kimberly A. Winter	Pembroke
08/17/91	Charles R. Audet	Allenstown	Debra J. Young	Pembroke
08/17/91	Scott F. Kibbee	Pembroke	Tami B. Porter	Pembroke
08/24/91	Jeffrey S. Pinkham	Pembroke	Patsy R. Yates	Pembroke
08/30/91	Joseph J. Enos	Concord	Sarah K. Murphy	Pembroke
08/31/91	Robert J. Gagne	Pembroke	Diane M. Boucher	Pembroke
09/14/91	Michael P. Chartrand	Pembroke	Heather L. Stephens	Pembroke
09/14/91	James A. Hanley	Manchester	Joyce E. Pankuch	Pembroke
09/21/91	Thomas F. Parent, Jr.	Pembroke	Michelle A. Dandurand	Pembroke
09/28/91	Sean T. Brewer	Pembroke	Tammy L. Sargent	Pembroke
09/28/91	Michael J. Camberis	Pembroke	Ellen M. Titus	Pembroke
10/04/91	Donald Paul	Pembroke	Lula M. Brown	Pembroke
10/19/91	George E. Johnson	Pembroke	Carole-Raye D. Bauer	Pembroke
10/19/91	Steven M. White	Pembroke	Shelley C. Fleming	Pembroke
10/26/91	Raymond N. Dumont	Concord	Brenna K. Rockburn	Pembroke
10/31/91	Clifford Rohwedder	Massachusetts	Doris N. Hill	Pembroke
11/02/91	Michael A. Bourke	Pembroke	Shirley A. Rosa	Pembroke
11/02/91	Richard K. Boyd	Pembroke	Carol Chapman	Pembroke
11/02/91	Donald P. Lemay	Pembroke	Laurie J. Forest	Pembroke
11/09/91	John J. Littlefield	Pembroke	Heather I. McMaster	Pembroke
11/16/91	Lee D. Scott	Pembroke	Mary A. McNeil	Pembroke
11/23/91	Peter C. Gardner	Pembroke	Dorothy Clark	Pembroke

## Pembroke Deaths—1991

Date	Place	Name	Father	Mother
01/15/91	Concord	Sophie D. Kotce	John Dabek	Constance
01/20/91	Manchester	Russell R. Carter	Walter G. Carte	Violet B. Eachern
02/15/91	Concord	Gertrude C. Flanders	Warren D. Lewis	Clara Allen
02/22/91	Concord	Carlton S. Palmer	Standley E. Palmer	Lillian Lalonde
03/14/91	Concord	Joeseph E. Fanny	Joseph Fanny	Louise Guimond
03/15/91	Manchester	Gertrude Plourde	Donat Daneault	Eva Verville
03/31/91	Concord	Harley H. Chamberlin	Harley H. Chamberlin, Sr.	Ruth Ballow
04/03/91	Pembroke	Adine E. Chase	Yeaton Nelson	Estilline Gibson
04/05/91	Manchester	Therese Plourde	Oscar Riopel	Agnes Lepitre
04/06/91	Concord	Louise M. Gagne	Kajetan Bucys	Marya Rygas
04/13/91	Manchester	Armand J. Pelletier	Alfred Pelletier	Cordelia Duclos
04/19/91	Manchester	Michael S. Nedeau	Scott A. Nedeau	Tina A. Rigg
05/05/91	Concord	Mary F. Hamilton	Paul Matis	Josephine Gerzanics
05/19/91	Pembroke	Hilda I. Murphy	Martin Murphy	Catherine Shea
05/22/91	Manchester	Elinor A. Doherty	Emmanuel Pfefferle	Anne Cragg
06/11/91	Manchester	Wilson E. Daneault	Alfred Daneault	Amanda Auger
06/18/91	Concord	Andre P. Laverdure	Pierre J. Laverdure	Wendy Wright
07/07/91	Epsom	Ida M. Kerr	John Wiley	Martha Pringle
07/28/91	Pembroke	Charles W. Gaskell	Walter Gaskell	Helen Knowles
08/21/91	Manchester	Lilliam C. Pelletier	Louis Cantara	Adelaide Grandmont
08/22/91	Pembroke	Donald J. Cochrane	Robert R. Cochrane	Florence M. Guyette
08/27/91	Concord	Henri L. Brisbois	Joseph Brisbois	Marie Michaud
09/11/91	Concord	Mary K. Kneeland	John McLaughlin	Ada Keene
09/27/91	Pembroke	Charles H. Cheney, Jr.	Charles H. Cheney	Madeline Rollins
10/29/91	Pembroke	Elmer O. Bergstrom	Carl A. Bergstrom	Alma T. Ostland
11/18/91	Pembroke	Shirley M. McCabe	Lee McKean	Maude Eastman
11/20/91	Concord	James C. Taylor	David Taylor	Theodora Howard
12/06/91	Concord	Pauline D. Wendelin	William S. Dunstane	Sara Seavey

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# Pembroke Water Works

212 Main Street  
Pembroke, NH 03275-1299

February 10, 1992

Only four new services were laid in 1991. Quiet year, bad economy, no work, must sitting around!!!

Wrong! We oversaw the laying of 1,600 feet of new 8 inch main and new hydrants at the new school. All of it tested a now leak free.

Our crew laid a new service line and repaired leaks in the existing line to our Memorial Field.

During the reconstruction of Pleasant Street we replaced the hydrants, gate boxes and all the curb boxes.

We assisted the contractor helping him avoid the water lines when the new sewer line was laid on Academy Road.

We replaced two hydrants in Allenstown and painted all our hydrants in both Pembroke and Allenstown.

We worked with the gas company as it traversed our town with the new gas line. It crossed over fifty of our water service lines.

Daily work consists of maintaining our four wells and two water tank sites; keeping lawns mowed and roads cleared so as to have access all year; doing the normal maintenance work on our pumps and other station equipment. Of course monthly we run around to various sections of the two towns taking samples for testing to assure the purity of our water.

Oh and those four new service lines, they now serve about 27 homes that did not have town water before. Not a bad year's work for two guys and the superintendent.

William Stanley, Chairman  
Board of Water Commissioners



# Pembroke Water Works Balance Sheet

December 31, 1991 and 1990

## ASSETS

	1991	1990
<b>CURRENT ASSETS:</b>		
Cash:		
Savings accounts	\$ 68,757	\$ 55,923
Checking accounts	93,502	49,030
Change fund	185	185
Capital reserve fund account (Note E)	44,994	69,073
	207,438	174,211
Accounts receivable	22,952	17,031
Materials and supplies inventory (Note A)	20,269	19,260
Prepaid insurance	8,695	4,686
<b>TOTAL CURRENT ASSETS</b>	<b>259,354</b>	<b>215,188</b>
<b>PROPERTY AND EQUIPMENT (Note A)</b>		
Land	31,935	31,935
Structures	716,204	713,314
Water supply and pumping equipment	166,632	166,217
Water distribution equipment	1,168,488	1,161,910
Other equipment	87,728	87,728
Well exploration costs	19,007	19,007
Less allowances for depreciation	(828,086)	(773,683)
	<b>\$1,621,262</b>	<b>\$1,621,616</b>

## LIABILITIES AND CAPITAL

<b>CURRENT LIABILITIES</b>		
Accounts payable	\$ 2,450	\$ 2,549
Accrued interest	7,466	8,507
Current portion of long-term debt (Note C)	30,000	30,000
<b>TOTAL CURRENT LIABILITIES</b>	<b>39,916</b>	<b>41,056</b>
LONG-TERM DEBT, less portion payable within one year classified as a current liability (Note C)	185,000	215,000
<b>CAPITAL</b>		
Municipal investment (Note D)	213,693	213,693
Retained earnings (operating)	1,127,659	1,082,794
Capital reserve fund (Note E)	55,994	69,073
	<b>1,396,346</b>	<b>1,365,560</b>
	<b>\$1,621,262</b>	<b>\$ 1,621,616</b>

The accompanying notes are an integral part of the financial statements.

# Pembroke Water Works

## Statements of Operations and Retained Earnings

Years ended December 31, 1991 and 1990

	1991	1990
OPERATING REVENUE (Note B)		
Residential water sales	\$ 241,525	\$ 244,466
Hydrant rentals	32,916	30,732
Commercial water sales	40,561	41,676
Merchandise sales and job work	12,013	25,263
	327,015	342,137
 OPERATING REVENUE DEDUCTIONS		
Operating expenses	254,587	234,939
Depreciation and amortization	54,403	53,809
Property taxes	4,442	3,966
Engineering-survey	400	1,788
	313,832	294,502
OPERATING INCOME	13,183	47,635
 NON-OPERATING EXPENSE (REVENUE)		
Interest	16,209	19,052
Interest on savings	(6,259)	(5,758)
Finance service charges on delinquent accounts	(2,559)	(2,364)
Gain on sale of equipment	—	(400)
	7,391	10,530
NET INCOME	5,792	37,105
 Retained earnings (operating) at beginning of year	1,082,794	1,045,689
Transfer from capital reserve	39,073	—
RETAINED EARNINGS (OPERATING) AT END OF YEAR	\$1,127,659	\$1,082,794

The accompanying notes are an integral part of the financial statements.

# Pembroke Water Works Statements of Cash Flows

For the Years Ended December 31, 1991 and 1990

	<u>1991</u>	<u>1990</u>
CASH FLOWS FROM OPERATING ACTIVITIES:		
Net income - operations and reserve	\$ 30,785	\$ 50,088
Non-cash expense included in net income		
Depreciation and amortization	54,403	53,809
Net (increase) decrease in:		
Accounts receivable	(5,921)	(368)
Inventory	(1,009)	2,136
Prepaid insurance	(4,009)	700
Net (decrease) increase in:		
Accounts payable	(99)	2,330
Accrued interest	<u>(1,041)</u>	<u>(1,408)</u>
 NET CASH PROVIDED BY OPERATING ACTIVITIES	 73,109	 107,287
CASH FLOWS FROM INVESTING ACTIVITIES:		
Capital expenditures	<u>(9,882)</u>	<u>(65,300)</u>
 NET CASH USED BY INVESTING ACTIVITIES	 (9,882)	 (65,300)
CASH FLOWS FROM FINANCING ACTIVITIES:		
Debt reduction		
payments on bonds	<u>(30,000)</u>	<u>(45,000)</u>
 NET CASH (USED FOR) FINANCING ACTIVITIES	 <u>(30,000)</u>	 <u>(45,000)</u>
 NET INCREASE (DECREASE) IN CASH	 33,227	 (3,013)
 CASH BEGINNING OF YEAR	 <u>174,211</u>	 <u>177,224</u>
 CASH AT END OF YEAR	 <u><u>\$207,438</u></u>	 <u><u>\$174,211</u></u>

The accompanying notes are an integral part of the financial statements.

# Pembroke Water Works

## Notes to Financial Statements

Years Ended December 31, 1991 and 1990

### NOTE A - ACCOUNTING POLICIES

The principal accounting policies of Pembroke Water Works ("the Water Works") are as follows;

#### **Business Activity**

The Water Works provides water service to residents and businesses located in the towns of Pembroke and Allenstown. This provides a customer base of 1,955 accounts representing 3,154 individual units.

#### **Accounting Basis**

The Water Works uses the accrual method of accounting for all revenue and expenses.

#### **Property and Equipment**

These assets are carried at cost. Maintenance repairs and minor renewals are expensed as incurred and renewals and betterments are capitalized. When an asset is retired or disposed of, the related costs and accumulated depreciation are removed from the accounts and any gain or loss on the disposition is credited or charged to income. Provision is made on the straight-line method for depreciation by annual charges to operations calculated to absorb the costs over the estimated useful lives of the assets.

The cost of water mains included under the caption "Water distribution equipment" reflects only those costs actually expended by the Water Works. In prior years, the Water Works acquired title to additional mains located in housing development areas. The cost of such mains has been borne by the developer. Under the standard contract provision mains installed in development areas become the property of the Town after a specified period of time. The cost of mains so acquired is not reflected in the property and equipment accounts.

#### **Inventory**

Materials and supplies inventory is valued at cost using the weighted average method.

### NOTE B - EASEMENT AGREEMENT

In August, 1973, the State of New Hampshire granted to the Water Works an easement and right of way for the construction of a well and pumping station on land situated in Bear Brook State Park. Under the terms of the easement agreement, the Water Works is obligated to supply up to 50,000 gallons of water a day indefinitely to the State at no charge.

### NOTE C - LONG TERM DEBT

Long-term debt consisted of the following at December 31, 1991 and 1990.

	<u>1991</u>	<u>1990</u>
7.5% serial bond issued 1988, and maturing at the rate of \$30,000 annually beginning in 1990 and maturing in 1999, backed by the full faith and credit of the Town of Pembroke.	\$215,000	\$245,000
Less portion payable within one year classified as a current liability	<u>30,000</u>	<u>30,000</u>
<b>TOTAL LONG-TERM DEBT NET OF CURRENT PORTION</b>	<u><u>\$185,000</u></u>	<u><u>\$215,000</u></u>

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Principal is to be repaid as follows:

<u>Year Ending December 31,</u>	<u>Amount</u>
1992	30,000
1993	30,000
1994	30,000
1995	25,000
<u>1996</u>	<u>25,000</u>
	<u>\$140,000</u>

NOTE D - MUNICIPAL INVESTMENT

During fiscal year 1985 Pembroke Water Works constructed a new water main on Route 106 from Pembroke Street to the Concord City Line. The town of Pembroke voted to authorize \$200,000 for this construction and issued this amount to Pembroke Water Works. This increased the municipal investment to \$213,693 at December 31, 1985. The total construction cost of this project was \$213,815.

NOTE E - CAPITAL RESERVE FUND

During fiscal year 1986, Pembroke Water Works established a \$750 per unit tap fee to finance construction, reconstruction, acquisition of needed water works system equipment, improvements and/or the acquisition of land for water system expansion. The fee is only charged to Pembroke and Allenstown applicants; monies are held by the town trustees of trust funds. The fund amounted to \$54,994 and \$69,073 at December 31, 1991 and 1990, respectively.

NOTE F - DEFERRED COMPENSATION PLAN

During 1988, the company established a deferred compensation plan available to all employees in accordance with section 457 of the Internal Revenue Code. The plan expense was \$6,740 and \$4,750 for 1991 and 1990, respectively. The plan is administered by a third party.

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# Pembroke Water Works Statement of Capital Reserve Fund

Years Ended December 31, 1991 and 1990

	<u>1991</u>	<u>1990</u>
OPERATING REVENUE (Note E)		
Permit fees	\$22,372	\$ 9,535
NON-OPERATING REVENUE		
Interest	2,622	3,448
NET INCOME	<u>24,994</u>	<u>12,983</u>
Capital reserve fund at beginning of year	69,073	56,090
Less: Transfer to operating fund for capital improvements	<u>39,073</u>	<u>—</u>
CAPITAL RESERVE FUND AT END OF YEAR	<u><u>\$54,994</u></u>	<u><u>\$69,073</u></u>

The accompanying notes are an integral part of the financial statements.

# Pembroke Water Works Schedules of Operating Expenses

Years Ended December 31, 1991 and 1990

	1991	1990
Water supply and pumping:		
Power purchases	\$ 48,976	\$ 50,628
Pumping station labor	7,802	8,301
Pumping station supplies and expense	18,726	4,358
Repairs - pumping stations structures and equipment	98	681
Purification labor	7,777	7,850
Water purification supplies and expense	17,238	18,777
Water distribution:		
Gravel and hot top	1,239	2,303
Repairs and supplies - services	5,885	3,710
Repairs and supplies - hydrants	4,889	2,988
Repairs and supplies - mains	2,748	3,367
Repairs and supplies - meters	1,784	2,688
Miscellaneous labor	7,696	7,722
Administration:		
Superintendent	28,750	27,544
Office	26,333	24,210
Insurance	25,090	23,399
Garage	6,986	7,744
Commissioners' and treasurer salaries	5,800	5,800
Meter readings	2,482	2,215
Miscellaneous	2,682	2,204
Payroll taxes	8,712	8,182
Store department and shop	6,640	5,398
Professional fees	2,116	1,912
Printing of Town Report	350	70
Benefit hours	7,048	8,138
Deferred compensation expenses	6,740	4,750
TOTAL OPERATING EXPENSES	\$254,587	\$234,939

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## Pembroke Sewer Commission

Looking over last year's report we see that what we planned for last year finally got done this year. We finally completed the replacement of the main sewer line on Academy Road. This project was long and slow and caused some distress to a few of the residents of Academy Road and for this we are sorry. However, we feel that we averted serious problems that this line would have caused had it not been replaced. It was old and roots had destroyed its integrity.

The plant costs, over which the Pembroke Commission has no control, have escalated to the point where they have become a burden to our rate payers. We are awaiting a "court date" so as to try to redress the inequity of an old agreement between Allentown and Pembroke.

Rates have been steady since 1985 but starting in February 1992 we must increase our rate structure. Our base unit rate will increase \$4.00 per year. The cost of gallonage will increase to \$1.95 per thousand gallons. This means that for an average use of 14,000 gallons per 3 months the cost will rise from \$30.70 to \$37.30. This is an increase of 21%. It does not please the commission doing this, however, we have no choice. If we did not impose this increase we would create a deficit that could not be corrected.

We have hired HTA Services Corp. to see to the upkeep of our two pump stations and are happy with the results of this firm's work in bringing the equipment back to full operating status. We have also commissioned the complete mapping of our sewer system and we are certain that this will greatly assist the various Town Boards and Commission in their planning efforts. We are also recodifying the sewer ordinance so as to conform to State standards. As we do this work we are eliminating all "small print" items that caused much confusion in the past.

Normally we would use the last paragraph to thank you for the trust placed in us. This year you get no thanks because I think that it's not a matter of trust; it's a matter of "letting someone else do it." We are a small town and it works well when we each do our share and take our turn. How is it that the Town South of us usually has a slate of candidates for the various offices, commissions and boards and here we have to beg for candidates just to fill all the slots? We seldom if ever have contests for office in this town. I was originally elected with 11 write in votes; you see no one ran for the position that year.

I did my best but was it good enough? Was it as good as it would have been had I known someone else was after my chair and I had to produce or get defeated at the polls? I did my best but was it? No one cared to see if I was doing my best because I, the someone else, was doing it.

This is your Town, your departments, your commissions and your boards. Take interest. Volunteer to serve or to run for office. The Town administrator and the various committee chairmen are always seeking the "new blood" to offer a break to some who are serving on too many committees.

Sorry for the sermon. This is my last sewer report and I needed to tell you all how I felt. I'm not running for re-election. We found some "new blood" who is willing to do her turn. She's not being opposed by any other candidate. I think she will be great!

Andy St. Germain  
Chairman



# Pembroke Sewer Commission

December 31, 1991

	<u>1991 Budget</u>	<u>Expended to date</u>	<u>1992 Requested</u>
<b>UTILITIES:</b>			
Bridge Street	\$ 1,000.00	\$ 607.55	\$ 1,000.00
Bow Lane	3,500.00	3,073.03	3,000.00
Total	\$ 4,500.00	\$ 3,680.58	\$ 4,000.00
<b>ADMINISTRATION:</b>			
Insurance	\$ 100.00	\$ 75.00	\$ 100.00
Payment to Treatment Plant	155,233.00	190,920.23	171,190.00
Postage	800.00	719.26	800.00
Professional fees	5,000.00	700.70	5,000.00
Supplies	500.00	1,210.95	3,500.00
Town report & reimburse	5,500.00	2,590.36	2,500.00
Total	\$167,183.00	\$196,216.50	\$183,090.00
<b>MAINTENANCE:</b>			
Bridge Street	\$ 750.00	\$ 3,835.91	\$ 7,100.00
Bow Lane	3,000.00	1,786.21	5,100.00
Lines & Manholes	85,000.00	110,655.78	10,000.00
Engineering	20,000.00	16,498.46	1,000.00
New Equipment	1,500.00	1,407.08	1,000.00
Total	\$110,250.00	\$134,183.44	\$ 24,200.00
Total Expenses	\$281,933.00	\$334,080.52	\$211,290.00
Warrant to 12/11/91		\$197,728.72	
	<u>black/(red)</u>	<u>(\$136,351.80)</u>	
Other income: late fees		\$ 1,258.94	
permits		1,500.00	
job work		0.00	
interest		17,658.02	(cash/oper/repl)
misc		0.00	
		\$ 20,904.75	
Capital Income: grants, interest		\$ 61,904.75	
Fund Balances: Cash			\$ 32,803.38
Operating			32,304.57
Replacement			183,062.33
Fed. Grants			200,025.20
			\$448,195.48
Paid to Town for Bonds	\$261,904.75		

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# Old Home Day Pembroke and Allenstown

## Cash Report – 1991

Cash on Hand January 1, 1991:	\$ 6,542.23
Revenues Received During the Year:	
Business Donations:	\$ 3,920.00
Old Home Day Raffle:	1,173.25
Town of Pembroke:	1,000.00
Town of Allenstown:	1,000.00
Concessions and Vendors:	600.00
Craft Fees:	720.00
T-Shirts:	303.50
Hayride:	485.00
Interest:	<u>368.08</u>
Total Revenues:	\$ 9,569.83
Less Expenditures for the Year:	
Parade & Bands:	\$ 2,248.68
Stage Entertainment:	1,800.00
T-Shirts:	576.00
Security – Police:	937.64
Fireworks:	3,500.00
Advertising & Banners:	297.50
Sanitation Rentals:	300.00
Ribbons & Awards:	192.17
Photography:	257.20
Raffle Tickets & Prizes:	100.00
Misc. Postage & Supplies:	148.55
P.O. System Rental:	100.00
Children's Tent Rental:	<u>200.00</u>
Total Expenditures:	\$10,657.74
Loss for 1991:	(\$ 1,087.91)
Cash on Hand December 31, 1991:	\$ 5,454.32

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# Tri-Town Volunteer Emergency Ambulance Service, Inc.

*Serving — Allenstown - Hooksett - Pembroke*

P.O. Box 149, Suncook, New Hampshire 03275

Telephone 485-7010

Dear Resident:

1991 was a year of growth for Tri-Town Volunteer Emergency Ambulance Service, Inc. Tri-Town's call volume increased from 1990. We also had a larger roster of attendants than at any time in the history of the service.

Tri-Town has become well-known in the area as a quality service and as such, is recommended frequently by instructors and hospitals to those individuals interested in emergency medicine. For the first time in its history, Tri-Town closed its doors to new members in the fall of 1991 because of a full roster. We will be accepting a few new members again in February 1992. We provide Advanced Life Support and Basic Life Support care with the level of training ranging from Advanced First Aid to Paramedic. All of the attendants are now certified in the use of the Cardiac Monitor and Defibrillator.

Services rendered on Monday through Friday, 7:00 a.m. to 6:00 p.m. are provided by two full-time staff members, a Paramedic and an EMT-D. All other hours are covered by volunteers. Most of our volunteers are not from Allenstown, Hooksett or Pembroke; the majority of the attendants are from Manchester and surrounding communities.

A typical response in Pembroke is 6.50 minutes from the time the dispatcher is reached to arrival on the scene of the ambulance. In 1991 Tri-Town responded to 245 calls in the town of Pembroke and to 1,023 calls total. We transported 212 patients who resided in Pembroke.

As in 1972 when Tri-Town was founded, the patients in 1991 were transported at **NO CHARGE**. They were not hassled for insurance forms, nor presented bills for service. They were provided quality care with a smile by attendants who are there because they want to provide a needed service to the community.

Because Tri-Town is concerned with the economic situation in the Tri-Town area, the members voted to tighten our budget in the coming year. We have voted to hold the line on our request for town appropriations based on the usage. In Pembroke this will result in no increase in our appropriation. We will be holding some fundraisers to fill the gap - please help us when you can.

Thank you for your continued support of our service. We will be celebrating twenty years of emergency medical care in 1992 and with your support we will be here for many more years to come.

Sharon R. Ahearn  
Chairman

# Belknap-Merrimack Community Action Program

SERVICES	UNITS OF SERVICE	# OF HOUSEHOLDS/ PERSONS	VALUE
<p>COMMODITY SUPPLEMENTAL FOOD PROGRAM - is a nutrition program that offers participants free nutritious foods to supplement their daily diet. The program serves children under six years of age, women during pregnancy and up to 12 months after the birth of their baby. Food is distributed from our Concord warehouse. Value - \$45.00 per unit.</p> <p>*(An individual may not be enrolled in both the WIC Program and CSFP, but a family may have members on both programs.)</p>	494 Food Packages	80 Persons	\$22,230.00
<p>CONGREGATE MEALS - All senior citizens are welcome to our congregate meal site for nutritious hot meals, social/recreational activities, and field trips. Value - \$5.40 per meal.</p>	1,110 Meals	29 Persons	\$ 5,994.00
<p>EMERGENCY FOOD PANTRIES - Provides up to three days of food for people facing temporary food crisis. Value - \$3.00 per meal.</p>	2,797 Meals	412 Persons	\$ 8,391.00
<p>FUEL ASSISTANCE - Income eligible households, particularly the elderly, are assisted with energy costs during the heating season. The average assistance per household was \$396.35.</p>	187 Applications	187 Households	\$74,118.59
<p>MEALS-ON-WHEELS - Provides the delivery of nutritionally-balanced hot meals to homebound elderly or adult residents five days per week. Value - \$5.49 per meal.</p>	8,456 Meals	41 Persons	\$46,423.44
<p>RURAL TRANSPORTATION - Provides regularly scheduled transportation to and from towns in Belknap and Merrimack Counties to medical and professional facilities, shopping centers and congregate meal sites. Value - \$4.10 per ride.</p>	212 Rides	37 Persons	\$ 869.20
<p>SENIOR COMPANION PROGRAM - Provides friendly visiting and respite services for homebound elderly. Income eligible seniors (60+) serve as companions. Value to companions include mileage, weekly stipend (\$4.00 per unit). Value to visitees is compared to similar private services (\$5.00 per unit/hour).</p>	444 Visitee Hours	10 Persons	\$ 2,220.00 (visitees)
<p>WEATHERIZATION - Improves the energy efficiency of income eligible households. Supplemental Program also includes furnace replacement, water heater replacement and roof repair. Value includes materials and labor costs. \$1,140.54 average support costs.</p>	1 Home	1 Home	\$ 785.00 (materials)  \$ 1,140.54 (support costs)

SERVICES	UNITS OF SERVICE	# OF HOUSEHOLDS/ PERSONS	VALUE
WOMEN, INFANTS AND CHILDREN - Provides specific foods to supplement daily diet of pregnant or nursing women as well as children under 5. Participants receive medical/nutritional screening, counseling and education. Value includes monetary value of vouchers and clinical services. \$38.50 per unit. *(An individual may not be enrolled in both the WIC Program and CSFP, but a family may have members on both programs.)	852 Voucher Packets	80 Persons	\$32,802.00
CAMP SEBAGO - A camping experience and transportation in cooperation with Salvation Army. Value approximately - \$250 each child.	4	4 Children	\$ 1,000.00
USDA COMMODITY FOODS - Distribution of Federal Surplus Foods to income eligible people through scheduled mass distributions.			
Value of Applesauce - \$.39/1 lb. can	530 Applesauce	167 Households	\$ 206.70
Value of Butter - \$1.28/1 lb. block	1,040 Butter		\$ 1,331.20
Value of Cheese - \$5.97/5 lb. block	146 Cheese		\$ 871.62
Value of Cornmeal - \$.59/5 lb. bag	140 Cornmeal		\$ 82.60
Value of Flour - \$.72/5 lb. bag	441 Flour		\$ 317.52
Value of Honey - \$1.23/1.5 lb. bottle	300 Honey		\$ 369.00
Value of Peanut Butter - \$1.68/2 lb. can	167 Peanut Butter		\$ 280.56
Value of Rice - \$.20/2 lb. bag	597 Rice		\$ 119.40
Value of Vegetarian Beans - \$.33/1 lb. can	323 Veg. Beans		\$ 106.59
		TOTAL:	<u>\$198,658.96</u>
INFORMATION AND REFERRAL - CAP provides utility, landlord/tenant, legal and health counseling, as well as referrals for housing, transportation and other concerns to anyone in need. Value of service varies from client to client.	---	NOT TRACKED	---

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# Concord Regional Visiting Nurse Association

The Concord Regional Visiting Nurse Association continues to offer three major health services to the residents of Pembroke: Home Care, Hospice and Health Promotion.

**Home Care Services** respond to the health care needs of those patients with acute or chronic illnesses that require skilled professional and para-professional care so they may return to or remain in their homes. Emphasis is on promoting independence and maximum functioning of the patient within the least restrictive setting.

**Hospice Services** provide professional and para-professional services to the terminally ill patient with a limited life expectancy. The goal is to enhance the quality of the patient's remaining life by helping he/she remain at home in comfort and dignity. Emphasis is on pain and symptom management and skilled intervention to meet the patient's special physical, emotional and spiritual needs. This is a Medicare Certified Hospice Program in New Hampshire.

**Health Promotion Services** focus on the low and marginal income families and individuals to prevent illness by professional assessment and screening for health risks and needs, by early intervention to prevent, eliminate, or minimize the impact of illness and/or disability, and by anticipatory guidance and health teaching. Emphasis is on promoting healthy children, families and individuals through early intervention and health teaching. Services rendered in the clinic setting are: child health, family planning, sexually transmitted disease, adult screening, immunizations, and HIV (AIDS) testing and counseling. Home visits are made in crisis situations or when needed health care cannot be given in the clinic. Senior Health services are provided at congregate housing sites. Professional and para-professional hourly home services are provided on a private fee-for-service basis. Health education and instruction are part of each home visit or clinic visit.

Anyone in Pembroke may request service; patient, doctor, health facility, pastor, friend or neighbor. All requests are answered, but continuing home care will only be provided with a physician's order.

A call to the Concord Regional Visiting Nurse Association (224-4093) between the hours of 8:00 a.m. - 4:00 p.m. seven days a week is all that is necessary to start services or make inquiries. A nurse is on call for hospice and home care patients; (224-4093) 4:00 p.m. - 8:00 a.m. daily.

Federal regulations specify a charge is applicable to all visits. Fees are scaled for the individual without health insurance and/or who is unable to pay the full charge. However, to fee scale, federal regulations require a financial statement be completed by the patient or responsible person. Town monies subsidize those visits that are scaled or that no fee is collectible.

This agency is certified as a Medicare/Medicaid Provider, licensed by the State of NH and is a member agency of the United Way of Merrimack County.

Total visits made during the year October 1, 1990 through September 30, 1991:

	No. of Clients	Visits
Home Care/Hospice	63	2,200
Health Promotion	<u>182</u>	<u>285</u>
TOTAL	245	2,485

5 Health Education Sessions

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# Pembroke School District School District Officers

MODERATOR  
Thomas E. Petit

DISTRICT CLERK  
Roberta Doore

TREASURER  
Helen Fryer

## SCHOOL BOARD

Charles Mitchell	Term Expires 1992
Susan Richard	Term Expires 1992
June Cote	Term Expires 1993
Clinton Hanson	Term Expires 1993
Ryland Weisiger	Term Expires 1994

## AUDITORS

Brent W. Washburn, C.P.A.

## SUPERINTENDENT OF SCHOOLS

Paul DeMinico, Ed.D.

## ASSISTANT SUPERINTENDENT OF SCHOOLS

Thomas Haley

## BUSINESS ADMINISTRATOR

Suzanne Monat

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# Abstract of the Meetings of the Pembroke School District

March 12, 1991 and March 23, 1991

The Pembroke School District meeting on Tuesday, March 12, 1991, was called to order by Moderator Thomas Petit at 10:00 A.M. at the Pembroke Town Hall. The Moderator read the Warrant and asked for a motion to act on Articles 1 - 4. Barbara Payne made the motion to open the polls and Manson Donaghey seconded the motion. The polls were declared open until 7:00 P.M. for the purpose of electing one school board member and the school district officers. The checklist was used with the following checklist supervisors and assistants attending: Barbara Payne (Supv.), Roland Young (Supv.), Manson Donaghey (Supv.), Louise Roberts, Read Parmenter, Ed Currier, Maurice Lavoie, Terry Cournoyer and Ernest Petit.

1. To choose a Moderator for the ensuing year.  
Thomas E. Petit — 428 (elected)
2. To choose a Clerk for the ensuing year.  
Roberta W. Doore — 420 (elected)
3. To choose one member of the School Board for the ensuing three years.  
Ryland Weisiger — 396 (elected)
4. To choose a Treasurer for the ensuing year.  
Helen W. Fryer — 421 (elected)

The polls were closed at 7:00 P.M. with 468 regular ballots cast and no absentee ballots. Tellers to count were: Terry Cournoyer, Read Parmenter, Ed Currier and Ernest Petit.

March 23, 1991

Moderator Thomas Petit introduced Jane Gaskell, Hill School Principal, who introduced her second and third grade students and their teachers who led us in the Pledge of Allegiance and then sang a patriotic song.

The Pembroke School District Meeting on Saturday, March 23, 1991 was called to order by Moderator Thomas Petit at 10:00 A.M. at the Pembroke Academy Auditorium. Moderator Petit called for a moment of silence prior to the reading of the Warrant. The reading of the Pembroke School District Warrant was the first order of business.

**Article 1:** TO SEE IF THE DISTRICT WILL VOTE TO RAISE AND APPROPRIATE THE SUM OF \$3,950,000 FOR THE CONSTRUCTION, FURNISHING AND EQUIPPING OF A NEW UPPER ELEMENTARY SCHOOL ON THE PEMBROKE ACADEMY SITE, AND THE RENOVATION OF THE HIGH STREET SCHOOL, AND TO AUTHORIZE ISSUANCE OF NOT MORE THAN \$3,950,000 OF BONDS OR NOTES THEREFORE IN ACCORDANCE WITH THE MUNICIPAL FINANCE ACT (RSA CH. 33); TO AUTHORIZE THE SCHOOL BOARD TO CONTRACT OR APPLY FOR, OBTAIN AND ACCEPT FEDERAL, STATE, OR OTHER AID, IF ANY, WHICH MAY BE AVAILABLE FOR SAID PROJECT AND TO COMPLY WITH ALL LAWS APPLICABLE TO SAID PROJECT, AND TO AUTHORIZE THE SCHOOL BOARD TO NEGOTIATE, SELL AND DELIVER SAID BONDS AND NOTES AND TO DETERMINE THE RATE OF INTEREST THEREON AND THE MATURITY AND OTHER TERMS THEREOF; AND FURTHER TO AUTHORIZE THE SCHOOL BOARD TO TAKE ANY OTHER ACTION OR TO PASS ANY OTHER VOTE RELATIVE THERETO. (BUDGET COMMITTEE RECOMMENDS APPROVAL.)

Susan Richard moved to accept this article. Floyd Smith seconded this motion.

Susan Richard welcomed persons gathered at the meeting and briefly explained the work done by the public awareness committee since the last school district meeting. She thanked the members



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of that committee and introduced Tom Haley, Assistant Superintendent of Schools, who presented some historical data and outlined the proposed new upper elementary school and the remodeling of the High Street School. Following the question and answer period, Pat Fair, Chairperson of the Budget Committee, explained the impact the passing of this article would have on the tax rate. She also stated that this article had the unanimous support of the Budget Committee.

The polls were declared open at 12:14 P.M. for the purpose of voting on Article 1. The checklist was used with the following checklist supervisors and assistants attending; Barbara Payne (Supv.), Roland Young, Jr. (Supv.), Roy Annis, Ed Currier, Redmond Carroll, Charles Albee, Kathy Cruson, and Pat Fair.

The polls were closed at 1:22 P.M. Tellers to count the ballots were: Pat Fowler, Chester Martel, Barbara Payne, Dave Richards, Roland Young, Jr., Ed Currier, Kathy Cruson, and Amy Heiser. There were 584 ballots cast. A two-thirds vote or 389 affirmative votes were needed to pass this article. There were 438 YES votes cast and 146 NO votes cast. Article 1 passed.

**Article 2:** TO HEAR THE REPORTS OF AGENTS, AUDITORS, COMMITTEES, OR OFFICERS CHOSEN, AND TO PASS ANY VOTE RELATING THERETO.

Redmond Carroll expressed concern about the auditor's recommendation regarding unsecured cash. Paul DeMinico, Superintendent, assured him that the Business Manager is working on this concern.

June Cote moved to accept this article. Susan Richard seconded this motion. The article was passed by a voice vote.

**Article 3:** TO SEE IF THE DISTRICT WILL VOTE TO AUTHORIZE THE SCHOOL BOARD TO ACCEPT GIFTS AND DONATIONS FROM ANY SOURCE ON BEHALF OF THE SCHOOL DISTRICT.

Monroe Hornsby moved to accept this article. June Cote seconded this motion. The article was passed by a voice vote.

**Article 4:** TO SEE IF THE DISTRICT WILL VOTE TO AUTHORIZE THE SCHOOL BOARD TO ACCEPT AND EXPEND ON BEHALF OF THE DISTRICT A SUM OF MONEY NOT TO EXCEED \$155,840 TO BE OBTAINED FROM THE FEDERAL GOVERNMENT OR OTHER SOURCES THAT MAY MAKE SUCH FUNDS AVAILABLE TO THE DISTRICT; PROVIDED THAT THE SCHOOL DISTRICT WILL NOT BE THEREBY REQUIRED TO RAISE ANY MONEY BY LOCAL TAXATION IN THIS OR SUBSEQUENT YEARS AS THE RESULT OF SUCH EXPENDITURE OF \$155,840.

Ryland Weisiger moved to accept the article. Clint Hanson seconded this motion. The article passed by a voice vote.

**Article 5:** TO SEE IF THE DISTRICT WILL VOTE TO AUTHORIZE THE SCHOOL BOARD TO APPLY FOR, ACCEPT, AND EXPEND, WITHOUT FURTHER ACTION BY THE SCHOOL DISTRICT MEETING, MONEY FROM THE STATE, FEDERAL, OR OTHER GOVERNMENTAL UNIT OR A PRIVATE SOURCE WHICH BECOMES AVAILABLE DURING THE 1991-92 SCHOOL FISCAL YEAR, PROVIDED THAT SUCH EXPENDITURE BE MADE FOR PURPOSES FOR WHICH A SCHOOL DISTRICT MAY APPROPRIATE MONEY AND THAT SUCH EXPENDITURE NOT REQUIRE THE EXPENDITURE OF OTHER SCHOOL DISTRICT FUNDS. FURTHER, THAT THE SCHOOL BOARD HOLD A PUBLIC HEARING PRIOR TO ACCEPTING AND SPENDING SUCH MONEY AND HAVE THE APPROVAL OF THE MUNICIPAL BUDGET COMMITTEE.

Clint Hanson moved to accept this article. June Cote seconded the motion. The article passed by a voice vote.

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**Article 6:** TO SEE IF THE SCHOOL DISTRICT WILL VOTE TO AUTHORIZE THE TREASURER, WITH THE APPROVAL OF THE SCHOOL BOARD, TO APPOINT A DEPUTY TREASURER. SAID DEPUTY SHALL BE SWORN, SHALL HAVE THE POWERS OF THE TREASURER, AND MAY BE REMOVED AT THE DISCRETION OF THE TREASURER.

Ryland Weisiger moved to accept this article. Susan Richard seconded this motion. The article passed by a voice vote.

**Article 7:** TO SEE IF THE SCHOOL DISTRICT WILL VOTE TO RAISE AND APPROPRIATE THE SUM OF \$1.00 TO FUND THE COST ITEMS OF THE DISTRICT COLLECTIVE BARGAINING AGREEMENT FOR THE 1991-92 FISCAL YEAR ONLY. EACH SUBSEQUENT YEAR TO BE SUBJECT TO APPROVAL BY THE DISTRICT VOTERS, OR TAKE ANY OTHER ACTION IN RELATION THERETO.

Clint Hanson moved to accept this article. June Cote seconded this motion. The article passed by a voice vote.

**Article 8:** TO DETERMINE AND APPOINT THE SALARIES OF THE SCHOOL BOARD AND TRUANT OFFICER, AND FIX THE COMPENSATION OF ANY OTHER OFFICERS OR AGENTS OF THE DISTRICT.

Ryland Weisiger moved to combine articles 8 and 9 and act on them together. Clint Hanson seconded his motion. This motion passed.

**Article 9:** TO SEE WHAT SUM OF MONEY THE DISTRICT WILL RAISE AND APPROPRIATE FOR THE SUPPORT OF SCHOOLS, FOR THE PAYMENT OF SALARIES AND BENEFITS FOR SCHOOL DISTRICT OFFICIALS AND AGENTS AND FOR THE PAYMENT OF STATUTORY OBLIGATIONS OF THE DISTRICT.

Pat Fair presented the budget and stated that the budget committee had imposed upon itself a five percent cap on increases. She moved that the budget in the amount of \$12,317,317.00 be accepted. Charles Albee seconded this motion. Articles 8 and 9 were passed by a voice vote.

**Article 10:** TO SEE IF THE TOWN WILL AUTHORIZE THE SCHOOL BOARD TO ACCEPT A CONVEYANCE OF A 34.4 ACRE PARCEL OF LAND, TAX MAP #565, LOT 81-C, LOCATED ADJACENT TO THE STONEYBROOK DEVELOPMENT, FROM THE TOWN OF PEMBROKE ON SUCH TERMS AND CONDITIONS AS THE SCHOOL BOARD DETERMINES ARE IN THE BEST INTEREST OF THE DISTRICT.

Ryland Weisiger moved to accept this article. Clint Hanson seconded the motion. There was a considerable amount of discussion relating to this article. The town would need to have a similar warrant article approved in order to convey this property to the School District. Darryl Borgman recommended that more information be obtained before we make any decision.

**Article 11:** TO CHOOSE AGENTS AND COMMITTEES IN RELATION TO ANY SUBJECTS EMBRACED IN THE DISTRICT.

There being none, no action was taken.

**Article 12:** TO TRANSACT ANY OTHER BUSINESS THAT MAY LEGALLY COME BEFORE SAID MEETING.

Roy Annis moved that the School Board be authorized to delete any reference to teachers' names relative to their individual salaries in the town report for the future. Redmond Carroll seconded this motion. This motion passed by a voice vote.

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George Edwards, Pembroke Academy Headmaster, moved that the Pembroke School District Meeting commend the following students and faculty from Pembroke Academy who, through their outstanding actions, have brought great pride to our school and our community.

Jeff Meehan, a senior at Pembroke Academy, who has been nominated by the national nominating committee, as a Presidential Scholar. This honor has been bestowed on Jeff as a result of his outstanding academic accomplishments at Pembroke Academy. He is the first student at Pembroke to receive such recognition.

Andrea Burt, a senior at Pembroke Academy, displayed tremendous heroism while working in White's Park over February vacation. Andrea heard a young child in distress and responded with little regard for her own safety. The two year old child, who had wandered away from her father, had fallen through the ice. Andrea, despite taking precautions fell through the ice, but was able to save the child and herself.

The Pembroke Academy Boys' Varsity Basketball team who two weeks ago was crowned the 1991 New Hampshire Class I State Champions. Everyone seconded this motion. It was unanimously passed.

The meeting was adjourned by Tom Petit at 2:08 P.M.

Respectfully submitted,  
Roberta W. Doore  
School District Clerk

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# The State of New Hampshire

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

You are hereby notified to meet at Pembroke Academy in said District on the 7th day of March, 1992 at 10:00 A.M. to act upon the following subjects:

1. To hear the reports of Agents, Auditors, Committees, or Officers chosen, and to pass any vote relating thereto.
2. To see if the District will vote to authorize the School Board to accept gifts and donations from any source on behalf of the School District.
3. Shall the School District accept the provisions of RSA 198:20-b providing that any School District at an annual meeting may adopt an article authorizing indefinitely, until specific rescision of such authority, the School Board to apply for, accept and expend, without formal action by the school district, money from a state, federal or other governmental unit or private source which becomes available during the fiscal year. (Such expenditures may be made only for purposes for which a School District may appropriate money, shall not require the expenditure of other School District funds, and the School Board shall hold a public hearing prior to accepting and spending such money and shall have the approval of the municipal budget committee.)
4. To see if the District will vote to approve the recommendations of the fact finder for the July 1, 1991 through June 30, 1992 fiscal year and to raise and appropriate the sum of \$248,059 as a deficit appropriation to fund increases in salaries and benefits for teachers for the July 1, 1991 through June 30, 1992 fiscal year only.
5. To see if the District will vote to raise and appropriate the sum of \$1.00 to fund the cost items of the District collective bargaining agreement for the 1992-93 fiscal year only, each subsequent year to be subject to approval by the District voters, or take any other action in relation thereto.
6. As an advisory motion, to see if the District will vote to request that the School Board apply any and all unexpended proceeds of the new school bond issue for additional renovations at High Street School.
7. To see what sum of money the District will raise and appropriate for the support of schools, for the payment of salaries and benefits for school district officials and agents and for the payment of statutory obligations of the District.
8. To choose Agents and Committees in relation to any subjects embraced in the District.
9. To transact any other business that may legally come before said meeting.

Given under our hands at said Pembroke this 11th day of February, 1992.

Clinton Hanson  
Charles Mitchell  
Susan Richard  
Ry Weisiger  
June Cote  
Pembroke School Board

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# Pembroke School District Warrant State of New Hampshire

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

You are hereby notified to meet at Pembroke Town Hall in said District, on the 10th day of March, 1992 at 7:00 o'clock in the forenoon, to act upon the following subjects:

1. To choose a Moderator for the ensuing year.
2. To choose a Clerk for the ensuing year.
3. To choose two members of the School Board for the ensuing three years.
4. To choose a Treasurer for the ensuing year.

The polls are to open at 7:00 A.M. and will close not earlier than 7:00 o'clock P.M.

All other School District business to be conducted at the regular School District meeting as otherwise posted.

Given under our hands at said Pembroke this 11th day of February, 1992.

Clinton Hanson  
Charles Mitchell  
Susan Richard  
Ry Weisiger  
June Cote  
Pembroke School Board

## Budget—Pembroke School District

PURPOSE OF APPROPRIATION	Approved Budget 1991-92	School Board's Budget 1992-93	Budget Committee Recommended 1992-93	Not Recommended 1992-93
<b>INSTRUCTION</b>				
Regular Programs .....	\$2,916,886.00	\$2,827,280.00		
Special Programs .....	870,691.00	933,891.00		
Vocational Programs .....	397,210.00	397,034.00		
Other Instructional Programs .....	103,877.00	84,598.00		
Adult/Continuing Education .....	600.00	600.00		
<b>SUPPORT SERVICES</b>				
Pupil Services				
Attendance & Social Work .....	25.00	25.00		
Guidance .....	236,241.00	246,336.00		
Health .....	53,211.00	87,005.00		
Instructional Staff Services				
Improvement of Instruction .....	18,290.00	19,140.00		
Educational Media .....	179,104.00	177,441.00		
General Administration				
All Other Objects .....	47,437.00	32,221.00		
S.A.U. Management Services .....	181,442.00	193,189.00		
School Administration Services .....	429,556.00	413,003.00		
Business Services				
Operation & Maintenance of Plant	707,802.00	897,290.00		
Pupil Transportation .....	239,139.00	241,102.00		
Other Support Services .....	1,052,952.00	1,141,109.00		
<b>FACILITIES ACQUISITIONS &amp; CONST. ....</b>				
	4,032,150.00	4,006.00		
<b>OTHER OUTLAYS</b>				
Debt Service				
Principal .....	155,000.00	420,000.00		
Interest .....	259,864.00	365,328.00		
Fund Transfers				
To Federal Projects Fund .....	56,840.00	132,000.00		
To Food Service Fund .....	379,000.00	379,000.00		
<b>TOTAL APPROPRIATIONS .....</b>	<b>\$12,317,317.00</b>	<b>\$8,991,598.00</b>	<b>\$8,768,988.00</b>	<b>\$222,610.00</b>

## Estimated Revenues

REVENUES & CREDITS AVAILABLE TO REDUCE SCHOOL TAXES	Revised Revenues 1991-92	School Board's Budget 1992-93	Budget Committee Budget 1992-93
Unreserved Fund Balance .....	\$(182,380.00)	\$	
Foundation Aid .....	542,510.00	575,751.00	
School Building Aid .....	58,500.00	138,514.00	
Area Vocational School .....	14,515.00	14,515.00	
Driver Education .....	16,160.00	---	
Catastrophic Aid .....	4,374.00	---	
Child Nutrition .....	8,980.00	8,980.00	
ECIA - I & II .....	56,840.00	132,000.00	
Child Nutrition Program .....	63,110.00	63,110.00	
Sale of Bonds or Notes .....	3,950,000.00	---	
Bond Income .....	86,000.00	10,000.00	
Tuition .....	2,540,720.00	2,506,709.00	
Earnings on Investments .....	6,500.00	6,500.00	
Pupil Activities .....	23,800.00	5,000.00	
Lunch Sales .....	306,910.00	306,910.00	
Other - Facility Rentals .....	11,200.00	10,000.00	
<b>TOTAL SCHOOL REVENUES &amp; CREDITS .....</b>	<b>7,690,119.00</b>	<b>3,777,989.00</b>	<b>3,777,989.00</b>
<b>DISTRICT ASSESSMENT.....</b>	<b>4,627,198.00</b>	<b>5,213,609.00</b>	<b>4,990,999.00</b>
<b>TOTAL REVENUES &amp; DISTRICT ASSESSMENT....</b>	<b>\$12,317,317.00</b>	<b>\$8,991,598.00</b>	<b>\$8,768,988.00</b>

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# Statement of Revenues

For the Fiscal Year June 30, 1991

<b>FUND EQUITY</b>		
July 1, 1990	<u>-\$ 9,294.00</u>	\$ 9,294.00
<b>REVENUES FROM LOCAL SOURCES</b>		
Current Appropriation	<u>\$3,885,869.00</u>	\$3,885,869.00
<b>TUITION</b>		
Other LEA's Within NH	<u>\$2,594,935.00</u>	\$2,594,935.00
<b>TRANSPORTATION</b>		
Pupils, Parents & Other Sources	<u>\$ 6,823.00</u>	\$ 6,823.00
Earnings on Investments	7,634.00	
Pupil Activities	5,207.00	
Revenue from Community Services Activities	12,205.00	
Rentals	23,585.00	
Other Local Revenue	<u>17,134.00</u>	\$ 65,765.00
<b>REVENUE FROM STATE SOURCES</b>		
Unrestricted Grants-In-Aid Foundation Aid	<u>\$ 433,559.00</u>	\$ 433,559.00
<b>RESTRICTED GRANTS-IN-AID</b>		
School Building Aid	\$ 94,801.00	
Transportation	14,515.00	
Driver Education	16,163.00	
Catastrophic Aid	<u>24,204.00</u>	\$ 149,683.00
<b>REVENUE IN LIEU OF TAXES</b>		
Other - Gas Tax Refunds	<u>\$ 110.00</u>	\$ 110.00
<b>REVENUES FROM FEDERAL SOURCES</b>		
Vocational Education (sub-part 2)	\$ 83,583.00	
Vocational Education	43,779.00	
Elementary/Secondary Education	<u>4,260.00</u>	\$ 131,622.00
<b>FOOD REVENUE</b>		
Food Service	\$ 194,038.00	
Child Nutrition	8,982.00	
Child Nutrition Programs	<u>63,108.00</u>	\$ 266,128.00
<b>TOTAL REVENUES</b>		\$7,534,494.00

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# Financial Report

<b>INSTRUCTION</b>		
Regular Education Programs	\$2,644,236.00	
Special Education Programs	830,527.00	
Vocational Education Programs	438,284.00	
Other Instructional Programs	<u>110,606.00</u>	
		\$4,023,653.00
<b>PUPILS</b>		
Guidance	\$ 226,589.00	
Health	<u>75,213.00</u>	
		\$ 301,802.00
<b>INSTRUCTIONAL</b>		
Improvement of Instruction	\$ 14,957.00	
Educational Media	144,588.00	
Other Instructional Staff	<u>7,099.00</u>	
		\$ 166,644.00
<b>GENERAL ADMINISTRATION</b>		
School Board	\$ 41,839.00	
Office of Superintendent	182,117.00	
School Administration	<u>421,500.00</u>	
		\$ 645,456.00
<b>BUSINESS</b>		
Operation & Maintenance & Plant	\$ 329,189.00	
Pupil Transportation	261,326.00	
Other Supporting Services	251,090.00	
	<u>882,111.00</u>	
		\$1,723,716.00
<b>GENERAL FUND</b>		
Facilities Acquisition & Construction	\$ 153,363.00	
		\$ 153,363.00
<b>OTHER OUTLAYS</b>		
Debt Service	\$ 373,648.00	
		\$ 373,648.00
<b>SPECIAL REVENUE FUNDS – INSTRUCTION</b>		
Regular Education Programs	\$ 20,978.00	
Vocational Education Programs	<u>109,821.00</u>	
		\$ 130,799.00
<b>SPECIAL REVENUE FUNDS – PUPILS</b>		
Attendance & Social Work	\$ 482.00	
Other Pupils	<u>808.00</u>	
		\$ 1,290.00
<b>SPECIAL REVENUE FUNDS – INSTRUCTIONAL</b>		
Improvement of Instruction	\$ 847.00	
Educational Media	<u>382.00</u>	
		\$ 1,229.00
<b>SPECIAL REVENUE FUNDS – BUSINESS</b>		
Other Supporting Services	\$ 1,101.00	
		\$ 1,101.00
<b>TOTAL CAPITAL PROJECTS FUNDS</b>		
	<u>\$ 21,476.00</u>	\$ 21,476.00
<b>FOOD SERVICE FUND</b>		
Food Service	<u>\$ 256,913.00</u>	<u>\$ 256,913.00</u>
<b>TOTAL EXPENDITURES</b>		
		<u>\$7,801,090.00</u>

# Report of School District Treasurer

For the Fiscal Year July 1, 1990 to June 30, 1991

## SUMMARY

<b>CASH ON HAND JULY 1, 1990</b>		\$	8,835.33
Received from Selectmen	\$3,885,869.00		
Revenue from State Sources	730,719.19		
Received from Tuitions	2,588,266.81		
Received from all Other Sources	<u>500,237.66</u>		
<b>TOTAL RECEIPTS</b>			<u>\$7,705,092.66</u>
Total Amount Available for Fiscal Year			\$7,713,927.99
Less School Board Orders Paid			<u>7,765,852.62</u>
<b>BALANCE ON HAND JUNE 30, 1991</b>			\$ (51,924.63)

Helen Fryer  
District Treasurer

## Statistical Report for Pembroke Academy & Elementary 1990-1991

	<u>Elementary</u>	<u>Secondary</u>	<u>Total</u>
Half Days in Session	360	360	
Enrollment	920	878	1,625
Percent of Attendance	96.0	93.3	94.7
Average Daily Attendance	861.9	762.1	1,624.0

## Superintendent's Salary 1990-1991

Allenstown .....	\$10,663.49
Chichester .....	5,331.74
Deerfield .....	11,329.96
Epsom .....	8,785.26
Pembroke .....	<u>24,477.55</u>
	\$60,588.00

## Assistant Superintendent's Salary 1990-1991

Allenstown .....	\$ 9,276.61
Chichester .....	4,638.30
Deerfield .....	9,856.40
Epsom .....	7,642.66
Pembroke .....	<u>21,294.03</u>
	\$52,708.00

## Business Administrator's Salary 1990-1991

Allenstown .....	\$ 7,576.80
Chichester .....	3,788.40
Deerfield .....	8,050.35
Epsom .....	6,242.25
Pembroke .....	<u>17,392.20</u>
	\$43,050.00

# Pembroke School District Bond Payment Schedule

			Principal	Interest
<b>Issue #1</b>	Original February, 1985 Hill School Addition	(\$1,845,000)		
	Refunding February, 1987	(\$1,750,000)		
	1991-92		\$ 95,000	\$112,376
	1992-93		95,000	103,425
	1993-94		95,000	95,536
	1994-95		90,000	86,486
	1995-96		90,000	78,638
	1996-97		90,000	71,158
	1997-98		90,000	63,300
	1998-99		90,000	54,585
	1999-00		90,000	47,052
	2000-01		90,000	38,962
	2001-02		90,000	30,369
	2002-03		90,000	22,067
	2003-04		90,000	13,813
	2004-05 (Final)		90,000	5,586
 <b>Issue #2</b>	 January, 1990 Pembroke Academy Athletic Fields	 (\$300,000)		
	1991-92		60,000	14,175
	1992-93		60,000	10,125
	1993-94		60,000	6,075
	1994-95		60,000	2,025
 <b>Issue #3</b>	 July, 1991 Upper Elementary School	 (\$3,950,000)		
	1992-93		265,000	149,725
	1993-94		265,000	251,778
	1994-95		265,000	234,553
	1995-96		265,000	217,328
	1996-97		265,000	200,103
	1997-98		265,000	182,877
	1998-99		265,000	165,653
	1999-00		265,000	148,428
	2000-01		265,000	131,201
	2001-02		265,000	113,977
	2002-03		265,000	96,751
	2003-04		260,000	79,560
	2004-05		260,000	62,270
	2005-06		260,000	44,720
	2006-07		260,000	26,910
				8,970

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# Brent W. Washburn, CPA

Route 9 Box 228  
Concord, New Hampshire 03301  
Telephone 603-224-6133

The School Board  
Pembroke School District  
Suncook, New Hampshire 03275

Members of the Board:

I have audited the general purpose financial statements of the Pembroke School District as of and for the year ended June 30, 1991, and have issued my report thereon dated December 21, 1991.

I conducted my audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, issued by the Comptroller General of the United States, and Office of Management and Budget Circular A-128, "Audits of State and Local Governments." Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatements.

In planning and performing my audit of the general purpose financial statements of the Pembroke School District for the year ended June 30, 1991, I considered its internal control structure in order to determine my auditing procedures for the purpose of expressing my opinion on the general purpose financial statements and not to provide assurance on the internal control structure.

The management of Pembroke School District is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgements by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of general purpose financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

For the purpose of this report, I have classified the significant internal control structure policies and procedures in the following categories:

- Cash Receipts
- Cash Disbursements
- General Ledger
- Accounts Payable (Purchasing/Receiving)
- Payroll

For all of the internal control structure categories listed above, I obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and I assessed control risk.

I noted certain matters involving the internal control structure and its operation that I consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to my attention relating to significant deficiencies in the design or operation of the internal control structure that, in my judgement, could adversely affect the entity's ability to record, process summarize and report financial data consistent with the assertions of management in the general purpose financial statements.

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Reportable Conditions:

**1: Inventory of Fixed Assets**

Criteria: Inventory of fixed assets represents a significant control tool in monitoring the School District assets and is essential to prepare reliable financial statements.

Condition: The School District does not have a schedule of assets controlled by the School District. Schedules of assets purchased by federal grants has been maintained.

Cause: The normal practice of governmental units in New Hampshire has been to expense the fixed asset as purchase, and not to maintain any detail schedule of assets in use.

Recommendation: The District cause an inventory of these assets as soon as practical. The existence of fixed asset records will not only aid district officials in their control of these assets, but should be an invaluable tool in long range planning. General accepted accounting principles require fixed asset reporting as part of the general purpose financial statements and the audit opinion is being qualified due to the omission of this schedule.

Management Response: The Pembroke School District is a member of the New Hampshire School Boards Insurance Trust which authorized that programming begin on custom fixed asset software to serve all its members; the final product will be reviewed and compared to other commercially available software before a decision to purchase is made.

**2: School Lunch Sales**

Criteria: The school lunch sale represents a significant portion of the food service revenue. Accurate revenue data is essential to prepare reliable financial statements.

Condition: The food lunch director controls all aspects of the food service activities, including collection and depositing of money, issuing of lunch tickets, statistics of meals served, reporting to State, etc.

Cause: The separation of duties is not practicable in this area, and the district has not invested in control mechanisms at the point of sale.

Recommendation: The district investigate the feasibility of control procedures that would reconcile the revenue received with the lunch tickets issued. The scope of the audit testing will be limited to reconciling recorded receipts with the bank statement. The audit opinion is being modified due to the scope limitation on testing food service revenue.

Management Response: The SNAP Management System was implemented in Pembroke schools at the beginning of the 1991-1992 school year. This computer system has been endorsed by the State of New Hampshire Department of Food and Nutrition as meeting Federal regulations for Point of Service accountability for revenues received.

**3: Supporting Documentation**

Criteria: The control of expenditures is essential in preparing timely and reliable financial statements.

Condition: In the test of transactions, supporting documentation for two of the item selected could not be found, and one other requested disbursement documentation could not be located. The cancellation of paid invoices was not generally done.

Cause: The accounts payable clerk was a new employee and to help in the training period other staff members assisted with the filing. The files contain five school districts and a supervisor union data. The files are used for varying reasons by many different people during the year.

Recommendation: It is recommended that filing procedures be reviewed as to manner and type of access to the files.

Management Response: The employees that were newly hired at the time of the audit are now fully trained. Invoices are being stamped "Paid" upon cancellation and filing is up-to-date.

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#### 4: Unsecured Cash

Criteria: The internal control procedures are designed to safeguard the assets of the School District.

Condition: The bank balance as per the bank statements was consistently over the amount insured by federal bank deposit insurance. At one point during the year the balance reached \$600,118.

Cause: The need for manageable request from the Town for the money appropriated results in large deposits.

Recommendation: The cash flow be analyzed to insure that the cash balance is maintained at its lowest possible amount. The School Board should try to negotiate an arrangement with the banking institution, thereby the amount above the insurance would be collateralized with bank assets.

Management Response: The school district's administration consulted with several banking institutions who provided different collateral and repurchase agreements for consideration. The district's attorney had advised against signing any of these agreements as they would provide less security for district funds than the present deposit arrangement in the event of an FDIC takeover in a bank failure. In order to minimize the risk to school district funds, Pembroke Academy tuition payments have been requested monthly, rather than tri-annually. Also, the treasurer is opening other accounts at additional banks and transferring funds to the operational account when necessary to meet financial obligations.

A material weakness is a reportable condition in which the design or operation of the specific internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

My consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weakness as defined above. However, I believe none of the reportable conditions described above is a material weakness.

I also have discussion about other matters involving procedures associated with internal control structure and its operation that have not been reported to management, but they were designed to assist management in making decisions on improvements to the system of internal control.

This report is intended for the information of management, the School Board, the cognizant audit agency, and other federal audit agencies. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

I extend my thanks to the officials and employees of the Pembroke School District for their assistance during the course of my audit.

Brent W. Washburn  
December 21, 1991

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# Teacher's Salary Schedule

1991-92

STEP	BA	BA +15	MA	MA +16
1	19,804	20,617	22,949	23,614
2	20,289	21,105	23,434	24,100
3	20,788	21,605	23,933	23,599
4	21,500	22,316	24,645	25,311
5	22,216	23,033	25,361	26,027
6	23,003	23,817	26,147	26,813
7	23,787	24,604	26,932	27,599
8	24,574	25,390	27,718	28,356
9	25,369	26,185	28,514	29,181
10	26,306	27,121	29,450	30,116
11	27,240	28,057	30,385	31,052
12	28,177	28,993	31,322	31,989
13	29,224	30,045	32,386	33,058



## School Employee Salary Ranges

1991-92

Secretaries	\$ 6,084 - 16,192
Teacher Aides	3,429 - 12,168
Bus Drivers	6,574 - 14,414
Custodians	6,500 - 23,317
Lunch Program	3,780 - 11,724



## School Officer's Salaries

SCHOOL BOOARD MEMBERS	
Clint Hanson, Chairman	\$ 819.00
June Cote	770.25
Charles Mitchell	770.25
Ryland Weisiger	770.25
Susan Richard	770.25
DISTRICT CLERK	
Roberta Doore	\$ 25/Meeting
MODERATOR	
Tom Petit	\$ 65/Meeting
DISTRICT TREASURER	
Nancy Musil	\$ 2,600.00
DIRECTOR OF MAINTENANCE	
	\$ 29,742.00
LUNCH DIRECTOR	
	\$ 27,513.00

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# Report of the Superintendent of Schools

**THE MISSION OF THE PEMBROKE SCHOOL DISTRICT AS THE PRIMARY EDUCATIONAL PROVIDER IS TO DELIVER EDUCATIONAL EXPERIENCES WHICH INTEGRATE THE ACQUISITION OF VALUES, KNOWLEDGE AND SKILLS IN PREPARING EVERY INDIVIDUAL FOR LIFELONG LEARNING AND THE CHALLENGES OF THE FUTURE THROUGH COOPERATIVE PARTICIPATION WITH THE FAMILY, THE STUDENT AND THE DIVERSE COMMUNITY.**

This statement, along with the strategies listed in this text, is a result of the collaborative efforts of Pembroke's Strategic Planning Team. The Team, consisting of 22 members of Pembroke's school and community, worked diligently over a 3 day period last September and came to a consensus on the district's mission and strategies.

Currently over 80 members of the school and community are engaged in developing operational "action plans" for each strategy. The result will be a school board approved 5 year plan focused toward achieving excellence in Pembroke's system of public education. The plan will be presented to the Pembroke School Board by the close of the 1991-92 school year. The 11 strategies are:

1. We will introduce structures that will effectively deploy resources in a participatory management style.
2. We will develop funding to meet our objectives.
3. We will develop two way informational network with the community to promote excellence and solicit their support.
4. We will implement developmentally oriented, outcome based competencies for all students.
5. We will infuse state of the art technology into our educational system at all levels.
6. We will establish effective internal communication.
7. We will restructure the schools to accomplish our mission.
8. We will develop diverse, integrated curriculum which will offer students' options.
9. We will maintain contact with our graduates to evaluate our results.
10. We will implement ongoing career education.
11. We will develop maximum and effective community use of resources and facilities.

The Team welcomes further participation of all interested members of the Pembroke community as the plan is implemented. Please contact Susanne Whitbeck, facilitator and Pembroke Hill School assistant principal, for further details on how you can be involved.



The daily lessons teachers share with students are the heart of any school. The Pembroke district continues to regularly review and revise its curriculum and instructional methodology in order to remain as current and effective as possible. Yearly goals for the study of specific programs are established based on a multi-year, long range cycle approved by the school board. Within the framework of curriculum study, the faculty also seeks to promote articulation among subject areas, the acquisition of a strong foundation in the basics, and lessons aimed at improving critical thinking and decision-making skills. During the past year, specific efforts have resulted in the review and implementation of a new, comprehensive science curriculum for grades kindergarten through twelve as well as on-going studies of the high school's business and industrial arts/technology offerings. Of special note were team-



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building activities completed by the kindergarten and first grade teachers at Hill School which resulted in cooperative research efforts and a redesigned curriculum to better meet the diverse needs of our youngest learners. Currently the reading, wellness (health), and guidance programs are undergoing district-wide reviews by committees representing all instructional levels.

Over the last several years, regular and special educators in Pembroke have built partnerships that provide students of varying abilities and needs a cooperative and integrated classroom setting. Students, parents, teachers and administrators alike testify to the success of these programs. Building on the success of previous years, Pembroke schools have expanded and broadened these programs which integrate special needs youngsters into the mainstream classroom in order to better serve its entire student population. The success of the "Collaborative Program" at the 4th grade, encouraged teachers from the 5th and 6th grades to begin new "Collaborative Programs." The services of the new reading specialist, along with special educators, have been utilized in each of these programs. Students with handicapping conditions receive support as they transition from pre-school to elementary school and from special programs to existing "regular" education programs. At Pembroke Academy, the "123 Block" program was expanded in order to support students who are identified as "at risk" of dropping out of school. School Administrative Unit #53 became involved in a three year project with the Institute on Disability at the University of New Hampshire in support of this concept of transition. We are pleased with the success of this project to date.

The construction of your new Three Rivers School has progressed admirably. The project is on time and under budget as of this writing and the 6th, 7th and 8th grade entry is scheduled for April, 1992. Further information will be distributed as the entry plan is finalized. We are all proud of this community project and thank you for your support.

While I take pride in reporting to you the many positive and productive events of the district, I would not be presenting the complete picture if I failed to comment on the collective bargaining process between the teachers and the school board. An impasse in negotiations was declared, once again, last spring resulting in the continuation of the terms and conditions of the 1990-91 contract for the 1991-92 school year. Once a settlement is reached and ratified, your support of the new contract is essential if the district is expected to continue in such a positive direction.

I will close by thanking you, the citizens of Pembroke, for your active support of your schools and the children of your community. Your generous donation of time in the spirit of volunteerism has resulted in a Blue Ribbon Award by the New Hampshire Partners in Education program. Mrs. Maurette Hanson, volunteer coordinator (P.A.L.S.) will accept the award on behalf of the many volunteers of Pembroke.

On behalf of my office staff, I look forward to working with you in providing the very best education for the children of Pembroke.

Respectfully submitted,  
Paul DeMinico, Ed.D.  
Superintendent of Schools

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# Pembroke Academy

## Headmaster's Report 1991

The past several years have brought very trying times for all of us around New Hampshire, New England and around the entire country. Violence, poverty, unemployment, homeless, hunger, substance abuse, the war, politics, intolerance and tensions at home are just some of the many difficult issues we must confront. All of these factors affect education. They affect us as teachers and administrators and most of all, they affect our students. Those of us involved in the education of our young people continue to face these hard times and hard issues "head on" as we continue to provide the very best education in the most efficient manner.

As our world becomes more complex and difficult to understand, we continue to work with your children and grandchildren to help them learn. One year ago, we were faced with a situation most of our children and many of us had never been confronted with before, the war in the Persian Gulf. The war challenged all of us in many different ways and this war was made even more real for us, in the safety of our homes and our classrooms, by the miracle of television and satellite technology. Whether it was our brother or sister, our mother or father, a boyfriend or girlfriend or just a face on the TV screen, we were all affected by the brave men and women who served our country.

Some people seem either unable or unwilling to acknowledge this very important role our schools play in our community. They seem anxious to point out our vulnerabilities and where we fall short. These are undeniable. But there are also many indicators which clearly suggest that our schools are doing a better job for a larger and more diverse student population than any school system in the world.

Pembroke Academy continues to provide a cost effective, quality education for the students of SAU #53. We are proud of the programs that we offer to our students and our community at one of the lowest costs per pupil in the state of New Hampshire. Of the 73 high schools reporting to the State Department of Education, Pembroke Academy ranks 68th in per pupil expenditures. The average cost to educate a student at P.A. is \$4,508 and compares to a state low of \$4,002 and a state high of \$8,814.

We are extremely proud of the efforts of our staff to help students who are at-risk of school failure, due to the difficulties of our times. Their efforts are especially important in these difficult times when so many of society's difficulties impact on the performance of our students. These efforts have resulted in a continual decline in our drop-out rate to 3.4% for the 1990-91 school year.

We are very fortunate to have a tremendously dedicated and professional staff. Despite their many years of experience, our teachers are constantly striving to improve their own professional preparation and the classes we offer our students. Pembroke Academy teachers have been busy over the summer attending workshops and institutes designed to update their knowledge and skills and to enrich the curriculum for students at the academy.

This school year started with the rage of the lions of March. We had two teachers whose health problems required them to go on disability leave and be replaced. One teacher resigned to accept a position at another school with new challenges and a sizable salary increase. And yet another teacher had unexpected major surgery 2 weeks prior to our opening.

We have been very fortunate to find excellent teachers to fill our vacancies. June Trisciani, who student taught at the Academy last year joined us to teach in the Business Department. John Czarnosz, whose position was eliminated last year due to budget considerations, rejoins us in the Industrial Technology Department and Davie Ricard has also joined the Industrial Technology Department. We have 2 new Learning Center Instructional Aides, Mrs. Jeanne Snowdon and Ms. Michelle Cote and a new Job Specialist, Ms. Deborah Dineen. These people have replaced staff members who left to pursue other career opportunities.

We were challenged with replacing an extremely valuable and much loved staff member this year. Mrs. Marie Brezoski retired from her position as Registrar and Guidance Secretary after 20 years of dedicated service to Pem-

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broke Academy. Everyone at Pembroke Academy will miss her smiling face and her thoughtful advice and we wish her the very best in her retirement.

We also have one of our teachers, Mr. John Munroe, who is teaching in Bogota, Columbia during the 1991-92 school year as part of the Fullbright Teacher Exchange Program. Mrs. Susan Pelley, Director of Exceptional Services resigned her position in June to accept a principalship at an elementary school in Vermont. Ms. Lori DeTrude joined us in this position in September and brings her many years of experience in special education to this important position.

Pembroke Academy continues to be fully accredited as a comprehensive high school by the New England Association of Schools and Colleges and fully approved by the New Hampshire State Department of Education. We have continued our attempts to improve our curriculum through an ongoing process of curriculum review. In the past year we have been involved in curriculum reviews in the areas of Business, Reading, and Industrial Technology. We also did extensive work on developing a new attendance policy for the students at Pembroke Academy. Poor attendance habits from some of our students continues to be a grave concern to the faculty, staff and administration at P.A. We hope to institute a new attendance policy which places more responsibility for school attendance on the shoulders of our students and parents and which places reasonable limits on the number of absences which will be acceptable.

Pembroke Academy students continued to do well on both the Math and Verbal sections of the Scholastic Aptitude Test. Seniors in the class of 1991 had an average score of 474 on the Math and 422 on the Verbal section of the test. Four of our seniors earned college credit while attending their classes at Pembroke Academy. These students participated in the Advanced Placement Program which we sponsored cooperatively with The College Board. This allowed the students to receive college credit for their classes in Biology and Calculus.

June 15, 1991 was a beautiful, sunny day which brought approximately 1,500 members of the Pembroke Academy family to the area behind the science wing for our 172nd commencement. 170 seniors graduated in the class of 1991 with 27 of our seniors receiving Certificates of Proficiency from the Concord Regional Vocational Center.

The students of the graduating class of 1991 are well on their way towards adulthood. The following statistics will give you an idea of some of the activities students pursue after graduation from Pembroke Academy. Fifty two percent of our students went on to some form of post secondary school - of that group thirty one percent went to a 4 year college and twenty one percent went to a 2 year school, college or institute; forty two of the class of 1991 entered the job market and six percent of the class entered the military. Our graduating seniors were accepted at an impressive array of colleges and universities including: UNH, Brandeis University, Brigham Young University, Howard University, Merrimack College, Providence College, Rensselaer Polytechnic Institute, Saint Michael's College, Springfield College, The United States Military Academy at West Point, University of Colorado, University of San Francisco, University of Southern California, University of Vermont, Worcester Polytechnic Institute and Yale University. Additionally, we had two students accepted into honors programs at the University of Maine at Farmington and at the University of New Hampshire.

Pembroke Academy is extremely fortunate to have an active and interested student body which participates in Co-Curricular Activities and which warmly welcomes exchange students into its school. This year we were fortunate enough to have 2 foreign students at P.A. These students represent a diversity which is important for our students to experience. They came from Germany and Holland and they were a pleasure to have as our guests for the year.

Pembroke Academy students have also been very successful in a variety of co-curricular competitions and contests. We have had our first student art competition here at P.A. and had some excellent entries from amongst our students and alumni. Students from the Academy were also very successful in art competitions sponsored

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by other organizations including Plymouth State College and the Boston Globe. Tim Hickey has been selected to represent Pembroke at the All State Music Festival as a member of the All State Chorus. Last spring, a P.A. Home Economics student, Justin Despres, with the assistance of some individual hard work and great home tutoring, received top honors at a New England-wide cooking competition. And last summer, we had 3 students accepted into the prestigious St. Paul's Summer Honors Program.

Our Blood Drives, sponsored by the Student Senate, continue to be highly successful with over 200 pints of blood collected in two sessions and the Key Club continues to be active in our school and our community with their Thanksgiving Dinner for the elderly. This year again, over 250 guests were served and an enjoyable time was had by all present. The P.A. Horticulture and Agriculture classes were successfully represented in competition and represented the state of New Hampshire at the National F.F.A. Meat Judging Competition in Kansas City, MO. Other clubs and activities which had successful years include the Drama Club, the Granite State Challenge and Quiz Bowl Team.

Over the past 2 years, Pembroke Academy has initiated a Student of the Month Award to recognize the positive contributions our students make in school and in the community. This program has recognized dozens of Pembroke Academy students and has been a positive addition to our school program. At the end of the 1990-91 school year 2 students, John Hedstrom and Trisha Thibeault were selected as our Students of the Year.

P.A. athletics have also enjoyed much success over the past year both in terms of participation and accomplishments. Our new athletic fields at Pembroke Academy which were provided for us through the generosity of the community have helped to strengthen our programs. Our Track and Field program seems to be coming on strong with great participation and enthusiasm. One student, Heather Wood, qualified for the N.H. State Meet of Champions and also for the New England Championships. Three other athletes also qualified for the State Meet of Champions. They were Amy Thompson, Rick Polish and Mike Hamel. During the past year we have seen the Boys' Baseball Team, Girls' Field Hockey Team and both the Boys' and Girls' Basketball teams qualify for the state tournament, with the Boys' Basketball Team winning the 5th State Championship for Pembroke Academy. The success of our boys' Basketball Team is underscored by the individual performances of their coach and several players. Ed Cloe, P.A.'s Head Boys' Varsity Basketball Coach reached a milestone in coaching this year. On January 21, 1992, Ed won the 400th game in his coaching career. This ranks him second, all time, among basketball coaches in the state of New Hampshire. Matt Alosa, earned a scholarship to Providence College as a result of his outstanding academic and athletic performances here at P.A. John Viar, also an outstanding student and athlete, earned a scholarship to Merrimack College. Both of these young men received the honor of being selected to the Basketball All-State 1st Team. Other individuals to be honored this year include: John Annis, 1st Team All-State Soccer; Dan Plant, Cross Country State Meet of Champions; Kelly King, 1st Team All-State Basketball and Jeremy Eccleston, Baseball Honorable Mention.

In closing, I would like to thank the people of Pembroke for their support over the past year and I ask them to continue to support us through these difficult times. I would also like to thank the staff of Pembroke Academy and SAU #53 for all of their assistance. We are truly fortunate to have such a hard working and dedicated group of professionals providing for the educational needs of our children. I am very appreciative to the Pembroke School Board for their confidence and support and for allowing me to serve the community as Headmaster of Pembroke Academy.

Respectfully submitted,  
George H. Edwards  
Headmaster

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# Pembroke High Street School

## Principal's Report 1991

Last March the citizens of Pembroke voted to support construction of a new school. This construction has moved along extremely smoothly, and during April vacation we will enlist community help to move students and equipment from High Street into Three Rivers. Many community members have been involved over the years discussing the need for a new school, and many people have been involved in the planning of the building. I have been impressed with, and grateful for, the time and the commitment people are willing to make to support education. The new facility will enhance the efforts of our educational staff who work hard to provide Pembroke students with a quality program.

Last year a new position was added at High Street as a result of the increased enrollment. This position has enabled us to have classes with reasonable sized enrollments and to implement a teaming approach at all grade levels. The teaming approach means that a group of teachers in the core subject areas share the same students, the same schedule, and the same part of the building. These teams share responsibility for planning instruction. They regularly meet together once or twice a week to discuss ways to assist students and to discuss ways to integrate and present curriculum. This type of planning takes more time because it involves a coordinated effort.

Integration of curriculum is important because it allows students to see how the materials in various subject areas relate to each other. For example, one area of integration this past year was the study of the rain forest. Students in all subject areas studied the rain forest at the same time from different perspectives. Students saw what they did in social studies related to studies in language arts, science, and math. This makes more sense to students than separating out what happens in the various subjects.

Mainstreaming of our special needs students is going well. We have approximately 40 students who have special learning needs and receive assistance through special education. These students are placed in regular classes. Special education teachers plan together with regular education teachers and work directly in all classrooms. Our team approach helps staff to plan together. Reasonable class size has been a critical factor in enabling staff to work successfully with students of all abilities.

The instructional approach used in most areas at our school is to involve students in their learning through active participation. Students may be asked to conference together about their writing, cooperate in groups on a project, work on a simulation together, or perform a science experiment. This type of involvement encourages students to remember what they are taught and also to see how it is relevant. Three Rivers will encourage this type of involvement. All rooms will be of sufficient size so that students can move about and work in groups. The science rooms for 7th and 8th grade are designed to encourage and support a hands on approach.

Our health program continues to provide students with valuable information and discussion of health issues of relevance to them. Early adolescence is a critical time for students. They are experiencing many bodily changes, and a variety of issues (drug and alcohol use, the AIDS epidemic, etc.) related to health are of concern to them. Due to our increased enrollment, the physical education teacher and nurse are no longer able to teach all the health classes. Other staff are now providing instruction in the health area. Fifteen staff members from the High Street School recently spent two Saturdays at a workshop learning about ways to provide drug and alcohol education.

A parent group organized by the nurse and physical education teacher has met monthly to become familiar with our health program and to discuss various health issues affecting their children. Parents have found this group to be helpful by sharing their concerns and discussing techniques for working with children.

PALS (Pembroke Action League for Schools) continues to grow in membership and activities. Their Spring and Winter carnivals have been very successful, not only financially but also as a means of creating community involvement with the schools. Many people donate their time to make PALS successful and to allow PALS to fund several cultural events for High Street students. Sixth grade students had the opportunity to attend a special youth concert

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by the Boston Symphony Orchestra. The seventh grade had the opportunity to attend a group of plays at the Palace Theater by authors they read. All students worked with a professional potter who was at High Street for a ten day residency. The potter was also partially funded through a grant from the New Hampshire Council on the Arts.

Staff continue to offer a variety of activities for students. We currently have clubs in art, math, drama, and computers. A homework club was started this year that has proven to be popular. Twice a week this club provides students a quiet place to work after school where they have access to computers and library materials. Our Student Council is active in working on student activities. We are proud that each year they donate money to charity as a result of several events they run. Our interscholastic and intramural sports programs provide opportunities for all interested students to participate in sports. Exploratory activities are held during our activity period that enable students to investigate crafts and skills that they might like to pursue someday in depth on their own. These activities allow all students who are interested in participating to be involved.

Next year will be difficult as a result of trying to reduce expenditures. The budget freeze for the last two years has reduced our supplies to the minimum. Our staff in art, physical education, and music has not increased despite increased enrollment, and we are struggling to find adequate time next year to offer these valuable experiences to 5th-8th grade students.

The staff at the High Street School (and soon at Three Rivers) is concerned with the success of our students. Teachers are involved with their students and work closely with other teachers to produce a basic but stimulating curriculum. I hope we are able to continue to provide young adolescents with the opportunity to be involved in a range of activities. We encourage all Pembroke citizens to visit and become familiar with the program we offer.

I would like to thank Dr. Paul DeMinico, our superintendent, for his leadership; Tom Haley, assistant superintendent, for his support and work on the new school; and the staff of the Central Office for their encouragement and advice. I also would like to thank members of our School Board, parents and community members for their support of education in Pembroke.

Respectfully submitted,  
Allen Zipke, Principal  
Pembroke High Street School

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# Pembroke Hill School Principal's Report 1991

We started the 1991-92 school year with 669 students in grades kindergarten through five, up about 25 from the end of last year. This year is unique in the fact that the district discontinued the Readiness Program which had been in existence in Pembroke for over twenty years. A study committee made up of local teachers and community members worked on this issue for several months before reaching their decision. As a result of this decision, the kindergarten and first grade teachers met in the summer to rewrite philosophy and curriculum to facilitate the change.

The winter and spring of 1991 brought focus on the war in the Persian Gulf. Many classrooms adopted service members as pen pals and an overall spirit of patriotism was evident in the school.

During the past two school years our budget has been frozen. This has affected various aspects of how the school has been run, in particular, student and teacher supplies, field trips, and some new programs. The economy has seriously affected our school as well as many school families. Preparing the budget for next year has been a challenge for all involved as we try to maintain current programming levels and continue to offer a quality educational opportunity to Pembroke's children.

A concerted effort to increase communication with Pembroke Hill parents has been made in the past year. A school newsletter is published the first Monday of each month and sent home to each family. Efforts have been made to receive more coverage by the Concord Monitor and those efforts have been noticeable during the past year with several pictures and feature articles as well as brief notices. The Pembroke Action League for Schools (P.A.L.S.) has been very active in raising money, increasing volunteerism, and supporting school activities, including parent communication. Last spring a Grandparents' Day was held at the school and with over 500 grandparents in attendance was a wonderful success.

Volunteerism is up at Pembroke Hill! During the 1990-91 school year several hundred volunteers donated well over 4,200 accumulated hours in our school which, on a minimum pay basis would have amounted to over \$24,000 in salaries. Among our special volunteers are senior citizens from the Merrimack County Retired Senior Volunteer Program. We have been honored to receive the state's highest award for volunteerism, the Blue Ribbon Award. Hill School is the first school in Pembroke to be so honored. We thank Maurette Hanson, volunteer coordinator, for all her extra time and efforts!

Our school-wide theme this year is "Building Literacy for the Future." Our focus on literacy has resulted in numerous school activities which stress aspects of reading and writing. An art literacy with New Hampshire song writer and performer, Steve Schuch, stressed story telling. Parent and teacher in-services have been held. Our Penguin Press Publishing Company has opened and publishes children's writing. School-wide and classroom activities have motivated children. A reading specialist was hired and is working with teachers on new reading curriculum, helping teachers in the development of reading techniques, and working with children who need special assistance learning to read. Birthday books are being donated to the school library by children on their birthdays and other special occasions.

We have signed an agreement with Keene State College to be a student teaching center. Hill staff have taken a special course to have students from Keene State and during the second semester we have five student teachers working in classrooms. This agreement will continue in coming years and we look forward to a class liaison with Keene State.

This year we have opened an after school program with the cooperation of the Family Tree Day Care Center. The program is available to Pembroke children ages 5-12 and is open each day after school until 6:00. Parents

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pay a nominal fee for this program. This non-profit program is funded through fees and a state grant which was awarded. Each day students are involved in activities such as aerobics, foreign language instruction, drama, dance, art, reading activities, and similar instruction which extends their school day.

We look forward to the 1992-93 school year when the Three Rivers School opens. At that time our fifth graders will attend that school and our kindergarten and first grade will be housed at the current High Street School. With the moves our six modular classrooms will be a thing of the past and we will finally have playground and building space for our second, third, and fourth graders.

Respectfully submitted,  
Jane Gaskell  
Principal



# Pembroke Annual Report of School Health Services for Pembroke Academy

1990-91

<b>Report of Local Medical Services</b>	<b>NUMBER</b>
Pupils Examined	92
 <b>Report of School Nurse-Teacher</b>	
Vision Tests	327
Hearing Tests	308
Ishera's Color Test	213
Heights	608
Weights	608
First Aid	2295
Illness	2167
Blood Pressure	270
Medications	532
Health Counseling	1447

## VACCINATIONS & COMMUNICABLE DISEASES

Communicable Diseases	
Chicken Pox	2
Measles	0
Whooping Cough	0
Mumps	0
Scarlet Fever	1
Mononucleosis	9

## DEFECTS FOUND BY SCHOOL NURSE-TEACHER

	Number	Number seen or treated by Family Physician
Vision	12	8
Hearing	0	

Dr. Paul Shaw  
Examining Physician

Shirley Mitchell, R.N.  
School Nurse-Teacher

# Pembroke Annual Report of School Health Services for Pembroke High Street

1990-91

Nursing Assessment/Illness	809
Nursing Assessment/Injury	844
Health Conference/Counseling	311
Medications: Doses Given	848
Staff Assessment	22
Parent Contacts: Notes, in Person	1,286
Home Visits	3
Total Visits to Health Office	3,007
Free/Reduced Meal Program	32
Special Education: Student Asst. Team, Team Mtg.	45
School Personnel Conferences: Students	128
Health Education/Promotion - Given for Staff	8
Professional Committee Participation	
AIDS Committee, Rand Trust, School Nurse Assoc.	12
Classroom Teaching/Presentations (Science/Health)	54
Student Evaluation/Conferences at Hospitals (Boston & Concord)	2
Continuing Education Workshops (Several on own time)	9

SCREENINGS		RECHECKED	REFERRED	TREATED
Vision	251	21	10	9
Hearing	251	22	4	2
Height	251			
Weight	251		4	1
Scoliosis	244	16	26	16
Sports Physicals	61		4	4
Dental Cleaning/Flouride	13		4	
Blood Pressure	10	8		
Pediculosis	251	1	1	

### COMMUNICABLE DISEASES

Pediculosis .....	1
Strep Throat .....	8+
Conjunctivitis .....	2
Fifth's Disease .....	2
Scabies .....	3

Respectfully Submitted,  
Beth A. Corcoran, R.N.  
School Nurse

# Pembroke Annual Report of School Health Services for Pembroke Hill

1990-91

SCREENINGS		RECHECKED	REFERRED	TREATED
Vision	833	54	31	25
Hearing	995	102	41	32
Impedence	385			
Scoliosis	183	24	5	5
Height	836			
Weight	836			
Blood Pressure	30			

Nursing Assessment/Treatment/Injury	926
Nursing Assessment/Illness	315
Health Conference/Counseling	3,628
Medications	5,654
Nursing Procedures	462
Total Visits to Health Office	11,818
Parent Contacts	3,022
Home Visits	10
Dental Cleaning & Flouride	72
Special Education Team Meetings	35

### COMMUNICABLE DISEASES

Chicken Pox .....	6 +
Pediculosis .....	15
Strep Throat .....	35 +
Scarlet Fever .....	1 +
Conjunctivitis .....	6 +

Respectfully Submitted,  
Mary S. Rosenthal, R.N.  
School Nurse

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# Graduates of Pembroke Academy 1991

## ALLENSTOWN

Nicole Marie Beauchesne	Roger D. Bilodeau, Jr.	Christine Marie Boucher	Tracy Louise Boynton
Steven P. Cantara	Erica Lynn Cate	Debra Ann Clark	Christopher J. Clukey
Stacey Lynn Cochran	Alison Christine Demers	Erica Lynn Downs	Christopher J. Felong
Janine Lucille Fortin	Anna Marie Foss	Roxanne Lee Gauthier	Jeannie M. Gelinás
Jennifer A. Gelinás	Christine Lynn Hanehan	Belinda Lee Hannemann	Bob R. Herron
Dennis Alan Lavoie	Joseph R. M. Lemieux	Robert J. Malo	Michelle Suzanne Martin
Daren Mazzola	Marc E. McQueeney	Jeffrey J. Meisenburg	Janice M. Murray
Brian James Raymond	John Kenneth Raymond	Paula Jeane Robbins	Helen A. Schwartz
Lori Joy Stevens	Trisha Ann Thibeault	John J. Varteresian	John Aubrey Viar
Matthew E. Wilcox			

## CHICHESTER

Heidi M. Bailey	Stefanie Michael Burke	Laura K. Chagnon	Erin Ann Corson
Tamie Marie Darling	Derek Dennis Duford	John Knute Hedstrom	Stacie Ann Locke
Jeffrey C. Meehan	Heidi Ann Messina	Michelle Marie Mobbs	Gary Charles Muzzey
Jamie Palmer-Johnson	David R. Paradis	Christopher Alan Perron	Lynne Marie Preve
Heidi Alicia Stammen	Rhonda J. Wilcox		

## DEERFIELD

Heidi Arnond	Keith Allan Bandecchi	Kevin Philip Barnum	Aimee C. Bilodeau
Steven Patrick Bonnell	Eric Boucher	Paula J. Bugnacki	Tammie Lynne Burke
Michael J. Carter	Erik Karl Gagnon	Angela Nicole Gauthier	Christine Marie Hayes
Susan M. Heon	Kelly Ann King	Mark Allen LaDuke	Sarah Lee Lassins
Jessica Lee McGarry	Joel Thomas Puglisi	Scott Russell Stantial	Elizabeth Marie Tordoff

## EPSOM

Brian Philip Audet	Brent Kenneth Bachelder	Daniel M. Bellerose	Melissa Ann Briggs
Donald H. Champney	Janice M. Corbett	Jeremy Eccleston	Eli English
Kimberly Anne Fabbo	Daniel Jason Hayden	Sybil Anne Higman	Laurel Elizabeth Hughes
Travis James Keeler	Becky Jo Labrie	Aaron J. Lamb	Faith Hope Mohs
Michelle Lee Moody	Kimberly Mullen-Stickney	Joseph Brian Prescott	Christopher G. Raymond
Matthew M. Sawyer	Cheri Denise Smith	Macha Denise Spaan	Derek Ronald Stebbins
Michael Robert Stevens	Daniel J. Verville	Dara Walker	Jeremy A. White

## PEMBROKE

Eric L. Abbott	Matthew F. Alosa	Joyce Ilene Armstrong	Janet Leigh Bennett
Daron David Brodner	Jeremal David Browne	Jason Edward Bugieda	Andrea Jeanne Burt
Jennifer J. Camelo	Nick J. Corente	Jason Corey Davie	Melissa R. Decato
Justin W. Despres	Michael John Dollar	William A. Eaton	Justin Ferguson
Brian W. Flowers	Kelley Jayne Ford	Theresa Fortune	Jennifer Foye
Kelley A. Furman	Brian R. Gamelin	Jeri L. Gammons	Michael Wayne Hamel
Kim Hammond	Jonathan Roger Hanson	Lisa Ann Johnston	Stacy J. Keegan
Joseph Edward Lane	Shawn A. Mandigo	Kyle B. Mangawang	Scott R. Martin
Jody R. McCormack	Danielle Nicole Millette	Michael Timothy Monahan	Jason P. Morvan
Susan Joan Nadeau	David L. Nolin	Jennifer Nolin	Susan Elizabeth O'Connor
Michael Pickering	Kristopher L. Poitras	Richard Joseph Polish	Joelle Page Portinari
Lisa Kristine Ridlon	Nancy Sara Soucy	Rebecca Jean Smith	Lynn Marie Snow
Barry G. Staller	Robin Lee Thomas	Amy Lynn Thompson	Jeffrey Joseph Tomas
Mary K. Trader	Karen Leigh Vachon	Lisa Marie Watts	Kristin Suzanne Weisiger
David P. Welch	Thomas L. Whitney, Jr.	Milo Jean Wilder	Heather Jean Young

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## Pembroke High Street School 1991 Graduates

Laura L. Beaudoin  
Nicholas G. Bertsimas  
Valerie Bodner  
Mindy A. Boisvert  
Amy J. Bouffard  
Yolonda Browne  
Genevieve J. Cadorette  
Cori Cahow  
Robert G. Carley  
Angela M. Christie  
Erica D. Cote  
Ryan D. Cote  
Sarah L. Crotty  
Karen Evarts  
Kristie A. Everbeck  
Joshua R. Farley  
Andrew C. Fenn  
Suzanne F. Fontaine  
Nicole C. Foreman  
Kurt G. Forest  
John F. French  
Randy J. Gagne

Melise A. Gerken  
Jason A. Ginn  
Heather Y. Goforth  
Shannon L. Grant  
Justin T. Haggett  
Daniel P. Hansche  
Kelly A. Heavey  
Jessica D. Johanson  
Jennifer S. Keeler  
Erin L. Kelble  
Amy Kroeplin  
Steven C. LaDuke  
Stephanie A. Landry  
Christopher M. Langtry  
Greg D. Laudarowicz  
Jennifer L. Lavoie  
Jessi-Ann Leavitt  
Clinton R. Lefabvre  
Tony A. Martin  
Kathleen McClintock  
Julie A. Magahey  
Benjamin R. Osgood  
Catherine A. Overby

Sarah B. Palfy  
Jacqueline Palmer-Johnson  
Richard Paulin  
Christopher W. Pepin  
Glenn P. Petruzzi  
Daniel P. Reynolds  
Matthew E. Rochon  
Andrew G. Rodgers  
Matthew D. Rousseau  
William R. Rowell  
Heather E. Shackford  
Albert C. Shattuck  
Carrie E. Simek  
Jennifer M. Smith  
Leon J. Smith  
Wayne R. Smith  
Eric St. Onge  
Dominick T. Stinson  
Wendy P. Tibbetts  
Matthew P. Vassillion  
Jon D. Von Ohlsen  
Wendy E. Weisiger





**GEORGE M. LAMLETTE  
SQUARE**

Dedicated to the memory of  
Pvt. George M. Lamlette, USMC,  
who was killed aboard the  
USS Maine when it was blown up  
in the Havana, Cuba, harbor,  
February 15, 1898. He had been  
aboard the USS Maine for  
2 1/2 years. A native of Pembroke,  
the family home was on High St.

ERECTED IN 1909 BY THE BUNBURY VALLEY POST NO. 2000, 1ST AND 2ND  
-POST COMMANDER'S CLUB