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2004

# *TOWN OF PEMBROKE ANNUAL REPORT 2004*



## DEPARTMENT ADDRESSES & PHONE NUMBERS

<u>DEPARTMENT</u>	<u>ADDRESS</u>	<u>PHONE NUMBER</u>
<b>TOWN HALL</b> <i>Board of Selectmen</i> <i>Tax Collector</i> <i>Town Clerk</i> <i>Town Administration</i> <i>Planning and Land Use Department</i> <i>Zoning Department</i> <i>Code Enforcement/Building Inspector</i> <i>Assessing Department</i> <i>Welfare Assistance</i>	<i>311 Pembroke Street</i>	<i>485-4747</i>
<b>FIRE DEPARTMENT</b>	<i>247 Pembroke Street</i>	<i>Emergency: 911</i> <i>Business: 485-3621</i>
<b>POLICE DEPARTMENT</b>	<i>247 Pembroke Street</i>	<i>Emergency: 911</i> <i>Business: 485-9173</i>
<b>PUBLIC WORKS DEPARTMENT</b>	<i>8 Exchange Street</i>	<i>485-4422</i>
<b>SEWER DEPARTMENT</b>	<i>261 Pembroke Street</i>	<i>Emergency: 485-5600</i> <i>Business: 485-8658</i>
<b>SCHOOL DISTRICT</b>		
<i>SAU #53</i>	<i>267 Pembroke Street</i>	<i>485-5187</i>
<i>Pembroke Academy</i>	<i>209 Academy Road</i>	<i>485-7881</i>
<i>Three Rivers School</i>	<i>243 Academy Road</i>	<i>485-9539</i>
<i>Hill School</i>	<i>300 Belanger Drive</i>	<i>485-9000</i>
<i>Village School</i>	<i>30 High Street</i>	<i>485-1807</i>
<b>TOWN LIBRARY</b>	<i>313 Pembroke Street</i>	<i>485-7851</i>
<b>WATER WORKS</b>	<i>212 Main Street</i>	<i>485-3362</i>

### TOWN HALL HOURS OF OPERATION

*Monday - Friday 8:00 a.m. - 4:00 p.m.*  
*Thursday 5:00 p.m. - 7:00 p.m. (Town Clerk only)*

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44  
P39  
2004

# ANNUAL REPORT

OF THE

Board of Selectmen and School Board

OF THE

## Town of Pembroke

TOGETHER WITH THE REPORTS OF THE

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

FOR THE

YEAR ENDING DECEMBER 31, 2004





## DEDICATION

The Pembroke Board of Selectmen wish to dedicate the 2004 annual town report to all Pembroke citizens who have served as volunteer members, past and present, on various Town boards, commissions and committees. Their knowledge, skills and experience make the Town of Pembroke the great place it is today. Without their dedication and commitment, it would be impossible to provide public services efficiently and economically. Those listed below, and many others in years past, have dedicated themselves to preserving, protecting and improving the quality of life for all town residents; they see a problem as a challenge and give of themselves to find an answer. Thanks to all of you who volunteer your time to make it possible for everyone to "Prosper in Pembroke".

### **Budget Committee**

David Freeman-Woolpert, Ch.  
Tina Courtemanche, Vice Chair  
Regina Baxter  
Charles Connor  
Joe Crowley  
Mark LePage  
Vincent Greco  
Barbara Natalizio  
Joseph Tyler  
Brian B. Tufts, Sel. Rep.  
Gerard Fleury, School Bd. Rep.  
Pat Crafts, Recording Clerk.

### **Cable TV Advisory Cmte.**

Gerald Belanger  
Peter Gailunas  
Alan Topliff  
Kenard "Butch" Ayles  
Daniel Crean, Sel. Rep.

### **C.I.P. Committee**

William Stanyan, Chair  
Rosemarie Michaud  
Charles Schmidt  
Fred Kline, Plan. Bd. Rep.  
Justine Courtemanche, Bdg. Cmte. Rep.  
Therese McCarthy, School Bd. Rep.  
Brian Tufts, Sel. Rep.

### **Cemetery Commission**

Gerald Belanger, Chair  
Kenneth A. Fowler  
James Garvin  
David Richards

### **Conservation Commission**

Kevin Gagne, Chair  
Ammy Heiser  
Stetson Heiser  
Barbara Pinet  
Kerry York,  
David Beauchesne  
Don Jolin  
William Boudreau, Sel. Rep.

### **Economic Development Cmte.**

Dana Carlucci, Chair  
Jocelyn Carlucci  
Robert A. Baxter  
Michael Loso  
Jacques Despres  
Paul Andrews Plan. Bd. Rep.  
Regina Baxter, Budget Cmte. Rep.  
Larry J. Preston, Sel. Rep.

### **Planning Board**

Normand Provencher, Chair  
Robert E. Bourque  
Roland Lemoine  
Cindy Lewis  
David J. Beauchesne  
Richard Kelsea  
Paul Andrews  
Fred Kline  
Larry W. Young, Sr. Sel. Rep.  
Susan Gifford, Secretary

### **Recreation Commission**

Rose Galligan, Chair  
Robert M. Musil  
David Seavey  
Michelle Carvalho  
Susan Seidner  
Doreen Dykeman

### **Roads Commission**

Oscar Plourde, Chair  
Henry Malo  
Burton Curley  
Luc D. Girard  
Roland Lemoine  
Maurice Lavoie  
Paulette Malo  
Walter Norris, DPW Rep.

### **Zoning Board of Adjustment**

William Bonney, Chair  
Bruce Kudrick, Vice-Chair  
Dana Carlucci  
Paul Sherwood  
Thomas Hebert  
David Sheldon  
Thomas LoPizzo  
Susan Gifford, Secretary



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## **TOWN OFFICIALS**

### **Board of Selectmen**

Brian B. Tufts, Chair (2005); Larry Young Sr., Vice Chair (2007);  
Daniel Crean (2007); William Boudreau (2006); Larry Preston (2005)

### **Town Treasurer**

John B. Goff (2005)

### **Deputy Treasurer**

Vacant

### **Town Clerk**

James F. Goff (2005)

### **Town Moderator**

Thomas E. Petit (2006)

### **Assistant Town Moderator**

Charles Mitchell

### **Supervisors of the Checklist**

Patricia Crafts, Chair (2008);  
Roland Young, Jr. (2006); Janice Edmonds (2010)

### **Library Trustees**

Joyce Belanger, Chair (2005); Marie Brezosky, Co-Chair (2007);  
Marilyn Ross, (2005); Cynthia Menard (2007);  
Marie Connor (2006); Theresa Caplette, Alt. (2005);  
Marie Labrie, Alt. (2005); Patricia Fowler, Alt. (2005)

### **Trustees of Trust Funds**

Gerard E. Fleury, Chair (2005);  
Normand Provencher (2007); Jan Edmonds (2007)

### **Sewer Commission**

Harold Thompson, Chair (2007);  
Paulette Malo (2005); Jules Pellerin (2006)

### **Water Commission**

Maurice Lavoie, Chair (2009);  
Helen Petit (2006); Kevin Brasley (2005);  
Chris Culberton (2008); Edward Lavallee (2007)

## TOWN DEPARTMENTS AND OFFICES

### **Town Administration Department**

Troy R. Brown, Town Administrator  
Dawn A. Ouellette, Finance Director  
Muriel Previe, Welfare Director  
Linda A. Williams, Municipal Secretary  
Pat Cheney, Accounts Clerk

### **Emergency Management**

Larry W. Young, Sr., Director

### **Fire Department**

Harold Paulsen, Fire Chief  
John Theuner, Assistant Fire Chief  
Paul Gagnon, Deputy Fire Chief  
Erik Paulsen, Captain  
Robert Farley, Lieutenant  
Terrance Judge, Lieutenant  
Brian Lemoine, Lieutenant

### **Health Department**

Dr. Vincent E. Greco, Health Officer

### **Tax Collection**

Nancy B. Clifford, CTC, Tax Collector  
Peggy Yeaton, Deputy Tax Collector

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

Matthew Monahan, Director  
Peter Rowell, Code Enforcement Officer  
Elaine Wesson, Planning and Land Use Clerk

### **Police Department**

Wayne A. Cheney, Chief of Police  
Scott Lane, Lieutenant  
Michael Crockwell, Sergeant  
Dwayne Gilman, Sergeant-Detective  
Glenn S. Northrup, Sergeant

### **Department of Public Works**

Walter E. Norris, Director  
Emile Lacerte, Foreman  
Reno Nadeau, Foreman

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## BOARDS, COMMITTEES AND COMMISSIONS

### **Budget Committee**

David Freeman-Woolpert, Chair - 2005; Tina Courtemanche, Vice Chair - 2007; Regina Baxter - 2005; Charles Connor - 2007; Joe Crowley – 2006; Vincent Greco – 2007; Mark LePage – 2007; Barbara Natalizio – 2007; Joseph Tyler - 2007 ; Brian B. Tufts, Board of Selectmen Representative; Gerard Fleury, School Board Representative; Pat Crafts, Recording Clerk.

### **Cable TV Advisory Committee**

Gerald Belanger – 2005; Peter Gailunas – 2006; Alan Topliff – 2006; Kenard “Butch” Ayles – 2007; Daniel Crean, Board of Selectmen Representative.

### **Capital Improvement Program Committee**

William Stanyan, Chair – 2006; Rosemarie Michaud – 2005; Charles Schmidt – 2007, Fred Kline, Planning Board Representative; Justine Courtemanche, Budget Committee Representative; Therese McCarthy, School Board Representative; Brian Tufts, Board of Selectmen Representative.

### **Cemetery Commission**

Gerald Belanger, Chair - 2006; Kenneth A. Fowler, - 2005; James Garvin, - 2007; David Richards - 2007.

### **Conservation Commission**

Kevin Gagne, Chair - 2004; Ammy Heiser, - 2005; Stetson Heiser – 2005; Barbara Pinet – 2006; David Beauchesne, Alt. – 2005; Janet Anderson, Alt. – 2006; William Boudreau, Board of Selectmen Representative.

### **Economic Development Committee**

Dana Carlucci, Chair – 2007; Jocelyn Carlucci – 2006; Robert A. Baxter, - 2005; Michael Loso – 2006; Jacques Despres - 2006; Paul Andrews – Planning Board Representative; Regina Baxter, Budget Committee Representative; Larry J. Preston, Board of Selectman Representative.

### **Planning Board**

Normand Provencher, Chair - 2006; Robert E. Bourque – 2005; Roland Lemoine – 2006; Cindy Lewis – 2007; David J. Beauchesne – 2007; Richard Kelsea, Alt. – 2005, Paul Andrews – 2005; Fred Kline, Alt. – 2006; Larry W. Young, Sr., Board of Selectman Representative; Susan Gifford, Secretary.

### **Recreation Commission**

Rose Galligan, Chair - 2005; Robert M. Musil - 2005; David Seavey – 2007; Michelle Carvalho – 2007; Susan Seidner – 2006; Doreen Dykeman, Alt. - 2006

### **Roads Commission**

Oscar Plourde, Chair – 2005; Henry Malo – 2007; Roland Lemoine – 2007; Luc D. Girard – 2006; Burton Curley – 2006, Paulette Malo - 2006; Maurice Lavoie - 2007; Walter Norris– Dept. of Public Works Rep.

### **Zoning Board of Adjustment**

William Bonney, Chair - 2007; Bruce Kudrick, Vice-Chair - 2007; Dana Carlucci – 2005, Paul Sherwood – 2005; Thomas Hebert – 2006, David Sheldon, Alt. – 2005; Thomas LoPizzo, Alt. – 2005; Susan Gifford, Secretary.



## BOARD OF SELECTMEN



Front L to R: Brian B. Tufts, Chair, Larry W. Young, Sr., Vice Chair, Daniel Crean  
Back L to R: William Boudreau, Larry J. Preston

The Board of Selectmen faced several challenging issues in 2004. The loss and recruitment of key personnel was one of the most notable for the Board. The Selectmen hired Troy Brown in November 2004 as our new Town Administrator. We believe that Mr. Brown will provide the Board of Selectmen, Town staff and various Boards and Committees with new direction and ideas as our community continues to address residential and commercial growth impacts and issues. Linda Williams was hired in August as the new Municipal Secretary and Matthew Monahan was hired in June as our new Director of Planning and Economic Development.

The Board of Selectmen worked many late nights at Town Hall holding public hearings, meeting with concerned residents and listening to proposals recommended by Department Heads, Boards, and Committees. This work has resulted in the completion of the Town's Municipal Safety Center, revaluation of property assessments, adoption of the 2004 Master Plan and development of the proposed Soucook River Tax Increment Financing District and 2005 budget.

Although a lot more work is needed, the Board of Selectmen is committed to improving communications with Pembroke residents. The Town continues to provide a quarterly municipal newsletter to all residents. The municipal website offers essential municipal information such as the Town Code, meeting notices and minutes and other department/committee information. Recently, the Town's property assessment database was added to the website. Please visit our website at [www.pembroke-nh.com](http://www.pembroke-nh.com). If you do not have internet service you can use one of the public access terminals at the Pembroke Library.

In closing, we would like to thank all of the Town's residents for their continued support and interests. A special thanks to Dawn Ouellette, Finance Director for agreeing to accept the duties and responsibilities as Interim Town Administrator while the Selectmen conducted their Town Administrator search. Also, thanks to the Department Heads, Town employees, and members of the various boards and committees for their dedication and hard work. We look forward to another productive year and service to the residents of Pembroke.



**MINUTES OF THE ANNUAL TOWN MEETING  
TOWN OF PEMBROKE, NH  
MARCH 9, 2004**

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

A motion was made to read and act on Articles #1 through #3 and the remaining articles to be read and acted upon at the deliberative session on March 13, 2004 at the Pembroke Academy.

**MOVED: Chester Martel**

**SECONDED: Roland Young**

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

\*Denotes elected

Town Clerk for one year:  
Vote for not more than ONE  
James F. Goff 652\*

Sewer Commissioner for three years:  
vote for not more than ONE  
Harold L. Thompson 566\*

Moderator for two years:  
Vote for not more than ONE  
Thomas Petit 633\*

Water Commissioner for five years:  
vote for not more than ONE  
Maurice L. Lavoie 587\*

Treasurer for one year:  
Vote for not more than ONE  
No one filed  
John B. Goff 113 write in votes\*

Water Commissioner for four years:  
vote for not more than ONE  
Christopher Culberson 574\*

Selectman for three years:  
Vote for not more than TWO  
Richard Bilodeau 202  
Daniel D. Crean 417\*  
Carl Schoeller 112  
Larry W. Young, Sr. 376\*

Checklist Supervisor for six years:  
vote for not more than ONE  
Florence A. Woods 605\*

Selectman for one year:  
Vote for not more than ONE  
Larry Preston 527\*

Trust Fund Trustee for three years:  
vote for not more than ONE  
Janice W. Edmonds 598\*

Library Trustee for three years:  
Vote for not more than TWO  
Marie A. Brezosky 554\*  
Cynthia E. Menard 575\*

There were 705 ballots cast. There were 4025 registered voters in the Town of Pembroke. There was a 17.5% voter turnout.

**ARTICLE #2:** Are you in favor of the adoption of the following amendments to the existing Zoning Ordinance of the Town of Pembroke as proposed by the Planning Board? :

**Amendment # 1:** To amend Chapter 143, § 143-8, of the Code of the Town of Pembroke, entitled Definitions, to repeal and delete the definition for "Frontage", to add a new definition for "Contiguous lot frontage", and to modify the columns for Chapter 143, § 143-21, Table of Dimensional and Density Regulations, with the word "contiguous", to read as follows:

## MINUTES OF THE ANNUAL TOWN MEETING (Cont'd)

### §143-8 Definitions

Delete the definition for the term FRONTAGE and add:

*CONTIGUOUS LOT FRONTAGE - The side of a lot abutting on a single street and unbroken by any frontage of another lot. Building lots shall meet the contiguous frontage requirement as listed in §143-21 Table of Dimensional and Density Regulations. (Also front lot line)*

### §143-21 Table of Dimensional and Density Regulations.

#### REFERENCE HEADINGS:

B = Minimum *Contiguous* Lot Frontage

C = Minimum *Contiguous* Lot Frontage (feet) - Duplex

D = Minimum *Contiguous* Lot Frontage (feet) - Multifamily

#### NOTES:

2) The minimum lot width at the front yard setback *shall be contiguous and* shall not be less than eighty-five percent (85%) of the minimum lot frontage required for the district.

**YES 457**

**NO 149**

**AMENDMENT #1 PASSED**

**Amendment#2:** To amend Chapter 143, §143-8, of the Code of the Town of Pembroke, entitled Definitions, to add a new definition for "DEDICATED EASEMENT" to read as follows:

### §143-8 Definitions

*DEDICATED EASEMENT - An easement that precludes an owner of land from undertaking activity otherwise permitted, commonly found in utility, slope or drainage easements. All existing and proposed easements shall be deducted from the total lot area in calculating minimum lot size under §143-21 Table of Dimensional and Density Regulations, and no structure shall be constructed in any easement.*

**YES 419**

**NO 179**

**AMENDMENT #2 PASSED**

**Amendment #3:** To amend Chapter 143, § 143-121 and § 143-122, of the Code of the Town of Pembroke, entitled Administrative Official and Permit required, to add section C which authorizes the Selectmen or Code Enforcement Officer to enforce the International Residential and Property Maintenance Codes, to read as follows:

### §143-121 Administrative Official

1. (Remains the same)

2. (Remains the same)

3. *It shall be the duty of the Board of Selectmen or the appointed Code Enforcement Officer to enforce the following codes under the authority granted pursuant to RSA 674:51:*



## MINUTES OF THE ANNUAL TOWN MEETING (Cont'd)

1. *International Residential Code as published and amended by the International Code Council Inc.*
2. *International Property Maintenance Code as published and amended by the International Code Council Inc.*

### §143-122 Permit required.

It shall be unlawful for any person to erect, construct, reconstruct, or alter a structure as defined by the New Hampshire Building Code, RSA 155:A, as amended, and the ~~Council of American Building Officials (CABO) One and Two Family Building Code~~, *International Residential Code, as published and amended by the International Code Council, Inc. as amended*, without applying for and receiving from the Selectmen a building permit.

**YES 383**

**NO 229**

**AMENDMENT #3 PASSED**

**Amendment #4:** To amend Chapter 143 of the Code of the Town of Pembroke to add a new Article XVII to be entitled "Town of Pembroke Growth Management Ordinance" to read as follows:

### ARTICLE XVII TOWN OF PEMBROKE GROWTH MANAGEMENT ORDINANCE

#### § 143-31. Authority and purpose.

This ordinance is enacted pursuant to the authority granted by NH RSA 674:22. It is intended to regulate and control the timing of development in accordance with the objectives of the Master Plan and the Capital Improvements Program. These two documents assess and balance community development needs of the Town of Pembroke and consider regional development needs.

#### § 143-32. Annual building permit limitation.

1. The number of building permits for new dwelling units that are issued in a calendar year by the Town of Pembroke shall be limited to 2% of the total building units existing in Pembroke as of December 31 of the prior year.

For the purposes of this ordinance, the December 31 base of dwelling units shall be determined from the 2000 US Census, updated with annual building permit data reported by the Code Enforcement Officer.

By January 1 of each year this ordinance is in effect, the Planning Board shall post the annual limitation to be effective in the following year.

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## MINUTES OF THE ANNUAL TOWN MEETING (Cont'd)

### § 143-33. Issuance of building permits.

1. Building permits shall be issued pursuant to a lottery system to be held biannually on or near January 30<sup>th</sup> and June 30<sup>th</sup> during the effective dates of this ordinance. Applications may be submitted at any time for building permits but in any case shall be made no later than two weeks prior to the date of each lottery. To be eligible for inclusion in the lottery, each building permit application must be accompanied by complete building plans as required by the Code Enforcement Officer.
2. No more than 50% of the total permits shall be issued in January. Any permits remaining from the first round shall be issued on a first come, first served basis until the January limit has been reached (subject to the provisions in section III C below). A second lottery shall be held in June for the remaining permits.
3. In order to assure equitable allocation of available permits, no single individual, partnership, corporation or other entity shall be issued building permits for more than five (5) new dwelling units during a calendar year. However, any surplus permits remaining from the June lottery may be issued to any applicant on a first-come, first-served basis.
4. If on December 31 of any year there is a surplus of unissued building permits for new dwelling units, the surplus shall be made available in the following year, after all of the permits available in the annual limitation of the following year are issued. If the surplus of unissued building permits is not issued in the year immediately after they are surplus, they shall expire.
5. Any permits issued but not utilized shall not be added back into the annual limitation.

### § 143-34. Administrative procedures.

The Selectmen are hereby authorized to establish administrative procedures necessary to implement this article. All such procedures shall be posted.

### § 143-35. Subdivisions.

1. No single subdivision shall receive final plat approval for more than five (5) lots or dwelling units in any 12 month period.
2. Subdivisions proposed in the R1 District within 500' of the municipal sewer system shall make provisions for and be required to connect to the system when additional capacity becomes available at the wastewater treatment facility.

### § 143-36. Conflicts.

In matters governed by this ordinance, this ordinance shall supersede conflicting local ordinances and regulations.

### § 143-37. Severability.

Should any part of this ordinance be held invalid or unconstitutional by a court, such holding shall not affect, impair or invalidate any other part of this ordinance, and, to such end, all articles, sections and provisions of this ordinance are declared to be severable.



**MINUTES OF THE ANNUAL TOWN MEETING (Cont'd)**

**§ 143-38. Effective dates.**

This ordinance becomes effective upon adoption and shall remain in effect until 11:59 p.m. March 31, 2008. However, the Planning Board shall annually review the need for the ordinance and send a status report on growth and the progress Pembroke has made toward improving its capital facilities to the Board of Selectmen by January 1 of each year the ordinance is in effect. If the Board finds that the capital facilities needs have been resolved, then it shall make a recommendation for a repeal of this ordinance.

**YES 499**

**NO 112**

**AMENDMENT #4 PASSED**

**Amendment #5:** To amend Chapter 143, § 143-19, of the Code of the Town of Pembroke, entitled Table of Uses, to designate certain community facilities uses in the LO and CI Zones as not permitted, to read as follows:

**§143-19 TABLE OF USES**

**COMMUNITY FACILITIES**

	R1	R3	B1	B2	C1	LO	Special
Conditions							
1. Church or religious purposes	P	P	P	P	-	<del>(P)</del>	
2. Educational purposes which are religious, sectarian, denominational public or nonprofit	P	P	P	P	-	<del>(P)</del>	
4. Nonprofit recreational facility P not including a membership club	P	P	P	P	-	<del>(P)</del>	
5. Clubs such as: country club, golf, swimming, tennis, yacht, skiing, and similar recreational facilities	S	S	S	-	-	<del>(S)</del>	
6. Nonprofit day camp or other nonprofit camp	S	S	S	-	-	<del>(S)</del>	
8. Cemetery	P	P	-	-	-	<del>(P)</del>	
10. Hospital, sanitarium, or philanthropic institutions nursing, rest, or convalescent home.	S	S	S	S	-	<del>(S)</del>	

## MINUTES OF THE ANNUAL TOWN MEETING (Cont'd)

11. Private libraries, museums, S S P S (P) (S)  
historical association or  
society.

**YES 373 NO 162 AMENDMENT #5 PASSED**

**ARTICLE #3:** (By petition) To vote on the question: "Shall we adopt the provisions of RSA 40:13 (known as SB2) to allow official ballot voting on all issues before the Town of Pembroke on the second Tuesday of March?" (3/5 majority required)

**YES 216 NO 452 ARTICLE #3 FAILED**

## MINUTES OF THE ANNUAL TOWN MEETING TOWN OF PEMBROKE, NH DELIBERATIVE SESSION MARCH 13, 2004

Moderator Thomas E. Petit opened the meeting at 10:00 a.m. The pledge of allegiance was led by a group of local girl scouts and boy scout. Moderator Petit asked for a moment of silence in honor of former Pembroke Moderator Charles Whittemore who had recently passed away. The moderator then read the results for the ballot vote held on Tuesday, March 9, 2004 at the Pembroke Village School.

Moderator Petit read Warrant Articles #4 through #22.

**ARTICLE #4:** To see if the Town will vote to raise and appropriate a sum not to exceed one hundred thousand dollars (\$100,000) for the purpose of reconditioning the Brickett Hill Water Tank and to authorize the issuance of up to one hundred thousand dollars (\$100,000) of bonds or notes in accordance with the Municipal Finance Act (RSA 33) and to authorize the Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon and the maturity and other terms thereof. The cost of borrowing and repaying the bond or note will be paid with Pembroke Water Works funds.  
*Recommended by Board of Selectmen and Budget Committee. (2/3 ballot vote required).*

**MOVED: Normand Provencher SECONDED: William Stanyan**

Moderator Petit opened the polls for ballot voting on Article #4 at 10:25 a.m.

**ARTICLE #5:** To see if the Town will vote to raise and appropriate the sum of one hundred thousand dollars (\$100,000) to be added to the Town Equipment Capital Reserve Fund previously established.  
*Recommended by Board Selectmen and Budget Committee. (Majority vote required)*

**MOVED: William Boudreau SECONDED: Brian Lemoine**

Chairman of the Pembroke Budget Committee thanked Town Administrator David Stack and Finance Director Dawn Ouellette for the quality and availability of information provided to the budget committee and CIP committee.

**VOTE: YES ARTICLE #5 PASSED**



## MINUTES OF THE ANNUAL TOWN MEETING (Cont'd)

**ARTICLE #6:** To see if the Town will vote to raise and appropriate a sum not to exceed sixty-three thousand dollars (\$63,000) to purchase a dump truck with equipment and to authorize the withdrawal of a sum not to exceed sixty-three thousand dollars (\$63,000) from the Town Equipment Capital Reserve Fund created for this purpose, with no amount raised from general taxation. *Recommended by Board Selectmen and Budget Committee.* (Majority vote required)

**MOVED: Brian Tufts**

**SECONDED: Charles Schmidt**

There was a motion made to amend article #6 to reduce the dollar amount to forty eight thousand four hundred eighty five dollars (\$48,485.00) to make it read " To see if the Town will vote to raise and appropriate a sum not to exceed forty eight thousand four hundred eighty five dollars (\$48,485) to purchase a dump truck with equipment and to authorize the withdrawal of a sum not to exceed forty eight thousand four hundred eighty five dollars (\$48,485) from the Town Equipment Capital Reserve Fund created for this purpose, with no amount raised from general taxation. *Recommended by Board Selectmen and Budget Committee.* (Majority vote required)"

**MOVED: Jonathan Adams**

**SECONDED: Lauren Wright**

**VOTE ON AMENDMENT TO ARTICLE #6: NO AMENDMENT FAILED**

**After much discussion there was a motion made to vote on article #6.**

**MOVED: Richard Bilodeau**

**SECONDED: Peter Mehegan**

**VOTE ON MOTION: YES**

**MOTION PASSED**

**VOTE ON ARTICLE #6: YES**

**ARTICLE #6 PASSED**

**ARTICLE #7:** To see if the Town will vote to raise and appropriate a sum not to exceed sixty-six thousand six hundred and ninety dollars (\$66,690) to purchase a trackless sidewalk plow and equipment and to authorize the withdrawal of a sum not to exceed sixty-six thousand six hundred and ninety dollars (\$66,690) from the Town Equipment Capital Reserve Fund created for this purpose, with no amount raised from general taxation. *Recommended by Board Selectmen and Budget Committee.* (Majority vote required)

**MOVED: Peter Mehegan**

**SECONDED: David Sheldon**

**VOTE: YES**

**ARTICLE #7 PASSED**

**ARTICLE #8:** To see if the Town will vote to raise and appropriate the sum of fifty thousand three hundred dollars (\$50,300) to be added to the Fire Equipment Capital Reserve Fund previously established. *Recommended by Board Selectmen Budget Committee.* (Majority vote required)

**MOVED: William Boudreau**

**SECONDED: William Stanyan**

**VOTE: YES**

**ARTICLE #8 PASSED**

## MINUTES OF THE ANNUAL TOWN MEETING (Cont'd)

**ARTICLE #9:** To see if the Town will vote to raise and appropriate a sum not to exceed four thousand six hundred twenty-five dollars (\$4,625) to purchase SCBA equipment and to authorize the withdrawal of a sum not to exceed four thousand six hundred twenty-five dollars (\$4,625) from the Fire Small Equipment Capital Reserve Fund created for this purpose, with no amount raised from general taxation. *Recommended by Board Selectmen and Budget Committee.* (Majority vote required)

**MOVED: Brian Tufts**

**SECONDED: Paul Sherwood**

**VOTE: YES**

**ARTICLE #9 PASSED**

**ARTICLE #10:** To see if the Town will vote to establish a Capital Reserve Fund under the provisions of RSA 35:1 for the repair and replacement of police small equipment, to be known as the Police Small Equipment Capital Reserve Fund, and to raise appropriate the sum of eight thousand dollars (\$8,000) to be placed in this fund. *Recommended by Board of Selectmen and Budget Committee.* (Majority vote required)

**MOVED: Brian Tufts**

**SECONDED: Lorette Girard**

Peter Mehegan pointed out a typo where the word and was omitted in the article where it states "to raise appropriate the sum of". He asked if a motion was needed to insert the word and.

Moderator Petit then reread the article inserting the word and in the appropriate spot for the voters to vote on the corrected article.

**VOTE: YES**

**ARTICLE #10 PASSED**

**ARTICLE #11:** To see if the Town will vote to establish a Capital Reserve Fund under the provisions of RSA 35:1 for the replacement of police cruisers, to be known as the Police Cruiser Capital Reserve Fund, and to raise and appropriate the sum of forty thousand dollars (\$40,000) to be placed in this fund. *Recommended by Board of Selectmen and Budget Committee.* (Majority vote required)

**MOVED: Kenard Ayles**

**SECONDED: Gerald Belanger**

Selectman Brian Tufts explained what this article is for.

**After much discussion a motion was made to vote on the article.**

**MOVED: Richard Bilodeau**

**SECONDED: Joe Crowley**

**VOTE: YES**

**MOTION PASSED**

**VOTE ON ARTICLE #11: YES**

**ARTICLE #11 PASSED**





## MINUTES OF THE ANNUAL TOWN MEETING (Cont'd)

There was a motion made to amend Article #15 by inserting the phrase "and for acquisition of equipment" after "maintenance/repair of Town recreation facilities". This will now make the article read " To see if the Town will vote to establish a Capital Reserve Fund under the provisions of RSA 35:1 for the construction and major maintenance/repair of Town recreation facilities and for acquisition of equipment, to be known as the Recreation Facilities Capital Reserve Fund, and to raise appropriate the sum of eleven thousand dollars (\$11,000) to be placed in this fund. *Recommended by Board of Selectmen and Budget Committee.* (Majority vote required)

**MOVED: Gerard Fleury**

**SECONDED: Normand Provencher**

**VOTE ON AMENDMENT: YES**

**There was a motion made to vote on article #15 as amended.**

**MOVED: Brian Tufts**

**SECONDED: William Boudreau**

**VOTE ON MOTION: YES**

**VOTE ON AMENDED ARTICLE #15: PASSED  
AMENDED**

**ARTICLE #15 PASSED AS**

**ARTICLE #16:** To see if the Town will vote to raise and appropriate a sum not to exceed ten thousand dollars (\$10,000) to purchase replacement bleachers and to authorize the withdrawal of a sum not to exceed ten thousand dollars (\$10,000) from the Recreation Facilities Capital Reserve Fund created for this purpose, with no amount raised from general taxation. *Recommended by Board Selectmen and Budget Committee.* (Majority vote required)

**MOVED: Brian Tufts**

**SECONDED: William Stanyan**

**VOTE: YES**

**ARTICLE #16 PASSED**

**ARTICLE #17:** (By petition) To see if the Town will vote to raise and appropriate the sum of five thousand dollars (\$5,000) to fund a household hazardous waste collection event during 2004. *Recommended by Board of Selectmen and Budget Committee.* (Majority vote required)

**MOVED: Laurent Perron**

**SECONDED: Sarah Hyland**

**VOTE: YES**

**ARTICLE #17 PASSED**

**ARTICLE #18:** To see if the Town will vote to raise and appropriate the sum of \$6,111,735 which represents the operating budget. Said sum does not include special or individual articles addressed. *Recommended by Board of Selectmen and Budget Committee.* (Majority vote required)

**MOVED: William Boudreau**

**SECONDED: Brian Tufts**

Budget Committee Chair David Freeman-Woolpert thanked the Board of Selectmen for the lean and modest budget presented to the budget committee.



## MINUTES OF THE ANNUAL TOWN MEETING (Cont'd)

**There was a motion made to increase the budget by \$2,000.00.**

**MOVED: Lorette Girard**

**SECONDED: Marie Ayles**

Lorette Girard explained that this money is for a Women's Club program that puts American Flags on the telephone poles along Pembroke Street during certain times of the year. \$2,000.00 would purchase twenty five more flags, poles and mounting brackets. She also thank everyone who supported the program.

David Beauchesne stated that although he is a veteran he didn't feel that tax dollars should be used for this program, that it should be funded by the private sector.

Gerard Fleury stated that as a member of the Budget Committee he is confused as to how amending the bottom line of the budget by \$2,000.00 puts a specific amount of money into a specific line the municipal budget or empowers anyone to spend it on a particular item. He went on to state that the only thing the motion does is to increase the bottom line of the budget by \$2,000.00. He asked if the selectmen or the Town Administrator would like to address that issue. He also stated that he didn't see how this amendment would accomplish anything.

Finance Director Dawn Ouellete stated the issue that Mr. Fleury brought up is an important one. She stated that if the voters at Town Meeting say that they want X amount of dollars spent for X purpose, then that is what the money is spent on or it is not spent at all. This is the Board of Selectmen respecting the wishes of the voters. If there was an emergency situation where money had to be spent somewhere else, it would have to be approved by the N.H. Department of Revenue Administration. She went on to say that ultimately the Board of Selectmen wants to respect the wishes of the voters.

**VOTE ON AMENDMENT: NO**

**AMENDMENT FAILED**

**There was a motion made to amend the bottom line to add \$20,000.00 to the sewer budget line.**

**MOVED: Paulette Malo**

**SECONDED: Harold Thompson**

Sewer Commissioner Paulette Malo explained that the sewer department has to move their office from the Public Works garage by June 1, 2004 and does not have the money in their budget to do so.

**After much discussion, there was a motion made to table Article #18 until after the voters have acted upon Article #20.**

**MOVED: Tim Wright**

**SECONDED: Paulette Malo**

**VOTE TO TABLE ARTICLE #18: YES**

**ARTICLE #18 TABLED UNTIL AFTER ACTION TAKEN ON ARTICLE #20.**

**ARTICLE #19:** To see if the Town will vote to repeal Chapter 138, Article VII, of the Code of the Town of Pembroke, entitled Disability Exemption, and replace it with a new Chapter 138, Article VII, entitled Exemption for the Disabled, to read as follows: (Majority vote required)



## MINUTES OF THE ANNUAL TOWN MEETING (Cont'd)

### ARTICLE VII Exemption for the Disabled

#### § 138-7. Adoption of disability exemptions.

The Town adopts an exemption for the disabled. under the provisions of NH RSA 72:37-b. The exemption from assessed value for qualified taxpayers shall be \$50,000. To qualify, the person must be eligible under Title II or Title XVI of the Federal Social Security Act, must occupy the property as his principle place of abode, must own the property individually or jointly, or if owned by a spouse, they must have been married for at least 5 consecutive years, had in the calendar year preceding April 1 a net income from all sources of not more than \$13,400 if single and \$20,4000 if married, own net assets not in excess of \$35,000, excluding the value of the persons actual residence and up to 2 acres or the minimum single family residential lot size specified in the Town zoning ordinance.

**MOVED: Brian Tufts**

**SECONDED: William Boudreau**

Lauren Wright asked how many town residents are there that qualify under these quidelines.

Town Administrator David Stack stated that there are seven who qualify which totals \$350,000.00. This qualifies each for an exemption of \$50,000.00 off the assessed value of their property.

**VOTE: YES**

**ARTICLE #19 PASSED**

**ARTICLE #20:** To see if the Town will vote to authorize the Board of Selectmen to sell the property and building located at 4 Union Street and to deposit the proceeds from the sale into the Town's General Fund.

(Majority vote required)

**MOVED: Brian Tufts**

**SECONDED: William Boudreau**

Selectman Brian Tufts explained that the Board of Selectmen is going to form a committee to figure out what would be the best thing for the town to do with this property. If the committee decides that selling the property is the best for the town, then this article would allow them to do so. They would not have to wait until the next town meeting to get the ok to sell it.

**There was a motion made to have the proceeds from the sale go towards the payment of the safety complex.**

**MOVED: Laurent Perron**

There was some discussion on whether the amendment as written would accomplish what Mr. Perron hope for.

Laurent Perron then withdraws the motion.

There was discussion on the use of the property and whether it could be used as office space for the Sewer Department.

## MINUTES OF THE ANNUAL TOWN MEETING (Cont'd)

There was a motion made to substitute "To see if the Town will vote to authorize the Board of Selectmen to lease the property and building at 4 Union Street to the Sewer Commission for the sum of \$1.00 and to deposit the proceeds from this lease into the Town's General Fund." for Article #20.

MOVED: Harold Thompson

SECONDED: Paulette Malo

VOTE ON AMENDMENT: NO

AMENDMENT TO ARTICLE #18 FAILED

There was a motion made to vote on Article #20.

MOVED: David Sheldon

SECONDED: Gregg Chadwick

VOTE: NO

ARTICLE #20 FAILED

The moderator now opens up discussion on Article #18 which had been tabled until Article #20 had been acted upon.

Discussion resumed with the amendment that would add \$20,000.00 to the Sewer Commission line in the budget.

After discussion on where the Sewer Commission could go, there was a motion made to vote on the amendment to Article #18.

MOVED: Normand Provencher

SECONDED: Brian Tufts

VOTE: YES

VOTE ON AMENDMENT TO ARTICLE #18: VOICE VOTE TOO CLOSE TO CALL

MODERATOR TOOK A VOTE BY A SHOW OF VOTER CARDS

YES 92

NO 66

AMENDMENT TO ARTICLE #18 PASSED

There was a motion made to vote on Article #18 as amended.

MOVED: Richard Bilodeau

SECONDED: Normand Provencher

VOTE ON AMENDED ARTICLE #18: YES ARTICLE #18 PASSED AS AMENDED

**ARTICLE #21:** To see if the Town will vote, pursuant to RSA 231:43, to discontinue Terrace Lane for its full length, retaining all existing Town sewer, drain and water pipe easements, pursuant to RSA 231:46, and to deed the resulting parcel of land to the abutter, David and Margaret Sheldon, in consideration of payment by the purchasers of \$1.00 and all costs incurred in connection with the transfer, including costs of preparing a deed and the Town's legal costs, and to authorize the Board of Selectmen to take all steps necessary to transfer the land. (Majority vote required)

MOVED: Brian Tufts

SECONDED: William Boudreau

VOTE: YES

ARTICLE #21 PASSED

**MINUTES OF THE ANNUAL TOWN MEETING (Cont'd)**

**ARTICLE #22:** To transact any other business that may legally come before said meeting.

Brian Tufts spoke about the CIP Committee who work throughout the year. One of the things they discuss is the cost and availability of equipment. If there are people who information pertaining to equipment, please contact Bill Stanyan of the CIP Committee as they would welcome your input.

Pastor Dan Stauffacher spoke in appreciation for the Budget Committee and the Board of Selectmen for all the work that they have done this year.

Town Administrator David Stack gave recognition to John B. Goff for the years of service to the Town of Pembroke. He stated that John started in March of 1963 when he was elected Town Clerk, serving twenty six years. In March of 1989 he was elected to the Board of Selectman, serving 15 years. This year he decided not to run for re-election to the Board of Selectmen. Seeing that no one had filed for the treasurer's position, he ran as a write-in candidate, he was elected and will begin serving as the town's treasurer immediately.

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

**MOVED: Daniel Crean**

**SECONDED: Brian Tufts**

**VOTE: YES**

**The meeting was adjourned at 12:55 p.m.**

Respectfully submitted:

James F. Goff  
Town Clerk  
Town of Pembroke

TOWN SEAL



## SUMMARY INVENTORY OF PROPERTY

### Net Assessed Valuation Comparison 2001 – 2004 Town Of Pembroke New Hampshire

	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
<b>LAND</b>				
Current Use	\$ 945,481	\$ 936,450	\$ 938,417	\$ 1,179,707
Conservation Restriction Assess	950	950	950	1,151
Discretionary Easement Residential	64,028,450	66,220,000	67,683,300	140,294,200
Commercial/Industrial	<u>11,588,500</u>	<u>11,951,450</u>	<u>11,960,000</u>	<u>22,291,700</u>
Land Total	<u>76,563,381</u>	<u>79,155,638</u>	<u>80,629,455</u>	<u>163,836,603</u>
<b>BUILDINGS</b>				
Residential	131,415,240	134,862,900	141,007,150	299,976,100
Manufactured Housing	1,437,600	1,452,600	1,452,600	2,405,100
Commercial/Industrial	<u>29,280,650</u>	<u>33,942,770</u>	<u>35,854,170</u>	<u>42,702,200</u>
Buildings Total	<u>162,133,490</u>	<u>170,258,270</u>	<u>178,313,920</u>	<u>345,083,400</u>
<b>PUBLIC UTILITIES</b>				
Gas				4,352,900
Electric				<u>7,622,900</u>
Utilities Total	<u>7,922,600</u>	<u>77,474,500</u>	<u>5,522,900</u>	<u>11,975,800</u>
Gross Valuation	246,619,471	257,161,308	264,466,275	520,895,803
Less Exemptions	<u>1,586,450</u>	<u>1,459,850</u>	<u>1,289,250</u>	<u>1,340,000</u>
<b>Net Valuation</b>	<b><u>\$245,033,021</u></b>	<b><u>\$255,701,458</u></b>	<b><u>\$263,177,025</u></b>	<b><u>\$519,555,803</u></b>
<b>Net Increase</b>	<b><u>\$ 8,432,686</u></b>	<b><u>\$ 10,668,437</u></b>	<b><u>\$ 7,475,567</u></b>	<b><u>\$256,378,778</u></b>

## 2004 TAX RATE CALCULATIONS

### TOWN PORTION

Appropriations	\$ 6,646,371
Less: Revenues	3,802,706
Less: Shared Revenues	33,052
Add: Overlay	99,675
Add: War Service Credits	47,450

Net Town Appropriations \$ 2,957,738

Approved Town Tax Effort \$ 2,957,738 **TOWN RATE**  
**\$ 5.70**

### SCHOOL PORTION

Net Local School Budget	11,839,891
Less: Adequate Education Grant	(3,913,995)
Less: State Education Taxes	(1,357,650)

Approved School Tax Effort 6,568,246 **LOCAL**  
**SCHOOL RATE**  
**12.64**

### STATE EDUCATION TAXES 3.33

Equalized Valuation			
(no utilities) x 407,702,748	1,357,650		

**STATE**  
**SCHOOL RATE**  
**2.67**

### COUNTY PORTION

Due to County	1,067,547
Less: Shared Revenues	(7,395)

1,060,152 **COUNTY RATE**  
**2.04**

**TOTAL RATE**  
**\$23.05**

Total Property Taxes Assessed	11,943,786
Less: War Service Credits	(47,450)
<b>Total Property Tax Commitment</b>	<b><u>\$ 11,896,336</u></b>

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**STATE AID GRANT REVENUE****Town of Pembroke  
Revolving Loan****Route 3/106 Extension  
State Aid Grant Revenue**

	<b>Due from State</b>		
<b><u>Year</u></b>	<b><u>Principal</u></b>	<b><u>Interest</u></b>	<b><u>Total</u></b>
2005	\$41,641.00	\$11,390.00	\$53,031.00
2006	41,640.00	9,763.00	51,403.00
2007	41,640.00	8,136.00	49,776.00
2008	41,640.00	6,508.00	48,148.00
2009	41,640.00	4,881.00	46,521.00
2010	41,640.00	3,254.00	44,894.00
2011	<u>41,640.00</u>	<u>1,627.00</u>	<u>43,267.00</u>
<b>Totals</b>	<b><u>\$291,481.00</u></b>	<b><u>\$45,559.00</u></b>	<b><u>\$337,040.00</u></b>



## LONG-TERM INDEBTEDNESS

Year	Rte 3/106 Extension			Refunded (Safety Center)		
	Principal	Interest	Total	Principal	Interest	Total
2005	210,396.50	57,548.70	267,945.20	205,000.00	87,262.50	292,262.50
2006	210,396.50	49,327.46	259,723.96	200,000.00	80,600.00	280,600.00
2007	210,396.50	41,106.22	251,502.72	200,000.00	74,100.00	274,100.00
2008	210,396.50	32,884.97	243,281.47	150,000.00	67,600.00	217,600.00
2009	210,396.50	24,663.73	235,060.23	150,000.00	62,725.00	212,725.00
2010	210,396.50	16,442.49	226,838.99	100,000.00	57,850.00	157,850.00
2011	210,396.55	8,221.25	218,617.80	100,000.00	54,600.00	154,600.00
2012				100,000.00	51,100.00	151,100.00
2013				100,000.00	47,350.00	147,350.00
2014				100,000.00	43,350.00	143,350.00
2015				100,000.00	39,350.00	139,350.00
2016				100,000.00	35,350.00	135,350.00
2017				100,000.00	31,200.00	131,200.00
2018				100,000.00	26,950.00	126,950.00
2019				100,000.00	22,600.00	122,600.00
2020				100,000.00	18,150.00	118,150.00
2021				100,000.00	13,650.00	113,650.00
2022				100,000.00	9,150.00	109,150.00
2023				100,000.00	4,600.00	104,600.00
Totals	<u>1,472,775.55</u>	<u>230,194.82</u>	<u>1,702,970.37</u>	<u>2,305,000.00</u>	<u>827,537.50</u>	<u>3,132,537.50</u>

**LONG-TERM INDEBTEDNESS**

<b>All Debt</b>			
<b>Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2005	415,396.50	144,811.20	560,207.70
2006	410,396.50	129,927.46	540,323.96
2007	410,396.50	115,206.22	525,602.72
2008	360,396.50	100,484.97	460,881.47
2009	360,396.50	87,388.73	447,785.23
2010	310,396.50	74,292.49	384,688.99
2011	310,396.55	62,821.25	373,217.80
2012	100,000.00	51,100.00	151,100.00
2013	100,000.00	47,350.00	147,350.00
2014	100,000.00	43,350.00	143,350.00
2015	100,000.00	39,350.00	139,350.00
2016	100,000.00	35,350.00	135,350.00
2017	100,000.00	31,200.00	131,200.00
2018	100,000.00	26,950.00	126,950.00
2019	100,000.00	22,600.00	122,600.00
2020	100,000.00	18,150.00	118,150.00
2021	100,000.00	13,650.00	113,650.00
2022	100,000.00	9,150.00	109,150.00
2023	100,000.00	4,600.00	104,600.00
<b>Totals</b>	<b>3,777,775.55</b>	<b>1,057,732.32</b>	<b>4,835,507.87</b>

## 2004 TOWN OWNED PROPERTIES

<i>MAP/LOT</i>	<i>LOCATION/DESCRIPTION</i>	<i>ACRES</i>	<i>LAND</i>	<i>BLDG</i>
<i>VE 1</i>	<i>172 Main Street - Veterans Park</i>	<i>0.120</i>	<i>39,800</i>	
<i>VE 62</i>	<i>212 Main Street - Water Works</i>	<i>0.250</i>	<i>70,600</i>	<i>232,800</i>
<i>VE 165</i>	<i>Central Street - Municipal Parking Lot</i>	<i>0.745</i>	<i>48,600</i>	
<i>VE 195</i>	<i>Glass Street</i>	<i>1.500</i>	<i>58,800</i>	
<i>VW 58-1</i>	<i>Lindy Street – Off</i>	<i>0.070</i>	<i>3,400</i>	
<i>VW 113 L</i>	<i>116 Main Street - Town Clock Tower</i>			<i>25,600</i>
<i>VW 117</i>	<i>4 Union Street - Police Station</i>	<i>0.265</i>	<i>48,200</i>	<i>187,800</i>
<i>VW 118</i>	<i>6 Union Street</i>	<i>0.113</i>	<i>39,600</i>	
<i>VW 129</i>	<i>5 Colonial Drive</i>	<i>0.141</i>	<i>20,300</i>	
<i>VW 175</i>	<i>High Street</i>	<i>0.050</i>	<i>3,000</i>	
<i>VW 184</i>	<i>Exchange Street</i>	<i>2.509</i>	<i>85,900</i>	
<i>VW 186</i>	<i>Exchange Street</i>	<i>0.250</i>	<i>5,100</i>	
<i>VW 188</i>	<i>Memorial Field</i>	<i>29.998</i>	<i>316,900</i>	<i>92,500</i>
<i>VW 188-2P</i>	<i>Memorial Field - Sewer Pump Sation</i>			<i>27,600</i>
<i>VW 189</i>	<i>8 Exchange Street - Highway Garage</i>	<i>4.350</i>	<i>92,600</i>	<i>202,800</i>
<i>VW 190</i>	<i>Pleasant Street</i>	<i>0.094</i>	<i>3800</i>	
<i>VW 203</i>	<i>28 Pleasant Street</i>	<i>0.090</i>	<i>18,700</i>	
<i>VW 227</i>	<i>1 Bridge Street Extension</i>	<i>0.201</i>	<i>21,400</i>	
<i>VW 228</i>	<i>2 Exchange Street - Highway Annex</i>	<i>0.400</i>	<i>53,100</i>	<i>63,000</i>
<i>256 10-2</i>	<i>865 Dover Road</i>	<i>0.410</i>	<i>62,300</i>	
<i>256 24</i>	<i>814 Ricker Road</i>	<i>1.440</i>	<i>69,000</i>	
<i>258 3-3</i>	<i>627 Robinson Road</i>	<i>1.150</i>	<i>6,000</i>	
<i>258 CM 9</i>	<i>Cemetery – French</i>	<i>0.090</i>	<i>43,900</i>	
<i>260 CM-8</i>	<i>Cross Country Road - Richardson Cemetery</i>	<i>0.060</i>	<i>18,600</i>	
<i>262 1-1</i>	<i>358 Pembroke Hill Road - Town Pound</i>	<i>0.060</i>	<i>18,600</i>	
<i>262 23-1</i>	<i>438 Cross Country Road</i>	<i>17.497</i>	<i>126,600</i>	
<i>262 CM-4</i>	<i>Fourth Range Road – Pembroke Hill Cemetery</i>	<i>0.490</i>	<i>33,700</i>	
<i>262 27</i>	<i>543 Cross Country Road</i>	<i>14.000</i>	<i>1,370</i>	
<i>264 32-1</i>	<i>244 Academy Road - Schuett Conservation Area</i>	<i>7.277</i>	<i>97,300</i>	
<i>264 79-1</i>	<i>346 Pembroke Hill Road</i>	<i>0.320</i>	<i>28,400</i>	
<i>266 7</i>	<i>34 Mason Avenue - Conservation land</i>	<i>10.659</i>	<i>11,900</i>	
<i>266 24</i>	<i>Broadway</i>	<i>1,359</i>	<i>60,100</i>	
<i>266 40</i>	<i>247 Pembroke Street - Fire Station</i>	<i>1.819</i>	<i>101,800</i>	<i>699,500</i>



<i>MAP/LOT</i>	<i>LOCATION/DESCRIPTION</i>	<i>ACRES</i>	<i>LAND</i>	<i>BLDG</i>
266 171	171-173 Buck Street	0.241	5,500	
266 CM-2	Buck Street - Evergreen Cemetery	9.577	108,000	
559 11	825 N. Pembroke Road	0.300	33,600	
559 13	Suncook River	3.997	94,800	
561 17-1(P)	147 Sheep Davis Road - Sewer Pump Station			9,000
561 34	402-408 Borough Road	9.000	120,500	
561 CM-7	Borough Road - Abbott Cemetery	0.130	23,700	
563 22-1-1	502 Third Range Road - Bragfield Pond Conservation Area	26.620	17,000	
563 39	226 Brickett Hill Road - Water Works Water Tower	0.918	66,800	285,100
563 70	475 Pembroke Street	1.527	7,300	
563 94	305-325 Brickett Hill Road - Town Forest	28.477	185,500	
565 59	59 White Sands Road - Conservation Land	1.279	83,300	
565 81-A	Bow Lane - Conservation Land	0.649	36,500	
565 81-B	White Sands Road - White Sands Conservation Area	31.639	206,100	
565 81-B(P)	55 White Sands Road - Sewer Pump Station			6,100
565 81-C	444 Pembroke Street	34,299	210,900	
565 81-19	410 Nadine Road	0.549	36,200	
565 95	27 Whittemore Road	5.020	48,000	
565 256	311 Pembroke Street - Town Hall	2.988	111,400	1,004,400
565 256-B	Historical Society Building (Town Hall)			43,500
565 257-6-1	Church Road	0.430	6,400	
565 CM-3	Pembroke Street - Pembroke Street Cemetery	2.379	75,000	
567 1-1	Merrimack River - Conservation Land	2.950	8,400	
632 3	635 Pembroke Street - Water Works Well	12.000	187,100	77,200
632 8-1(P)	702 Keith Avenue - Sewer Pump Station			31,300
632 18-12	142 Sheep Davis Road - Water Works Well	14.940	234,000	8,300
634 46	572 Pembroke Street - Sewer Pump Station	0.106	62,500	41,200
634 46(P)	572 Pembroke Street - Sewer Pump Station			31,600
868 CM-1	Route 28 - Buck Street Cemetery	2.502	88,700	
870 34	662 Thompson Road	0.130	40,300	100
935 CM-5	N. Pembroke Road - Old N. Pembroke Cemetery	0.460	32,900	
937 CM-6	N. Pembroke Road - New N. Pembroke Cemetery	0.530	28,600	
939 67	501 Kimball Road - Whittemore Town Forest	134.997	538,600	
		<b>426.411</b>	<b>4,306,970</b>	<b>3,069,600</b>

**PROSPER  
IN  
PEMBROKE**







# PLODZIK & SANDERSON

*Professional Association/Accountants & Auditors*

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## *INDEPENDENT AUDITOR'S REPORT*

To the Members of the Board of Selectmen  
Town of Pembroke  
Pembroke, New Hampshire

We have audited the accompanying general purpose financial statements of the Town of Pembroke, New Hampshire as of and for the year ended December 31, 2003 as listed in the table of contents. 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 our audit in accordance with auditing standards generally accepted in the United States of America. 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 financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The general purpose financial statements referred to above do not include the general fixed assets account group which should be included in order to conform with accounting principles generally accepted in the United States of America. As is the case with many municipal entities in the State of New Hampshire, the Town of Pembroke has not maintained historical cost records of its fixed assets. The amount that should be recorded in the general fixed assets account group is not known.

In our opinion, except for the effect on the financial statements of the omission described in the preceding paragraph, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Town of Pembroke as of December 31, 2003, and the results of its operations and the cash flows of its proprietary fund types and nonexpendable trust funds for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements of the Town of Pembroke taken as a whole. The combining and individual fund financial statements listed as 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. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

*Plodzik & Sanderson  
Professional Association*

March 8, 2004



**EXHIBIT A**  
**TOWN OF PEMBROKE, NEW HAMPSHIRE**  
**Combined Balance Sheet**  
**All Fund Types and Account Group**  
**December 31, 2003**

<u>ASSETS AND OTHER DEBITS</u>	<u>Governmental Fund Types</u>		
	<u>General</u>	<u>Special Revenue</u>	<u>Capital Projects</u>
<u>Assets</u>			
Cash and Equivalents	\$ 3,461,477	\$ 534,672	\$ 1,709,057
Investments			8,430
<u>Receivables (Net of Allowance For Uncollectible)</u>			
Taxes	886,632	1,040	
Accounts	14,098	154,140	
Intergovernmental	210,642		
Special Assessments		5,782	
Interfund Receivable	31,934	45,752	
Inventory			
Prepaid Items	13,356		
Fixed Assets			
Accumulated Depreciation			
<u>Other Debits</u>			
Amount to be Provided for Retirement of General Long-Term Debt			
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<b><u>\$ 4,618,139</u></b>	<b><u>\$ 741,386</u></b>	<b><u>\$ 1,717,487</u></b>

<u>Proprietary Fund Type</u>	<u>Fiduciary Fund Types</u>	<u>Account Group</u>	<u>Total</u>
<u>Enterprise</u>	<u>Trust and Agency</u>	<u>General Long-Term Debt</u>	<u>(Memorandum Only)</u>
\$ 236,484	\$ 1,700,623	\$	\$ 7,642,313
23,358	490,658		522,446
			887,672
50,320			218,558
			210,642
			5,782
12,636	2,879,123		2,969,445
27,561			27,561
2,715			16,071
3,038,190			3,038,190
(1,485,448)			(1,485,448)
		<u>4,815,586</u>	<u>4,815,586</u>
<u>\$ 1,905,816</u>	<u>\$ 5,070,404</u>	<u>\$ 4,815,586</u>	<u>\$ 18,868,818</u>

*EXHIBIT A (Continued)*  
**TOWN OF PEMBROKE, NEW HAMPSHIRE**  
*Combined Balance Sheet*  
*All Fund Types and Account Group*  
*December 31, 2003*

<u>LIABILITIES AND EQUITY</u>	<u>Governmental Fund Types</u>		
	<u>General</u>	<u>Special Revenue</u>	<u>Capital Projects</u>
<u>Liabilities</u>			
Accounts Payable	\$ 67,124	\$ 113,278	\$
Contracts Payable			211,230
Retainage Payable	2,352		68,308
Intergovernmental Payable			
Interfund Payable	2,891,759	8,721	3,073
Escrow and Performance Deposits			
Deferred Tax Revenue	1,385		
Other Deferred Revenue	11,480	33,830	
General Obligation Debt Payable - Current			
General Obligation Debt Payable			
Compensated Absences Payable			
Accrued Landfill Closure and Postclosure Care Costs			
Total Liabilities	<u>2,974,100</u>	<u>155,829</u>	<u>282,611</u>
<u>Equity</u>			
Contributed Capital			
<u>Retained Earnings</u>			
Reserved			
Unreserved			
<u>Fund Balances</u>			
Reserved For Encumbrances	225,376		1,046,684
Reserved For Endowments			
Reserved For Special Purposes			441,260
<u>Unreserved</u>			
Designated For Special Purposes		585,557	
Undesignated (Deficit)	<u>1,418,663</u>		<u>(53,068)</u>
Total Equity	<u>1,644,039</u>	<u>585,557</u>	<u>1,434,876</u>
<b>TOTAL LIABILITIES AND EQUITY</b>	<u><b>\$ 4,618,139</b></u>	<u><b>\$ 741,386</b></u>	<u><b>\$ 1,717,487</b></u>



<u>Proprietary Fund Type</u>	<u>Fiduciary Fund Types Trust and Agency</u>	<u>Account Group General Long-Term Debt</u>	<u>Total (Memorandum Only)</u>
<u>Enterprise</u>			
\$ 4,726	\$	\$	\$ 185,128
			211,230
			70,660
	3,460,683		3,460,683
	65,892		2,969,445
	47,474		47,474
			1,385
			45,310
25,000			25,000
12,500		4,243,171	4,255,671
		87,415	87,415
		485,000	485,000
<u>42,226</u>	<u>3,574,049</u>	<u>4,815,586</u>	<u>11,844,401</u>
296,693			296,693
71,841			71,841
1,495,056			1,495,056
			1,272,060
	544,077		544,077
	952,278		1,393,538
			585,557
			1,365,595
<u>1,863,590</u>	<u>1,496,355</u>		<u>7,024,417</u>
<u>\$ 1,905,816</u>	<u>\$ 5,070,404</u>	<u>\$ 4,815,586</u>	<u>\$ 18,868,818</u>

The notes to financial statements are an integral part of this statement.

**SCHEDULE A-1**  
**TOWN OF PEMBROKE, NEW HAMPSHIRE**  
**General Fund**  
**Statement of Estimated and Actual Revenues**  
**For the Fiscal Year Ended December 31, 2003**

<u>REVENUES</u>	<u>Estimated</u>	<u>Actual</u>	<u>Over (Under) Estimate</u>
<u>Taxes</u>			
Property	\$ 2,786,462	\$ 2,654,249	\$(132,213)
Timber	22,500	33,604	11,104
Excavation	10,000	9,855	(145)
Other		6,800	6,800
Payment in Lieu of Taxes	37,645	49,644	11,999
Interest and Penalties on Taxes	<u>65,000</u>	<u>96,699</u>	<u>31,699</u>
Total Taxes	<u>2,921,607</u>	<u>2,850,851</u>	<u>(70,756)</u>
<u>Licenses, Permits and Fees</u>			
Business Licenses, Permits and Fees	700	3,981	3,281
Motor Vehicle Permit Fees	939,725	998,731	59,006
Building Permits	40,000	49,584	9,584
Other	<u>22,000</u>	<u>29,784</u>	<u>7,784</u>
Total Licenses, Permits and Fees	<u>1,002,425</u>	<u>1,082,080</u>	<u>79,655</u>
<u>Intergovernmental</u>			
<u>State</u>			
Shared Revenue	81,221	81,221	
Meals and Rooms Distribution	210,565	210,565	
Highway Block Grant	131,002	131,002	
Other	<u>60,303</u>	<u>47,119</u>	<u>(13,184)</u>
Total Intergovernmental	<u>483,091</u>	<u>469,907</u>	<u>(13,184)</u>
<u>Charges For Services</u>			
Income From Departments	<u>82,449</u>	<u>135,851</u>	<u>53,402</u>
<u>Miscellaneous</u>			
Sale of Municipal Property	1,980	5,285	3,305
Interest on Investments	14,000	29,554	15,554
Other	<u>9,837</u>	<u>16,667</u>	<u>6,830</u>
Total Miscellaneous	<u>25,817</u>	<u>51,506</u>	<u>25,689</u>
<u>Other Financing Sources</u>			
<u>Interfund Transfers</u>			
Special Revenue Funds	2,199	2,199	
<u>Trust Funds</u>			
Expendable	92,423	85,080	(7,343)
Nonexpendable	<u>300</u>	<u>          </u>	<u>(300)</u>
Total Other Financing Sources	<u>94,922</u>	<u>87,279</u>	<u>(7,643)</u>
<u>Total Revenues and Other Financing Sources</u>	<u>\$ 4,610,311</u>	<u>\$ 4,677,474</u>	<u>\$ 67,163</u>

See Independent Auditor's Report, page 1.

**SCHEDULE A-2**  
**TOWN OF PEMBROKE, NEW HAMPSHIRE**  
**General Fund**  
**Statement of Appropriations, Expenditures and Encumbrances**  
**For the Fiscal Year Ended December 31, 2003**

	Encumbered From 2002	Appropriations 2003	Expenditures Net of Refunds	Encumbered To 2004	(Over) Under Budget
<b>Current</b>					
<b>General Government</b>					
Executive	\$	\$ 291,903	\$ 286,956	\$	\$ 4,947
Election and Registration		100,659	100,162		497
Financial Administration		71,071	70,235		836
Revaluation of Property		195,650	91,932	109,947	(6,229)
Legal		30,000	31,733		(1,733)
Planning and Zoning	18,500	210,862	219,367	2,500	7,495
General Government Buildings		148,219	76,783	38,090	33,346
Cemeteries		25,101	25,202	8,100	(8,201)
Insurance, not otherwise allocated		70,000	64,889		5,111
<b>Total General Government</b>	<u>18,500</u>	<u>1,143,465</u>	<u>967,259</u>	<u>158,637</u>	<u>36,069</u>
<b>Public Safety</b>					
Police Department		749,423	721,435	15,679	12,309
Ambulance		35,067	35,068		(1)
Fire Department		163,675	167,504		(3,829)
Emergency Management		442			442
<b>Total Public Safety</b>		<u>948,607</u>	<u>924,007</u>	<u>15,679</u>	<u>8,921</u>
<b>Highways and Streets</b>					
Administration		208,569	203,891		4,678
Highways and Streets		331,144	311,515	48,060	(28,431)
Street Lighting		25,750	22,982	3,000	(232)
Other		63,562	53,305		10,257
<b>Total Highways and Streets</b>		<u>629,025</u>	<u>591,693</u>	<u>51,060</u>	<u>(13,728)</u>
<b>Sanitation</b>					
Solid Waste Collection		362,685	376,987		(14,302)
<b>Health</b>					
Administration		94,797	84,573		10,224
<b>Culture and Recreation</b>					
		4,650	3,755		895
<b>Economic Development</b>					
	1,800	7,075	3,791		5,084
<b>Debt Service</b>					
Principal - Long-Term Debt		105,000	55,000		50,000
Interest - Long-Term Debt		24,191	30,075		(5,884)
Interest - Tax Anticipation Notes		46,881	33,786		13,095
<b>Total Debt Service</b>		<u>176,072</u>	<u>118,861</u>		<u>57,211</u>



*SCHEDULE A-2 (Continued)*  
**TOWN OF PEMBROKE, NEW HAMPSHIRE**  
*General Fund*  
**Statement of Appropriations, Expenditures and Encumbrances**  
**For the Fiscal Year Ended December 31, 2003**

	Encumbered From <u>2002</u>	Appropriations <u>2003</u>	Expenditures Net of <u>Refunds</u>	Encumbered To <u>2004</u>	(Over) Under <u>Budget</u>
<u>Capital Outlay</u>					
Computer Conversion	10,000		10,000		
Vehicles, Equipment and Machinery		126,979	126,337		642
Other Improvements		<u>170,579</u>	<u>144,600</u>		<u>25,979</u>
Total Capital Outlay	<u>10,000</u>	<u>297,558</u>	<u>280,937</u>		<u>26,621</u>
<u>Other Financing Uses</u>					
<u>Interfund Transfers</u>					
Special Revenue Funds		322,214	322,214		
Capital Projects Funds		455,100	455,100		
<u>Trust Funds</u>					
Expendable		<u>169,063</u>	<u>169,063</u>		
Total Other Financing Uses		<u>946,377</u>	<u>946,377</u>		
<u>Total Appropriations,</u>					
<u>Expenditures and Encumbrances</u>	<u>\$ 30,300</u>	<u>\$ 4,610,311</u>	<u>\$ 4,298,240</u>	<u>\$ 225,376</u>	<u>\$ 116,995</u>

See Independent Auditor's Report, page 1.



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## *INDEPENDENT AUDITOR'S COMMUNICATION OF REPORTABLE CONDITIONS AND OTHER MATTERS*

To the Members of the Board of Selectmen  
Town of Pembroke  
Pembroke, New Hampshire

In planning and performing our audit of the Town of Pembroke for the year ended December 31, 2003, we considered the Town's internal control structure in order to determine the scope of our auditing procedures for the purpose of expressing our opinion on the financial statements. Our review of these systems was not intended to provide assurance on the internal control structure and should not be relied on for that purpose.

Under the standards established by the American Institute of Certified Public Accountants, reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure that, in our judgment, could adversely affect the Town's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. A material weakness is a reportable condition in which the design or operation of one or more of the 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 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. Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might constitute reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above.

### *Follow-up to Prior-Year Management Letter Comments*

#### *Investment Policy*

New Hampshire RSA 41:29 for Town Treasurers states in part "At least yearly, the selectmen shall review and adopt an investment policy for the investment of public funds in conformance with the provisions of applicable statutes." In the prior year, we had noted that the Selectmen had not formally adopted an investment policy. In 2003, we found that an investment policy was formally adopted by the Board of Selectmen.

#### *Pembroke Water Works*

##### *Treasurer's Records*

We had noted the following during the last audit:

1. The cash accounts of the Water Works were not in the custody of the Town Treasurer.
2. The individual acting as Water Works Treasurer did not maintain a formal cashbook. Instead, she relied on the office manager to maintain the cash records on the computer system, and then, she reviewed his monthly reconciliations for accuracy.
3. All disbursing checks were signed by three of the five Commissioners and the person acting as Water Works Treasurer.



*Town of Pembroke  
Independent Auditor's Communication of Reportable Conditions and Other Matters*

In 2003, while the individual acting as Water Works Treasurer is now reconciling the bank accounts, we are again recommending that the cash accounts of the Water Works be transferred to the custody of the Town Treasurer as required by New Hampshire statute.

*Capitalization Policy*

The Water Works Fund is an Enterprise Fund and therefore detailed fixed asset records are required to be maintained, along with related annual depreciation charges. The Town had been relying on the independent auditors to record these charges. There was no formal policy in place to provide necessary guidelines on fixed asset recognition for elected officials or accounting personnel. In 2003, a formal policy was established and will be adopted in March 2004.

*Water Billings*

We had noted in the prior year that none of the monthly water billings were formally approved by a majority of the Board of Commissioners prior to the bills being issued. Abatements were also not approved by a majority of the Board of Commissioners. In 2003, we found that all of the bills and abatements were properly approved.

*Financial Entity*

The Town of Pembroke Water Works was created by an act of the legislature, *Law 1913*, Chapter 306. The law references the fact "That the Town of Pembroke . . . is hereby authorized and empowered to construct, manage, maintain and own suitable water works, for the purpose of introducing into and distributing through the villages of said town, or any part of said town . . . an adequate supply of pure water, in subterranean pipes, for extinguishing fires and for the use of the citizens of said towns and others . . ." It goes on to state in part that "the said Town may place the . . . management of said water-works in a board of water commissioners . . . chosen by the legal voters of the town . . . The compensation of the commissioners shall be fixed by the town, and the commissioners may fix the compensation of its officers and agents, subject to the approval of the Board of Selectmen." Further, "said commissioners shall annually make a report to the Town, at the same time other Town officers report, of the condition of the water-works financially and otherwise, showing the funds belonging to their department, and the expenses and income thereof, with such other facts and information as the Town should have, which report shall be published in the annual report of the Town each year." Finally, and most importantly, it is the Town which is authorized to raise taxes and appropriate funds, as well as to authorize the borrowing of funds, for the operation of the department.

We had noted in the prior year, that the Pembroke Water Works was being operated by the Board of Commissioners as a separate and distinct political subdivision of the State; however, a budget was still being reported annually on the Town's state forms. The Town has received opinions from its legal counsel on three different occasions, the latest dated July 17, 2002, which state that the Pembroke Water Works is a department of the Town of Pembroke. However, the Pembroke Water Works has received its own legal opinion that it is separate from the Town of Pembroke.

The Water Works, as a department of the Town preparing and maintaining its own financial statements and records, leads to decentralized operations. We had also noted that the Water Works was maintaining bank accounts that were not in the custody of the Town Treasurer as required by New Hampshire statutes.

For the fiscal year ended December 31, 2003, while the Pembroke Water Works still operated as if it were a separate and distinct political subdivision of the State, its financial statements were included in the audit of the whole Town.

We again recommend that the financial accounting for the Water Works be overseen by the Town's Finance Director, and the cash accounts be in the custody of the Town Treasurer.



*Town of Pembroke*  
*Independent Auditor's Communication of Reportable Conditions and Other Matters*

***Sewer Department Fund***

During the fiscal year 2002, the Finance Director and Town Administrator reviewed the purpose of the Sewer Fund, tried to research the cost of the Route 3/106 sewer extension project to no avail, and determined that the Fund had been incorrectly established as an Enterprise Fund and should have been established as a Special Revenue Fund. In 2002, the fund was changed from an Enterprise Fund to a Special Revenue Fund and was audited as such.

In 2003, we again noted that the Sewer Department Fund records were being maintained independently of the Finance Director, but late in the year, the Commissioners hired an independent accountant to assist with the Fund's recordkeeping. The audit of these records disclosed that the sewer user fees were not reconciled in accordance with State guidelines. We have had communication with the independently hired accountant to correct any problems encountered.

We continue to recommend that the Sewer Department records be under the umbrella of the Finance Director, but if not, communication between the Finance Director and independent accountant should be such to ensure proper reconciliations are performed between the Town's records and those of the Sewer Department.

***Timeliness of Deposits***

We had noted in 2002 that there were numerous instances where the Town Clerk had not been making deposits in a timely manner. By allowing this situation, the Town was losing the ability to use the funds and earn interest on those funds, and there was a chance that they could be lost or misplaced before they are deposited. In 2003, we noted that deposits were being made in a timely manner.

***General Fund Reimbursements from Expendable Trust Funds***

Because the Board of Selectmen are agents for many of the Expendable Trust Funds, they are able to authorize withdrawals to reimburse for certain expenditures made from the General Fund. These reimbursements should be recorded as revenue in the General Fund. Likewise, when expenditures are anticipated which will be reimbursed by the Trust Funds, they would be included on the budget with a corresponding estimated revenue of "transfer from trust funds". In 2003, we noted that the reimbursements from Expendable Trust Funds were properly recorded.

***Town Treasurer***

In 2002, the Town had a new Treasurer. This individual was made aware of all State statutes applicable to the Town Treasurer. However, problems were noted during the audit. While the cash was reconciled at year-end and agreed with the cash reported on the general ledger system, this was because of the work done by the Finance Director. Since these duties had not been performed by the Treasurer, the Finance Director assumed the responsibility so that the accounts remained in balance with the general ledger system.

In March of 2003, a new Treasurer was elected. This individual has been a municipal treasurer before and is fully aware of all State statutes applicable to the Town Treasurer. In 2003, no problems were noted with the Treasurer's records.

The following items were also noted in previous reports and should be considered:

***Finance Department Staffing***

In conjunction with our recommendations regarding the centralization of all departmental financial recordkeeping, and the Town's need to report its financial statements in conformity with Statement No. 34 of the Governmental Accounting Standards Board, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local*

*Town of Pembroke**Independent Auditor's Communication of Reportable Conditions and Other Matters*

*Governments* (GASB #34) which will take effect for the Town of Pembroke for the fiscal year ending December 31, 2004, we again recommend that the Town evaluate its staffing needs within the Finance Department. With the added oversight responsibility of all financial records for all departments, and the added research for implementation of GASB #34, we again recommend that the Town ensure that there is adequate, financially trained staff to accomplish this.

*Capital Assets Accounting*

The Town does not maintain a record of its general fixed assets as required by accounting principles generally accepted in the United States of America. In addition, the Town needs to consider the effects of not reporting fixed assets as they relate to GASB #34. A detailed record of general fixed assets valued at historical cost must be maintained. Consideration should be given to valuing the inventory of the existing assets and setting policies for the capitalization and elimination of items from the records.

This report is intended solely for the information and use of management and others within the administration. This restriction is not intended to limit distribution of this report, which is a matter of public record.

*Plodyk & Sanderson  
Professional Association*

March 4, 2004

**TOWN CLERK REPORT****January 1, 2004 to December 31, 2004**

Motor Vehicle Registrations .....	\$1,043,047.00
Dog Licenses .....	4,201.00
Dog Fines .....	340.00
Articles of Agreement .....	25.00
UCC Searches .....	78.50
UCC State Fees .....	2,265.00
Election Filing Fees.....	17.00
P & W .....	-
Tax Lien .....	-
Marriage License.....	2,115.00
Title Application Fees .....	3,874.00
Vital Record Fees .....	1,981.00
Hawkers & Peddlers License .....	275.00
Municipal Agent Fees .....	19,283.00
Wetlands Filing Fees .....	<u>52.88</u>
<b>TOTAL TOWN CLERK DEPOSITS</b>	<b><u>\$1,077,554.38</u></b>



## TAX COLLECTOR'S REPORT

### TAX COLLECTOR'S REPORT FISCAL YEAR ENDING DECEMBER 31, 2004

	<u>2004</u>	<u>2003</u>
<b><u>Uncollected Taxes Beginning of Year</u></b>		
Property	\$ -	\$ 878,262.24
Land Use Change	-	1,040.00
Health Violation Cost	-	6,800.00
<b><u>Taxes Committed This Year</u></b>		
Property	11,943,077.61	-
Land Use Change	137,930.00	-
Excavation Tax @ \$.02/yd	8,177.10	-
Added Property Tax	12,269.00	-
Yield	26,688.58	-
<b><u>Overpayment</u></b>		
Property	41,307.20	1,017.75
<b><u>Interest</u></b>	<u>7,087.20</u>	<u>26,555.40</u>
<b>TOTAL DEBITS</b>	<b><u>\$12,176,536.69</u></b>	<b><u>\$ 913,675.39</u></b>

## TAX COLLECTOR'S REPORT

### TAX COLLECTOR'S REPORT FISCAL YEAR ENDING DECEMBER 31, 2004

	<u>2004</u>	<u>2003</u>
<b><u>Remitted to Treasurer During Fiscal Year</u></b>		
Property	\$11,459,609.19	\$ 879,279.99
Added	12,269.00	-
Land Use Change	136,450.00	1,040.00
Yield	21,440.46	-
Interest	7,087.20	26,555.40
Health Violation Cost	-	6,800.00
Excavation Tax @ \$.02/yd	8,177.10	-
<b><u>Abatements</u></b>		
Property	67,231.18	-
<b><u>Uncollected Revenue – End of Year</u></b>		
Property	457,544.44	-
Land Use Change	1,480.00	-
Yield	<u>5,248.12</u>	<u>-</u>
<b>TOTAL CREDITS</b>	<b><u>\$12,176,536.69</u></b>	<b><u>\$ 913,675.39</u></b>

## TAX COLLECTOR'S REPORT

### SUMMARY OF TAX LIEN ACCOUNTS FISCAL YEAR ENDING DECEMBER 31, 2004

	<u>2003</u>	<u>2002</u>	<u>2001</u>	<u>Prior</u>
Unredeemed Taxes at Beginning of Year	\$ -	\$ 87,431.67	\$ 63,933.57	\$ 8,099.07
Liens Executed During Year	345,575.36	-	-	-
Interest & Cost Collected After Lien Execution	<u>7,347.81</u>	<u>7,321.39</u>	<u>24,281.27</u>	<u>-</u>
<b>TOTAL DEBITS</b>	<b><u>\$352,923.17</u></b>	<b><u>\$ 94,753.06</u></b>	<b><u>\$ 88,214.84</u></b>	<b><u>\$ 8,099.07</u></b>
Remittance to Treasurer:				
Redemptions	\$149,488.46	\$ 35,145.33	\$ 62,817.07	\$ -
Interest & Cost Collected After Lien Execution	7,347.81	7,321.39	24,281.27	-
Abatements of Unredeemed Taxes	124,411.59	-	-	-
Liens Deeded to Municipality	-	-	-	-
Unredeemed Liens Balance End of Year	<u>71,675.31</u>	<u>52,286.34</u>	<u>1,116.50</u>	<u>8,099.07</u>
<b>TOTAL CREDITS</b>	<b><u>\$352,923.17</u></b>	<b><u>\$ 94,753.06</u></b>	<b><u>\$ 88,214.84</u></b>	<b><u>\$ 8,099.07</u></b>



## CEMETERY COMMISSION

The Pembroke Cemetery Commission wishes to express its gratitude to Howard Robinson, who retired from the Commission in May, 2004. Mr. Robinson contributed fourteen years of faithful service, much of that time as chairman of the Commission. His leadership saw the completion of many major projects, including monument repairs in all cemeteries, paving of roadways, and rebuilding of the hearse house at Pembroke Street Cemetery.

The Commission is grateful for the collegial cooperation of Walter Norris, Pembroke's Public Works Director and Superintendent of Cemeteries, and of Emile Lacerte of the Public Works Department, in the maintenance and improvement of the town's cemeteries.

The Commission will submit a warrant article to the 2005 Town Meeting to obtain permission to utilize excess accumulated interest from the town's perpetual care trust fund. If approved by Town Meeting and Probate Court, these excess funds will be used to reconstruct a front wall or fence at Evergreen Cemetery on Buck Street, in compliance with a state law that requires that all public cemeteries be furnished with fences and gates. The Commission will greatly appreciate the support of voters in our efforts to comply with this requirement.

The Commission is continuing our efforts to determine the number of available burial plots in the town's cemeteries and the rate at which cemetery space is being utilized. The Commission has explored the use of ground-penetrating radar and electromagnetic induction to identify unmarked burials as well as cemetery areas that may be empty and available for interments.

The Commission has commenced the replacement of plastic flag holders on veterans' graves with more permanent cast metal holders. The Commission will install metal flag holders in all cemeteries as plastic holders deteriorate and as the Commission's budget permits the purchase of new holders.

As usual, the Commission removed American flags from town cemeteries after Veterans' Day in 2004. The Commission will place new flags on veterans' graves by Memorial Day, May 30, 2005. The Commission would appreciate knowing of any veteran's grave that is not annually being decorated with a flag.

The Commission solicits contributions or bequests to the Cemetery Improvement Fund, administered by the Trustees of Trust Funds. Enlargement of the fund through gifts will provide an endowment for cemetery upkeep and improvement. Such an endowment will relieve the town's cemeteries from dependence on fluctuating town budgets and will keep our historic burial places a source of pride and beauty for the community. Gifts or bequests should be made care of the Pembroke Trustees of Trust Funds and designated for the Cemetery Improvement Fund.

Respectfully submitted,

Gerald Belanger, Chairman

Kenneth Fowler

James Garvin

David Richards

Robert Richards

Walter Norris, Director of Public Works and

Superintendent of Cemeteries

Emile Lacerte, Public Works Department

## PEMBROKE ECONOMIC DEVELOPMENT COMMITTEE

The PEDC was created for the purposes of expanding on nonresidential taxable property and retaining current businesses in Pembroke. To that end, the PEDC has worked, since 2001, to establish the commercial district known as the Soucook River Development District. In 2004 the district began to take shape which allowed the PEDC to focus their attention on other issues.

### Accomplishments:

- Worked with the Planning Board to clarify the initial intent of the Soucook River Development District.
- Began an initial parking study of the Pembroke Business District (Suncook Village).
- “Welcome to Pembroke” signs were designed and installed at the intersection of Route 3 and 106 and on Route 3 near the double-deck bridge bordering Allenstown.
- Submitted a Plan New Hampshire Charette Program Application to study Main Street and Glass Street in the Pembroke Business District, better known as Suncook Village. If chosen, an extensive study will be conducted (much like the past study which was done for the Soucook River Development District) in order to provide avenues which the Town of Pembroke can utilize to work with merchants to expand business vitality. The end-result of such planning should increase the diversity of business to better serve residents by meeting their needs and by attracting new businesses to draw regional clientele. Such guidance would ensure the future economic vitality of the buildings, enabling owners to participate in buildings and streetscape revitalization suitable to the historic district. These efforts would gradually increase the tax base of the Village Center and would ensure the survival of the buildings that compose the district.
- Recommended to the Board of Selectmen that the parking lot at the presently unused former Police Station Building, 4 Union Street, be turned into a “temporary” municipal parking lot for use by area residents.
- Recommended B1 and B2 zoning changes to the Planning Board with the intent of allowing flexibility to the area uses.
- With the help of Guy Guinta of NH Roadside Planting and Landscape Development, EDC chose new trees for Main Street to be planted in 2005.
- Aided in gathering information for the former Police Station Building Sub-committee in order to help that committee make a decision on the best use for the building.



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## PEMBROKE ECONOMIC DEVELOPMENT COMMITTEE (Cont'd)

- In anticipation of a March Town Meeting vote to sell or keep the recently vacated former Police Station building located at 4 Union Street, the PEDC submitted and received a grant from the New Hampshire Preservation Alliance to hold a mini-charette to study the use possibilities of this building. The grant was also made possible by funds from PEDC and the Meet Me In Suncook Committee.

Rick Monahon of Monahon Architects of Peterborough, NH examined the building and conducted a mini-charette on location on December 9, 2004. A number of residents attended and expressed their opinion on ways to reuse the building. A final report by Mr. Monahon was submitted to PEDC and Meet Me In Suncook which outlined his recommendations:

- Based on the excellent structural condition of the building, its ease with floorplan adaptability, and the inevitable future expansion needs of town offices/services, his recommendation was for the Town of Pembroke to keep the building and lease the space to private businesses. This suggestion would generate income to cover expenses and would allow the building to remain flexible in the ongoing use by the Town. Mr. Monahon indicated that each floor could be rented to different businesses, for example:
  - **Lower Level:** Useful to a company with a need for a small office and use of the garage space for storage.
  - **Main Level:** Could be made ADA compliant with minimal changes to door dimensions, hardware, and the bathroom. This floor could house up to four offices, could all be separate lockable identities with shared bathroom and meeting room. The meeting room would accommodate 20-25 people and might also be available to town use. A larger meeting room could be accomplished.
  - **Upper Level:** This space is appropriate for professional offices. The single fire stair serves the second floor and meets code for office occupancy of 12-15 employees. Office occupancy would meet its ADA obligations by use of the shared conference room on the main level for meetings with clients as needed.
- The Towns of Boscawen and Deerfield presently lease their public buildings to private businesses in order to maintain the facilities for future town use. Their success could be used as a model for Pembroke.
- The availability of this well located, well-constructed structure will be an asset and a benefit to the Town over time, more than the short-term gain of an immediate sale.



**PEMBROKE ECONOMIC DEVELOPMENT COMMITTEE (Cont'd)**

- Regarding the former Police Station Building at 4 Union Street, the PEDC submitted the following statement to the Board of Selectmen on December 20, 2004:

“After researching and discussing all options for the disposition of the former Police Station building, the Economic Development Committee recommends that it would be more economically viable to retain ownership of the building and pursue leasing options.”

**Goals For The Coming Year:**

- Complete the Suncook Village Parking Study and make recommendations for increasing parking in the area.
- Continue to work with the Planning Board to encourage businesses in the B1 and B2 areas.
- Advertise Pembroke’s business and commercial areas through publications such as the New England Real Estate Journal.
- Plant new trees along Main Street.
- Select new seasonal banners for Main Street.

The PEDC meets the third Thursday of every month at 7 p.m. at Town Hall. New ideas, suggestions, and public participation are always welcome.

Respectfully Submitted,  
Dana J. Carlucci and Jocelyn D. Carlucci  
Co-Chairpersons

## PEMBROKE CONSERVATION COMMISSION

The Pembroke Conservation Commission had a very productive year working on projects ranging from land and easement acquisitions and donations to engaging other conservation agencies regarding the potential of obtaining grants and other funding options. We continue to consider many potential future purchases and donations of land and easements. Working with the formulated Land Acquisition Guidelines the Commission was able to recommend or accept a few donations of land and easements.

These donations and recommended easements include:

- \* Reggie Baxter Property
- \* Associated Grocer of NE easement

As stewards of the Pembroke town lands, we completed blazing of all property lines and will be installing signs in the spring of 2005 to facilitate the proper use and enjoyment of these Towns lands. A timber harvest was completed on the White Sands property and netted a total of \$142.27. The Commission partnered with other organizations, such as the Boy Scouts and Pembroke Academy, to blaze trails and perform various clean up projects on Town conservation lands.

As a commission we have received and reviewed numerous building site plans and wetland permit applications, both during our regular meetings and during additional scheduled site inspections. We provided the Town with recommendations in the process of creating wetlands buffer setbacks to help protect our valuable water resources.

Our members continued to participate in conservation activities on a statewide level by attending the 34<sup>th</sup> annual meeting of the New Hampshire Association of Conservation Commissions in November. Members attended presentations on natural resources inventories, wetlands buffers and permitting, and partnering with the public and library. We continue working on the Pembroke portion of the NH Heritage Trail project in an effort to create a Concord to Salem bike and pedestrian trail.

This past year saw the resignation of four commissioners and we would like to take this opportunity to thank them for their service and contributions to the Town. Two alternate members were recommended as replacements and we are currently seeking new members for both full and alternate positions. If you are interested in preserving Pembroke's natural resources or are interested in becoming active in the Town, the Conservation Commission welcomes new members and the public at their regular meetings held on the second Monday of every month at 7:00 pm in the Town Hall.

Respectfully submitted,

Pembroke Conservation Commission

## PEMBROKE FIRE DEPARTMENT

### 2004 Report to the Town

2004 was a “normal” year. We answered many calls for help from our Citizens. We had little loss of property due to fire and thankfully no loss of life due to fire.

Early warning devices, such as **SMOKE DETECTORS** and **CARBON MONOXIDE DETECTORS** work and contribute a great deal to reduced losses of property and life.

2004 was “abnormal” though when it came to our home (fire station). If anyone has tried to live in their home while it is pretty much totally re-modeled they will appreciate what we went through. But, in the end it was worth it.

In addition to their many hours of training and maintaining our equipment your firefighters donated countless hours of their time to get our new Safety Center done that included the following at no cost so that the project would come in at the budgeted figure:

- Removing existing ceilings and flooring prior to replacement.
- Pre-wiring the building for telephones.
- Pre-wiring the building for computer networking.
- Moving the municipal fire alarm system.
- Installing radio communication cables.
- Painting our existing interior sections.
- Constructing and painting new gear lockers.
- Constructing and painting new storage shelves.
- Many moves of furniture and equipment during construction.

After many hours of frustration and patience by all firefighters during the process of building the Safety Center, we are now settled in and ready to continue our service to Pembroke.

Thank you for your continued support of your firefighters.

Harold Paulsen  
Fire Chief



## FOREST FIRE WARDEN AND STATE FOREST RANGER

Your local Forest Fire Warden, Fire Department, and the State of New Hampshire Division of Forests & Lands cooperate to reduce the risk of wildland fires in New Hampshire. To help us assist you, contact your local forest Fire Warden or Fire Department to find out if a permit is required before doing ANY outside burning. A fire permit is required for all outside burning unless the ground is completely covered with snow. The New Hampshire Department of Environmental Services also prohibits the open burning of household waste. Citizens are encouraged to contact the local fire department or DES at 1-800-498-6868 or [www.des.state.nh.us](http://www.des.state.nh.us) for more information. Safe open burning requires diligence and responsibility. Help us to protect New Hampshire's forest resources. For more information contact the Division of Forests & Lands 603-271-2217, or online at [www.nhdf.org](http://www.nhdf.org).

This last year was fairly wet throughout the spring and summer months, however, we finished the season with an active fall fire season. In order to meet an increased demand for services, the Forest Protection Bureau was reorganized into three regions with smaller Forest Ranger Districts and over the last several years we have added two Forest Rangers. The fifteen State fire towers were the first to report on many fires throughout the State and they completed many other projects on the low fire danger days. The State implemented a program called Tower Quest to help citizens learn about fire towers and the need to protect New Hampshire's forest resources. The United States celebrated Smokey Bear's 60<sup>th</sup> birthday in 2004, and celebrations were held throughout the State. Please help Smokey Bear, your local fire department and the State's Forest Rangers by being fire smart and fire safe!

### 2004 FIRE STATISTICS

(All Fires Reported as of November 18, 2004)

<u>Totals by County</u>			<u>Causes of Fires Reported</u>	
	<u># of Fires</u>	<u>Acres</u>		
Belknap	61	6.00	Arson	15
Carroll	57	8.00	Campfire	41
Cheshire	17	14.00	Children	12
Coos	14	4.14	Smoking	19
Grafton	77	78.40	Debris	201
Hillsborough	62	11.00	Railroad	1
Merrimack	104	19.11	Equipment	5
Rockingham	27	1.26	Lightening	5
Strafford	30	2.10	Misc.*	163
Sullivan	13	4.50		

(\*Power lines, fireworks, electric fences, etc.)

	<u>Total Fires</u>	<u>Total Acres</u>
<b>2004</b>	462	147
<b>2003</b>	374	100
<b>2002</b>	540	187
<b>2001</b>	942	428

**Only You Can Prevent Wildland Fires**

John Theuner, Warden

## PEMBROKE & ALLENSTOWN OLD HOME DAY

**Slogan:** Hands Across the Water

**Theme:** Suncook Goes Hawaiian

As the memory of Old Home Day 2004 slowly fades in anticipation of Old Home Day 2005, those who participated in last year's celebration might still recall odors of pancakes, french fries, hamburgers, turkey legs, corn on the cob, sausage and steak sandwiches, tastes of popcorn, cotton candy, candy apples, soda, ice cream, spring water, and so much more.

Perhaps there are lingering sights and sounds of marching bands, clowns, crafters, rides, animals, rock music, magicians, wildlife and foam demonstrations, face painting, floats, antique cars and tractors, and the thundering boom of fireworks exploding overhead. Amongst Hawaiian music and dance are visions of grass skirts, leis, and hula-hoop and limbo contests.

Old Home Day continues to be a wonderful, mutual event enjoyed by residents and visiting guests of the towns of Allenstown and Pembroke, perpetuating Old Home Day committee motivation to enthusiastically plan another celebration in 2005.

Thank you to all who made this year's Pembroke & Allenstown Old Home Day a fun-filled family event. Its success is due to the participation and generosity of the municipalities of Pembroke and Allenstown; the selectmen, police, fire and highway departments, Tri-Town ambulance, merchants, non-profit organizations, schools, volunteers, and the Pembroke & Allenstown Old Home Day Committee. Old Home Day is made possible because of all of you.

New ideas, donations, and additional help are of utmost importance for the continuation of Old Home Day. Please contact Steve or Pat Fowler at 224-7324 if you can assist in any capacity. Again, thanks to everyone! See you at Old Home Day, August 27, 2005.

Stephen Fowler, Chairperson  
Pembroke & Allenstown Old Home Day Committee

**PEMBROKE AND ALLENSTOWN OLD HOME DAY****2004 INCOME STATEMENT****INCOME:**

BUSINESS DONATIONS	\$ 2,385
TOWN OF ALLENSTOWN	2,000
TOWN OF PEMBROKE	2,500
CONCESSIONS	1,000
CRAFTS	755
RAFFLE SALES	817
RIDES	863
NON-PROFIT DONATIONS	290
INTEREST	6
PONY RIDES	160
CHILDREN'S GAMES	188
50-50	147
HELICOPTER RIDES	320
MISCELLANEOUS	77
	<hr/>
TOTAL INCOME	11,508

**EXPENSE:**

FIREWORKS	3,500
PARADE	3,099
PROGRAM	2,075
INSURANCE	432
PARKING	0
SANITATION RENTALS	635
POSTAGE	111
POLICE	1,360
CHILDREN'S GAMES	230
MISCELLANEOUS	512
	<hr/>
TOTAL EXPENSE	11,954
	<hr/>
NET INCOME	\$ -446



## DEPARTMENT OF PUBLIC WORKS

The Department of Public Works has been given tasks to manage the Town's roads, sidewalks storm sewers solid waste, cemeteries, municipal buildings, fleet, and engineering. To accomplish all these tasks the department employs 1 part time and 13 full time and employees with 15 pieces of major equipment that has been organized into the following divisions:

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

Activities	Amount	Unit
1. Facility Permits Issued	1,741	Each
2. Inquiries/Transfer Station	47	Each
3. Inquiries/Rubbish Route	100	Each
4. Inquiries/Road Conditions	20	Each
5. Payment Vouchers Processed	762	Each

**Engineering Division:** The Engineering division is charged with designing Town roads and infrastructure improvements and repairs, development plan reviews, construction inspection and assisting other Town departments to help resolve engineering problems they may encounter. This division works very closely with the Roads Commission, Director of Planning and the Planning Board in reviewing all proposed developments and site plans as well as performing all construction inspections to insure quality roads and infrastructures are being built to the Town's standard.

In 2004, 14 subdivision plans and 8 site plans were reviewed for the Planning Board. In addition, 12 construction projects were inspected through various phases of construction which included 5 town road projects, which were:

1. Reconstruction of 2,500 feet of North Pembroke Road from the Epsom town line north to New North Pembroke Cemetery.
2. Realignment of Church Road from Cross Road to a point 800 feet east which eliminated the dangerous "S" curve.
3. The pavement overlay of Pleasant Street from Prospect Street to Exchange Street with a 1 inch thick wearing course.
4. The construction of Robinson Road from a gravel road to a paved road, approximately 2,500 feet which also included the realignment of Robinson Road so that it intersects with Borough Road at 90 degrees.
5. The construction of Borough Road from a gravel road to a paved road from No. Pembroke Road to a point 100 feet east of Robinson Road, a total of 3,000 feet.

## DEPARTMENT OF PUBLIC WORKS (Cont'd)

In the past, development reviews, project design, construction administration, and construction inspections, were performed by an outside engineering consulting firm at a cost to Town ranging from \$70.00 to \$95.00 per hour. Because the Director of Public Works is now performing these tasks, these fees help off-set the cost of Public Works employees salaries.

In 2004 the Board of Selectmen accepted Wellington Way, a 1,200 foot long road constructed by a developer off of Robinson Road, as a "Town Road".

**Highway Division:** The Highway Division which is headed by Emile Lacerte is responsible for the maintenance and repair of approximately 78 miles of road, 11 miles of sidewalk, storm sewers which include 409 catch basins, cross culverts, street signs, line striping, and tree removal and trimming.

During 2004 this division repaired major wash outs on Cross Country Road, Pembroke Hill Road, Brickett Hill Road, and Bachelder Road. In the areas where the pavement literally wore out to the gravel base, the pavement was repaired with hot bituminous asphalt patches to make the roads passable. These areas were on Cross Country Road, North Pembroke Road, and Whittemore Road. The Highway crew also replaced a cross culvert on Cross Country Road and another on Plausawa Hill Road.

In addition to these projects, the Highway Division also provided routine maintenance which included sidewalk sweeping, brush cutting along the country road shoulders, cold patching pot holes and replacing missing or damaged street signs. Private contractors were also used to sweep 25.5 miles of Town roads, clean 383 catch basins, paint 8 miles of roadway center lines, grade the Town's gravel roads and cut down 64 large trees.

There were 9 snow/ice storm events that occurred during 2004 which required 1,173 man hours, 1,170 tons of sand, 1,030 tons of salt. Snow removal from downtown and the municipal parking lots required 285 man hours. Shoveling snow from around the 160 town fire hydrants required 24 man hours. Plowing about 7 miles of sidewalks expended 36 man hours each storm. This year's winter maintenance operation was a real challenge due to continuous truck break downs which resulted in delays in finishing the snow plow operation. The Public Works vehicles have an average age of 10 years. This division averaged 2 major vehicle break downs during each snow storm in 2004 substantially delaying the snow plowing operations and increasing man hours to finish snow plowing.



## DEPARTMENT OF PUBLIC WORKS (Cont'd)

Other tasks performed by this division consisted of the following:

1. Road side ditching	11,050	Linear Feet
2. Cold patching pot holes	105.48	Tons
3. Hot topping pavement repairs	219.45	Tons
4. Road wash out repairs	3,430	Linear Feet
5. Sweeping Sidewalks	7.4	Miles
6. Storm sewer pipe cleaning	121	Man Hours
7. Road side mowing	37.05	Miles
8. Road side brush cutting	10	Miles
9. Sign Maintenance & Replacements	60	Each
10. Complaints	27	Each
11. Inquiries	23	Each
12. Assist Solid Waste Division	753	Man Hours
13. Assist Fleet Division	330.5	Man Hours
14. Assist Library	4	Man Hours
15. Assist Cemetery Division	10.5	Man Hours

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

**Solid Waste Division:** This division is headed by Reno Nadeau, and is responsible for the collection of residential solid waste from individual homes throughout the Town on a weekly basis and the operation of the Transfer Station. Residents who wish to can bring their trash for disposal to the Transfer Station at 8 Exchange Street on Tuesdays and Saturdays from 7:30 a.m. to 3:30 p.m. Local businesses may also use the facility on Tuesdays only. Besides residential trash the Transfer Station accepts appliances, demolition materials, tires and recyclables such as aluminum cans, paper and cardboard, waste oil, antifreeze, scrap metal, leaves, brush, batteries, and propane gas cylinders. Fees are charged for some items such as appliances, gas cylinders and tires. This division also performed curbside pickup of leaves from residents during spring and fall cleanup. For 2004 a total of 4,673 tons of solid waste was generated from Pembroke and disposed of at the incinerator in Penacook, NH.

On October 30, 2004 the Solid Waste Division held a Hazardous Waste Collection Day and collected 25 drums of hazardous waste which was properly disposed of at a cost of \$5,000.00. This collection day was a huge success, which was made possible only by Sally Highland who volunteered her valuable assistance and expertise. Thank you Sally! Additional thanks to Ms. Muller and her chemistry students from Pembroke Academy who assisted in conducting hazardous waste surveys and directing traffic.



**DEPARTMENT OF PUBLIC WORKS (Cont'd)**

The following is a tabulation of solid waste that was collected and disposed of in 2004:

1. Curbside Pickup

a.	Rubbish	2,658.84	Tons
b.	Leaves	1,460	Cubic Yards
c.	Brush chipped from Spring cleanup	47	Cubic Yards
d.	Refuse Tags Issued	195	Each
e.	Christmas Trees	148	Each
f.	Inquiries	191	Each
g.	Complaints	20	Each

Respectfully submitted,

Walter E. Norris, Director of Public Works

## PEMBROKE TOWN LIBRARY

### ANNUAL REPORT

Happy Anniversary! 2004 marked the first anniversary of opening the Pembroke Town Library's new facility. It has been a year of settling in, making changes and keeping very busy!

The most dramatic change has been in the number of residents being served by the library. Since opening the new building in April of 2003, library membership has increased approximately 62%!

Our on-going programs continue to go strong! The Adult Book Discussion Group has become a monthly event, meeting on the third Wednesday of each month. Our preschool story hour, which meets every Tuesday morning, is a vital and lively program. A knitting group for both beginners and experienced knitters meets twice a month. Begun as part of the Summer Reading Program, this multi-generational group of knitters decided to continue meeting throughout the year.

Children's programs continue to thrive. During the month of April, the Pembroke Town Library hosted a large exhibit from the Children's Museum of Portsmouth. This interactive display was attended by 634 children and 279 adults, and included two puppetry workshops, a teddy bear clinic and a family concert. 102 children registered for this year's summer reading program, which included crafts, a K-9 demonstration, Silly Olympics, lunch with a community hero and a community party featuring musician Steve Blunt.

Other activities included a Dr. Seuss birthday party, a flight simulator exhibit, two book sales, a float in the Old Home Day parade and a children's craft table at December's Christmas in Suncook Village.

In 2004, Pam Stauffacher became the permanent Library Director, and Heather Tiddes was named the Assistant Library Director. The library's website is up and running and is being maintained by volunteer Jeannie Johnson.

Many generous gifts have enhanced the library's appearance and service in 2004. Gifts in memory of Madelaine Hyde were used to purchase the granite bench outside the library. Funds donated in memory of former Library Director Melinda Baxter have been used for the purchase of several pieces of library furniture as well as artwork for the children's section. In November, the Mary Gordon Bartlett Rebekah Lodge donated a magnifying lamp for use by our vision impaired patrons. Other generous cash gifts have enabled us to purchase library display furnishings, two computers and supplies to preserve some of the historical documents in our New Hampshire Room. And the new fencing in front of the library is thanks to Chris St. Onge who completed this work as his Eagle Scout project.

The library could not function without the help of our dedicated volunteers and generous supporters.

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**PEMBROKE TOWN LIBRARY****ANNUAL REPORT (Cont'd)**

We expect even more activities and community involvement in 2005. Our plans include more adult programs and continued preservation efforts in our New Hampshire collection. One of our most exciting projects is the revitalization of the Proprietors of the Pembroke Library—our Friends of the Library group.

We look forward to serving Pembroke in the coming year.

Respectfully submitted,

Pam Stauffacher,  
Library Director

Board of Trustees: Joyce Belanger, Chair  
Marie Brezosky, Vice-chair  
Cindy Menard, Treas.  
Marie Connor  
Marilyn Ross  
Terri Caplette  
Pat Fowler  
Marie Labrie



## MEET ME IN SUNCOOK

Meet Me in Suncook (MMIS) was established to promote the growth, prosperity, and historic identity of Suncook Village.

### Accomplishments in 2004:

- Submitted a Suncook Village Commercial and Civil Historic District nomination application for review to the New Hampshire Division of Historical Resources. Consulting fees for the preparation of the application were provided by the Pembroke Economic Development Committee (EDC). The National Register District would include Suncook's business area along Main Street between and north and south of Union and Central and Front and Glass streets. National Register listing does not impose property use or alteration restrictions on an owner. Listing does make available to the property owner the use of historic building codes, which balance safety and features of the historic building, and historic tax credits for income producing properties.
- MMIS has been accepted by Federal Highways as a consulting party to review the NH Department of Transportation design of both the Main Street bridge and the Route 3 bridge to help ensure that their historical setting is respected.
- In collaboration with the Pembroke Economic Development Committee, MMIS submitted a proposal to Plan NH requesting recommendations for the revitalization of Suncook Village, focusing on the proposed National Register district. Plan NH would provide a team of about twelve professionals from such disciplines as planning, design, and architecture who are concerned about the quality of New Hampshire's communities. It holds planning charrettes or brainstorming sessions for three selected communities annually.
- The Allenstown Revitalization Association, the Allenstown Historical Society, Bunting, Rumford, Webster Chapter of the DAR, and MMIS with the Town of Allenstown submitted a grant application to the NH Preservation Alliance to perform a conditions assessment of the wood belfries that cap the twin towers of the China Mill. These towers, along with the tower of the Pembroke Mill and its former office, the clock tower, and church steeples characterize Suncook's landscape.
- A number of members volunteered at Christmas in Suncook Village, the annual holiday celebration sponsored by the Pembroke Woman's Club.
- The EDC and MMIS jointly received a grant by the NH Preservation Alliance to study the former Police Station (4 Union Street) potential adaptive reuse and associated costs under two scenarios: (1) continued ownership by the Town; or (2) sale of the building. MMIS, along with EDC, felt that it is in the best interest of the Town of Pembroke to keep and maintain the building and lease it to potential businesses.

### Goals For The Coming Year:

- Plan a celebration to coincide with approval of the Historic District Nomination. More information will be publicized on the town website.
- Continue to work with other community organizations and merchants to promote the economic vitality and the historic charm of the village.

MMIS meets the first Tuesday of every month at 7 p.m. at the Suncook United Methodist Church. All meetings are open to the public.

Respectfully Submitted,  
Ingrid Lemaire, Chair  
Jocelyn Carlucci, Secretary

## PLANNING AND LAND USE DEPARTMENT

### CODE ENFORCEMENT

2004 saw the start of two large residential construction projects, Chickering Meadows and Meeting House Commons. These projects consisted of multi-family buildings with a total of 39 new dwellings this year with more to come. Both projects were exempt from the growth ordinance. New dwellings were built in all residential districts, with most being constructed within the R1 district located along the Pembroke Street corridor. I believe that the number would have been higher if there were more lots available for construction. Total construction value for all new residential dwelling units was about \$6,000,000. Within the B district (Suncook Village) we saw a continued upgrading of our existing housing. There is still a lot of work to do within this district to make it the village that it could be.

During 2004 the Town enforced the State Building Code, the State Fire Code, and 2003 International Residential Code for all new one and two family construction. We also enforce the 2003 International Property Maintenance Code. This code covers minimum maintenance requirements for existing buildings.

If you should have any questions on building codes or other zoning enforcement issues please feel free to contact this office.

Type of Permit	Number	Construction Value	Permit Fees
<i>Commercial</i>	56	\$1,260,850	\$ 8,343.45
<i>New dwelling units</i>	59	\$8,485,000	\$36,302.70
<i>Residential Alterations</i>	383	\$1,903,757	\$62,072.55
<i>Signs</i>	15		\$742.00
<b>Total Permits issued 513</b>	<b>Total Value</b>	<b>\$11,649,607</b>	<b>Total Permit Fees \$71,158.00</b>

<i>Licenses</i>	Type	Number	License Fee
	Campground	1	\$875.00
	Day Care	5	\$1,864.00
	Gravel Excavation	1	\$50.00
	Kennel	1	\$205.00
	Manufactured Housing Parks	6	\$925.00
	<b>Total Licenses</b>	<b>14</b>	<b>Total Fees \$3,919.00</b>

Respectfully submitted,

Peter E. Rowell  
Code Enforcement Officer



## PLANNING AND LAND USE DEPARTMENT

### Zoning Board of Adjustment Report

The Zoning Board of Adjustment currently consists of five regular members and two alternates (three alternates are permitted), who serve as volunteers to interpret the Zoning Ordinance. The Zoning Board of Adjustment has the power to grant Variances, Special Exceptions, Equitable Waivers, and hear Appeals from Administrative Decisions.

A variance is the establishment of a use which is otherwise prohibited by the zoning ordinance. Variances are relief from regulations which, if strictly applied, would deny a property owner all beneficial use of his land and thus possibly amount to a confiscation.

A special exception is a use of land or buildings that is permitted by special exception and subject to specific conditions that are set forth in the Ordinance. All special exceptions must be made in harmony with the general purpose and intent of the zoning ordinance and be made in accordance with the general or specific rules contained in the ordinance.

An Equitable Waiver of Dimensional Requirement is a tool which the ZBA uses when a lot or other division of land, or structure thereupon, is discovered to be in violation of a physical layout or dimensional requirement. The Zoning Board of Adjustment shall, upon application by and with the burden of proof on the property owner, grant an equitable waiver from the dimensional requirements, if and only if the board makes all the findings outlined in RSA 674:33-a.

The Board also has the power to hear and decide Appeals if it is alleged that there is an error in any order, requirement, decision or determination made by an Administrative Official in the enforcement of the Zoning Ordinance. An appeal from an administrative decision (AAD) must be made within 30 days of ones awareness of the decision.

Number of hearings by year:

<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
13	19	37	25	23

The 2004 ZBA hearings can be broken down as follows:

	<u>Number</u>	<u>Granted</u>	<u>Denied</u>	<u>Withdrawn</u>
Variance	13	6	6	1
Equitable Waiver	0			
Special Exception	7	5	1	1
AAD	3	1	2	
Motion to Rehear	0			

I would like to thank all my fellow board members for the faithful attendance and attention to detail when making our decisions.

Respectfully Submitted,  
William R. Bonney, Chairman



## PLANNING BOARD REPORT

In 2004 the Planning Board reviewed a total of 22 development applications involving subdivisions or commercial sites:

### SUBDIVISIONS

Minor & Lot Line Adjustments: 10 Applications = 10 new lots, 3 Lot Line Adjustments

Major Subdivisions: 4 Applications = 6 New Lots

### SITE PLANS

Minor Site Plans: 4 Applications

Major Site Plans: 4 Applications

In the fall of 2002, The Board began working on the update to the 1993 Town of Pembroke Master Plan. Comments received from a survey of local citizens proved useful, as was the assistance of the Central New Hampshire Regional Planning Commission. The revised Master Plan was completed in the fall. We want to thank the many volunteers who served on the subcommittees to revise the Master Plan.

In July 2004, Matt Monahan became the new Director of Planning and Development for the Town of Pembroke. He holds a BA from Boston College, and an MPA from the University of New Hampshire. Prior to working for the Town of Pembroke, Matt spent 8 years in the Army (active duty and reserve), and has worked in special education and stone masonry. Matt was raised in Goffstown, and lives in Manchester.

On August 27, 2004 the Planning Board conditionally approved the Associated Grocers of New England site plan. AGNE will be relocating from Gold Street in Manchester to a state of the art 352,700 square foot warehouse off of Route 3 in Pembroke. The facility will serve Sure Fine supermarkets across the state and have a work force of over 300 employees.

The Planning Board holds work sessions on the second Tuesday of every month and conducts regular public meetings on the fourth Tuesday of every month at 7:00 pm at the Town Hall.

Respectfully submitted,

Normand H. Provencher  
Chairman, Pembroke Planning Board

## PEMBROKE POLICE DEPARTMENT

### 2004 ANNUAL REPORT

On behalf of the men and women of the Pembroke Police Department, I wish to express my gratitude for your support of the mission of the Police Department in 2004. Our successes are directly attributed to your involvement in our community policing and law enforcement efforts. I am very honored and privileged to serve as Chief of Police of one of the finest law enforcement agencies in the state. The members of your police department are dedicated to the Pembroke community and consistently strive to deliver the best quality of police services possible. I invite you to review the highlights of our accomplishments over the past year.

Without a doubt, the greatest highlight of the year for our department was the safe return of Officer Scott Lewis who served over 18 months in Iraq. In December of 2002, Officer Lewis was called to active military duty where he served as Sergeant with the 94<sup>th</sup> Military Police. The 94<sup>th</sup> Military Police provided military support in its war time mission by conducting missions pertaining to convoy security, capture/containment of enemy prisoners, route reconnaissance, patrols, force protection, and other duties that arise. The 94<sup>th</sup> returned home in August of 2004.

The joys of Officer Lewis's return also meant that finally our department would have a full complement of officers. This excitement would only last about a week when we received the news that Officer Joshua Stone was called to active military duty. Officer Stone serves with the National Guard and currently assigned to the Concord NH-based 1159th Medical Company (Air Ambulance). This is Officer Stone's second tour of duty in Iraq. He had previously served as Sergeant in the U.S. Marines for over four years as an Air Support Operations Operator and took part in Operation Iraqi Freedom in 2003. We pray for his safe return expected sometime in 2005. **We salute** both these officers and all the men and women currently serving in the military for their service and sacrifice for our country.

Earlier in April, Officer Joshua Stone attended the 134<sup>th</sup> New Hampshire Police Academy and graduated June 25, 2004. Officer Stone honored this department by receiving the scholarship award for his high academic achievements. This is the second officer from this department within a year that has received an award from the Police Academy for their high academic achievements. It has been nearly five years since we have had a full complement of officers. Even though we have been short handed, it has been gratifying to watch our staff's commitment to maintaining a high level of service to the community during these times.

Another exciting highlight of the year was the move into our new home at the Pembroke Safety Center at 247 Pembroke Street. The transition occurred on April 17, 2004, at which time all police operations ceased in the old police station at 4 Union Street. The switchover of phones and computer systems was seamless and there was no interruption of police services during the move. A special thanks goes to those volunteer firefighters who donated time installing the necessary cables for those telephones and computers.



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## PEMBROKE POLICE DEPARTMENT

### 2004 ANNUAL REPORT (Cont'd)

We found out that “you don’t just move a police department”. The physical move was accomplished with police officers, family members, selectmen, clergy, secretaries and a host of volunteers pitching in to move everything from chairs, desks and items we never knew existed. Their spirit and willingness to support the Police Department reinforced an important relationship between these volunteers and those of us who provide community protection.

Moving to the new building was not without its obstacles. High moisture readings in the concrete flooring of the booking room, delayed the installation of the rubber tiles. It was an inconvenience for a short time, but the result has been a beautiful building that we are proud to call our new home.

We continue to seek out and apply for as many grants as possible to ensure the progressive, quality delivery of police services. The Town of Pembroke under Homeland Security II received an additional authorized grant amount of \$ 16,653.00. Only certain approved equipment and training is eligible for reimbursement with this grant funding. The grant pays 100% of the eligible purchase back to the towns applying. In April, we applied and requested funding for a 2004 Yamaha All Terrain Vehicle (ATV) with accessories for \$ 5,671.00. This is the second ATV we have purchased which enables our department to respond to remote areas where a police cruiser cannot. Other applications include the transport of personnel, equipment in the event of an emergency and enforcement of OHRV laws. Additionally, we have applied through the NH Fish and Game Department for an OHRV Wheeled Vehicle Grant for \$ 26,460.00. If this grant is approved, it will assist our department in paying for OHRV enforcement patrols, roughly one per week, from July 1, 2005 through June 30, 2006. Each patrol will be 6 hours long and will utilize two officers. In October, we applied and received \$8,750.00 again from Homeland Security II. This money will purchase a utility trailer, six portable lights, utility storage boxes, associated electrical cords and junction boxes. These components along with an existing generator will build a portable lighting trailer. This trailer will be available for the Police, Fire and Public Works Department for remote power generation and lighting.

One of the most important pieces of equipment that any police officer wears daily is his/her body armor. Like the wearing of seatbelts, body armor when worn by officers saves lives. Early in the year, we received information that an officer wearing the same body armor as ours, was shot and killed when the vest failed to stop the bullet. This caused major concerns nationwide and the manufacturer of the vests distributed additional ballistic panels to all departments with this particular model. These added ballistic panels changed the complete characteristic of these vests from being thin and flexible to a vest that was unbearable to wear. The vendors where we purchased these vests, Riley’s Sport Shop of Hooksett, NH took it upon themselves to replace all of our vests free of charge. To purchase these vests would have costs close to \$ 7,000.00. Our thanks go out to the owners of Riley’s Sport Shop for compassion and generosity there.



**PEMBROKE POLICE DEPARTMENT****2004 ANNUAL REPORT (Cont'd)**

I want to give special thanks to Mrs. Jeanne LeMay formally of Pembroke, mother of Annette Alley, a secretary for the police department, who donated money in memory of her late husband Albert A. LeMay who died in July 2003, to purchase a US Flag for our new Safety Center. Her husband Albert was a World War II veteran and served as a technical sergeant for the US Army. Mr. LeMay was the recipient of a Bronze Star and a Purple Heart. He was a survivor of the sinking of the Belgian troop transport ship, SS Leopoldville, in the English Channel on Christmas Eve 1944, on which 870 US soldiers lost their lives. We will proudly raise this flag in Mr. LeMay's honor on the day we celebrate the Safety Center's open house early in 2005.

As in past years, I will conclude by thanking all the people who have supported the Pembroke Police Department. Many of you have spoken to me personally and others have sent notes of thanks and appreciation complimenting various members of the department. Again, as in the past years, and especially during the holiday season many people drop off baked goods, fruit baskets, and other expression. Members greatly appreciate your thanks and acts of kindness. If you have any comments or suggestions, which you feel would be beneficial to us in serving you, please let us know. You can telephone me at 485-9173 ext.2204, stop by the Safety Center, or send us a note.

Respectfully submitted,

Chief Wayne A. Cheney  
Chief of Police

## PEMBROKE POLICE DEPARTMENT

### TABLE OF ORGANIZATION

(FULL TIME PERSONNEL / YEAR APPOINTED)

#### ADMINISTRATION

Chief Wayne A. Cheney	1979	Chief of Police, Firearms Instructor
Lt. Scott J. Lane	1985	Lieutenant, Firearms Instructor

#### PATROL DIVISION

Sergeant Glenn S. Northrup	1989	Shift Supervisor
Sergeant Michael F. Crockwell	1990	Shift Supervisor, Firearms Instructor, Field Training Officer
Officer Pamela S. Allgeyer	1985	Patrol Officer
Officer Scott Lewis	2001	Patrol Officer- D.A.R.E. Officer
Officer Raechel Burke	2002	Patrol Officer- D.A.R.E. Officer
Officer Dawn Shea	2002	Patrol Officer- Field Training Officer
Officer Ian Nickerson	2003	Patrol Officer
Officer Joshua Stone	2003	Patrol Officer

#### CRIMINAL DIVISION

Detective Sgt. Dwayne R. Gilman	1992	Detective / Supervisor.
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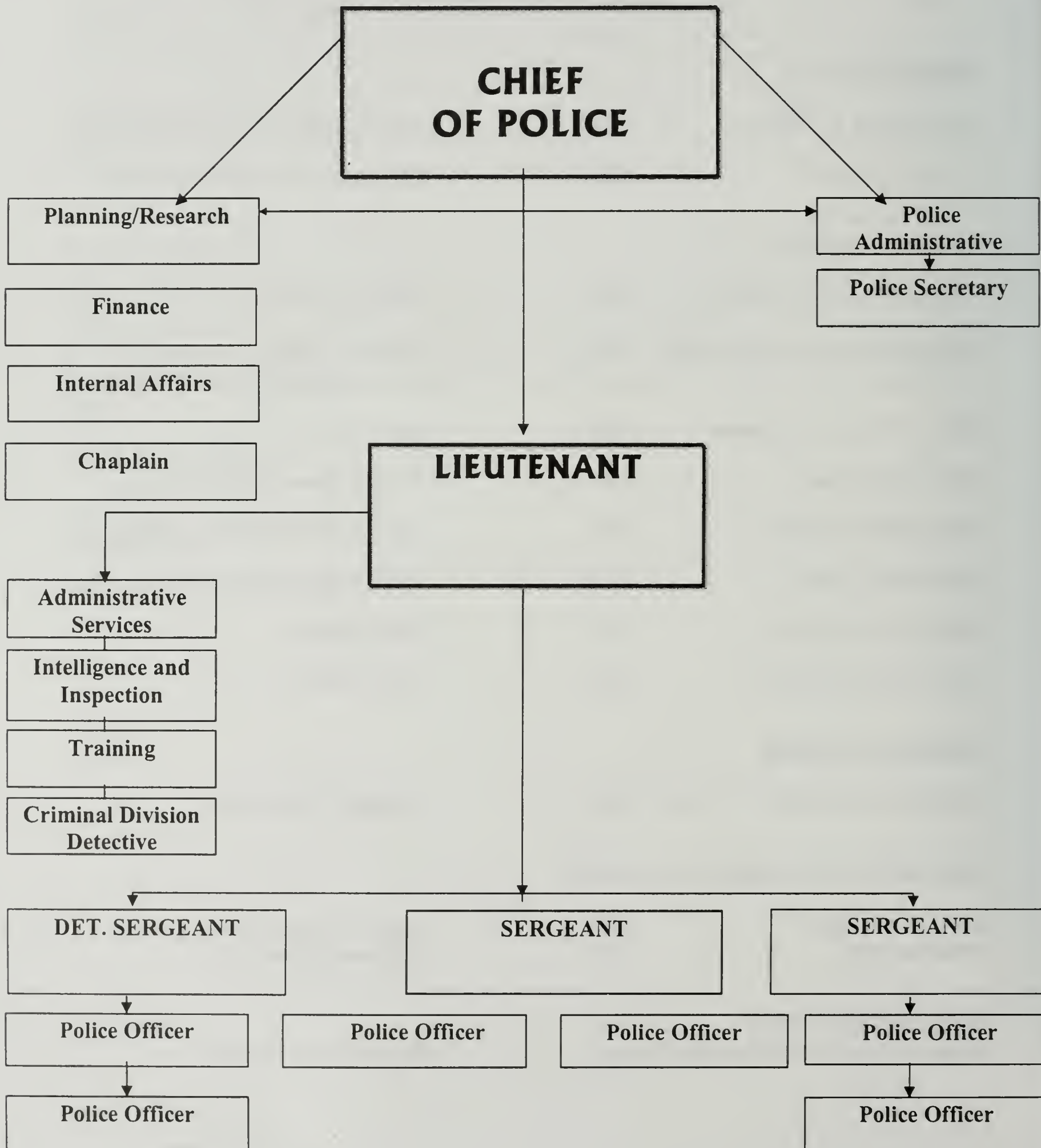
#### ADMINISTRATIVE SERVICE DIVISION

Mary Ann Ricciotti	1993	Dept. Administrative Secretary
Annette Alley	1997	Department Secretary

#### SUPPORT SERVICES

Reverend/Lieutenant Dan Stauffacher		Department Chaplain
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# PEMBROKE POLICE DEPARTMENT ORGANIZATIONAL CHART





## PEMBROKE POLICE DEPARTMENT

### 2004 Career Development,

**Lt. Scott J. Lane**

The department completed over 915 hours of training in 2004. A look at the courses taken gives you an idea of the wide variety of skills it takes to be a police officer. In addition to the courses listed below, each officer completes approximately 40 hours of training to keep certified in basic skill areas. They include handgun, shotgun, urban rifle, baton, pepper spray, CPR, breath test operator, DARE instructor, use of force, pursuit driving review, and firearms instructor certifications.

#### Courses Completed:

NH Fish and Game OHRV Training	Tactical Knife Skills
Firearms Refresher	Breath Test Operator
Missing Child Investigations	ATV Ridercourse Instructor
Internet Crime Investigations	Instructor Development
Field Training Officer	First Line Supervisors School
Basic Homeland Security	Investigative Subpoenas
Vehicle Homicide Seminar	DARE Instructor Update
NHTSA Passenger Safety Seat Technician	Criminal Investigation Analysis
Hostage Negotiations for the First Responder	Conflict Resolution
Handling Calls with the Mentally Ill	

### Criminal Division,

**Lt. Scott J. Lane**

**Det/Sgt. Dwayne Gilman**

The Criminal Division was involved in two significant property crime investigations in 2004 that demonstrated how mobile our society is and how important it is to have strong working relationships with other police agencies.

In March we investigated a string of house burglaries in Pembroke. In each case antiques were stolen. Acting on tips we learned that our suspect had sold property in Vermont, Maine, Massachusetts, and Connecticut. After executing several search warrants we recovered approximately \$75,000 worth of antiques. The suspect was arrested in Florida.

In December, Pembroke, Epsom and Chichester each had several daytime residential burglaries. This investigation subsequently involved some eight different police agencies. Working together, we were able to break up a major burglary ring that had operated over southern NH and northern Massachusetts. \$100,000 worth of property was recovered. Two suspects are in custody and arrest warrants are active for a third.

## PEMBROKE POLICE DEPARTMENT

The citizens of Pembroke are fortunate to have a dedicated group of police officers working for them. In both of these cases, Pembroke Officers took the lead. It was only through their diligence and a tough, "get the job done," attitude that these cases were solved.

### 2004 BURGLARY SUMMARY & STATISTICS

<b>Burglary Residential &amp; Commercial</b>	<b>Total</b>	<b>29</b>
Arrest:		04
Open cases		22
Suspended cases		03
Closed Cases		00
<b>Motor Vehicle Thefts</b>	<b>Total</b>	<b>16</b>
Arrest		06
Open Cases		07
Suspended Cases		01
Unfounded Cases		00
Closed Cases		02
<b>Larceny / Thefts from Motor Vehicles</b>		<b>73</b>
Arrest		05
Open Cases		62
Closed Cases		05
Suspended cases		09
Unfounded Cases		01
<b>Issuing Bad Checks Investigations</b>		<b>23</b>
Arrest		02
Closed Cases		08
Open Cases		13
Unfounded Cases		00

May, June, September and November showed an average of 15-25 reports per month. All others were below 15 reported cases per month. Most of the thefts from motor vehicles were from unlocked cars. Few cars were damaged to gain entry. In most cases, a locked car was not entered. Most of stolen cars had a key in the ignition or console area. All of our house burglaries were during the day. Force was used to gain entry.

Again, this year, **NO BURGLARIES WERE REPORTED IN HOMES WITH ACTIVE BURGLARY ALARMS**. The Police Department strongly urges all homeowners to have and use a burglar alarm system.



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## PEMBROKE POLICE DEPARTMENT

### Community Education

Lt. Scott J. Lane

Off. Raechel Moulton

Off. Scott Lewis

### The D.A.R.E. Report

Common sense tells us that preventing young people from experimenting with drugs in the first place is preferable rather than treatment after the fact. This is what the D.A.R.E. program and Pembroke Police Department strives to do. The Pembroke Police Department started teaching the D.A.R.E. program in 1994. The plan for the D.A.R.E. program is to continue educating the children of Pembroke about the harmful effects of drugs, alcohol, tobacco and violence.

During 2004, a D.A.R.E. Golf Tournament was held at the Plausawa Valley Country Club on Wednesday June 23 in Pembroke. I would like to thank the Pembroke Women's Club for their hard work and dedication during the D.A.R.E. golf tournament.

The D.A.R.E. program will start again this year in January. D.A.R.E. is currently being taught to the 5th grade at Three Rivers School. In March 93 students will graduate from this program in a graduation ceremony held at Pembroke Academy. In 2004, I also visited grades 1st through 4th in late March to early June. These students were so surprised to see that a police officer was coming into their classroom to teach them something. They quickly learned that police officers not only sat in a patrol car all day, but that we are real people. I showed these students, that the Pembroke Police Department cares a great deal about our community and want that we want to help keep everyone safe by lessons that we teach.

Some of the lessons that I touched upon for the kindergarten through first grade were; how to respond when approached by a stranger, the importance of following rules, and the consequences when they don't. The first, second, third and fourth grade students learned about gun safety through the Eddie Eagle program distributed by the National Rifle Association. This program showed students how important it is to stay away from guns. The program's motto is: STOP! Do not touch! Leave the area! Tell an adult! They learned how important rules and laws are and what the difference is between the two. I also talked about the harmful effects of tobacco and marijuana. By the end of these classes, I felt these students had a better understanding of how to tackle certain situations involving violence, alcohol or drugs. Students learned about confidence, pride in themselves and ways to say "NO."



## PEMBROKE POLICE DEPARTMENT

### 2004 CALLS FOR SERVICE AND RELATED OFFENSES

Dispatch Calls Received – 11,167  
 911 Calls – 180  
 Citizen Assists - 562  
 Motorist Assists - 241  
 Assist other Police/Fire/Ambulance - 550  
 Building / House Checks – 480  
 Juvenile Involved Calls -244  
 Alarm Calls – 369  
 Domestic Disturbance / Related Calls – 133  
 Animal Complaints – 295  
 Motor Vehicle Stops – 2,596  
 Defective Equipment Tags - 335  
 Parking Tickets - 960  
 Motor Vehicle Warnings – 1188  
 Motor Vehicle Summons - 750  
 Motor Vehicle Collisions - 181  
 Juvenile Missing/Runaway – 38  
 Driving While Intoxicated - 21  
 Liquor Law Violations - 25  
 Sexual Assault /Related –12  
 Simple Assault – 58  
 Aggravated Assault -8  
 Intimidation/Harassment/Stalking/Criminal Threatening – 57  
 Criminal Mischief / Vandalism – 103  
 Criminal Trespass - 17  
 Drug Possession/Use/Sale – 39  
 False Pretenses/Fraud/Attempt to Commit Fraud/Theft of Services -35  
 Forgery/Theft by Deception - 21

### 2004 ACTIVITY STATISTICS

Total Offenses Committed	981
Total Crime Related Incidents	626
Total Felonies	105
Total Non Crime Incidents	114
Arrests (on view)	153
Arrests (Based on Incident/Warrants)	169
Summons Arrests	15
Protective Custody	43
Juvenile Arrest	104

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## RECREATION COMMISSION

The Recreation Commission oversees the maintenance of Gamelin Memorial Field. Facilities at the park include: four ball fields (one lighted) for baseball, softball, and soccer; beach volleyball; fitness course; playground; picnic area; pavilion; horseshoes; and a boat launch area. Each year the commission supports: a soccer league for children (grades kindergarten - 6) biddy basketball (grades 4 - 6), Little League Baseball and Softball, summer recreational basketball grades (7-12), youth field hockey clinic, tennis lessons, annual fishing derby sponsored by the Rod and Gun Club, summer recreational program, summer swim program, D.A.R.E. golf tournament, Almost Home Day Road Race, Amoskeag Rowing Club's NH Regatta Championship, Old Home Day activities, and various groups or individuals from Pembroke who use the park facilities for gatherings.

Kim Clark directed our summer recreation program for children in grades 2-6. More than sixty children registered at a cost of sixty dollars for the five week program plus the cost of field trips. Scholarships were made available for families with financial difficulties. Kim was assisted by Jessica Bean, a student at UNH, and six teenage counselors. Throughout the summer, the children were involved in sport activities, arts and crafts, and weekly field trips. The trips were related to weekly themes. Children in grades 6-8 attended the summer camp offered by the Suncook Boys and Girls Club.

Patou Pillai conducted tennis lessons for adults and children at Pembroke Academy's tennis courts. The program continues to grow as forty people paid a modest fee for the four-week lessons. Southern New Hampshire University hosted our swim program. Sue Danault directed the program for the seventh year. The program is offered at a cost of \$25 for the eight lessons. Twenty children registered for the lessons. The commission would like to thank Ray Prouty at the university for his continued support of this worthwhile program.

The program for senior citizens, called M & M's, (motivated and moving), is coordinated by the team of Helen Fryer, Evelyn Morrison, Barbara Payne, and Marilyn Ross. Residents, age 55 and older, have the opportunities to attend many events and programs with speakers, potluck luncheons, and special trips throughout the year. Lorraine Racette coordinated the "Lunch-Out" Group. The commission commends those individuals for their willingness in planning programs and informing residents by sending out newsletters to promote participation in the various activities offered.

Old Home Day Committee, Amoskeag Rowing Club, and The Goldwing Association used the park for their annual event. All events were very successful and we would like to thank the three groups for their excellent clean-up and the generous contribution they made to the recreation department.

Next year we plan to re-roof the recreation building and dugouts, purchase another set of Alum-A-Stand bleachers, purchase a set of swings for the playground, repair fireplaces at the point, and the continuation of the irrigation project for the playing fields.

**RECREATION COMMISSION (Cont'd)**

Every year Walter Norris and the Highway Department assist the summer work crew on various projects. We cannot thank the department enough for all their support last year. The commission would like to thank Dan McIssiac, who assisted and consulted on various projects at the field and supervised the pavilion roof project.

In closing, we thank the many leagues and residents who used the park this past year and cooperated in keeping the park clean - one that residents can be proud of.

Respectfully submitted,  
Rose Galligan, Chairperson  
Michele Carvalho, Secretary  
Dave Sheldon  
Sue Seidner  
David Seavy



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## ROADS COMMISSION

In 2004 the Roads Commission suffered a setback with losing four of the members. We would like to thank those members on behalf of the Town for their time and dedication over the many years of service.

The Roads Commission was reorganized at the end of 2004. Therefore, there were no recommendations for the 2004 road projects. The projects that were approved at the 2003 Town Meeting were the Robinson/Borough Road intersection, the realignment of the "S" Curve on Church Road, and an overlay on Pleasant Street by a warrant article. These projects were done in 2004.

In 2001, a 10 year plan of construction/reconstruction was adopted along with an 8 year plan for minor road construction and a 6 year plan for unpaved roads to be paved as part of the Town's Capital Improvement Program by the Commission. In 2005 we will be updating these plans and will recommend that these plans are followed in the future.

We will be working with the Public Works Director, Walter Norris on the recommendations to the Board of Selectmen for the 2005 road projects.

Respectfully submitted,

Roads Commission

## SEWER COMMISSION REPORT

We would like to remind all our users to send their sewer payments to our office located at **261 Pembroke Street**. The office of the Sewer Commission is open from 8:00 a.m. to 4:00 p.m. Monday - Friday. Sewer payments may be made in person on Tuesday, Wednesday or Thursday 9:00 a.m. to 3:00 p.m.

In 2004 we continued to clean and camera lines as part of our maintenance program to locate infiltration in the Town. Smith Avenue, Tina Drive and Dearborn Road were inspected in 2004. Two sections of pipe were replaced on Smith Avenue and Dearborn Road and a manhole on Tina Drive needed to be resealed.

In 2005 we will be concentrating in the area of Pembroke Hill Road. This will include Deerpath Lane, Girard Avenue, Grandview Avenue, Elm Street, Rowe Avenue and Perley Street. We are planning for this to take place during the month of April if the weather cooperates.

The Commission employs one full time employee to handle all office and field duties for the Commission such as; meter readings, sewer billing/collection, dig safe markings, residential/commercial sewer connection and repair inspections, emergency response for sewer problems, jet clean and camera sewer lines if needed, and more. Therefore, there are times when you call the office that you might need to leave a message for her to get back to you.

The Commission meets every third Monday of the month at 7:00 p.m. at 261 Pembroke Street the public is welcome. Please feel free to call us at 485-8658 should you have any questions on your sewer bill, sewer problems or sewer hookups.

Respectfully submitted,  
Pembroke Sewer Commissioners

## PEMBROKE SEWER COMMISSION

### BUDGET 2005

	<u>Jan - Dec 04</u>	<u>Budget</u>	<u>2005</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>050-Revenue</b>			
051-Sewer Rent Fees	468,104.84	561,520.00	580,000.00
052-Late Penalty	5,705.00	1,000.00	2,000.00
053-Hook-Up Fees	96,000.00	30,000.00	30,000.00
054-Bet. Assmnt.	53,490.88	46,258.98	44,456.00
055-Meter Sales	0.00	400.00	0.00
056-Jetter Rental	1,075.00	200.00	100.00
058-Returned Check Fees	50.00		0.00
059-Administation Fees	230.00		100.00
<b>Total 050-Revenue</b>	<u>624,655.72</u>	<u>639,378.98</u>	<u>656,656.00</u>
<b>060-Income</b>			
061-Interest/operating	394.02	150.00	150.00
063T Interest pool acc.	444.01		100.00
065-Misc. Income	5.95		0.00
Transfer from Capital Reserve			137,725.00
064-Transfer from Betterment Acc		4,757.16	6,560.14
<b>Total 060-Income</b>	<u>843.98</u>	<u>4,907.16</u>	<u>144,535.14</u>
<b>Total Income</b>	625,499.70	644,286.14	801,191.14
<b>Expense</b>			
051A- Abatements-Sewer Receipts	4,554.64		
052A-Abatement-Late Penalty	80.00		
<b>Total Abatements</b>	<u>4,634.64</u>		
<b>PSC Expenses</b>			
<b>100-Pump Station 1</b>			
101-Electric	324.25	500.00	500.00
102-Telephone	412.01	475.00	450.00
104-Alarm	360.00	380.00	380.00
106-Labor	1,820.00	1,500.00	1,500.00
110-Equipment	0.00	100.00	100.00
115-Contractors	3,154.36	3,300.00	3,300.00
<b>150-Maintenance</b>			
151-Materials	42.60	150.00	150.00
152-Repairs	1,350.00	500.00	500.00
153-Supplies	0.00	100.00	100.00
<b>Total 150-Maintenance</b>	<u>1,392.60</u>	<u>750.00</u>	<u>750.00</u>
154-Maintenance-other	0.00	400.00	400.00
<b>Total 100-Pump Station 1</b>	<u>7,463.22</u>	<u>7,405.00</u>	<u>7,380.00</u>



## PEMBROKE SEWER COMMISSION (Cont'd)

	<u>Jan - Dec 04</u>	<u>Budget</u>	<u>2005</u>
<b>200-Pump Station 2</b>			
201-Electric	3,558.24	3,600.00	3,600.00
202-Telephone	382.65	425.00	425.00
204-Alarm	360.00	380.00	380.00
205-Fuel	0.00	100.00	100.00
206-Labor	6,250.00	5,000.00	5,000.00
210-Equipment	550.00	500.00	500.00
215-Contractors	3,154.36	3,300.00	3,300.00
<b>250-Maintenance</b>			
251-Materials	42.60	1,000.00	1,000.00
252-Repairs	16,391.50	2,500.00	2,500.00
253-Supplies	0.00	500.00	500.00
250-Maintenance - Other	0.00	1,500.00	1,500.00
<b>Total 250-Maintenance</b>	<u>16,434.10</u>	<u>5,500.00</u>	<u>5,500.00</u>
<b>Total 200-Pump Station 2</b>	<u>30,689.35</u>	<u>18,805.00</u>	<u>18,805.00</u>
<b>300-Pump Station 3</b>			
301-Electric	2,098.61	2,300.00	2,300.00
302-Telephone	405.01	425.00	425.00
304-Alarm	352.00	380.00	380.00
305-Fuel	1,191.78	900.00	1,400.00
306-Labor	1,295.00	1,000.00	1,200.00
310-Equipment	550.00	500.00	500.00
315-Contractors	3,154.36	3,300.00	3,300.00
<b>350-Maintenance</b>			
351-Materials	42.60	150.00	150.00
352-Repairs	452.17	250.00	1,500.00
353-Supplies	0.00	100.00	100.00
<b>Total 350-Maintenance</b>	<u>494.77</u>	<u>500.00</u>	<u>1,750.00</u>
<b>Total 300-Pump Station 3</b>	<u>9,541.53</u>	<u>9,305.00</u>	<u>11,255.00</u>
<b>400-Pump Station 4</b>			
401-Electric	1,875.09	2,100.00	2,100.00
402-Telephone	377.75	400.00	400.00
404-Alarm	352.00	380.00	380.00
405-Fuel	808.30	750.00	1,000.00
406-Labor	210.00	500.00	500.00
410-Equipment	550.00	300.00	300.00
415-Contractors	3,154.36	3,300.00	3,300.00
<b>450-Maintenance</b>			
451-Materials	42.60	250.00	250.00
452-Repairs	452.17	500.00	500.00
453-Supplies	0.00	250.00	250.00
<b>Total 450-Maintenance</b>	<u>494.77</u>	<u>1,000.00</u>	<u>1,000.00</u>
<b>Total 400-Pump Station 4</b>	<u>7,822.27</u>	<u>8,730.00</u>	<u>8,980.00</u>

## PEMBROKE SEWER COMMISSION (Cont'd)

	<u>Jan - Dec 04</u>	<u>Budget</u>	<u>2005</u>
<b>500- Pump Station 5</b>			
501-Electric	2,689.43	2,700.00	2,700.00
502-Telephone	565.31	400.00	480.00
504-Alarm	352.00	380.00	380.00
505-Fuel	924.44	1,000.00	1,100.00
506-Labor	210.00	1,000.00	1,000.00
510-Equipment	550.00	300.00	300.00
515-Contractors	3,154.36	3,300.00	3,300.00
<b>550-Maintenance</b>			
551-Materials	42.60	200.00	200.00
552-Repairs	452.16	500.00	500.00
553-Supplies	0.00	200.00	200.00
<b>Total 550-Maintenance</b>	<u>494.76</u>	<u>900.00</u>	<u>900.00</u>
<b>Total 500- Pump Station 5</b>	8,940.30	9,980.00	10,160.00
<b>600-Collection System</b>			
615-Contractors	7,290.00	15,000.00	15,000.00
<b>650-Maintenance</b>			
652-Repairs	2,327.16	5,000.00	5,000.00
653-Supplies	8.61	300.00	300.00
654-Maintenance-other	120.00	1,000.00	1,000.00
<b>Total 650-Maintenance</b>	<u>2,455.77</u>	<u>6,300.00</u>	<u>6,300.00</u>
655-Collection System Equip.	0.00	9,500.00	9,500.00
657-Jetter Repair/Maintenance	113.23	400.00	400.00
658-odor control	0.00	500.00	300.00
<b>Total 600-Collection System</b>	<u>9,859.00</u>	<u>31,700.00</u>	<u>31,500.00</u>
<b>700-Administration</b>			
701-Bank/Lien Fees	62.11	50.00	50.00
702-Audit	1,800.00	4,000.00	2,000.00
703-Property Insurance	0.00	4,000.00	3,000.00
704-Stipend,Commissioners	2,533.14	3,381.00	3,500.00
705-Wages	22,185.86	30,851.75	36,083.79
705A-Life & Disability Ins.	196.61		576.94
705B-FICA & Medic	1,198.41		2,697.62
706-BC/BS, Dental	6,238.12	13,500.00	10,500.00
707-Retirement	1,173.62	1,500.00	2,240.96
708-Tools	53.47	100.00	100.00
709-Vehicle expense	311.05	400.00	400.00
720-Postage	1,140.09	1,800.00	1,300.00
721-Office Rent/Fuel	5,815.77	600.00	9,800.00
722-Contractors	1,667.06	1,500.00	1,200.00
724-Uniforms	165.00	350.00	0.00

## PEMBROKE SEWER COMMISSION (Cont'd)

	<u>Jan - Dec 04</u>	<u>Budget</u>	<u>2005</u>
725-Town Report	0.00	100.00	100.00
TOWN MEETING		20,000.00	0.00
<b>Total 700-Administration</b>	<b>44,540.31</b>	<b>82,132.75</b>	<b>73,549.31</b>
<b>710-Office</b>			
711-Telephone	824.48	660.00	1,100.00
712-Supplies	805.60	500.00	500.00
713-Sewer Bills	215.64	350.00	350.00
714-Dlg Safe	139.50	150.00	150.00
715-Office Equipment			
716-Repairs	101.50	500.00	500.00
717-New	966.00	1,500.00	1,000.00
<b>Total 715-Office Equipment</b>	<b>1,067.50</b>	<b>2,000.00</b>	<b>1,500.00</b>
718-workshops/subscription	0.00	50.00	
<b>Total 710-Office</b>	<b>3,052.72</b>	<b>3,710.00</b>	<b>3,600.00</b>
<b>730-Professional Fees</b>			
731-Engineering	3,164.00	1,000.00	10,000.00
732-Legal	480.00	10,000.00	10,000.00
733-Accountants	2,483.13	1,000.00	1,500.00
<b>Total 730-Professional Fees</b>	<b>6,127.13</b>	<b>12,000.00</b>	<b>21,500.00</b>
<b>740-Misc. Expenses</b>			
741- Deduct Meters	0.00	1,000.00	0.00
<b>Total 740-Misc. Expenses</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>
<b>760-Bond Payments</b>			
762- Betterment Payment	51,016.14	51,016.14	51,016.14
<b>Total 760-Bond Payments</b>	<b>51,016.14</b>	<b>51,016.14</b>	<b>51,016.14</b>
<b>800-Treatment Facility</b>			
802-Operating Expense	243,384.50	393,749.00	393,749.00
803-Engineer/Ind (Plant Expansion)			137,725.00
<b>Total 800-Treatment Facility</b>	<b>243,384.50</b>	<b>393,749.00</b>	<b>531,474.00</b>
<b>Total PSC Expenses</b>	<b>427,071.11</b>	<b>629,532.89</b>	<b>769,219.45</b>
Uncategorized Expenses	5,000.00		
<b>Total Expense</b>	<b>432,071.11</b>	<b>629,532.89</b>	<b>769,219.45</b>
<b>Net Ordinary Income</b>	<b>193,428.59</b>	<b>14,753.25</b>	<b>31,971.69</b>
<b>Other Income/Expense</b>			
Other Expense			
Transfer To Trustees	80,000.00	30,000.00	30,000.00
<b>Total Other Expense</b>	<b>80,000.00</b>	<b>30,000.00</b>	<b>30,000.00</b>



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## REPORT OF THE SUPERVISORS OF THE CHECKLIST

The Supervisors held all required and published sessions for corrections, additions, and party changes. Additional work sessions were held as needed for verification of checklist entries and other preparation for the posting of the checklists. The Supervisors were present at the following:

- Presidential Primary - January 27, 2004
- School District Meeting - March 7, 2004
- Town Election Day - March 9, 2004
- Town Deliberative Session - March 11, 2004
- Special School District Meeting - September 11, 2004
- State Primary Election - September 14, 2004
- Presidential Election - November 2, 2004.

In June, Florence Woods submitted her resignation and Janice Edmonds was appointed to fill out her term.

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

We wish to thank Jim Goff, Town Clerk, and his staff for their continued support.

Respectfully submitted,

Patricia Y. Crafts  
Janice Edmonds  
Roland Young

## PEMBROKE WATER WORKS

### 2004 ANNUAL REPORT

The Brickett Hill water tank was reconditioned inside and new valves were installed to help control the flow of water to the two water tanks in the system. This was all accomplished with the \$100,000.00 bond approved by the voters at the 2004 Town Meeting and is being paid for by the water users.

The Water Works had one of its wells cleaned and a new pump was installed. A new engineering firm was hired by the Water Works to better model and evaluate the water system. A Pembroke citizen provided the Water Works with digital mapping of the hydrant system which has cut the cost of the modeling.

Pembroke Water Works had a very busy construction season this year. The rate payers were provided with a new 8" water main on Dearborn Road which included several gate valves at no cost to the rate payers. The cost of the water main was borne by the developer of Chickering Meadows. While the water main was being installed the Water Works installed new service lines to all the houses fronting the main. The Taylor Community Group also installed a water main on a portion of Church Road with gate valves and a hydrant at no cost to the water users. An 8 inch water line, hydrants and gates were added to Granite Street by Holiday Acres by Advance Paving and Excavating and Fort Mountain Timber again at no cost to the water users.

This year the Water Works began installing radio remote read meters on Route 106 and in the schools. Some meters were installed on the west side of Pembroke Street. The employees installed or replaced 115 water meters in 2004.

The Sixth Annual Water Quality Report was mailed to the water users in June. The Water Works is required to test for seventy-seven contaminants. Nine contaminants were detected. The test results showed that the Water Works is within state and federal standards. Total Coliform was detected in one of our monthly sampling tests. Coliform bacteria are naturally present in the environment and are used as an indicator that other potentially harmful bacteria may be present. Chlorine was added to the water system and further testing did not find any presence of Total Coliform.

There were 46 water permits applied for in 2004. They included thirteen (13) single-family homes in Pembroke and three (3) in Allenstown, sixteen (16) condo units off of Dearborn Road, and eight (8) adult community units in Taylor Community development. Four (4) commercial permits in Pembroke were applied for one of which is Associated Grocers and one (1) in Allenstown. The one (1) permit for Holiday Acres Mobile Home Park added 319 additional units to the water system.

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**PEMBROKE WATER WORKS (Cont'd)**

The Superintendent oversaw a major repair of an 8 inch water line at the Thomas Hodgson Mills in Allenstown. The repairs took over two weeks to complete.

The Superintendent and crew spent the spring summer and late fall completing eleven (11) water main repairs or breaks and thirty-six (36) service repairs. They responded to over one hundred service calls and installed seven new service lines. They also repaired or replaced four fire hydrants. A road project in Allenstown kept the crew busy raising, lowering and moving many water shut-offs. The crew also responded to over 400 Dig-Safe calls.

Respectfully submitted,

Kevin W. Brasley  
Board of Water Commissioners  
Chairman



**TOWN OF PEMBROKE  
GENERAL ASSISTANCE  
January 1, 2004 - December 31, 2004**

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

Total applications for general assistance in 2004: 102

- 29 did not follow thru with application process
- 5 were denied for various reasons

Total of families receiving general assistance in 2004: 68

<u>Assistance Given</u>	<u>Amount</u>
Rental	\$18,969.00
Electric	1,242.31
Gas/Oil	990.48
Prescription	4,420.79
Burial	750.00
Food/Maintenance	75.00
Gasoline	<u>78.50</u>
 Total General Assistance	 26,526.08
*Total Contribution to CAP	<u>17,507.00</u>
 Total	 <u>\$44,033.08</u>

In addition to the Town relieving and maintaining those individuals who were unable to meet their basic living needs, many referrals to other agencies were utilized: The Community Action Program (CAP) for fuel assistance and the Electric Assistance Program, State of N. H. Emergency Assistance Program for families receiving Temporary Assistance to Needy Families, the Prescription Assistance Programs, The Allentown and Pembroke Interfaith Food Pantry, and the Tri-Town Pastors' Fund were the major resources providing assistance to needy residents.

\* *Community Action Program (CAP) bills the Town a percentage of the costs incurred by that agency in administering services to Town residents.*





## TRUSTEES OF TRUST FUNDS

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



PERPETUAL CARE CEMETERY TRUST FUNDS

Yr. Created	Name	Amount	Yr. Created	Name	Amount	Yr. Created	Name	Amount
1964	Rufus George	200.00	1968	Burt D. Robinson	400.00	1974	Ashley H. Knowlton	100.00
1964	Evans Clark	300.00	1970	Forrest Huggins	200.00	1974	Hasselind & Tilden	200.00
1964	George H. Batchelder	250.00	1970	E. George Bayer	200.00	1947	Russ & Nevley Hilliard	200.00
1964	Gilman Bradbury	200.00	1971	Moses Martin	200.00	1975	Enoch Nerbonne	200.00
1967	Frederick & Jean Talk	200.00	1971	John Rand	200.00	1977	*	1000.00
1967	Jenness Dearborn	200.00	1971	Mark Milton	100.00	1978	*	1200.00
1968	Batchelder & Lamb	200.00	1972	Eleazer Baker	200.00	1979	*	200.00
1968	Agar & Rogge	200.00	1972	Maynard Knowlton	80.00	1980	*	150.00
1968	Gilbert Astles	200.00	1974	Harry & Erwin Chase	200.00	1981	*	6940.00
1968	William Miller	200.00	1974	Mary A. Wyker	200.00	1982	*	1600.00
1968	Tim & Viola Fowler	200.00	1974	Everett & Grace Farnum	200.00	1983	*	700.00
1968	George Lea	200.00	1974	Harrison Morgan	100.00	1985	Catherine Simpson	500.00
		2,550.00			2,280.00	1986	*	300.00
								13,290.00
								36,270.00

TOTAL CEMETERY FUNDS

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

SCHOLARSHIP TRUST FUNDS - (Unexpendible Portion - Book Value)

	Previous Bal	New Funds	Ending Bal.	
1968	Scholarship Trust	210,919.30	1,077.05	211,996.35
1985	Leon Anderson	1,467.36	0.00	1,467.36
1985	Richard Kallgren	1,781.75	0.00	1,781.75
1985	Dennis Clement	59.12	0.00	59.12
1985	James Waterson	1,894.96	0.00	1,894.96
1985	Freeman Fund	10,350.06	0.00	10,350.06
2004	Lester Leblanc	0.00	25,000.00	25,000.00
		226,472.55	26,077.05	252,549.60

## TRUSTEES OF TRUST FUNDS

### TRUST FUND REPORT OF THE TOWN OF PEMBROKE PERIOD ENDING DECEMBER 31, 2004 SCHEDULE OF TRUST BALANCES -SCHOOL

Scholarship Fund - Unexpendible Balance	\$	252,549.60
Scholarship Fund - Available for Distribution (A)		11,731.03
Literacy Trust - Unexpendible Balance		17,164.70
Literacy Trust - Available for Distribution (B)		2,868.17
Capital Repairs - Available for Distribution (C)		37,262.38
Major Equipment Fund - Available for Distribution (D)		28,524.09
Special Education Fund - Available for Distribution (D)		205,809.77
District Roadway Fund (C)		68,792.88
Instructional Materials (D)		25,326.27
<b>TOTAL UNEXPENDIBLE FUNDS</b>		<b>269,714.30</b>
<b>TOTAL PAYABLE FROM WARRANT ARTICLES</b>		<b>-</b>
<b>TOTAL AVAILABLE FOR DISTRIBUTION</b>		<b><u>380,314.59</u></b>
<b>TOTAL TRUST FUNDS</b>	<b>\$</b>	<b>650,028.89</b>

Distribution legend:

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

## TRUSTEES OF TRUST FUNDS

### TRUST FUND REPORT OF THE TOWN OF PEMBROKE FOR PERIOD ENDING DECEMBER 31, 2004 CHANGE IN TRUST FUND ASSETS - SCHOOL

**Assets at December 31, 2003** **\$ 843,957.23**

**Contributions to the Trusts:**

Special Education Capital Reserve	100,000.00
School Buildings Capital Reserve	25,000.00
Scholarship Donations	25,000.00
	\$ 150,000.00

**Earnings on Trust Investments:**

Common Stock Dividend Income - Scholarships	16,304.81
Capital Gain on Mutual Fund Shares - Scholarships	1,077.05
Interest Income on Invested Cash - Scholarships	191.03
Interest Income on Cash Investment - Scholarships	144.01
Mutual Fund Dividend Income - Literacy Trust	833.55
Capital Gain on Mutual Fund Shares - Literacy	399.90
Interest Income on Special Education Capital Reserve	1,778.79
Interest Income on Building Capital Reserve	536.05
Interest Income on School District Major Equipment Fund	353.71
Interest Income on School District Roadway Fund	1,023.46
Interest Income on School Instructional Materials	292.77
	\$ 22,935.13

**Withdrawals from Trust Funds:**

Scholarship Funds Awarded	19,500.00
Literacy Funds Utilized	2,497.00
Special Education Capital Reserve	170,000.00
Building Capital Reserve Funding	136,495.98
Major Equipment Capital Reserve	14,151.99
School District Roadways	24,181.60
Account Fees & Expenses	37.50
	\$ 366,864.07

**Assets at December 31, 2004** **\$ 650,028.29**



## TRUSTEES OF TRUST FUNDS

### TRUST FUND REPORT OF THE TOWN OF PEMBROKE, NEW HAMPSHIRE ON DECEMBER 31, 2004 SCHEDULE OF TRUST BALANCES - MUNICIPAL

Cemetery Trusts - Unexpendible Balance	\$ 36,270.00
Cemetery Trust - Available for Distribution (C)	27,556.81
Library Book Fund - Unexpendible Balance	4,666.62
Library Book Fund - Available for Distribution (E)	1,533.55
Cemetery Improvements - Available for Distribution (C)	17,856.76
Town Equipment Fund - Available for Distribution (C)	146,337.22
Police Cruiser Replacement - Available for Distribution (C)	14,011.08
Police Small Equipment Fund - Available for Distribution (C)	8,007.77
Fire Major Equipment Fund - Available for Distribution (C)	232,261.99
Fire Small Equipment Fund - Available for Distribution (C)	47,159.38
Recreation Capital Reserve - Available for Distribution (C)	4,331.68
Sidewalk Building & Repair Fund - Available for Distribution (C)	977.37
Water Works Capital Reserve I - Available for Distribution (A)	121,161.99
Water Works Capital Reserve II- Available for Distribution (A)	129,012.59
Sewer Commission - Capital Improvements (B)	225,236.61
Sewer Commission - Repair & Replacement (B)	292,859.39
Town Hall Cupola Fund - Available for Distribution (D)	547.14
Town Clock Fund - Available for Distribution	2,250.59
Sewer & Water Capital Reserve - Available for Distribution (D)	60,930.32
Municipal Facilities Capital Reserve (D)	40,152.21
<b>TOTAL UNEXPENDIBLE FUNDS</b>	<b>40,936.62</b>
<b>PRESENT ACCOUNT BALANCE</b>	<b><u>1,372,184.45</u></b>
<b>TOTAL TRUST FUNDS</b>	<b>\$ 1,413,121.07</b>

Distribution legend:

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

**TRUSTEES OF TRUST FUNDS**  
**TRUST FUND REPORT OF THE TOWN OF PEMBROKE,**  
**NEW HAMPSHIRE ON DECEMBER 31, 2004**  
**CHANGE IN TRUST FUND ASSETS - MUNICIPAL**

**Assets at December 31, 2003** **\$ 1,223,427.51**

**Contributions to the Trusts:**

Water Works Capital Improvements	68,355.00
Water Works Well Fund	12,083.33
Town Clock Fund	2,234.95
Sewer Commission Capital Improvements	80,000.00
Town Equipment Fund	100,000.00
Fire Equipment Fund	50,300.00
Police Cruiser Replacement Fund	40,000.00
Police Small Equipment Capital Reserve	8,000.00
Recreation Capital Reserve	11,000.00
Municipal Facilities Capital Reserve	30,000.00
	<b>\$ 401,973.28</b>

**Earnings on Trust Investments:**

Cemetery Trust - Perpetual Care	737.85
Cemetery Improvements	206.43
Library Book Fund	71.68
Town Equipment Fund	1,467.09
Fire Major Equipment Fund	2,151.79
Fire Small Equipment Fund	595.20
Water & Sewer Capital Improvement	704.37
Water Works Capital Improvements	1,001.16
Water Works Equip. & Buildings	1,444.81
Town Hall Cupola Fund	6.32
Municipal Facilities Captial Reserve	146.17
Municipal Facilitiies - correction to prior year error	0.02
General Purpose Sidewalk Fund	11.30
Town Clock Fund	15.64
Recreation Fund	5.68
Police Cruiser Fund	19.33
Police Small Equipment Fund	7.77
Sewer Commission Capital Improvement	1,873.52
Sewer Commission Repairs & Replacement	3,385.44
Sewer Commission Betterment	225.45
	<b>\$ 14,077.02</b>

**Withdrawals from Trust Funds:**

Fire Small Equipment	4,625.00
Police Cruiser Fund	26,008.25
Town Equipment Fund	106,741.68
Recreation Fund	6,674.00
Water Works Capital Improvement	20,035.58
Water Works Fund II	16,295.00
Sewer Betterment	45,977.23
	<b>\$ 226,356.74</b>

**Assets at December 31, 2004** **\$ 1,413,121.07**

**WAGE SCHEDULE**  
**EFFECTIVE 5/5/03**

	<b>Grade</b>
<i><b>Town Administration</b></i>	
Recording Secretary	6
Municipal Secretary	9
Account Clerk	9
Welfare Administrator	10
Finance Director	19
Town Administrator	23
<i><b>Planning &amp; Land Use Department</b></i>	
Planning & Land Use Clerk	11
Code Enforcement Officer	16
Dir. of Planning & Development	18
<i><b>Tax Collector</b></i>	
Tax Collector	13
<i><b>Town Clerk</b></i>	
Collections Clerk/Deputy	9
Town Clerk	13
<i><b>Police Department</b></i>	
Police Secretary	9
Police Administrative Secretary	10
Police Officer - Certified	13
Detective – Sergeant	16
Sergeant	16
Lieutenant	18
Chief of Police	20
<i><b>Public Works</b></i>	
Custodian	5
Laborer	6
Driver/Operator	9
Secretary	9
Fleet Mechanic	12
Foreman	13
Public Works Director	20



## TOWN WAGE SCHEDULE

		STEPS								
		A	B	C	D	E	F	G	H	I
GRADES	4	9.19	9.47	9.75	10.04	10.34	10.65	10.97	11.30	11.64
	5	9.74	10.03	10.33	10.64	10.96	11.29	11.63	11.98	12.34
	6	10.33	10.64	10.96	11.29	11.63	11.98	12.34	12.71	13.09
	7	10.96	11.29	11.63	11.98	12.34	12.71	13.09	13.48	13.89
	8	11.63	11.98	12.34	12.71	13.09	13.48	13.89	14.30	14.73
	9	12.34	12.71	13.09	13.48	13.89	14.30	14.73	15.17	15.63
	10	13.09	13.48	13.89	14.30	14.73	15.17	15.63	16.10	16.58
	11	13.89	14.30	14.73	15.17	15.63	16.10	16.58	17.08	17.59
	12	14.73	15.17	15.63	16.10	16.58	17.08	17.59	18.12	18.66
	13	15.63	16.10	16.58	17.08	17.59	18.12	18.66	19.22	19.80
	14	16.58	17.08	17.59	18.12	18.66	19.22	19.80	20.39	21.01
	15	17.59	18.12	18.66	19.22	19.80	20.39	21.01	21.64	22.28
	16	18.66	19.22	19.80	20.39	21.01	21.64	22.28	22.95	23.64
	17	19.80	20.39	21.01	21.64	22.28	22.95	23.64	24.35	25.08
	18	21.01	21.64	22.28	22.95	23.64	24.35	25.08	25.83	26.61
	19	22.28	22.95	23.64	24.35	25.08	25.83	26.61	27.41	28.23
	20	23.64	24.35	25.08	25.83	26.61	27.41	28.23	29.08	29.95
	21	25.08	25.83	26.61	27.41	28.23	29.08	29.95	30.85	31.77
	22	26.61	27.41	28.23	29.08	29.95	30.85	31.77	32.73	33.71
	23	28.23	29.08	29.95	30.85	31.77	32.73	33.71	34.72	35.76
	24	29.95	30.85	31.77	32.73	33.71	34.72	35.76	36.83	37.94
	25	31.77	32.73	33.71	34.72	35.76	36.83	37.94	39.08	40.25
	26	33.71	34.72	35.76	36.83	37.94	39.08	40.25	41.46	42.70
	27	35.76	36.83	37.94	39.08	40.25	41.46	42.70	43.98	45.30

## TOWN WAGE SCHEDULE SALARY

		Steps								
		<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>	<i>I</i>
<b>Grades</b>	13	32,512	33,487	34,492	35,527	36,593	37,690	38,821	39,986	41,185
	14	34,492	35,527	36,593	37,690	38,821	39,986	41,185	42,421	43,693
	15	36,593	37,690	38,821	39,986	41,185	42,421	43,693	45,004	46,354
	16	38,821	39,986	41,185	42,421	43,693	45,004	46,354	47,745	49,177
	17	41,185	42,421	43,693	45,004	46,354	47,745	49,177	50,653	52,172
	18	43,693	45,004	46,354	47,745	49,177	50,653	52,172	53,737	55,350
	19	46,354	47,745	49,177	50,653	52,172	53,737	55,350	57,010	58,720
	20	49,177	50,653	52,172	53,737	55,350	57,010	58,720	60,482	62,296
	21	52,172	53,737	55,350	57,010	58,720	60,482	62,296	64,165	66,090
	22	55,350	57,010	58,720	60,482	62,296	64,165	66,090	68,073	70,115
	23	58,720	60,482	62,296	64,165	66,090	68,073	70,115	72,219	74,385

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**PEMBROKE SCHOOL DISTRICT**  
**For the Year Ending June 2004**

**Moderator**  
THOMAS E. PETIT

**District Clerk**  
CYNTHIA MENARD

**Treasurer**  
JULIE LUSTIG

**School Board**

CLINTON HANSON	Term Expires 2005
THERESE McCARTHY	Term Expires 2005
RYLAND WEISIGER	Term Expires 2006
GERARD FLEURY	Term Expires 2007
THOMAS SERAFIN	Term Expires 2007

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

**Superintendent of Schools**  
THOMAS HALEY

**Assistant Superintendent of Schools**  
DAVID DZIURA

**Business Administrator**  
PETER AUBREY



## PEMBROKE SCHOOL DISTRICT MEETING

### PEMBROKE ACADEMY AUDITORIUM

Saturday, March 6, 2004

#### ABSTRACT OF MINUTES

Moderator Thomas Petit called the meeting to order at 10:10 A.M. Moderator Petit instructed the voters present on the handouts provided at the entrance of the auditorium, made announcements and reviewed protocol for the meeting. Supervisors and assistants of the voters' checklist present were Roland Young, Pat Crafts and Florence Woods. Registered voters were checked in at the door and received a voter card. Students from the Hill and Village Schools were present to lead the audience in the Pledge of Allegiance. Moderator Petit introduced members of the school board and budget committee. Katie Williams, a Pembroke Academy junior from Epsom sang our National Anthem. After a moment of silence, the reading of the warrant was the first order of business.

**Article 1:** TO HEAR THE REPORTS OF AGENTS, AUDITORS, COMMITTEES, OR OFFICERS CHOSEN, AND TO PASS ANY VOTE RELATING THERETO.

**There being no reports, this article was passed over.**

**Article 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.

Motion to accept made by Clint Hanson. Seconded by Therese McCarthy.

**Article #2 was adopted by a card showing vote.**

**Article 3:** TO SEE IF THE DISTRICT WILL VOTE TO RAISE AND APPROPRIATE THE SUM OF UP TO \$25,000, FROM SURPLUS, TO BE ADDED TO THE SCHOOL BUILDING CAPITAL RESERVE FUND PREVIOUSLY ESTABLISHED, AND TO AUTHORIZE THE USE/TRANSFER OF UP TO \$25,000 FROM THE JUNE 30, 2004 FUND BALANCE FOR THIS PURPOSE. (SCHOOL BOARD RECOMMENDS APPROVAL. BUDGET COMMITTEE RECOMMENDS APPROVAL.)

Motion to accept made by Clint Hanson. Seconded by Gerard Fleury.

David Freeman-Woolpert, Chairman of the budget committee presented this article. He stated that "Gerry Fleury, member of the School Board and Brian Tufts, Selectman sat in on the budget committee meetings for the past three months. David discussed the budget process, the handouts available and the past five years of tax percentages and revenue. Corrections were noted as to the total appropriation of \$18,000,153.00 by David Freeman-Woolpert. Total revenue numbers were discussed as well as the original budget requests and the cuts made.

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## PEMBROKE SCHOOL DISTRICT MEETING

### ABSTRACT OF MINUTES (Cont'd)

Gerry Fleury stated for clarity that "both Article #3 and Article #4 are both funded from surplus. What that means is that if we vote in favor of Article #3 and #4, they will only be funded if one or two conditions are met. One is if we vote a budget that authorizes the district to spend a certain amount of money throughout the year, if the district does not spend that amount of money which as the budget committee chair pointed out would take us to a 5% increase then what happens to that unspent appropriation is that it goes in and is made available to fund these articles and it would fund them in the order in which they are voted in. Another mechanism that works to do that is that in order to get a balanced budget we have to have revenues that are equal to the expenditures we have. If we have a revenue that comes out greater than what we expected and this will happen from time to time because you want to air on the side of caution and not over state your revenues because if they don't materialize then you have a budget crisis so there is always a little bit that you don't spend and a little bit more that you take in that you hadn't really budgeted for so the combination of those two items is where the money comes from, you are not really raising the bottom line tax wise in order to fund these articles if you have neither an unexpended amount not excess revenues, nothing gets appropriated nothing goes into this. Technically this is the way it works." Gerry thanked everyone for letting him explain.

**Article #3 was adopted by a card showing vote.**

**Article 4:** TO SEE IF THE DISTRICT WILL VOTE TO RAISE AND APPROPRIATE THE SUM OF UP TO \$100,000, FROM SURPLUS, TO BE ADDED TO THE SPECIAL EDUCATION TRUST FUND PREVIOUSLY ESTABLISHED, AND TO AUTHORIZE THE USE/TRANSFER OF UP TO \$100,000 FROM THE JUNE 20, 2004 FUND BALANCE FOR THIS PURPOSE. (SCHOOL BOARD RECOMMENDS APPROVAL. BUDGET COMMITTEE RECOMMENDS APPROVAL.)

Motion to accept made by Clint Hanson, seconded by Therese McCarthy.

Ron Clouser asked what the balance of this account was. Gerry Fleury stated the amount shown on page 72 and 73 of the Town Report showed \$274,030.98 as the balance at the close of 2003. The Special Education budget amount can change and affect the budget greatly with the change of incoming or present students needs.

Ron recommended \$50,000 instead of \$100,000 to be added.



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## PEMBROKE SCHOOL DISTRICT MEETING

### ABSTRACT OF MINUTES (Cont'd)

Gerry stated he will discuss cost accounting, "there is a difference between the tax year and the fiscal year and the balances that affect these. Trust accounts are balanced on a calendar year, the school district runs on a fiscal year that ends June 30<sup>th</sup>. As part of our budget work for this year, we anticipate having to spend \$170,000 out of that reserve. One of the concerns of the district was looking ahead with planning so the safest place to put the \$100,000 if it materializes is in this account."

Tom Haley, Superintendent stated "that based on projected expenses from the \$274,030.98 that is in the town report that the balance is actually \$104,000, that is why we are looking at adding the \$100,000.00.

**Article #4 was adopted by a card showing vote.**

**Article 5:** TO SEE IF THE DISTRICT WILL VOTE TO RAISE AND APPROPRIATE THE SUM OF \$40,603, FOR THE PURPOSES OF REPLACING STAIR TREADS (\$1,600), REPAIRING THE 1951 BOILER (\$5,650), BLOCKING IN STAGE AREA WINDOWS (\$9,828), TREE REMOVAL (\$1,950), AND REPLACING LOCKSETS (\$575), AT VILLAGE SCHOOL, RE-CARPETING AND PAINTING (\$5,000), AT HILL SCHOOL, ADDING AN ELECTRICAL CIRCUIT (\$1,200), REPLACING STAIR TREADS (\$800), RE-TILE AND PAINT CLASSROOMS (\$6,000) AND ADDING SECURITY LIGHTING (\$2,000) AT THREE RIVERS, AND PAINTING OUTSIDE TRIM (\$6,000) AT PEMBROKE ACADEMY. FURTHER, TO AUTHORIZE THE WITHDRAWAL OF \$40,603 FROM THE SCHOOL BUILDING CAPITAL RESERVE FUND FOR THESE PURPOSES. (SCHOOL BOARD RECOMMENDS APPROVAL. BUDGET COMMITTEE RECOMMENDS APPROVAL.)

Motion to accept made by Clint Hanson. Seconded by Gerard Fleury.

**Article #5 was adopted by a card showing vote.**

**Article 6:** TO SEE IF THE DISTRICT WILL VOTE TO RAISE AND APPROPRIATE THE SUM OF \$26,350 FOR THE PURPOSES OF TRAFFIC CONTROL PAINTING (\$500), INSTALLING BAR GATES (\$1,850) AND EXPANDING THE PARKING LOTS (\$22,000) AT HILL SCHOOL, TRAFFIC CONTROL PAINTING (\$500) AT THREE RIVERS SCHOOL, AND TRAFFIC CONTROL PAINTING (\$1,500) AT PEMBROKE ACADEMY. FURTHER, TO AUTHORIZE THE WITHDRAWAL OF \$26,350 FROM THE ROADWAY TRUST FUND FOR THESE PURPOSES. (SCHOOL BOARD RECOMMENDS APPROVAL. BUDGET COMMITTEE RECOMMENDS APPROVAL.)



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## PEMBROKE SCHOOL DISTRICT MEETING

### ABSTRACT OF MINUTES (Cont'd)

Motion to accept made by Gerry Fleury. Seconded by Clint Hanson.

**Article #6 was adopted by a card showing vote.**

**Article 7:** TO SEE IF THE DISTRICT WILL VOTE TO RAISE AND APPROPRIATE THE SUM OF \$5,319 FOR THE PURPOSES OF DUMPSTER REPLACEMENT (\$1,250), EMERGENCY MEDICAL EQUIPMENT (\$381) AT VILLAGE SCHOOL, EMERGENCY MEDICAL EQUIPMENT (\$381) AT HILL SCHOOL, EMERGENCY MEDICAL EQUIPMENT (\$381) AND DUMPSTER REPLACEMENT (\$1,250) AT THREE RIVERS SCHOOL, EMERGENCY MEDICAL EQUIPMENT (\$381) AND AN ADDITIONAL VIDEO SECURITY CAMERA (\$1,045) AT PEMBROKE ACADEMY, AND INCIDENT SAFETY VESTS (\$250) FOR THE DISTRICT. FURTHER, TO AUTHORIZE THE WITHDRAWAL OF \$5,319 FROM THE EQUIPMENT TRUST FUND FOR THESE PURPOSES. (SCHOOL BOARD RECOMMENDS APPROVAL. BUDGET COMMITTEE RECOMMENDS APPROVAL.)

Motion to accept made by Clint Hanson. Seconded by Gerard Fleury.

Shannon Michaels asked what the emergency medical equipment was. Gerry Fleury stated that the change in the perception of safety and what you should have on hand is part of the safety plan and recommended items we should have. The list is long however in putting together the warrant article we looked at the immediate safety issues.

Gerry Smith asked about trash removal contractors? Gerry Fleury stated that our trash removal contractor is the Town of Pembroke and we need to own a dumpster in order for them to pick it up.

**Article #7 was adopted by a card showing vote.**

**Article 8:** BY PETITION: SHALL WE ADOPT THE PROVISIONS OF RSA 40:13 (KNOWN AS SB-2) TO ALLOW OFFICIAL BALLOT VOTING ON ALL ISSUES BEFORE THE PEMBORKE SCHOOL DISTRICT ON THE SECOND TUESDAY OF MARCH.

(This petition article has been placed on the meeting warrant for discussion purposes only. Voting on this petition article will be by ballot at the March 9, 2004 elections.)

Discussion and comments were made at length regarding this article. Peter Mehegan spoke against the article. Mike Bower spoke for the article stating the times of meetings, babysitting issues and work schedules were a factor for many people getting to the Saturday meetings. Gerry Fleury stated there would be no opportunity to deliberate and ask questions and spoke against the article. Helen Fryer spoke against the article. David Freeman-Woolpert spoke against the article. Ron Clouser

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## PEMBROKE SCHOOL DISTRICT MEETING

### ABSTRACT OF MINUTES (Cont'd)

spoke against the article. Diane Schuit stated that since 1995 SB-2 has been amended every year except one and 13 new pieces of legislation have been submitted to further correct this law and spoke against this article. Gerry Smith spoke against this article. Mark Cioffi spoke against this article. Shannon Michaels spoke against the article. Charlie Connor stood in at the podium as the moderator and Thomas Petit spoke in regards to Article #8. "The system isn't broken, do we have long days. Absolutely. Have I seen meetings change on the floor, yes. There are three particular things that I have seen change on the floor at these meetings from discussion and we don't have to go back to those. I'm sorry for long meetings and I know they are long, I am here. This is a social event and it is once a year, it works and it's a process. If I didn't think it worked I wouldn't say leave it alone. I do believe it works, I recommend you vote no Tuesday on both sides of the ballot, the school side and the town side."

**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, INCLUSIVE OF ALL FUNDS APPROPRIATED IN PREVIOUS ARTICLES ON THIS WARRANT.

David Freeman-Woolpert made a motion to accept this article with the amount of \$18,000,153 inclusive of all funds appropriated in previous articles. Clint Hanson seconded.

Moderator Petit asked for questions or comments relative to Article #9. There were none.

Moderator Petit reread the article with the amount of \$18,000,153 and asked for a vote.

**Article #9 was adopted in the amount of \$18,000,153 inclusive of all funds appropriated in previous articles on this warrant.**

**Article 10:** TO CHOOSE AGENTS AND COMMITTEES IN RELATION TO ANY SUBJECTS EMBRACED IN THE WARRANT.

This article was passed over as there was no action needed.



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**PEMBROKE SCHOOL DISTRICT MEETING**

**ABSTRACT OF MINUTES (Cont'd)**

**Article 11:** TO TRANSACT ANY OTHER BUSINESS THAT MAY LEGALLY COME BEFORE SAID MEETING.

Ron Clouser made a motion to adjourn. The voters present seconded. There being no other business to transact, the school district meeting was adjourned at 11:35 A.M.

Respectfully submitted by,  
Cynthia E. Menard  
School District Clerk



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**PEMBROKE SCHOOL DISTRICT****TUESDAY, MARCH 9, 2004**

Moderator Thomas Petit at the Pembroke Village School on High Street officially opened the polls at 11:00 A.M. Pembroke Police Chief Wayne Cheney was present. The warrant was read and a motion to accept was made by Chet Martel and seconded by Jim Goff. The polls were declared open until 7:00 P.M. for the purpose of electing school district officers and two school board members. Supervisors of the checklist present were: Roland Young, Florence Woods and Pat Crafts. Assistants were: Marie Brezosky, Bonnie Clark, Chuck Schmidt, Chet Martel, Celeste Borgman and Charlie Mitchell.

**1. TO CHOOSE A MODERATOR FOR THE ENSUING YEAR**

Thomas E. Petit - 647 (elected)

**2. TO CHOOSE A CLERK FOR THE ENSUING YEAR**

Cynthia E. Menard - 618 (elected)

**3. TO CHOOSE TWO MEMBERS OF THE SCHOOL BOARD FOR THE ENSUING THREE YEARS**

Gerard E. Fleury – 551 (elected)  
Thomas S. Serafin – 544 (elected)

**4. TO CHOOSE A TREASURER FOR THE ENSUING YEAR**

Julie Lustig - 556 (elected)

**5. BY PETITION: Shall we adopt the provisions of RSA 40-13 (known as SB-2) to allow official ballot voting on all issues before the Pembroke School District on the second Tuesday of March.**

YES – 204

**NO – 445**

The polls were closed at 7:00 P.M. Tellers to count were listed above.

Respectfully submitted,  
Cynthia E. Menard  
School District Clerk

## PEMBROKE SCHOOL DISTRICT

### SPECIAL SCHOOL DISTRICT MEETING PEMBROKE ACADEMY AUDITORIUM

Saturday, September 11, 2004

#### ABSTRACT OF MINUTES

Moderator Thomas Petit called the meeting to order at 10:05 A.M. Moderator Petit instructed the voters on the use of the voter cards and protocol for the meeting. Moderator Petit presented a request with signatures for a ballot vote on the warrant article. Registered voters were checked in at the door and received a voter card. Supervisors checklist present were Roland Young, Jr., Pat Crafts and Janice Edmonds. Students representing the Village, Hill and Three Rivers Schools lead the voters in the Pledge of Allegiance and My Country Tis of Thee. Moderator Petit introduced the members of the school board and budget committee. After a moment of silence, the reading of the warrant was the first order of business.

**Article 1:** TO SEE IF THE DISTRICT WILL VOTE TO APPROVE THE COST ITEMS AS SET FORTH IN THE COLLECTIVE BARGAINING AGREEMENT REACHED BETWEEN THE EDUCATION ASSOCIATION OF PEMBROKE AND THE PEMBROKE SCHOOL BOARD FOR THE 2004/05, 2005/06 AND 2006/07 FISCAL YEARS, WHICH CALLS FOR THE FOLLOWING ESTIMATED INCREASES IN SALARIES AND BENEFITS:

YEAR 2004/05	\$305,940
YEAR 2005/06	\$302,912
YEAR 2006/07	\$329,314

AND FURTHER TO RAISE AND APPROPRIATE THE SUM OF \$305,940 FOR THE 2004/05 FISCAL YEAR, SUCH SUM REPRESENTING THE ADDITIONAL COSTS ATTRIBUTABLE TO THE INCREASES IN SALARIES AND BENEFITS AGREED TO BY THE PEMBROKE SCHOOL BOARD AND THE EDUCATION ASSOCIATION OF PEMBROKE. (SCHOOL BOARD RECOMMENDS APPROVAL. BUDGET COMMITTEE RECOMMENDS APPROVAL.)

Motion to accept made by Clint Hanson. Seconded by Gerard Fleury.

Clint Hanson, Chairman of the Pembroke School Board explained the process and agreement reached just prior to the close of the school in spring. Clint stated the benefits of reaching an agreement now verses next year: "if we had gone to fact-finding which was the next step, the track record of that fact-finder and the historical record for fact-finding in general would have brought us to a conclusion that I believe would be significantly higher that what we were able to reach as a negotiated settlement. Second, we gained stability of the teachers contract for a period of three years and we gained some movement in terms of cost-sharing on the dental plan. We are at an 80/20 split in health benefit where as statewide it's usually 85/15. By moving to 80/20 over the course of this contract in the dental benefit actually end up benefiting us in the long run. Third, by waiting the possibility of a significantly



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## PEMBROKE SPECIAL SCHOOL DISTRICT MEETING

### ABSTRACT OF MINUTES (Cont'd)

higher contract for 2005/06 and as a result a significantly higher tax number was avoided. This would have been a detriment to the overall progress of this community and district....”

David Freeman-Woolpert, chairman of the Budget Committee, explained to the voters the budget committee reviews the overall impact to the community and tax rate. David stated the tax rate would go up 6.9% on average verses the 5.0% expected.

Don Girard stated “one third of his social security check goes to taxes...senior citizens can't take any more increases.”

David explained this tax rate is based on last years records of evaluation of property back then, there is a re-evaluation of property in process...the actual tax rate per thousand is likely to be substantially lower but your evaluation will be higher so the dollars you might spend might be the same if you calculate them with the increase in tax rate.

Rose Marie Michaud stated “we were under the assumption in March when we approved the 5.0% increase that there wouldn't be anything coming until next year and if the budget committee had known that down the road this meeting would be coming, would you have asked the school to look at their budget and tighten their belts?”

David stated “yes, a number of budget committee members asked the same question.”

Rose Marie asked if this could be done by two separate articles.

Clint Hanson stated “No,...because it would mean the school district meeting would be negotiating the contract and that is not the way it is done, the negotiations are between the school board and the education association of Pembroke and vote is up or down on the money at the district meeting and not the conditions of the contract.”

Moderator Petit further explained the system of electing school board, selectmen, and town boards to act on our behalf, we vote yes or no on the articles brought before us by them.

Dan Woody stated “the senior citizens and farmers are suffering, the amount of taxpayers paying taxes verses the amount of population is small. We do not have an unlimited amount of money.”



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## PEMBROKE SPECIAL SCHOOL DISTRICT MEETING

### ABSTRACT OF MINUTES (Cont'd)

Joe Crowley of the budget committee stated “remember if you vote for this we are only funding or paying or voting to fund one year of this contract and yes it is a three-year contract but only funded for one year, next March several of us will be taking a good hard look at it.”

Peter Daly stated “you cannot put a value on our future, these are the individuals we trust with our children, what they are asking for is not extreme, support them and our children.”

Peter Daly made a motion to vote on the question. John Spring seconded. The voters present agreed.

Moderator Petit opened the polls for voting.

**BALLOTS CAST – 130**

**YES – 108**

**NO – 22**

**Article 1 passed by a YES ballot vote.**

Ballot counting was overseen by Roland Young, Jr. Supervisor of the checklist, Moderator Thomas Petit and the school district clerk. Assistants to count were: John Spring, Vincent Greco, Pat Crafts, Peter Mehegan, Mary Louise Grandmaison, and Dianne Schuett.

Respectfully submitted,  
Cynthia E. Menard  
School District Clerk

**PEMBROKE SCHOOL DISTRICT****STATEMENT OF EXPENDITURES**

For the Year Ending June, 2004

**INSTRUCTION**

Regular Education Programs	\$6,398,069.47	
Special Education Programs	1,912,450.30	
Vocational Programs	753,003.19	
Other Instructional Programs	332,048.88	
	<u>                    </u>	\$9,395,571.84

**SUPPORT SERVICES**

Student	2,029,873.06	
Instructional Staff	190,889.87	
General Administration	450,609.38	
School Administration	938,944.02	
Operation/Maintenance of Plant	1,299,813.68	
Student Transportation	430,093.84	
Central	13,483.97	
	<u>                    </u>	5,353,707.82

**DISTRICT WIDE EXPENDITURES**

Facilities Acquisition & Construction	121,805.53	
	<u>                    </u>	121,805.53

**OTHER FINANCING USES**

Debt Service - Principal	886,930.79	
Debt Service - Interest	360,976.80	
	<u>                    </u>	1,247,907.59

**FUND TRANSFERS**

Trust/Agency Funds	225,000.00	
	<u>                    </u>	225,000.00

**SPECIAL REVENUE EXPENDITURES-INSTRUCTION**

Regular Education Programs	671,200.07	
Vocational Programs	25,779.27	
	<u>                    </u>	696,979.34

**SPECIAL REVENUE EXPENDITURES-SUPPORT SERVICES**

Student	34,831.37	
Instructional Staff	18,359.57	
General Administration	29,082.89	
Operation/Maintenance of Plant	681.15	
Student Transportation	7,440.97	
	<u>                    </u>	90,395.95

**FOOD SERVICE FUND**

Food Service	473,889.55	
	<u>                    </u>	473,889.55

**CAPITAL PROJECTS**

Building Acquisition/Construction	(594.80)	
	<u>                    </u>	(594.80)

**TRUST FUNDS**

Building Renovation	106,294.04	
	<u>                    </u>	106,294.04

**OTHER EXPENDABLE FUNDS**

Facilities Maintenance/Repair	33,223.19	
Special Education	170,000.00	
	<u>                    </u>	203,223.19

**TOTAL EXPENDITURES**

	<u>                    </u>	\$17,914,180.05
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**PEMBROKE SCHOOL DISTRICT (Cont'd)**
**STATEMENT OF REVENUES**

For the Year June 30, 2004

**REVENUES FROM LOCAL SOURCES**

Current Appropriation	\$5,517,942.00
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**TUITION**

Regular School Day	4,305,902.48
Special Education	280,681.15
Vocational	15,324.11

**OTHER LOCAL REVENUES**

Earnings on Investments	8,911.40
Food Service	393,630.92
Rentals	54,226.72
Other Local Revenue	737.84

**TOTAL LOCAL REVENUES**


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10,577,356.62
**REVENUE FROM STATE SOURCES**

Adequacy Aid (Grant)	3,355,418.00
Adequacy Aid (State Tax)	1,761,181.00
School Building Aid	393,013.90
Catastrophic Aid	50,715.31
Vocational Education (Transportation)	3,053.62
Child Nutrition	6,281.46
Public Inter Agencies	10,455.16

**TOTAL STATE REVENUE**


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5,580,118.45
**REVENUE FROM FEDERAL SOURCES**

Elementary/Secondary Programs	79,766.35
Vocational Programs	378,762.15
Elementary/Secondary - Title I	47,378.76
Elementary/Secondary - Other	254,205.90
Child Nutrition Program	110,110.37
Medicaid Distributions	122,095.32

**TOTAL FEDERAL REVENUE**


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992,318.85
**OTHER FINANCING SOURCES**

Transfer from General Fund	225,000.00
Transfer from Capital Reserve Fund	108,698.54
Transfer from Other Expendable Trust Funds	183,106.99

**TOTAL OTHER FINANCING SOURCES**


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516,805.53
**TOTAL REVENUES**


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\$ 17,666,599.45



## PEMBROKE SCHOOL DISTRICT

### STATISTICAL REPORT FOR PEMBROKE 2003/04

	<u>Elementary</u>	<u>Secondary</u>	<u>Total</u>
Half Days in Session	360	360	
Enrollment	894	1088	1982
Percent of Attendance	95.9	92.4	93.9
Average Daily Attendance	800.0	922.4	1722.4

### SUPERINTENDENT'S SALARY

2003/04

Allenstown	\$13,780
Chichester	9,065
Deerfield	17,406
Epsom	14,595
Pembroke	<u>35,809</u>
	\$90,655

#### ASSISTANT SUPERINTENDENT'S SALARY 2003/04

Allenstown	\$12,611
Chichester	8,297
Deerfield	15,930
Epsom	13,358
Pembroke	<u>32,772</u>
	\$82,968

#### BUSINESS ADMINISTRATOR'S SALARY 2003/04

Allenstown	\$ 9,390
Chichester	6,177
Deerfield	11,861
Epsom	9,946
Pembroke	<u>24,402</u>
	\$61,776

### REPORT OF SCHOOL DISTRICT TREASURER

For the Fiscal Year July 1, 2003 to June 30, 2004

<b>CASH ON HAND JULY 1, 2003</b>	\$ 228,279.13
Received from Selectmen	\$6,479,130.32
Revenue from State Sources	4,740,356.18
Received from Tuitions (includes transportation)	4,477,703.46
Received from all Other Sources	<u>4,801,149.27</u>
<b>TOTAL RECEIPTS</b>	<u>20,498,339.23</u>
Total Amount Available for Fiscal Year	\$20,726,618.36
Less School Board Orders Paid	<u>20,586,982.67</u>
<b>BALANCE ON HAND JUNE 30, 2004</b>	<u>\$ 139,635.69</u>

Julie Lustig  
District Treasurer

## PEMBROKE SCHOOL DISTRICT

### BOND PAYMENT SCHEDULE

	<b>Principal</b>	<b>Interest</b>
<b>Issue #1</b>		
Original February, 1985 Hill School Addition	(\$1,845,000)	
Refunding February, 1987	(\$1,750,000)	
2004/05 (Final)	90,000	5,586
<b>Issue #2</b>		
July, 1991 Upper Elementary School	(\$3,950,000)	
2004/05	260,000	44,720
2005/06	260,000	26,910
2006/07 (Final)	260,000	8,970
<b>Issue #3</b>		
July, 1999 Pembroke Academy	(\$8,445,000)	
2004/05	575,000	260,457
2005/06	575,000	236,019
2006/07	575,000	211,582
2007/08	575,000	187,144
2008/09	575,000	162,707
2009/10	575,000	138,269
2010/11	575,000	113,832
2011/12	575,000	89,394
2012/13	575,000	64,957
2013/14	575,000	40,519
2014/15 (Final)	395,000	19,907

## PEMBROKE SCHOOL DISTRICT

### SUPERINTENDENT'S REPORT

The well-being of students and school staff has always been a high priority. Probably everyone can recall participating in periodic fire drills as a student. These drills have long been a basic and common sense requirement designed to prepare schools for safe evacuation in case of emergency. Those of us who were students during the late 1950's and early 1960's may also remember air raid drills, intended to address the eventuality of nuclear attack. During the past decade, however, societal changes, terrorism, and a greater recognition of the effects of natural disasters and hazardous materials contamination have combined to create a dramatic increase in schools' awareness of and concern for occupant safety. The news media has reported almost daily on events such as the school hostage standoff in southern Russia, the series of devastating hurricanes in Florida this past fall and the Columbine-style plot recently uncovered involving students at a Massachusetts school.

We all hope that disasters or emergencies such as these never impact our community, but recognize that the need for comprehensive emergency planning has become an essential obligation. The New Hampshire Office of Emergency Planning and our local fire and police departments have been instrumental in assisting us with development of a pro-active, workable plan for addressing a wide variety of situations ranging from intruders in the building to severe weather conditions to a hazardous chemical release in our vicinity. Among the emergency plan's guiding principles are that a leadership structure is established, specific standardized functions and tasks are assigned to school personnel, procedures are kept as automatic, basic and user-friendly as possible, school personnel and students become familiar and comfortable with their roles and responses in advance and practices are regularly conducted to assess our plan's readiness and effectiveness.

In Pembroke, exterior doors are locked from the outside or regularly monitored throughout the day. Staff and approved visitors wear identification badges. Emergency response teams have been established at each school building. Within each team, specific roles and responsibilities, such as first aid, communications or student safety, are assigned based upon individual skills, knowledge and training.

Emergency drills of various types have become ever more routine. Students and staff practice exercises such as lock-downs, reverse evacuations and secure classroom drills designed to prepare for specific emergencies. We have also conducted "table top exercises" where, confronted with a hypothetical set of emergency circumstances, staff must calculate appropriate responses. At the conclusion of such exercises, responses are critiqued and suggestions for improvement strategized.



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**PEMBROKE SCHOOL DISTRICT****SUPERINTENDENT'S REPORT (Cont'd)**

The process of equipping each school with basic emergency supplies and materials is underway. Grants, donations and budgeted funds have been utilized to provide many classrooms with emergency kits containing such items as class lists, space blankets, bandages, cold packs, flashlights and other basic gear. School nurses have compiled similar emergency kits intended to address more complex and specific medical needs. Incident safety vests and radios to facilitate internal communication as well as contact with police and fire officials have been obtained, and each school kitchen tries to keep a supply of non-perishable, easily prepared foods on hand. A quick-reference chart of various emergency procedures has been compiled and distributed.

None of us can predict with any certainty if or when we will be called upon to utilize our training and preparations in response to a real crisis. We all believe, however, that the effort and resources given to emergency preparedness is a wise and worthwhile investment.

Respectfully Submitted,  
Thomas Haley  
Superintendent of Schools

## PEMBROKE SCHOOL DISTRICT

### PEMBROKE ACADEMY HEADMASTER'S REPORT

In March of 2004, Pembroke Academy hosted a three-day visit from fifteen teachers and administrators from other New England high schools marking the culmination of the decennial reaccreditation cycle required by the New England Association of Schools and Colleges (NEASC), our region's accrediting body. Accreditation is a voluntary but valuable process that is undertaken primarily but not exclusively by high schools and colleges. Perhaps most importantly, it is an *on-going* process through which schools are continually challenged to meet specific standards that encompass every aspect of school life. Pembroke Academy is in effect now beginning its next ten-year cycle in which we will build upon areas of strength and address areas of need as identified in the report of the visiting committee, which, by the way, will be available both at the high school and the Pembroke Town Hall upon its arrival sometime in January of 2005.

In a preliminary letter, NEASC commended Pembroke Academy in a wide variety of areas, including:

- The dedication and enthusiasm of PA's faculty and staff;
- The creation of a collegial and academically oriented atmosphere with a clear focus on learning;
- Our recognition of the need for a variety of assessments to accommodate students' various learning styles;
- The development of our Freshman Academy program;
- The creation of a process for teachers from all four of PA's sending towns to coordinate curriculum;
- The availability of academic and support offerings like Virtual High School, Independent Study options, Running Start classes, the Pembroke Performance Project, the "Pushing Your Limits" transition program, and group counseling offerings;
- The adoption and endorsement of a number of school reform efforts by many stakeholders;
- The accessibility and effective leadership of the school's administrators.

Of course, the letter outlined a series of recommendations as well, including:

- The implementation of a curriculum review and revision cycle, which integrates the school's learning expectations and goals, and which suggests specific learning strategies to meet and assessments to measure those goals;
- Ensuring that students in every academic track are engaged in higher order thinking and the authentic application of knowledge;
- An emphasis in our professional development program on two areas: increasing teachers' instructional strategies so that they can better personalize instruction and ensuring that teachers employ a wider range of assessments to measure student learning;
- Identifying adequate funding for the acquisition of technology and ensuring its effective integration into the learning process.



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## PEMBROKE SCHOOL DISTRICT

### PEMBROKE ACADEMY HEADMASTER'S REPORT (Cont'd)

Based upon these findings, Pembroke Academy retained its full accreditation but was placed on warning status in the related areas of Curriculum, Instruction and Assessment. Specifically, this requires us to submit by November, 2005 a report which addresses the recommendations stated above.

Even a cursory comparison of NEASC's commendations and recommendations suggests that much of the work that needs to be done has already started. As I reported last year, PA has undertaken a comprehensive revision of its curriculum around the concept of Essential Questions that capture the fundamental nature of an academic discipline, course, unit of study or individual lesson, all of which are intended to fit together organically. Indeed, visitors to the Academy will notice the school's overarching Essential Question on the wall facing the gymnasium: "How should I live my life?" That is, what are the possibilities any PA student faces about who he or she will become as an individual, a worker and a community member and how do the choices a student makes academically, co-curricularly and behaviorally serve to meet those goals?

In this vein, we have identified six core principles that drive education at Pembroke Academy, and I'd like to cite those here and their relationship to our work with NEASC:

First, we believe in a *standards-based education*, which means that all kids can learn and meet rigorous academic standards even if they may do it in different ways and at different times. Every student in every course needs to be doing work that calls for him to analyze, compare and evaluate. This speaks directly to our need to continue to develop strategies to better "personalize" education, ensuring that each teacher can differentiate instruction to meet a multiplicity of student needs.

Second, we emphasize *depth of learning*. In other words, our goal is for students to fully understand fundamental concepts and knowledge as opposed to "covering" a perhaps larger body of material. Moreover, assessing in-depth learning often means having students demonstrate their understanding through presentations, exhibitions and portfolios. Again, emphasizing depth means identifying what is essential in a discipline; hence, essential questions.

Third, we seek to create a *student-centered school* in which students' academic work centers around "real-world" problems through which they engage in exploration, inquiry and problem-solving. In other words, they become active "constructors" of knowledge rather than its passive recipients.

Fourth, we value a *personalized learning environment* in which anonymity is banished and in which students feel physically and emotionally safe. This, we feel, is an essential prerequisite to successful learning.

Fifth, we subscribe to educational practices that are often grouped under the heading of *School-to-Career*. Through these principles we seek to have our students develop a sense of direction and purpose and increase their awareness of the myriad future possibilities that exist for productive and engaging work. Again, this includes a commitment to real-world problems, inquiry and higher order thinking skills.



**PEMBROKE SCHOOL DISTRICT****PEMBROKE ACADEMY HEADMASTER'S REPORT (Cont'd)**

Finally, we seek these goals together as a genuine *community of learners* of teachers, parents and students in which reading and research, ideas, and the dialogue and debate they engender are pursued and valued in an atmosphere of mutual respect. In this spirit, I want to conclude this year's report by offering citizens the opportunity to participate in Pembroke Academy's growth through joining our fledgling Parents-Teachers Organization or through serving on our NEASC follow-up committee. Information on either of these groups may be obtained by calling the high school. I look forward to continuing to work with all of you for our children's education and well-being.

Respectfully submitted,  
Michael Reardon, Headmaster

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## PEMBROKE SCHOOL DISTRICT

### THREE RIVERS SCHOOL PRINCIPAL'S REPORT

This last year has been a productive one for the staff and students of Three Rivers School. We welcomed only one new professional staff member this September when Jason Robert joined us as our 5<sup>th</sup> grade science teacher. We also added several talented paraprofessional members to our staff who have already developed strong connections to our students and teachers. The dedication of the teachers and paraprofessionals is truly the backbone of a school and TRS is blessed with a very professional, devoted staff.

Last April, our 6<sup>th</sup> grade students and teachers spent four days in Maine at the Ferry Beach Environmental Camp. They studied both marine and forest environments and enjoyed getting to know their teachers outside of school. That same month our 8<sup>th</sup> grade students and teachers traveled to Washington, D.C. and Gettysburg, Pennsylvania for a five-day stay. All felt the trip was invaluable in connecting their classroom learning to their experiences in the real world. While the 8<sup>th</sup> grade was away, we also held our second annual career fair, in which our students were able to listen to information about varied careers and ask questions about those jobs which interested them. Some students went out into the community to job shadow volunteers in local companies. Whether it was in school or out in the community, students all reported that they had gained a lot of insight into the world of work.

Last winter Three Rivers School was selected by the Concord Chamber of Commerce to participate in Junior Achievement's Personal Economics Program. Five volunteers from local businesses visited TRS once a week to teach a series of eight classes to all of our 7<sup>th</sup> grade students on budgeting and career planning. The program was very well received by staff and students and we are pleased to have been selected for the 2004-2005 school year to repeat this program.

Three Rivers School has once again received the Blue Ribbon School Achievement Award for the 2003-2004 school year. To qualify for this award, schools must document the number of volunteer hours and this total must exceed four times the school student population. This means we had to exceed 1600 volunteer hours, and due to the dedication of our parents, this was easily accomplished. In addition to helping out with our book fairs, fund raising events, the Pat's Peak ski program, and many field trips, our PALS volunteers generously spent even more time putting the application together for this award. Thanks and congratulations to the many people who willingly donate their time to help our schools and our students. We couldn't do all that we do without you!

This fall the enrollment at Three Rivers had remained around 380 students. The biggest change in this year's program came in our fifth grade when our four teachers chose to join together into one unified team. Each member of the team now teaches one reading group plus one other subject to all of the 5<sup>th</sup> grade students. The students have quickly adjusted to their new schedules and the teachers are enjoying the opportunity to become "experts" in their chosen subject. This teaming also provides a smooth transition to our upper grade levels for students.

## PEMBROKE SCHOOL DISTRICT

### THREE RIVERS SCHOOL PRINCIPAL'S REPORT (Cont'd)

Students have been involved with a wide variety of field trips and projects so far this year. We have also welcomed several outside speakers who have presented diverse information ranging from the dangers of smoking to stories about ancient Egypt. Our annual Fall Relays at the Pembroke Academy track gave us the opportunity to show our school spirit, especially as they were held on a beautiful October day. Our Student Council Fall Food Drive, which collected over 1000 items of food for local distribution, ended with an assembly and games in the gym to congratulate our homeroom winners. The Harlem Wizards dazzled us again with their basketball skills during our 8<sup>th</sup> grade D.C. trip fund raiser at Pembroke Academy. To celebrate the end of the first quarter we held a "Bring a Parent to Breakfast" day and hosted over 200 people. Parents and students were so enthusiastic about having the chance to enjoy a hot breakfast together before school that this is sure to become an annual event.

This fall a group of staff members has been exploring more ways to improve our school and to raise student achievement. We have examined what we currently do and have brainstormed a variety of ideas to raise our students' skills, particularly in the area of writing. It is gratifying to work with a staff that is truly dedicated to continually enhance what we do. Three Rivers is a very dynamic school which continues to strive to provide the best programs for all of our students. It is a privilege to work with this devoted staff in this supportive community.

Respectfully submitted,  
Deborah Bulkley, Principal  
Three Rivers School



## PEMBROKE SCHOOL DISTRICT

### HILL/VILLAGE SCHOOLS 2003 PRINCIPAL'S REPORT

The 2003 – 2004 school year was as usual a busy one. We welcomed two alumnae of the Pembroke School system into our teaching staff at the start of the year. Jennifer Ginn and Trois Little Montana have returned to the system as teachers in the Village School. We are very happy to have them on staff.

Mrs. Kraus returned for her second year as assistant principal. Together we attended a program sponsored by Keene State for administrators. It was a professional development program in which experienced administrators teamed with newer administrators for a year of additional training. It was a very worthwhile program and it is always good for those of us operating schools to be reminded of what it is like to be the student. At The Village School we have intensified our efforts to provide early intervention to students when they first enter school. The aim is to provide support and services that will prevent academic failure as opposed to remediating problems later.

The Village School held its Second Annual Talent Show in the spring. The show which is truly a family event is quickly becoming a Village tradition. Another tradition that has begun at the Village is for first graders to decorate one ceramic tile during the year. The tiles are then put up as a border along the hallways as a permanent memento of each child's attendance. As the years pass we hope the rows of tiles spread throughout the building.

The Hill School continues to house a school store for grades 2 through 4. The store gives fourth graders a chance to practice real life skills as they wait on "customers", make change and deal with the "public." The Wee Deliver program, a school based letter writing program, also had another successful year. Through the program children practice their letter writing skills. All of the programs and special events of this type are made possible by the many volunteers that offer to help. We appreciate having such a supportive group of families. The PALS organization continues to coordinate volunteers and support for our schools in an outstanding manner.

Each year the Pembroke School Board sponsors a Peer Recognition Award. This award acknowledges a staff member who goes above and beyond in doing their job each day. Staff members make the nominations and a sub-committee of the school board makes the selection. This year, Marge Poznanski, a teacher at Hill and long time Pembroke Employee was the recipient of the award.

At Hill School the third grade did very well on the annual state assessment. Over fifty percent of the students scored advanced or proficient in reading and fifty-five percent scored equally well in math. If you scanned the scores of other third grades around the state, we also did very well compare to other schools. Under the No child Left Behind Law, these scores were enough to insure that we made Annual Yearly Progress. This is a concept that is taking on more and more importance in educational terms. We try very hard to teach the skills that will help children deal with the test without obsessing on it. That is to say we spend time teaching them how to read directions carefully, how to decipher trick questions, how to best manage their time during a testing situation. We want them to do well but we don't want anyone to be sick over it. There are often reports of other nations whose children consistently score well on achievement tests; some of those countries also have very high suicide rates among their young people. That is not a model we choose to follow.

## PEMBROKE SCHOOL DISTRICT

### HILL/VILLAGE SCHOOLS 2003 PRINCIPAL'S REPORT (Cont'd)

Since we did quite well on the test this year, I feel I can comment on the NCLB law without sounding as if I'm whining. The intent of the law is admirable. Every child should make as much progress as possible and schools that don't try to meet individual needs should be held accountable. However, the law seems to be a "one size fits all" type of structure. The aim is for all children to be proficient in reading and math. The issue is that when you are talking about the first ten to twelve years of a child's life, they don't all mature or even learn in the same way. Look around your own family, not everyone learned to walk, talk or do their times tables at the same time. They may have shown consistent growth but not always at the same rate. The law does not seem to acknowledge basic differences.

The other more pressing issue for public schools is simply that we have no control over so many of the factors in a child's life that affect their schooling. For example, we can't stop a family from moving repeatedly. We have students who have attended four and five schools in one year. These same students will usually have gaps in between each enrollment. There are children who are continuously in the middle of custody disputes rivaled only by the feud between the Hatfields and McCoys. Even at our level we have had children who have had to be treated, sometimes even hospitalized, for serious emotional problems, including post traumatic stress syndrome. All of these things impact on a child and affect the rate of their learning. If you don't know where you will be sleeping that night or if the police are going to be at your house again, the relevance of learning the long sound of A is diminished. All public schools face the same issue and we do our best. However, it is this piece that makes it so frustrating when people talk about the superiority of private or charter schools over public schools.

The government can support, produce, or finance as many alternatives to failing schools as they want. But it will still be the public school who is the only educational agency that has to deal with whatever problems walk in the door. We can have no admissions criteria, no quotas. We will always be the one responsible for the small but significant population who at best do not help and at worst actually hinder their children's education.

All of that being said we know our responsibility is to our students. Whether they come from a loving devoted family or have been dealt a much less favorable hand in life, we give them our best. We know for some that school is the best part of their day – the place that they can be safe, warm and fed. We welcome the chance to make a difference for them. We just want you to know the types of issues with which we are dealing that do not make the nightly news or the political sound bites of an election year.

Before I close I would again, as I do each year, like to thank all of the people who help our schools to function smoothly. Everyone from the superintendent's office to the kitchen service to the transportation people work hard for our students. And as always I want to thank the teachers and support staff of our two schools, they are great people and very devoted to our kids.

Respectfully submitted,  
Susanne Whitbeck, Principal



## PEMBROKE SCHOOL DISTRICT

### PEMBROKE ANNUAL REPORT OF SCHOOL HEALTH SERVICES FOR PEMBROKE ACADEMY

Nursing Assessment/Illness	4368
Nursing Assessment/Injury	2804
Medications: scheduled & prin	3586
Health/Pregnancy/Well-baby Counseling	320
Faculty Health Office Visits	48
Total Visits to Health Office	10758
Health Records Reviewed & Tetanus Imm.	753
Tetanus Clinic @ P.A., Fall, 2003	45
Free/Reduced Meal Program	112
Parental Conferences/Communications/Calls (Includes immunization update calls & letters)	1840
Professional Committee Participation:	146
Crisis Team, IEP mtgs., SRT,, Discipline, Procedures, Conferences, Staff Development/ Inservices,, School Nurse Association (District, NH and National) Athletics/Medical/Interagency/Community, Make-A-Wish	
Professional Workshops Attended (inc. w/e & pm)	12
Classroom/Staff Presentations	5
Sports Physicals in School Health Office	52

<u>Screenings</u>	<u>No.</u>	<u>Rechecked</u>	<u>Referred</u>
Vision	370	14	12
Hearing	358	2	2
Height	625		
Weight	625	2	0
Blood Pressure	82	1	0
Dental	3		3
Sports Physicals	52	2	2
Cardiac/Respiratory	2/3	2/3	2
Appendicitis	2		2

#### **Communicable Diseases**

Pediculosis (Head Lice)	1
Conjunctivitis	15+
Strep Throat	11
Chicken Pox/Shingles	1
Mononucleosis	10
Meningitis (viral)	1
Bacterial Pneumonia	1

Respectfully submitted,  
JoAnn V. Lytle, R.N., BSN, BSEd  
School Nurse-Health Educator



## PEMBROKE SCHOOL DISTRICT

### PEMBROKE ANNUAL REPORT OF SCHOOL HEALTH SERVICES FOR THREE RIVERS SCHOOL

Nursing Assessment/Procedures	3886
Medications: Doses Given	1575
Staff Assessment	93
Home Visits	0
Total Visits to Health Office	5554
Free/Reduced Meal Program	66
Special Education/IEP, 504, Student Assistance Team, Unified Arts Team, Building Team and Staff Meetings	83
Attention Defecit Disorder (ADD) Group	17
Professional Committee Participation: Rand Trust, School Nurse Assoc., School Nurses	11
Classroom Teaching/Presentations	60
Continuing Education/CPR/First Aid Certification	3
Inter-Agency Collaboration; Meetings with MD's, Parents, Dentists, Psychologists, Teachers; Transportation of Sick Students; Calling for Ambulance, Telephone Calls, Staff Education, Writing Student Reports/letters, etc.	+++

<u>Screenings</u>	<u>No.</u>	<u>Rechecked</u>	<u>Referred</u>	<u>Treated (known)</u>
Vision	413	51	33	16
Hearing	413	16	0	0
Height	413			
Weight	413			
Scoliosis	413	38	5	1
Pediculosis	413	60	6	6
Dental Clinic				
MMR Clinic	9			9
<b>Communicable Diseases</b>				
Strep Throat	9		Chicken Pox	0
Conjunctivitis	6		Mononucleosis	0
Fifth's Disease	1		Rabies Exposure	0
Ringworm	0		Scarlet Fever	0
Scabies	0			

Respectfully submitted,  
Beth Corcoran, R.N., BSN  
School Nurse-Health Teacher

## PEMBROKE SCHOOL DISTRICT

### PEMBROKE ANNUAL REPORT OF SCHOOL HEALTH SERVICES FOR PEMBROKE HILL SCHOOL

SCREENINGS	SCREENING	REFERRED
Vision	271	22
Hearing	271	5
Blood Pressure Check	20	
Height & Weight	271	
Nursing Assessment/Treatment for Illness/Injury and or health counseling:		3185+
Medications Administered		1855
TLC – student visits		80+

Services were provided to the TLC pre-school program. I had many parent conferences in person and by phone, and conferences with health care providers. I participated in IEP meetings, special education team meetings and the Emergency Planning Team. I coordinated Healthy Snack Month, Smart Steps, and exercise incentive program for staff, the flu shot clinics open to the staff and community, and Thanksgiving and Christmas projects with the town Welfare Department.

Respectfully Submitted,  
Mary Rosenthal, School Nurse

### SCHOOL HEALTH SERVICES FOR PEMBROKE VILLAGE SCHOOL

SCREENINGS	SCREENING	RECHECK	REFERRED
Vision	170	7	4
Hearing	170	18	6
Impedance	170	30	8
Blood Pressure	6		
Height & Weight	170		
Dental	22		
Nursing Assessment/Treatment for Illness/Injury and or health counseling:			2607
Medications Administered			151
Home Visits			0

I participated in I.E.P. meetings, Special Education meetings, SRT and Child Find. I participated in the Pembroke nurses monthly meeting to discuss health issues and policies. I had many phone conversations and personal conferences with parents and healthcare providers regarding health issues and health maintenance.

Respectfully Submitted,  
Kathleen Mayer, School Nurse

## PEMBROKE SCHOOL DISTRICT

### PEMBROKE ACADEMY 2004 GRADUATES

#### Allenstown

Bonnie Adinolfo  
 James Antobenedetto  
 Lori Bakeman  
 Sandy Barnett  
 Robert Baxter, III  
 Kenneth Belanger  
 Shaun Blay  
 Amanda Boisvert  
 Gregory Caron, Jr.  
 Timothy Chaput  
 Tashauna Colman  
 Nicholas Coviello  
 Ryan Cumings  
 Michael Currier  
 Jessica Curry  
 Melissa Davis  
 Tanya Dow  
 Shannon Feeny  
 Joanna Gelinas  
 Amber Gibbs  
 Brad Gilman  
 Donald Gosselin  
 Susan Hanson  
 Brian Jackson  
 Michelle Johnson  
 Samantha Johnston  
 Matthew Judd  
 Jennifer Lind  
 Ryan Martel  
 Allison McDonald  
 John McGhee  
 Sarah Melanson  
 Tyler Newman  
 Michael Porter  
 Brandon Provost  
 Jacob Relihan  
 Nathan Remillard  
 Emily Rowe  
 Zachary Swanson  
 James Vincent  
 Bradley Whitfield  
 Christina Winship

#### Barnstead

Damielle Nerdahl  
 Daniel Skelding  
 Gherri Turner  
 Vanessa Volpe  
 Lisa White

#### Chichester

Jillian Andrews  
 Joel Beachy  
 Chrystal Berube  
 Marc Boudreau  
 Meghan Briggs  
 Vanessa Campbell  
 Shannon Chapman  
 Ian Clark  
 Barrett Demers  
 Jonathan Drouin  
 Corey Falzone  
 Lynn Follansbee  
 Joseph Gattuso  
 Allison Guy  
 Bradley Harris  
 Tyler Holladay  
 Ashleigh Jobin  
 April Judson  
 Sandra Mancini  
 Scott Moore  
 Stephen Moore  
 Timothy Ordway  
 Elizabeth Paul  
 Joshua Phinney  
 Brett Potter  
 Joshua Ricker  
 Joshua Rushton  
 Ethan Sanborn  
 Natasha Thibeault  
 Andrea Tromp  
 Joseph Tucker

#### Deerfield

Jonathon Barss  
 Brian Campelia

#### Deerfield (cont.)

Ryanne Dennis  
 Todd Dolan  
 Zachary Nicholson

#### Epsom

Kurt Abbott  
 Kelsie Beaton  
 Joshua Brigham  
 Eliska Burianova  
 Kyle Bush  
 Alysha Bushey  
 Alyssa Butler  
 Matthew Casey  
 Corey Caza  
 Michael Clapp  
 Jeremy Corson  
 Amanda Cota  
 Kevin Covill  
 Kristen Goldthwaite  
 Ryan Hackett  
 Trisha Hughes  
 Megan Jones  
 Abram Keller  
 Jennifer Kroll  
 Jay Levasseur  
 Kayla McGarry  
 Tiffany Mills  
 Ethan Morency  
 Jonathan Quimby  
 Megan Rand  
 Amanda Raymond  
 Matthew Raymond  
 William Sinclair  
 Matthew Skora  
 Hayley Smith  
 Jeffery Smith  
 Rebecca Snyder  
 Adam Sprague  
 Stephanie Towey  
 Katie Towle  
 Kerilynn Vigneau  
 Amanda Whiteman



## PEMBROKE SCHOOL DISTRICT

### PEMBROKE ACADEMY 2004 GRADUATES (Cont'd)

#### Hooksett

Douglas Bailey  
 Fred Comeau  
 Chris DiBitetto  
 Chad Grigsby  
 Chad Lavoie  
 Joshua Poisson  
 Jessica Schimmel  
 Julie Shea

#### Out-of-District

Charles Eccleston

#### Pembroke

Sarah Acheson  
 Crystal Armour  
 Roger Beard  
 John Bergeron  
 Dru Bower  
 Michael Broek  
 Richard Broughton  
 Joshua Button  
 Kayleigh Carlisle  
 Angela Charlton  
 Naomi Chronis  
 Shana Cole  
 Michael Cremeno  
 Rachel Cuffe  
 Nikki Daneault  
 Amy Doheny  
 Michael Donnelly

#### Pembroke (cont'd.)

Ashley Duff  
 Anevay Duffy  
 Cara Edes  
 Andrew Eldridge  
 Suzanne Fleury  
 Brandon Gilman  
 Scott Gladu  
 Brendan Goodman  
 Michael Griffin  
 Christopher Grosshart  
 Kevin Hancock  
 Nicholas Holliday  
 Rob Horne  
 Jason Jones  
 Joseph Kaczmarski  
 Peter Kane  
 Oleksandr Kosyrev  
 Christopher Lacaillade  
 Nathan LaFrazia  
 Christopher LaValley  
 Leo Lavin  
 Jeffrey LeClerc  
 Tyrel Lemoine  
 Elizabeth LePage  
 Kate Lesniewski  
 Nichole Letendre  
 Justin Leuchter  
 Mathew Littlefield  
 Catherine Makosiej

#### Pembroke (cont'd.)

Alex Martin  
 Carissa Martin  
 Laura McAlister  
 Nichole McCarthy  
 Michael Merkel  
 Brendan Mitchell  
 Stephan Montana  
 Crystal Moody  
 Richard Moran  
 Anthony Noto  
 Katie O'Neil  
 Timothy Parent  
 Amber Parry  
 Sara Perkins  
 Mark Peterson  
 Clinton Place  
 Evelyn Portinari  
 Christina Robie  
 Patrick Roche  
 Katherine Rogers  
 Adam Sabin  
 Kyle Scofield  
 Bryan Smith  
 Krystl Snow  
 Maranda Stacy  
 Kathleen Stewart  
 Sarah Sturgeon  
 Matthew Thibault  
 Isaias Vieira  
 Jessica Willis

**PEMBROKE SCHOOL DISTRICT****THREE RIVERS SCHOOL  
2004 GRADUATES**

Tabatha Arnold  
Samantha Bagley  
Samantha Beauchesne  
Jonathan Beevers  
Alicia Bishop  
Melinda Blais  
Justin Blatsos  
Daniel Bouchard  
Kelsey Bouchard  
Jill Boucher  
Nichole Brown  
Kristen Cassidy  
Tyler Charest  
Nicholas Charette  
Devin Cleary  
Samantha Collinge  
Katie Cotnoir  
Eric Couture  
Kailey Daneault  
Ian Davis  
Benjamin Decato  
Brianna Demers  
Dalton Drew  
Kelsi Dupuis  
Joshua Fallon  
Conner Falzone  
Ian Fife  
Ryan Foster  
Anna Freeman-Woolpert

Brittany Garrett  
Samantha Giddis  
Dylan Gilligan  
Ryan Gilligan  
Brittany Gilman  
James Goff  
Jessica Hanna  
Adam Howes  
Shaun Huber  
Eric Hunter  
Daniel Kinney  
Jacob Kipp  
Amber Kneeland  
Kailey Lacaillade  
Jeffrey LaDuke  
Katelyn Laskey  
Matthew Lavoie  
Jaclyn Lemay  
Katherine LePage  
Faye Lesniewski  
Jeffrey Levesque  
Jennifer Lindsay  
Lauren Littlefield  
Michael Lunderville  
Melissa Lussier  
Kenneth McGarr  
Alyssa McQueen  
Benjamin Mitchell

Edward Morris  
Camron Paraskeva  
Justin Parmenter  
Erin Parnell  
Joseph Phillips  
Jacob Plourde  
Alexander Poggi  
Hannah Poirier  
Bryon Pond  
Kayla Pouliot  
Kory Reynolds  
Kristopher Reynolds  
Lauren Ringland  
Alexa Robichaud  
Brian Roche  
Adam Rumfelt  
Daniel Scarola  
Barry Scheffer  
Kaitlyn Scofield  
Brittany Senechal  
Kody Sharp  
Kayla Sheltry  
Bonnie Smith  
Geoffrey Soriano  
Chelsee Tardie  
Cyndi Thrasher  
Lindsay Tiddes  
Elaine Weber  
Bryan Widell

## PEMBROKE SCHOOL DISTRICT

### TEACHER'S SALARY SCHEDULE 2004/05

STEP	BA	BA+15	MA	MA+16
1	28,400	29,475	32,700	33,775
2	29,625	30,700	33,925	35,000
3	30,850	31,925	35,150	36,225
4	32,075	33,150	36,375	37,450
5	33,300	34,375	37,600	38,675
6	34,525	35,600	38,825	39,900
7	35,750	36,825	40,050	41,125
8	36,975	38,050	41,275	42,350
9	38,200	39,275	42,500	43,575
10	39,425	40,500	43,725	44,800
11	40,650	41,725	44,950	46,025
12	41,875	42,950	46,175	47,250
13	43,100	44,175	47,400	48,475
14	44,325	45,400	48,625	49,700

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### SCHOOL EMPLOYEE SALARY RANGES

Secretaries	\$11.27/hr.-\$14.33/hr.
Teacher Aides	\$ 9.22/hr.-\$15.28/hr.
Custodians	\$ 8.00/hr.-\$16.15/hr.
Lunch Program	\$ 7.50/hr.-\$10.65/hr.

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### SCHOOL OFFICERS SALARIES

#### SCHOOL BOARD MEMBERS

Clint Hanson, Chairman	\$371.00
Gerard Fleury	371.00
Theresa McCarthy	371.00
Tom Serafin	371.00
Ryland Weisiger	371.00

#### DISTRICT CLERK

Cynthia Menard	\$25/Meeting
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#### MODERATOR

Tom Petit	\$65/Meeting
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#### DISTRICT TREASURER

Julie Lustig	\$2,850.00
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#### DIRECTOR OF MAINTENANCE

Roger Simard	\$45,226.00
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## PEMBROKE SCHOOL DISTRICT

### SUMMARY REPORT SPECIAL EDUCATION EXPENDITURES/REVENUES

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

	<u>FY 2002/03</u>	<u>FY 2003/04</u>
Actual Expenditures	\$3,300,677	\$3,819,750
Actual Revenues		
◆ Catastrophic Aid	\$ 81,442	\$ 50,715
◆ Medicaid	134,094	122,095
◆ Federal Grant	212,123	227,364
◆ Tuition	<u>217,126</u>	<u>280,681</u>
Total Offsetting Revenues	\$ 644,785	\$ 680,855

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

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

REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

December 18, 2004

The School Board  
Pembroke School District  
Pembroke, New Hampshire

I have audited the financial statements of the governmental activities, the business type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Pembroke School District as of and for the year ended June 30, 2004, which collectively comprise the Pembroke School District's basic financial statements and have issued my report thereon dated December 18, 2004. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Pembroke School District's financial statements are free of material misstatements, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, non-compliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of non-compliance that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered the Pembroke School District's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control over financial reporting. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be a reportable condition or material weaknesses. A reportable condition involve matters coming to my attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in my judgment could adversely affect Pembroke School District's ability to record, process, summarize and report financial data consistent with the assertions of management in the general purpose financial statements. A material weakness is a condition in which the design or operation of one of more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the 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. I noted no matters involving the internal control over financial reporting and its operation that I consider to be material weaknesses.

This report is intended for the information and use of the audit committee, management, others within the organization, School Board, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

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, CPA



## RESIDENT BIRTH REPORT

01/01/2004-12/31/2004

--PEMBROKE--

Child's Name	Date Of Birth	Place Of Birth	Father's Name	Mother's Name
DIGREGORIO AUBIN,SALVATORE ANTHONY	01/02/2004	MANCHESTER,NH	AUBIN,ANTHONY	DIGREGORIO AUBIN,GINA
KIMBALL,KATHERINE ELIZABETH	01/07/2004	MANCHESTER,NH	KIMBALL,NATHAN	KIMBALL,MICHELLE
DORR,ADRIENNE EVE	01/12/2004	MANCHESTER,NH	DORR,JEFFREY	DORR,JENNIFER
GODSEY,ZACHARIAH TAYLOR	01/18/2004	CONCORD,NH	GODSEY,JOHN	GODSEY,KATHERINE
STAFFORD,DESIREE RAMONA	01/19/2004	CONCORD,NH	STAFFORD,JOSHUA	STAFFORD,SHARON
MANSFIELD,EMMA PATRICIA BENTON	01/24/2004	CONCORD,NH	MANSFIELD,CHRISTOPHER	BENTON-MANSFIELD,STACEY
MC ALPINE,BRADEN MICHAEL	02/05/2004	CONCORD,NH	MC ALPINE,MARK	MC ALPINE,ALYCIA
AIKEN,AISLIN THOMAS	02/06/2004	LEBANON,NH	AIKEN,STEVEN	AIKEN,SARAH
CHAMBERS,ABIGAIL OLIVIA	02/24/2004	CONCORD,NH	CHAMBERS,MATTHEW	CHAMBERS,THERESA
WHITEMAN,MACHENZIE ELAINE	03/05/2004	MANCHESTER,NH	WHITEMAN,JOSHUA	WHITEMAN,LYNN
BROCK,ANTHONY JOHN DAVID	03/06/2004	CONCORD,NH	BROCK,ANTHONY	BROCK,CATHERINE
LECLAIR,CODY TUCKER	03/13/2004	CONCORD,NH	LECLAIR,JASON	LECLAIR,JESSICA
SMART,ABIGAIL LOUISE	03/14/2004	CONCORD,NH	SMART,AARON	SMART,JILL
FARRELL,KATRINA ROSE	03/15/2004	CONCORD,NH	FARRELL,JOHN	FARRELL,KRISTIN
HANNA,MARSHALL SALEH	03/16/2004	FRANKLIN,NH	HANNA,NADER	HANNA,JACQUELINE
PALMER,COLE WILLIAM	03/17/2004	CONCORD,NH	PALMER,WILLIAM	PALMER,STACY
SMITH,SAMUEL THOMAS	03/18/2004	MANCHESTER,NH	SMITH,DAVID	SMITH,CELINA
HARTE,LUKE MICHAEL	03/19/2004	CONCORD,NH	HARTE,PHILIP	HARTE,TRACY
PRIVE,KENDELYE IRENE	03/29/2004	CONCORD,NH	PRIVE,NEIL	PRIVE,ELIZA
WHEELER,JACOB DANIEL	04/16/2004	CONCORD,NH	WHEELER,JOEY	WHEELER,HOLLY
SPORCIC,RYAN WILLIAM	04/27/2004	CONCORD,NH	SPORCIC,CHRISTOPHER	SPORCIC,AMY
LAPOINTE,SARAH ELIZABETH	05/03/2004	CONCORD,NH	LAPOINTE,MICHAEL	LAPOINTE,VALERIE
DOMOSIARIS,HUNTER WILLIAM	05/10/2004	PEMBROKE,NH	DOMOSIARIS,ROBERT	DOMOSIARIS,MAEGGAN
CHAPDELAINE,SARAH KIRSTEN	05/11/2004	CONCORD,NH	CHAPDELAINE,JOHN	CHAPDELAINE,HEATHER
GIANNINI,AVA LEE	05/19/2004	CONCORD,NH	GIANNINI,MICHAEL	GIANNINI,JULIE
GOBLE,MADISON AMARA	05/26/2004	CONCORD,NH	GOBLE,DAVID	GOBLE,KELLIE
AUGER,JULIE ANTOINETTE	05/29/2004	MANCHESTER,NH	AUGER,JEAN	AUGER,CHRISTINE
PLACE,EVAN JAMES	06/05/2004	CONCORD,NH	PLACE,JOEL	PLACE,MELISSA
CLARK,JOSEPH MICHAEL JAE	06/07/2004	CONCORD,NH	CLARK,COREY	CLARK,KATHRYN
SULLIVAN,JASON THOMAS	06/17/2004	DERRY,NH	SULLIVAN,KEVIN	SULLIVAN,DENISE
ST LAURENT,STEPHEN	06/18/2004	CONCORD,NH	ST LAURENT,ARTHUR	ST LAURENT,LAURA
FRANCOEUR,ALEXANDER RICHARD	06/23/2004	CONCORD,NH	FRANCOEUR,GARY	FRANCOEUR,TRACY
GALLANT,CHRISTOPHER MICHAEL	07/19/2004	MANCHESTER,NH	GALLANT,MICHAEL	GALLANT,KERRY
WHYNOTT,LEXI ANN	07/21/2004	CONCORD,NH	WHYNOTT,CHRISTOPHER	WHYNOTT,RACHEL
LAMPARELLI,MATTHEW ROBERT	07/22/2004	MANCHESTER,NH	LAMPARELLI,FRANK	LAMPARELLI,JENNIFER
ROACH,ALLISON FRANCESCA-ROSE	07/29/2004	NASHUA,NH	ROACH,RONALD	ROACH,BOBBIE-JO
RASMUSSEN,KIRSTEN ELLEN	08/04/2004	CONCORD,NH	RASMUSSEN,MARK	RASMUSSEN,DEBORAH



## RESIDENT BIRTH REPORT

01/01/2004-12/31/2004

--PEMBROKE--

Child's Name	Date Of Birth	Place Of Birth	Father's Name	Mother's Name
MCFETRIDGE,KYLE RYAN	08/16/2004	CONCORD,NH	MCFETRIDGE,JAMES	MCFETRIDGE,DENISE
DURICA,ALANNAH RENEE	08/19/2004	CONCORD,NH	DURICA,SCOTT	DURICA,RENAY
DRAKE,KEEGAN SCOTT	08/28/2004	MANCHESTER,NH	DRAKE,SCOTT	DRAKE,BRENDA
CHABOT,GEORGE ELI	09/03/2004	MANCHESTER,NH	CHABOT,TIMOTHY	CHABOT,ELIZABETH
GUAY,HALEY ELIZABETH	09/11/2004	CONCORD,NH	GUAY,JEFFERY	GUAY,SUSAN
PICOTT,HANNAH MARIE	09/16/2004	MANCHESTER,NH	PICOTT,JASON	PICOTT,ERIN
BOOMHOWER,DELANEY LOUISE	09/22/2004	CONCORD,NH	BOOMHOWER,WILLIAM	BOOMHOWER,BETSY
COCULO,KIRA CHRISTINE	10/01/2004	CONCORD,NH	COCULO,ANTHONY	COCULO,CAYLENE
STEPHEN,MADISON FRANCES	10/01/2004	MANCHESTER,NH	STEPHEN,CRAIG	STEPHEN,VANESSA
HAMMER,GARRETT HENRY	10/02/2004	MANCHESTER,NH	HAMMER,BARRY	HAMMER,LISA
CURREN,NOLAN JAY	10/02/2004	NASHUA,NH	CURREN,DANIEL	CURREN,KAREN
DEAN,NATALIE IRENE	10/04/2004	CONCORD,NH	DEAN,MALCOLM	DEAN,CHERYL
PEPKA,ANDREW CLANCY	10/06/2004	CONCORD,NH	PEPKA,GARY	PEPKA,DEBORAH
BROWN,NICKOLAUS SEBASTIEN	10/07/2004	CONCORD,NH	BROWN,ANDREW	BROWN,CHARLINE
COLBY,RAMSEY THOMAS	10/21/2004	CONCORD,NH	COLBY,JASON	COLBY,JENNIFFER
SEXTON,MAXINE ELIZABETH	10/22/2004	MANCHESTER,NH	SEXTON,THOMAS	SEXTON,CAROLINE
BUTT, TYLER JONATHAN	10/26/2004	CONCORD,NH	BUTT,JONATHAN	BUTT,REBECCA
CLOUTHIER,NATHAN RAYMOND	11/05/2004	MANCHESTER,NH	CLOUTHIER,AARON	CLOUTHIER,JESSIE
LEMIEUX, TYLER JAMES	11/12/2004	MANCHESTER,NH	LEMIEUX,RAYMOND	LEMIEUX,JENNIFER
WALL,ZOIE ANN	11/16/2004	CONCORD,NH	WALL,MATTHEW	WALL,MELISSA
KING,MADISON ELIZABETH	11/19/2004	CONCORD,NH	KING,MICHAEL	KING,RENEE
ROSE,WILSON RYAN DEAN	12/05/2004	CONCORD,NH	ROSE,JASON	ROSE,CHRISSEY
DUVAL,CONNOR MITCHELL	12/16/2004	CONCORD,NH	DUVAL,RICHARD	DUVAL,CELESTE
RENO,CHASE HUNTER	12/22/2004	MANCHESTER,NH	RENO,GEORGE	RENO,JENNIFER
INSLEY,REBECCA KATE	12/22/2004	CONCORD,NH	INSLEY,BRUCE	INSLEY,KATHLEEN
CURRY,ROSALIE GERALDINE	12/27/2004	CONCORD,NH	CURRY,THADDEUS	CURRY,STEFANIE

DEPARTMENT OF STATE  
DIVISION OF VITAL RECORDS ADMINISTRATION  
RESIDENT MARRIAGE REPORT

01/01/2004 - 12/31/2004

-- PEMBROKE --

Groom's Name	Groom's Residence	Bride's Name	Bride's Residence	Town of Issuance	Place of Marriage	Date of Marriage
WILLIAMS, DAVID C	RICHLAND, WA	ELLIOTT, MARY K	PEMBROKE, NH	PEMBROKE	NASHUA	01/01/2004
GRANDMAISON, TYLER D	PEMBROKE, NH	CHASE, MELISSA M	ROCHESTER, NH	ROCHESTER	ROCHESTER	01/17/2004
EVANS, GLENN S	PEMBROKE, NH	BELINSKI, KAREN A	PEMBROKE, NH	PEMBROKE	CONCORD	02/14/2004
CHASE, JOHN P	PEMBROKE, NH	KENNARD, CRYSTAL N	PEMBROKE, NH	PEMBROKE	CONCORD	02/14/2004
FOSS, RICHARD A	PEMBROKE, NH	MARTIN, ELISHA M	PEMBROKE, NH	PEMBROKE	CONCORD	02/28/2004
DAVIS, KEITH A	PEMBROKE, NH	SARCIONE, TANYA M	PEMBROKE, NH	PEMBROKE	CONCORD	04/01/2004
DURICA, SCOTT L	PEMBROKE, NH	SWEET, RENAY M	PEMBROKE, NH	PEMBROKE	ALLENSTOWN	04/03/2004
AMAYA, JOHN	PEMBROKE, NH	FOSTER, CHRISTINE J	PEMBROKE, NH	CONCORD	PEMBROKE	04/06/2004
STEELMAN, GREGORY	SANBORNTON, NH	CHEVRETTE, DENISE J	PEMBROKE, NH	CHICHESTER	HENNIKER	04/16/2004
STRACHAN, GARRETT E	ALLENSTOWN, NH	WALKER, KATE A	PEMBROKE, NH	PEMBROKE	BOW	05/01/2004
VIGUE, KEVIN P	PEMBROKE, NH	PROVOST, PAMELA R	PEMBROKE, NH	PEMBROKE	PEMBROKE	05/08/2004
MACIOROWSKI, MICHAEL D	PEMBROKE, NH	BENEDETTI, KELLY A	PEMBROKE, NH	PEMBROKE	HOLLIS	05/15/2004
DIODATI, ALEXANDER E	PEMBROKE, NH	DAVID, ALICIA B	PEMBROKE, NH	CONCORD	CONCORD	05/22/2004
JANOSZ, THOMAS G	MANCHESTER, NH	GAGE, MYRTA H	PEMBROKE, NH	PEMBROKE	MANCHESTER	05/29/2004
MURPHY, TERRENCE A	PEMBROKE, NH	SAGER, JENNIFER G	PEMBROKE, NH	CONCORD	WINDHAM	06/03/2004
LOVERING, ROGER M	PEMBROKE, NH	EGGERS, TAMI S	PEMBROKE, NH	PEMBROKE	MEREDITH	06/12/2004
BORRY, NORMAN A	PEMBROKE, NH	DEREPENTIGNY, VALERIE L	PEMBROKE, NH	PEMBROKE	MANCHESTER	06/19/2004
MULLEN, TIMOTHY L	PEMBROKE, NH	BEDELL, SANDY M	PEMBROKE, NH	PEMBROKE	CONCORD	06/19/2004
BOISVERT, ANDREW L	PEMBROKE, NH	MURPHY, AMY K	HOOKSETT, NH	PEMBROKE	BRADFORD	06/23/2004
MORISSETTE, ALEN	PEMBROKE, NH	RICCITELLI, ELIZABETH	PEMBROKE, NH	PEMBROKE	NORTHWOOD	06/26/2004
LAMONTAGNE, SEAN M	PEMBROKE, NH	PADDEN, CINDY A	PEMBROKE, NH	PEMBROKE	AUBURN	06/26/2004
MORRIS, DAN E	PEMBROKE, NH	PHELPS, ALYZA A	ALLENSTOWN, NH	ALLENSTOWN	LACONIA	07/03/2004
LINDER, BRAD R	BEDFORD, NH	HON, RACHEL A	PEMBROKE, NH	PEMBROKE	CONCORD	07/07/2004
LALIBERTE, STEVE A	PEMBROKE, NH	SEASTEDT, LINDSEY L	PEMBROKE, NH	PEMBROKE	BEDFORD	07/10/2004
RIEL, BRIAN M	PEMBROKE, NH	SEVIGNY, MURIEL H	PEMBROKE, NH	CONCORD	JACKSON	07/15/2004
LAVOIE, MATTHEW S	PEMBROKE, NH	TURGEON, MONIQUE M	PEMBROKE, NH	PEMBROKE	MEREDITH	07/17/2004
TUCKER, TIMOTHY K	PEMBROKE, NH	GILMAN, MARIA L	PEMBROKE, NH	PEMBROKE	CONCORD	07/17/2004
KACZMARSKI, JOSEPH R	PEMBROKE, NH	BONNAR, BETH C	LONDONDERRY, NH	LONDONDERRY	BEDFORD	07/23/2004
VAZQUEZ, ALEJANDRO	PEMBROKE, NH	AGRON, MARY A	PEMBROKE, NH	MANCHESTER	HAMPSTEAD	07/31/2004
MAZZONE, CHRISTOPHER M	PEMBROKE, NH	WOLF, MELANIE	PEMBROKE, NH	PEMBROKE	RINDGE	07/31/2004
SATURLEY, BENJAMIN J	PEMBROKE, NH	MORAN, KRISTEN E	EPSOM, NH	EPSOM	EPSOM	07/31/2004
CUSHING, ROBERT R	PEMBROKE, NH	PRIVEY, ROBYN E	PEMBROKE, NH	PEMBROKE	LITCHFIELD	08/01/2004
SABEAN, STANLEY W	PEMBROKE, NH	HALL, SHERYL A	PEMBROKE, NH	PEMBROKE	LOUDON	08/07/2004
RENNA, JAMES P	PEMBROKE, NH	LARRABEE, JENNIFER L	PEMBROKE, NH	PEMBROKE	MEREDITH	08/07/2004
SUTTON, AARON C	PEMBROKE, NH	HOLLIS, HEATHER N	PEMBROKE, NH	PEMBROKE	KINGSTON	08/07/2004
ARNOLD, MICHAEL W	PEMBROKE, NH	LUNDERVILLE, TRACIE	PEMBROKE, NH	PEMBROKE	PEMBROKE	08/14/2004



## DEPARTMENT OF STATE

## DIVISION OF VITAL RECORDS ADMINISTRATION

## RESIDENT MARRIAGE REPORT

01/01/2004 - 12/31/2004

-- PEMBROKE --

Groom's Name	Groom's Residence	Bride's Name	Bride's Residence	Town of Issuance	Place of Marriage	Date of Marriage
GAGNON,RICHARD L	PEMBROKE,NH	STOUT,BOBBIE J	PEMBROKE,NH	ALLENSTOWN	PEMBROKE	08/18/2004
PANTALEO,ANTHONY V	PEMBROKE,NH	CHAMBERLIN,CELESTE G	PEMBROKE,NH	PEMBROKE	PEMBROKE	08/21/2004
SABEAN,SCOTT N	PEMBROKE,NH	MULLIKIN,ELIZABETH R	PEMBROKE,NH	MANCHESTER	BRIDGEWATER	08/21/2004
BLANCO,JAMES C	PEMBROKE,NH	PINKHAM,SARA A	PEMBROKE,NH	PEMBROKE	MANCHESTER	08/21/2004
MARTIN,MICHAEL M	PEMBROKE,NH	MARTIN,PATRICIA C	PEMBROKE,NH	PEMBROKE	HENNIKER	09/04/2004
WALSH,THOMAS J	PEMBROKE,NH	BAILEY,SUZANNE D	PEMBROKE,NH	PEMBROKE	TILTON	10/02/2004
MORENCY,SEAN P	PEMBROKE,NH	MORENCY,KERRY J	SOMERSWORTH,NH	SOMERSWORTH	PEMBROKE	10/16/2004
BRAY,DANIEL C	PEMBROKE,NH	ALLEN,JACQUELINE H	PEMBROKE,NH	HOOKSETT	BRETTON WOODS	10/30/2004
FLEURY,DANIEL W	PEMBROKE,NH	MCGUCKIN,MICHELE R	PEMBROKE,NH	CONCORD	PEMBROKE	10/30/2004
MOREY,THOMAS L	PEMBROKE,NH	MATTHEWS,ANN M	PEMBROKE,NH	PEMBROKE	NASHUA	11/06/2004
CRAIB,ANTHONY J	PEMBROKE,NH	CARLISLE,RENEE C	PEMBROKE,NH	PEMBROKE	HOOKSETT	11/06/2004
CLARK,DARRYL H	PEMBROKE,NH	BLISS,COURTNIE V	PEMBROKE,NH	PEMBROKE	ALLENSTOWN	11/07/2004
JENKERSON,DENNIS A	PEMBROKE,NH	FOLLANSBEE,LYNN A	CHICHESTER,NH	CHICHESTER	PEMBROKE	11/14/2004
VENEGAS,JEFFREY E	PEMBROKE,NH	HILLS,CRYSTAL D	PEMBROKE,NH	PEMBROKE	PEMBROKE	12/04/2004
GILLIS,CHRIS C	PEMBROKE,NH	MOORE,DEBRA L	PEMBROKE,NH	PEMBROKE	PEMBROKE	12/11/2004
LANDRIGAN,WILLIAM J	PEMBROKE,NH	GRANDMAISON,MAEGHAN E	PEMBROKE,NH	CONCORD	PEMBROKE	12/24/2004
ELLIS,DAVID J	PEMBROKE,NH	TROISI,EVELYN R	PEMBROKE,NH	PEMBROKE	PEMBROKE	12/31/2004

Total number of records 53



## DIVISION OF VITAL RECORDS ADMINISTRATION

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## RESIDENT DEATH REPORT

01/01/2004-12/31/2004

--PEMBROKE--

Decedent's Name	Date Of Death	Place Of Death	Father's Name	Mother's Maiden Name
DESPRES,GERARD	01/04/2004	MANCHESTER, NH	DESPRES, JEAN BAPTISTE	ARSENAULT, ROSELIE
CHAMPA, FRANCIS	01/18/2004	CONCORD, NH	CHAMPA, WILLIAM	VARDARO, JOSEPHINE
LEMOINE, BLANCHE	01/18/2004	PEMBROKE, NH	HOUSTON, JOSEPH	CAMPBELL, ELIZA
BAINES, INGRID	01/21/2004	FRANKLIN, NH	RASMUSSEN, HAROLD	MAGNUSSEN, OLGA
CAULFIELD, GEORGIANNA	01/30/2004	MANCHESTER, NH	BARROWS, JOHN	SOARS, NATALIE
FAUCHER, DAVID	01/31/2004	PEMBROKE, NH	FAUCHER, ROBERT	MARTEL, ANITA
AIKEN, AISLIN	02/08/2004	LEBANON, NH	AIKEN, STEVEN	CROTEAU, SARAH
BORDEN, THOMAS	02/19/2004	BEDFORD, NH	BORDEN, CLARENCE	HEATHERINGTON, GRACE
KING, JAMES	03/07/2004	CONCORD, NH	KING, LEON	PERKINS, FLORENCE
NELSON, ETHEL	03/15/2004	MANCHESTER, NH	POWERS, HENRY	HELLEN, ELLA
LAVERTU, WILFRED	03/15/2004	MANCHESTER, NH	LAVERTU, GEORGE	BARIL, LILLY
MANNING, ALLEN	03/27/2004	PEMBROKE, NH	MANNING, RALPH	DEWITT, MADELINE
BOUCHARD, LUCILLE	03/29/2004	MANCHESTER, NH	BOUCHARD, FERDINAND	LETENDRE, ROSA
RIOS, GLORIA	04/04/2004	PEMBROKE, NH	ERAZO, VICTOR	COLON, CECILIA
RIEDEL, SHIRLEY	04/07/2004	LEBANON, NH	HUMMEL, UNKNOWN	LIPPERT, ADELA
LOCKHART, DORIS	04/10/2004	CONCORD, NH	KETCHUM, WILLIAM	OLIVE, ANNIE
FLEURY, ALBERTA	04/13/2004	MANCHESTER, NH	MORRISON, OSCAR	BARRY, VERA
BASSETT, ANNIE	04/26/2004	PEMBROKE, NH	GREGOIRE, ADJUTOR	DUBE, MARY

## DIVISION OF VITAL RECORDS ADMINISTRATION

## RESIDENT DEATH REPORT

01/01/2004-12/31/2004

--PEMBROKE--

Decedent's Name	Date Of Death	Place Of Death	Father's Name	Mother's Maiden Name
COSGROVE,RUTH	04/27/2004	CONCORD, NH	PENN, CLAYTON	CRAWFORD, MAGGIE
NOLIN,ESTHER	05/03/2004	CONCORD, NH	MACMICHAEL, JOHN	LOCKE, JOSEPHINE
SHAPLEIGH,PHILIP	05/11/2004	MERRIMACK, NH	SHAPLEIGH, CLARENCE	BURRILLE, LILLA
SITOIY,BERNARDINO	06/04/2004	PEMBROKE, NH	SITOIY, APOLONIO	MENGUITO, URBANA
SANTACRUCE,CECILIA	06/17/2004	CONCORD, NH	PELILLO, DOMINICO	FESTA, ROSE
QUINZANI,ALFRED	06/27/2004	CONCORD, NH	QUINZANI, OVIDIO	SCARPETTI, EMIDIA
VEZINA,RAYMOND	07/04/2004	CONCORD, NH	VEZINA, RENE	MALO, MARIE
BAUM,THERESA	08/09/2004	CONCORD, NH	BAUM, ARTHUR	AMYOT, SIMONE
BACKES,NANCY	08/14/2004	CONCORD, NH	LOCKETT, VINCENT	CASEY, ANNIE
NOLIN,PHYLLIS	08/18/2004	PEMBROKE, NH	LAMORA, FRANK	MULLIGAN, MARY
VALLEY,DOROTHY	08/21/2004	PEMBROKE, NH	GILBERT, LOUIS	O'BARTON, ALBINA
PELLETIER,ROSAIRE	09/10/2004	CONCORD, NH	PELLETIER, AIME	BENOIT, VALERIE
BOND,RAY	09/12/2004	PEMBROKE, NH	BOND, NOYES	BROWN, SUSIE
TASKER,IRENE	09/15/2004	CONCORD, NH	ARCHAMBAULT, JOSEPH	SAVARIA, MARY
BOUDREAU,MARY	09/26/2004	CONCORD, NH	WELCH, TIMOTHY	PLUNKETT, CATHERINE
BEAUDOIN,AIME	09/28/2004	CONCORD, NH	BEAUDOIN, AIME	GAUTHIER, LAURA
SUTPHEN,WILLIAM	10/07/2004	CONCORD, NH	SUTPHEN, HOWARD	BENSON, IRENE
RUCHTI,GEORGIA	10/11/2004	PEMBROKE, NH	CHESLEY, ADNYRUM	CATE, GEORGIA

## DIVISION OF VITAL RECORDS ADMINISTRATION

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## RESIDENT DEATH REPORT

01/01/2004-12/31/2004

--PEMBROKE--

Decedent's Name	Date Of Death	Place Of Death	Father's Name	Mother's Maiden Name
GOULD,JANE	10/22/2004	PEMBROKE, NH	COOMBS, ROBERT	WELLS, SARAH
ROGALA,JOHN	11/01/2004	CONCORD, NH	ROGALA, JOHN	UNKNOWN, UNKNOWN
SNOW,AGNES	11/30/2004	PEMBROKE, NH	GATES, DONALD	WOODARD, ETTA
LEWIS,HENRY	12/24/2004	CONCORD, NH	LEWIS, WILLIAM	UNKNOWN, MIRIAM
WILLIAMSON,CAROLYN	12/31/2004	CONCORD, NH	HAGEMAN, RAYMOND	THOMAS, DORIS

Total number of records 41



# APPENDIX



## Detailed Balance Sheet

Pembroke WWks  
212 Main Street  
Pembroke, NH 03275

As of 12/31/2004

FILTER: Departments Selected: All, Inactive Accounts Excluded

SORTED BY: Account Group + Account ID

Account Name/Description	Balance
<b>ASSETS</b>	
<b>Current Asset</b>	
<b>Cash</b>	
100 - CHECKING	11572.66
102 - CONTINGENCY	41519.49
103 - PAYROLL	1914.55
104 - PETTY CASH	185.00
105 - RESERVE SAVINGS	121161.99
106 - ESCROW ACCOUNT	1563.82
107 - CAPITAL IMPROVEMENT FUNDS	129012.59
<b>Total Cash</b>	<b>306930.10</b>
<b>Account Receivable</b>	
110 - ACCOUNTS RECEIVABLE	62890.58
111 - OTHER ACCOUNTS	20115.10
<b>Total Account Receivable</b>	<b>83005.68</b>
<b>Inventory</b>	
120 - INVENTORY	25804.82
<b>Total Inventory</b>	<b>25804.82</b>
<b>Total Current Asset</b>	<b>415740.60</b>
<b>Other Current Assets</b>	
130 - PREPAID INSURANCE	4811.22
131 - PREPAID EXPENSES	1666.15
<b>Total Other Current Assets</b>	<b>6477.37</b>
<b>Fixed Asset</b>	
<b>Fixed Assets</b>	
140 - LAND - WATER SUPPLY	30685.00
141 - LAND WATER - STORAGE	200.00
142 - LAND-OTHER	1050.00
143 - Capital Contributions	171565.00
150 - STRUCTURE - WATER SUPPLY	467757.30
151 - STRUCTURE - PUMP STATION	147205.63
152 - STRUCTURE - WATER TANK	523998.99
153 - STRUCTURE - SHOP	37801.77
154 - EQUIPMENT - PUMP STATION	304747.56
155 - EQUIPMENT - MAINS	1043564.54
156 - EQUIPMENT - SERVICES	121332.27
157 - EQUIPMENT - HYDRANT	67687.18
158 - EQUIPMENT - METERS	162107.92
159 - EQUIPMENT - SHOP	39241.65
160 - EQUIPMENT - GARAGE	104834.18
161 - EQUIPMENT - OFFICE	19919.61
162 - EXPLORATION	29864.50
<b>Total Fixed Assets</b>	<b>3273563.10</b>



## Detailed Balance Sheet

Pembroke WWks  
212 Main Street  
Pembroke, NH 03275

As of 12/31/2004

FILTER: Departments Selected: All, Inactive Accounts Excluded  
SORTED BY: Account Group + Account ID

Account Name/Description	Balance
<b>Total Fixed Asset</b>	<b>3273563.10</b>
<b>Other Asset</b>	
<b>Accumulated Depreciation</b>	
170 - DEPRECIATION -WATER	- 120358.80
171 - DEPRECIATION-PUMP STATION	- 88723.36
172 - DEPRECIATION-WATER TANK	- 171860.03
173 - DEPRECIATION-SHOP	- 26322.70
174 - DEPRECIATION-PUMP STATION	- 223747.54
175 - DEPRECIATION-MAINS	- 485807.34
176 - DEPRECIATION-SERVICES	- 115274.17
177 - DEPRECIATION-HYDRANTS	- 42826.12
178 - DEPRECIATION-METERS	- 128918.15
179 - DEPRECIATION-SHOP	- 35419.63
180 - DEPRECIATION-GARAGE	- 74869.18
181 - DEPRECIATION-OFFICE	- 18063.06
182 - DEPRECIATION-EXPLORATION	- 31776.46
183 - DEPRECIATION-NEW	- 2489.33
<b>Total Accumulated Depreciation</b>	<b>- 1566455.87</b>
<b>Total Other Asset</b>	<b>- 1566455.87</b>
<b>Total ASSETS</b>	<b>2129325.20</b>
<b>LIABILITIES</b>	
<b>Current Liability</b>	
<b>Accounts Payable</b>	
200 - ACCOUNTS PAYABLE	8324.56
<b>Total Accounts Payable</b>	<b>8324.56</b>
<b>Total Current Liability</b>	<b>8324.56</b>
<b>Other Current Liability</b>	
250 - BONDS PAYABLE	112500.00
281 - CUSTOMER ESCROW PAYABLE	1000.00
<b>Total Other Current Liability</b>	<b>113500.00</b>
<b>Total LIABILITIES</b>	<b>121824.56</b>
<b>CAPITAL/EQUITY</b>	
<b>Capital/Equity</b>	
300 - MUNICIPAL INVESTMENT	385258.09
310 - CAPITAL RESERVE	71841.41
320 - RETAINED EARNINGS	1495056.32
330 - PROFIT AND LOSS	55344.82

## Detailed Balance Sheet

Pembroke WWks  
212 Main Street  
Pembroke, NH 03275

As of 12/31/2004

FILTER: Departments Selected: All, Inactive Accounts Excluded

SORTED BY: Account Group + Account ID

<b>Account Name/Description</b>	<b>Balance</b>
Total Capital/Equity	2007500.64
Total CAPITAL/EQUITY	2007500.64
Total LIABILITIES PLUS CAPITAL/EQUITY	2129325.20





**2005**

**TOWN MEETING  
WARRANT**

**AND**

**PROPOSED  
TOWN BUDGET**

## 2005 ANNUAL TOWN MEETING WARRANT TOWN OF PEMBROKE, NH

To the Inhabitants of the Town of Pembroke in the County of Merrimack in said State qualified to vote in Town Affairs. Voters are hereby notified to meet at the Pembroke Village School in Pembroke on Tuesday, March 8, 2005 from 11:00 a.m. until 7:00 p.m. for the casting of ballots. Voters are further notified to meet at Pembroke Academy in Pembroke on Saturday, March 12, 2005, at 10:00 a.m., to discuss, amend and act upon the following articles, proposed 2005 budget and all other matters to come before the meeting.

### MARCH 8, 2005 - FIRST SESSION OF ANNUAL TOWN MEETING (Official Ballot Voting)

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

<i><b>OFFICE</b></i>	<i><b>TERM</b></i>	<i><b>OFFICE</b></i>	<i><b>TERM</b></i>
Town Clerk	1 yr	Library Trustee	3yrs
Treasurer	1 yr	Library Trustee	3 yrs
Selectman	3 yrs	Trust Fund Trustee	3 yrs
Selectman	3 yrs		
Selectman	1 yr		
Sewer Commissioner	3 yrs		
Water Commissioner	5 yrs		
Checklist Supervisor	5 yrs		

**ARTICLE - 2** (by petition) "To see if the Town will vote to adopt the provisions of RSA 40:13 (known as SB 2) to allow official ballot voting on all issues before the Town of Pembroke on the second Tuesday of March."(3/5 Majority vote required)

**ARTICLE 3** - Are you in favor of adopting the following amendments to the Town of Pembroke Zoning Ordinance as recommended by the Pembroke Planning Board?

- \* New language is shown in bold and italic text; Example: ***new***
- \* Changes are shown with a single line strikethrough; Example: ~~delete~~
- \* Current language is shown in normal text; Example: current language

**Amendment # 1:** Are you in favor of adding a new section to Article V, Dimensional and Density Regulations, section 143-21 to read as follows?

***Section K - No structure shall be located closer than twenty (20) feet measured horizontally from any wetland.***

**Amendment # 2** - Are you in favor of adding the ***Suncook Business District (SB)*** to Article III, Establishment of Zoning Districts, section 143-10?

**Amendment # 3** - Are you in favor of adding the *Suncook Business District (SB)* to the zoning and overlay districts in Article IV, Use Regulations, section 143-19?

**Amendment # 4:** Are you in favor of amending Article XIV, Zoning Board of Adjustment, Variances, and Special Exceptions, section 143-114 to read as follows?

*A. The variance will not be contrary to the public interest.*

*B. Special conditions exist such that literal enforcement of the ordinance results in unnecessary hardship.*

*1. To establish an unnecessary hardship for a use variance, an applicant must prove that:*

- a. The zoning restriction as applied interferes with a landowner's reasonable use of the property, considering the unique setting of the property in its environment.*
- b. No fair and substantial relationship exists between the general purpose of the zoning ordinance and the specific restriction on the property.*
- c. The variance would not injure the public or private rights of others.*

*2. To establish an unnecessary hardship for a area variance, an applicant must prove that:*

- a. An area variance is needed to enable the applicant's proposed use of the property given the special conditions of the property.*
- b. The benefits sought by the applicant cannot be achieved by some other method reasonably feasible for the applicant to pursue, other than an area variance.*

*C. The variance is consistent with the spirit of the ordinance.*

*D. Substantial justice is done.*

*E. The value of the surrounding property will not be diminished.*

**Amendment # 5** - Are you in favor of adding a new section to Article IX entitled "Overlay Districts" of the Pembroke Zoning Ordinance to read as follows?

Section - 143-71.1 Suncook Business Overlay District

*A. Purpose: The purpose of this District is to restrict residential dwellings from the first floor of buildings in the Suncook Business District.*

*B. Boundaries of the District: The boundaries of the district shall be:*

- Both sides of Main Street south of Union Street and Central Street, and north of Front Street and Glass Street.*
- Easterly side of Main Street south of Glass Street, and north of Mills Falls.*
- Both sides of Glass Street west of Crescent Street and east of Main Street.*
- Both sides of Union Street east of Prospect Street and west of Main Street*
- Properties at the intersections of Front Street and Main Street; and Central Street and Main Street*





**Amendment # 9** - Are you in favor of amending Article VIII - Signs section 143-59D to read as follows?

- D. Removal of signs: Any sign which has been ordered removed by the Code Enforcement Officer, or which is abandoned or discontinued, shall be removed by the person, firm or corporation responsible for the sign within fourteen (14) days of written notice to remove the same. *The Code Enforcement Officer may cause the removal of any sign placed on public property or that constitutes a safety hazard.*

**Amendment # 10** - Are you in favor of adding a new section to Article VIII- Signs, section 143-59 to read as follows?

**(8) Exception to permits: The following signs shall be exempt from the permitting requirements;**

- A. All temporary SALE/RENT/LEASE covered by section 143-63 (F)**
- B. All political signs covered by section 143-63(N)**
- C. All temporary signs advertising yard sales. These signs shall not exceed 6 square feet in size and must be removed five (5) days after sale.**
- D. Signs less than 2 square feet in size identifying a personal residency by name and street address.**
- E. Hunting, no trespassing, and other such signs less than two (2) square feet in size.**

**Amendment # 11** - Are you in favor of adding a new section to Article 1 - General Provisions, section 143-2 to read as follows?

*The Planning Board is authorized to require preliminary subdivision review. The subdivision regulations regarding the requirements of such review are to be prepared and adopted by the Planning Board.*

**MARCH 12, 2005 – SECOND SESSION OF ANNUAL TOWN MEETING  
(Deliberative)**

**ARTICLE 4-** To see if the Town will vote to adopt the provisions of NH RSA 162-K MUNICIPAL ECONOMIC DEVELOPMENT AND REVITALIZATION DISTRICTS. By adopting the statute, the Town would thereafter have all the authority, powers, duties and responsibilities set forth in chapter 162-K, including the power for the Town Meeting to establish development programs and tax increment financing plans, including adoption of Article 5 at this year's 2005 Annual Town Meeting.

**ARTICLE 5-** To see if the Town will vote to:

- (a) Pursuant to RSA 162-K:5 to create a Development District be known as the Soucook River Tax Increment Financing District which shall contain nine (9) properties shown on the Pembroke Tax map as Map 634, Lot 41, Map 634, Lot 43-2, Map 634, Lot 47, Map 634, Lot 48-3, Map 634, Lot 48-1, Map 634, Lot 48-2, Map 634, Lot 48, Map 632, Lot 5 and Map 563, Lot 6; and
- (b) Pursuant to RSA 162-K:6 and 162-K:9, to establish the Development Program and Tax Increment Financing Plan as proposed by the Board of Selectmen; and
- (c) Raise and appropriate the sum of \$75,000.00, for the purpose of paying engineering and consultant fees for the continued design and development of the Soucook River Tax Increment Financing District; said appropriation shall be offset by incremental tax revenue collected in 2005 in accordance with said Tax Increment Financing Plan.

**(Recommended by Board of Selectmen)**

**(Recommended by Budget Committee)**

**ARTICLE 6 -** To see if the Town will vote to authorize the Board of Selectmen to sell land and building located at 4 Union Street, known as the former Police Station on such terms and conditions as the Board of Selectmen deem appropriate.

**ARTICLE 7 -** To see if the Town will vote to raise and appropriate \$25,000.00 for estimated maintenance, renovation and other related costs for continued ownership and future leasing of land and building located at 4 Union Street, known as the former Police Station and to authorize the Board of Selectmen to negotiate short and or long term lease agreements (more than one year) for use of said land and building.

**(Recommended by Board of Selectmen if article 6 is not approved)**

**(Recommended by Budget Committee)**



**ARTICLE 8** – To see if the Town will vote to raise and appropriate the sums set forth below to be placed in capital reserve funds previously established.

Town Equipment Capital Reserve Fund	\$200,000.00
Police Cruiser Capital Reserve Fund	\$ 37,000.00
Municipal Facilities Capital Reserve Fund	\$ 5,000.00
Recreation Facilities Capital Reserve Fund	\$ 4,000.00
Police Small Equipment Capital Reserve Fund	<u>\$ 1,000.00</u>
<i>Total</i>	<i>\$247,000.00</i>

**(Recommended by Board of Selectmen)**  
**(Recommended by Budget Committee)**

**ARTICLE 9** - To see if the Town will vote to raise and appropriate a sum not to exceed \$378,000.00 to purchase a fire pumper/attack truck with equipment and to authorize the withdrawal of a sum not to exceed \$231,300.00 from the Fire Equipment Capital Reserve Fund created for this purpose, with an amount not to exceed \$146,700.00 raised from general taxation.

**(Recommended by Board of Selectmen)**  
**(Recommended by Budget Committee)**

**ARTICLE 10** - To see if the Town will vote to raise and appropriate a sum not to exceed \$133,615.00 to purchase a ten wheel dump truck with equipment and to authorize the withdrawal of a sum not to exceed \$133,615.00 from the Town Equipment Capital Reserve Fund created for this purpose, with no amount raised from current taxation.

**(Recommended by Board of Selectmen)**  
**(Recommended by Budget Committee)**

**ARTICLE 11** - To see if the Town will vote to raise and appropriate a sum not to exceed \$65,176.00 to purchase a dump / plow truck with equipment and to authorize the withdrawal of a sum not to exceed \$65,176.00 from the Town Equipment Capital Reserve Fund created for this purpose, with no amount raised from current taxation.

**(Recommended by Board of Selectmen)**  
**(Recommended by Budget Committee)**

**ARTICLE 12** - To see if the Town will vote to raise and appropriate a sum of \$50,920.00 to purchase and equip two police cruisers and to authorize the withdrawal of a sum not to exceed \$50,920.00 from the Police Cruiser Capital Reserve Fund created for this purpose, with no amount raised from current taxation.

**(Recommended by Board of Selectmen)**  
**(Recommended by Budget Committee)**

**ARTICLE 13-** To see if the Town will vote to raise and appropriate a sum not to exceed \$7,300.00 to purchase replacement bleachers and to authorize the withdrawal of a sum not to exceed \$7,300.00 from the Recreation Facilities Capital Reserve Fund created for this purpose, with no amount raised from current taxation.

**(Recommended by Board of Selectmen)**  
**(Recommended by Budget Committee)**

**ARTICLE 14** - To see if the Town will vote to raise and appropriate a sum not to exceed \$3,250.00 to purchase one (1) SCBA Replacement Bottle, and five (5) Emergency Alerting Pagers and to authorize the withdrawal of a sum not to exceed \$3,250.00 from the Fire Small Equipment Capital Reserve Fund created for this purpose, with no amount raised from current taxation.

**(Recommended by Board of Selectmen)**

**(Recommended by Budget Committee)**

**ARTICLE 15-** To see if the Town will vote to raise and appropriate a sum not to exceed \$2,500.00 to purchase police body armor/vests and to authorize the withdrawal of a sum not to exceed \$2,500.00 from the Police Small Equipment Capital Reserve Fund created for this purpose, with no amount raised from current taxation.

**(Recommended by Board of Selectmen)**

**(Recommended by Budget Committee)**

**ARTICLE 16** - To see if the Town will vote to raise and appropriate the sum of \$169,360.00 to fund building improvements to the Highway Garage, and to authorize the use of the December 31, 2004 fund balance in that amount for this purpose.

**(Recommended by Board of Selectmen)**

**(Recommended by Budget Committee)**

**ARTICLE 17** - To see if the Town will vote to raise and appropriate a sum not to exceed \$25,000.00 to be used for Cemetery Improvements; said funds to be transferred from perpetual care Trust Funds held by the Town, if approval is obtained from the Probate Court. If approval is not obtained, this article shall be deemed void.

**(Recommended by Board of Selectmen)**

**(Recommended by Budget Committee)**

**ARTICLE 18** - To see if the Town will vote to raise and appropriate \$50,000.00 for the purpose of funding improvements to the intersection of Route 3 and Pembroke Hill Road. This appropriation shall be non-lapsing and may be encumbered by the Selectmen for up to four years.

**(Recommended by Board of Selectmen)**

**(Recommended by Budget Committee)**

**ARTICLE 19** - (by petition) "To see if the Town will vote to raise and appropriate \$75,000.00 for the purpose of funding the town's share of the total \$150,000.00 project cost to reconstruct and install traffic signal lights at the intersection of Pembroke Hill Road and Route 3."

**(Not recommended by Board of Selectmen as written)**

**(Not recommended by Budget Committee)**

**ARTICLE 20** - To see if the Town will vote to authorize the Board of Selectmen to sell town land created by the Church Road Realignment Project to abutting property owners on such terms and conditions as the Board of Selectmen deem appropriate for an amount not less than, but not limited to, town expenses incurred to transfer said land.

**ARTICLE 21** - To see if the Town will vote to raise and appropriate the amount of \$6,100,806.00 for the 2005 operating budget, not including appropriations by special warrant articles and other appropriations voted separately.

**(Recommended by Board of Selectmen)**

**(Recommended by Budget Committee)**



**ARTICLE 22** - To see if the Town will vote to amend Chapter 138, Article I of the Code of the Town of Pembroke, entitled Exemption for the Blind, to change the amount of the exemption from \$15,000.00 to \$30,000.00, to read as follows:

**ARTICLE I**  
**Exemption for the Blind**  
**§ 138-1. Adoption of statutory provisions.**

The Town adopts the provisions of RSA 72:37 for exemption for the blind from property tax. This statute provides that every inhabitant who is legally blind shall be exempt each year from the property tax on a residence to the value of \$30,000.00.

**ARTICLE 23** - To see if the Town will vote to amend Chapter 138, Article IV, of the Code of the Town of Pembroke, entitled Elderly Exemptions, to change the amount of the exemptions from \$15,000.00, \$30,000.00, and \$60,000.00 to \$35,000.00, \$65,000.00, and \$125,000.00 respectively, to read as follows: (majority vote required)

**ARTICLE IV**  
**Elderly Exemptions**  
**§ 138- 4. Adoption of adjusted elderly exemptions.**

The town adopts optional adjusted elderly exemptions from property tax. The optional exemptions, based on assessed value, for qualified taxpayers shall be as follows: for a person 65 years of age up to 75 years, \$35,000.00; for a person 75 years of age up to 80 years, \$65,000.00; for a person 80 years of age or older, \$125,000.00. To qualify, the person must have been a New Hampshire resident for at least five years, own the real estate individually or jointly; or, if the real estate is owned by such person's spouse, they must have been married for at least five years. In addition, the taxpayer must have a net income of not more than \$18,400.00 or, if married, a combined net income of less than \$26,400.00 and own net assets not in excess of \$35,000.00, excluding the value of the person's residence.

**ARTICLE 24** - To see if the Town will vote to amend the Pembroke Town Code, Chapter 138, Article VII, entitled Disability Exemption, to change the amount of the exemption from \$50,000.00 to \$105,000.00 to read as follows:

**ARTICLE VII**  
**Exemption for the Disabled**  
**§ 138-7. Adoption of disability exemptions.**

The Town adopts an exemption for the disabled under the provisions of NH RSA 72:37-b. The exemption from assessed value for qualified taxpayers shall be \$105,000. To qualify, the person must be eligible under Title II or Title XVI of the Federal Social Security Act, must occupy the property as his principle place of abode, must own the property individually or jointly, or if owned by a spouse, they must have been married for at least 5 consecutive years, had in the calendar year preceding April 1 a net income from all sources of not more than \$13,400.00 if single and \$20,400.00 if married, own net assets not in excess of \$35,000.00, excluding the value of the persons actual residence and up to 2 acres or the minimum single family residential lot size specified in the Town zoning ordinance.



**ARTICLE 25** - (by petition) "To see if the Town will vote to adopt the provisions of RSA 72:28 V and VI for an optional veterans exemption and an expanded qualifying war service for veterans seeking the exemption and to set the optional veterans exemption at \$500.00 rather than \$100.00" and to amend the Pembroke Town Code Chapter 138, Article VI, entitled Optional Veteran's Exemption, to read as follows:

**ARTICLE VI**  
**Optional Veteran's Exemption**  
**§ 138-6. Adoption of statutory provisions.**

The Town adopts 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 \$500.00 rather than \$100.00

**ARTICLE 26** - (by petition) "To see if the Town will vote to adopt the provisions of RSA 72:35 I-a, the optional Tax Credit for service connected total disability for veterans seeking the exemption. The optional total disability exemption is \$2,000.00 rather than \$1,400.00"

**ARTICLE 27** - To transact any other business that may legally come before said meeting.

Given under our hands and seal this \_\_\_\_ day of February, 2005

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Brian B. Tufts - Chairman

---

Larry W. Young, Sr. - Vice-Chair

---

William A. Boudreau

---

Daniel D. Crean

---

Larry J. Preston

Board of Selectmen  
Town of Pembroke, NH

# BUDGET OF THE TOWN/CITY

OF: The Town of Pembroke

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

Appropriations and Estimates of Revenue for the Ensuing Year January 1, 2005 to December 31, 2005

or Fiscal Year From \_\_\_\_\_ to \_\_\_\_\_

## IMPORTANT:

Please read RSA 32:5 applicable to all municipalities.

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

This is to certify that this budget was posted with the warrant on the (date) \_\_\_\_\_.

### BUDGET COMMITTEE

*Please sign in ink.*

*James Freeman - Warrant*  
 \_\_\_\_\_  
*Charles A Connor*  
 \_\_\_\_\_  
*James W. Crosby*  
 \_\_\_\_\_  
*Roxana Baxter*  
 \_\_\_\_\_  
*Mark J. Foye*  
 \_\_\_\_\_  
*Cecilia Coley*  
 \_\_\_\_\_

*[Signature]*  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

FOR DRA USE ONLY

NH DEPARTMENT OF REVENUE ADMINISTRATION  
 COMMUNITY SERVICES DIVISION  
 MUNICIPAL FINANCE BUREAU  
 P.O. BOX 487, CONCORD, NH 03302-0487  
 (603)271-3397

1 2 3 4 5 6 7 8 9

ACCT.#	PURPOSE OF APPROPRIATIONS (RSA 32:3.V)	Warr. Art.#	Appropriations		Actual Expenditures Prior Year	SELECTMEN'S APPROPRIATIONS		BUDGET COMMITTEES APPROPRIATIONS	
			Prior Year As Approved by DRA			(RECOMMENDED)	Ensuing Fiscal Year (NOT RECOMMENDED)	RECOMMENDED	Ensuing Fiscal Year NOT RECOMMENDED
<b>GENERAL GOVERNMENT</b>									
4130-4139	Executive		309,192		336,000	275,134		275,134	
4140-4149	Election, Reg. & Vital Statistics		114,775		112,477	113,745		113,745	
4150-4151	Financial Administration		83,159		73,720	81,353		81,353	
4152	Revaluation of Property		84,000		89,845	60,500		60,500	
4153	Legal Expense		30,000		35,423	40,000		40,000	
4155-4159	Personnel Administration								
4191-4193	Planning & Zoning		200,059		178,785	210,148		210,148	
4194	General Government Buildings		82,451		30,763	89,510		89,510	
4195	Cemeteries		25,045		23,787	25,645		25,645	
4196	Insurance		73,700		73,700	74,600		74,600	
4197	Advertising & Regional Assoc.								
4199	Other General Government								
<b>PUBLIC SAFETY</b>									
4210-4214	Police		821,758		831,324	877,981		877,981	
4215-4219	Ambulance		35,067		35,068	35,067		35,067	
4220-4229	Fire		190,392		185,280	210,328		210,328	
4240-4249	Building Inspection								
4290-4298	Emergency Management		441		390	452		452	
4299	Other (Including Communications)								
<b>AIRPORT/AVIATION CENTER</b>									
4301-4309	Airport Operations								
<b>HIGHWAYS &amp; STREETS</b>									
4311	Administration		264,110		261,888	287,420		287,420	
4312	Highways & Streets		333,465		337,323	363,577		363,577	
4313	Bridges								



1 2 3 4 5 6 7 8 9

ACCT.#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	Warr. Art.#	Appropriations		Actual Expenditures Prior Year	SELECTMEN'S APPROPRIATIONS		BUDGET COMMITTEE'S APPROPRIATIONS	
			Prior Year As Approved by DRA			Ensuing Fiscal Year (RECOMMENDED)	(NOT RECOMMENDED)	Ensuing Fiscal Year RECOMMENDED	NOT RECOMMENDED
<b>HIGHWAYS &amp; STREETS cont.</b>									
4316	Street Lighting		24,000		24,344	23,000		23,000	
4319	Other		63,804		65,842	68,365		68,365	
<b>SANITATION</b>									
4321	Administration								
4323	Solid Waste Collection		368,465		367,981	372,598		372,598	
4324	Solid Waste Disposal								
4325	Solid Waste Clean-up								
4326-4329	Sewage Coll. & Disposal & Other								
<b>WATER DISTRIBUTION &amp; TREATMENT</b>									
4331	Administration								
4332	Water Services								
4335-4339	Water Treatment, Conserv.& Other								
<b>ELECTRIC</b>									
4351-4352	Admin. and Generation								
4353	Purchase Costs								
4354	Electric Equipment Maintenance								
4359	Other Electric Costs								
<b>HEALTH/WELFARE</b>									
4411	Administration		12,993		13,252	13,024		13,024	
4414	Pest Control								
4415-4419	Health Agencies & Hosp. & Other								
4441-4442	Administration & Direct Assist.		70,282		65,375	72,144		72,144	
4444	Intergovernmental Welfare Pymnts								
4445-4449	Vendor Payments & Other								

1 2 3 4 5 6 7 8 9

ACCT.#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	Warr. Art.#	Appropriations Prior Year As Approved by DRA	Actual Expenditures Prior Year	SELECTMEN'S APPROPRIATIONS		BUDGET COMMITTEE'S APPROPRIATIONS	
					Ensuing Fiscal Year (RECOMMENDED)	(NOT RECOMMENDED)	Ensuing Fiscal Year RECOMMENDED	NOT RECOMMENDED
<b>CULTURE &amp; RECREATION</b>								
4520-4529	Parks & Recreation							
4550-4559	Library							
4583	Patriotic Purposes							
4589	Other Culture & Recreation		4,650	3,750	4,650		4,650	
<b>CONSERVATION</b>								
4611-4612	Admin.& Purch. of Nat. Resources							
4619	Other Conservation							
4631-4632	REDEVELOPMNT & HOUSING							
4651-4659	ECONOMIC DEVELOPMENT		8,096	9,886	-11,137		11,137	
<b>DEBT SERVICE</b>								
4711	Princ.- Long Term Bonds & Notes		255,000	255,000	205,000		205,000	
4721	Interest-Long Term Bonds & Notes		95,550	95,550	87,263		87,263	
4723	Int. on Tax Anticipation Notes							
4790-4799	Other Debt Service		8,000	-				
<b>CAPITAL OUTLAY</b>								
4901	Land							
4902	Machinery, Vehicies & Equipment		175,271	150,560	11,450		11,450	
4903	Buildings		131,000	7,850	1		1	
4909	Improvements Other Than Bldgs.		754,172	692,919	563,349		563,349	
<b>OPERATING TRANSFERS OUT</b>								
4912	To Special Revenue Fund		162,100	162,100	170,165		170,165	
4913	To Capital Projects Fund				1		1	
4914	To Enterprise Fund							
	Sewer-		1,009,117	1,009,117	1,067,165		1,067,165	
	Water-		616,957	616,957	686,034		686,034	



1 2 3 4 5 6 7 8 9

ACCT.#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	Warr. Art.#	Appropriations		Actual Expenditures Prior Year	SELECTMEN'S APPROPRIATIONS		BUDGET COMMITTEE'S APPROPRIATIONS	
			Prior Year As Approved by DRA			Ensuing Fiscal Year (RECOMMENDED)	(NOT RECOMMENDED)	Ensuing Fiscal Year RECOMMENDED	NOT RECOMMENDED
	OPERATING TRANSFERS OUT cont.		XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
	Electric-								
	Airport-								
4915	To Capital Reserve Fund		239,300		239,300				
4916	To Exp.Tr.Fund-except #4917								
4917	To Health Maint. Trust Funds								
4918	To Nonexpendable Trust Funds								
4919	To Agency Funds								
	<b>SUBTOTAL 1</b>		6,646,371		6,355,554			6,100,806	6,100,806

If you have a line item of appropriations from more than one warrant article, please use the space below to identify the make-up of the line total for the ensuing year.

Acct. #	Warr. Art. #	Amount	Acct. #	Warr. Art. #	Amount





1	2	3	4	5	6
ACCT.#	SOURCE OF REVENUE	Warr. Art.#	Estimated Revenues Prior Year	Actual Revenues Prior Year	Estimated Revenues Ensuing Year
<b>TAXES</b>					
			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3120	Land Use Change Taxes				
3180	Resident Taxes				
3185	Timber Taxes		22,500	26,689	22,500
3186	Payment in Lieu of Taxes		50,000	59,560	59,500
3189	Other Taxes		10,000	8,177	10,000
3190	Interest & Penalties on Delinquent Taxes		65,000	67,361	65,000
	Inventory Penalties				
3187	Excavation Tax (\$.02 cents per cu yd)				
<b>LICENSES, PERMITS &amp; FEES</b>					
			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3210	Business Licenses & Permits		2,550	2,442	2,550
3220	Motor Vehicle Permit Fees		1,000,000	1,011,054	1,080,000
3230	Building Permits		42,000	70,342	155,000
3290	Other Licenses, Permits & Fees		26,665	23,023	26,665
3311-3319	FROM FEDERAL GOVERNMENT				
<b>FROM STATE</b>					
			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3351	Shared Revenues		48,169	48,169	48,169
3352	Meals & Rooms Tax Distribution		238,946	238,946	238,946
3353	Highway Block Grant		133,211	133,211	144,413
3354	Water Pollution Grant		54,658	54,658	53,031
3355	Housing & Community Development				
3356	State & Federal Forest Land Reimbursement				
3357	Flood Control Reimbursement				
3359	Other (Including Railroad Tax)		30,623	32,847	13,998
3379	FROM OTHER GOVERNMENTS				
<b>CHARGES FOR SERVICES</b>					
			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3401-3406	Income from Departments		181,010	227,805	190,310
3409	Other Charges				
<b>MISCELLANEOUS REVENUES</b>					
			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3501	Sale of Municipal Property		1,001	2,430	2,500
3502	Interest on Investments		15,000	46,599	50,000
3503-3509	Other		12,489	25,049	3,000
<b>INTERFUND OPERATING TRANSFERS IN</b>					
			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3912	From Special Revenue Funds				75,000
3913	From Capital Projects Funds		12,325	12,348	3,723



1	2	3	4	5	6
ACCT.#	SOURCE OF REVENUE	Warr. Art.#	Estimated Revenues Prior Year	Actual Revenues Prior Year	Estimated Revenues Ensuing Year
<b>INTERFUND OPERATING TRANSFERS IN cont.</b>			<b>XXXXXXXXXX</b>	<b>XXXXXXXXXX</b>	<b>XXXXXXXXXX</b>
3914	From Enterprise Funds				
	Sewer - (Offset)		783,966	783,967	850,236
	Water - (Offset)		616,957	616,957	686,034
	Electric - (Offset)				
	Airport - (Offset)				
3915	From Capital Reserve Funds		170,336	144,049	519,061
3916	From Trust & Agency Funds		300	-	300
<b>OTHER FINANCING SOURCES</b>			<b>XXXXXXXXXX</b>	<b>XXXXXXXXXX</b>	<b>XXXXXXXXXX</b>
3934	Proc. from Long Term Bonds & Notes		100,000	100,000	
	Amounts VOTED From F/B ("Surplus")				169,360
	Fund Balance ("Surplus") to Reduce Taxes		185,000	185,000	23,000
<b>TOTAL ESTIMATED REVENUE &amp; CREDITS</b>			<b>3,802,706</b>	<b>3,920,682</b>	<b>4,492,296</b>

**\*\*BUDGET SUMMARY\*\***

	PRIOR YEAR ADOPTED BUDGET	SELECTMEN'S RECOMMENDED BUDGET	BUDGET COMMITTEE'S RECOMMENDED BUDGET
SUBTOTAL 1 Appropriations Recommended (from pg. 5)	6,646,371	6,100,806	6,100,806
SUBTOTAL 2 Special Warrant Articles Recommended (from pg. 6)		397,000	397,000
SUBTOTAL 3 "Individual" Warrant Articles Recommended (from pg. 6)		810,121	835,121
<b>TOTAL Appropriations Recommended</b>	<b>6,646,371</b>	<b>7,307,927</b>	<b>7,332,927</b>
<b>Less: Amount of Estimated Revenues &amp; Credits (from above)</b>	<b>3,802,706</b>	<b>4,492,296</b>	<b>4,492,296</b>
<b>Estimated Amount of Taxes to be Raised</b>	<b>2,843,665</b>	<b>2,815,631</b>	<b>2,840,631</b>

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



**2005**

**SCHOOL DISTRICT  
WARRANT**

**AND**

**PROPOSED  
SCHOOL BUDGET**

PEMBROKE SCHOOL DISTRICT WARRANT

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 the Pembroke Village School in said District on the 8th day of March, 2005 at 11:00 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.
5. BY PETITION: Shall we adopt the provisions of RSA 40-13 (known as SB2) to allow official ballot voting on all issues before the Pembroke School District on the second Tuesday of March.

The polls are to open at 11:00 A.M. and will close not earlier than 7:00 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 25th day of January, 2005.

Clint Hanson, Chair  
Gerard Fleury  
Therese McCarthy  
Thomas Serafin  
Ryland Weisiger  
Pembroke School Board

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 5th day of March, 2005 at 10:00 o'clock in the morning to act upon the following subjects:

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

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

3. To see if the district will vote to raise and appropriate the sum of up to \$50,000, from surplus, to be added to the School Building Capital Reserve Fund previously established, and to authorize the use/transfer of up to \$50,000 from the June 30, 2005 fund balance for this purpose.

*School Board recommends approval*  
*Budget Committee recommends approval*

4. To see if the District will vote to raise and appropriate the sum of up to \$50,000, from surplus, to be added to the Special Education Trust Fund previously established, and to authorize the use/transfer of up to \$50,000 from the June 30, 2005 fund balance for this purpose.

*School Board recommends approval*  
*Budget Committee recommends approval*

5. To see if the District will vote to raise and appropriate the sum of up to \$25,000, from surplus, to be added to the Equipment Trust Fund previously established, and to authorize the use/transfer of up to \$25,000 from the June 30, 2005 fund balance for this purpose.

*School Board recommends approval*  
*Budget Committee recommends approval*

6. To see if the District will vote to raise and appropriate the sum of up to \$25,000, from surplus, to be added to the Roadway Trust Fund previously established, and to authorize the use/transfer of up to \$25,000 from the June 30, 2005 fund balance for this purpose.

*School Board recommends approval*  
*Budget Committee recommends approval*

7. To see if the District will vote to raise and appropriate the sum of \$22,700 for the purposes of replacing worn stair treads at Village School and Three Rivers School and replacing the domestic hot water boiler and tank at Pembroke Academy. Further, to authorize the withdrawal of \$22,700 from the School Building Capital Reserve Fund for these purposes.

*School Board recommends approval*  
*Budget Committee recommends approval*



8 To see if the District will vote to raise and appropriate the sum of \$30,000 for the purpose of repairing catch basins along Belanger Drive at Hill School. Further, to authorize the withdrawal of \$30,000 from the Roadway Trust Fund for this purpose.

*School Board recommends approval*  
*Budget Committee recommends approval*

9. BY PETITION: Shall we adopt the provisions of RSA 40:13 (known as SB-2) to allow official ballot voting on all issues before the Pembroke School District on the second Tuesday of March.

(This petition article has been placed on the meeting warrant for discussion purposes only. Voting on this petition article will be by ballot at the March 8, 2005 elections.)

10. To see if the District will vote to raise and appropriate the budget committee's recommended amount of \$19,282,375 for the support of schools, for the payment of salaries for the school district officials and agents, and for the payment for the statutory obligations of the District. The school board recommends \$19,282,375. This article does not include appropriations voted in other warrant articles.

*School Board recommends approval of \$19,282,375*  
*Budget Committee recommends approval of \$19,282,375*

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

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

Given under our hands and seal this 25th day of January, 2005.

Clinton Hanson, Chair  
Gerard Fleury  
Therese McCarthy  
Thomas Serafin  
Ryland Weisiger  
Pembroke School Board

**PEMBROKE SCHOOL DISTRICT  
2005/06 BUDGET  
MS-27 SUMMARY**

<b>Purpose of Appropriation</b>	<b>Expenditures 2003/04</b>	<b>Approved Budget 2004/05</b>	<b>School Board's Budget 2005/06</b>	<b>Budget Committee Recommended 2005/06</b>	<b>Not Recommended 2005/06</b>
<b>INSTRUCTION</b>					
Regular Programs	5,549,285	5,333,792	5,573,502	5,573,502	
Special Programs	2,458,812	2,838,449	3,318,184	3,318,184	
Vocational Programs	619,236	640,892	660,734	660,734	
Other Instructional Programs	264,623	284,400	298,759	298,759	
<b>SUPPORT SERVICES</b>					
Student Support Services	827,534	812,570	842,492	842,492	
Instructional Staff Services	186,565	289,077	229,754	229,754	
General Administration					
Other School Board	134,120	39,801	40,100	40,100	
Executive Administration					
S.A.U. Management Serv.	345,572	365,231	385,986	385,986	
School Administration Service	728,179	756,471	752,558	752,558	
Operation/Maint. of Plant	1,152,075	1,206,286	1,386,217	1,386,217	
Student Transportation	437,535	530,897	521,697	521,697	
Other Support Services	2,833,118	3,274,064	3,619,634	3,619,634	
Non-Instructional Services	473,890	501,126	542,652	542,652	
Facilities Acq & Const.	13,107	5,319	12,175	12,175	
<b>OTHER OUTLAYS</b>					
Debt Serv.-Principal	886,931	925,000	835,000	835,000	
Debt Serv.-Interest	360,977	310,763	262,929	262,929	
To Food Service	-	1	1	1	
To Expendable Trust	25,000				
Supplemental	-	1	1	1	
<b>APPROPRIATIONS RECOMMENDED</b>	17,296,559	18,114,139	19,282,375	19,282,375	
<b>WARRANT ARTICLES</b>	308,699	191,953	202,700	202,700	
<b>TOTAL APPROPRIATIONS</b>	17,605,258	18,306,092	19,485,075	19,485,075	

**PEMBROKE SCHOOL DISTRICT  
ESTIMATED REVENUES  
MS-27 SUMMARY**

<b>REVENUES &amp; CREDITS AVAILABLE TO REDUCE SCHOOL TAXES</b>	<b>ACTUAL REVENUE 2003/04</b>	<b>REVISED REVENUE 2004/05</b>	<b>ESTIMATED REVENUE 2005/06</b>
<b>REVENUE FROM LOCAL SOURCES</b>			
Tuition	4,601,908	4,855,088	5,324,351
Earnings on Investments	5,234	5,200	5,150
Food Service Sales	393,631	386,394	425,202
Community Services Activities	54,227	33,000	33,000
Other Local Sources	738	500	500
<b>REVENUE FROM STATE SOURCES</b>			
School Building Aid	393,014	365,753	366,014
Catastrophic Aid	50,715	82,537	190,413
Vocational Aid	3,054	3,000	3,000
Child Nutrition	6,281	6,267	6,300
<b>REVENUE FROM FEDERAL SOURCES</b>			
Federal Program Grants	770,568	148,480	97,024
Child Nutrition Program	110,110	107,865	110,600
Medicaid Distribution	122,095	120,000	120,000
<b>OTHER FINANCING SOURCES</b>			
Transfer from Capital Reserve Fund	108,699	40,603	22,700
Transfer from Expendable Trust Fund	183,107	31,669	142,175
Appropriations Voted From Fund Balance	225,000	125,000	150,000
Fund Balance to Reduce Taxes	257,079	154,846	-
<b>Total School Revenues &amp; Credits</b>	<b>7,285,460</b>	<b>6,466,202</b>	<b>6,996,429</b>
	<b>Current Year Adopted Budget</b>	<b>School Board's Recommended Budget</b>	<b>Budget Committee Recommended Budget</b>
<b>Amount of Estimated Revenues &amp; Credits</b>	6,466,202	6,996,429	6,996,429
<b>Amount of Cost of Adequate Education</b>	5,271,645	5,753,502	5,753,502
<b>Estimated Amount of Local Taxes to be Raised for Education</b>	6,588,246	6,735,144	6,735,144
<b>Appropriations Recommended</b>	<b>18,326,093</b>	<b>19,485,075</b>	<b>19,485,075</b>



# PEMBROKE INFORMATION

*WWW.PEMBROKE-NH.COM*

**Settled:** 1728

**Incorporated:** 1759

**Population:** 7,218 (*Source: NH Office of State Planning*)

**Area:** 14,493 acres or 22.64 square miles

**Road Mileage:** 70.24 miles of road

**Annual Town and School Elections:** *Held second Tuesday in March*

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

**State Senator, 15th Senatorial District:** *Senator Sylvia Larsen*

**Representative to the NH General Court, District 7:** *Representative Deanna Rush; Representative William Field; Representative Vincent Greco*

**United States Senators:** *Senator Judd Gregg; Senator John E. Sununu*

**United States Representative:** *Representative Charlie Bass*



*PEMBROKE TOWN HALL*  
*311 Pembroke Street*  
*Pembroke, New Hampshire 03275*  
*603-485-4747*