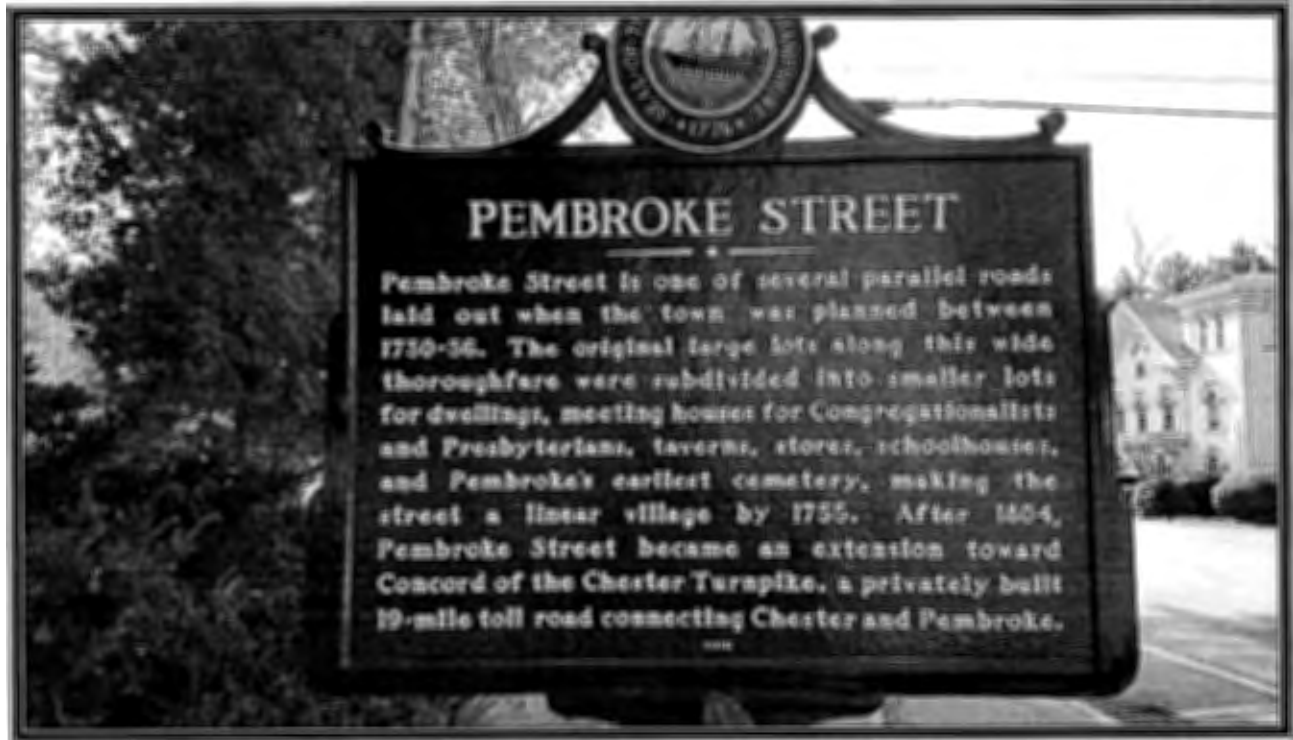


# TOWN OF PEMBROKE ANNUAL REPORT 2017



## DEPARTMENT ADDRESSES & PHONE NUMBERS

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

**WEBSITE - [pembroke-nh.com](http://pembroke-nh.com)**

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

**Monday - Friday 8:00 a.m. – 4:30 p.m.**

### **TOWN CLERK'S HOURS OF OPERATION**

**Monday – Friday 8:00 a.m. – 4:30 p.m.**

**First and Last Thursday of each month from 5:00 p.m. -7:00 p.m.**

**Town Clerk is CLOSED for lunch 12:00 p.m. -1:00 p.m.**

# ANNUAL REPORT

OF THE

Board of Selectmen and School Board

OF THE

## Town of Pembroke

TOGETHER WITH THE REPORTS OF THE

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

FOR THE

YEAR ENDING DECEMBER 31, 2017

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## **TOWN OFFICIALS**

### **Board of Selectmen**

Justine “Tina” Courtemanche, Chair (2020);  
David A. Sheldon, Jr. (2019); Vincent E. “Doc” Greco (2019)  
Michael F. Crockwell (2020); Sandy Goulet (2018)

### **Town Treasurer**

Shelley Fowler (2018)

### **Deputy Treasurer**

Susan Jones

### **Town Clerk**

James F. Goff (2018)

### **Town Moderator**

Thomas E. Petit (2019)

### **Assistant Town Moderator**

Charles Mitchell

### **Supervisors of the Checklist**

Karen Dowling Yeaton, Chair (2022);  
Patricia L. Manseau (2018)  
Ann Bond (2020)

### **Library Trustees**

Susan Whitbeck, Co-Chair (2020); Judy Mitchell Co-Chair (2019);  
Shelley Fowler (2018); Linda Proulx, Treasurer (2020)  
Marie Brezosky. (2018); Lisa Abbott, Alt. (2018)

### **Trustees of Trust Funds**

Gerard E. Fleury, Chair (2020);  
Daniel Crean (2019); Courtney Eschbach (2018)

### **Sewer Commission**

Harold Thompson, Chair (2019);  
Jules Pellerin (2018); Daniel Driscoll (2020)

### **Water Commission**

Edward Lavalley, Chair (2022);  
Kevin Brasley (2020); Chris Culberson (2018);  
Chet Martel (2021); Andrew Boisvert (2019)

## **TOWN DEPARTMENTS AND OFFICES**

### **Town Administration Department**

David M. Jodoin, Town Administrator  
Muriel Previe, Welfare Director  
Linda A. Williams, Municipal Secretary  
Marlene Marion, Accounts Clerk

### **Emergency Management**

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

### **Fire Department**

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

### **Health Department**

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

### **Tax Collection**

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

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

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

### **Police Department**

Dwayne Gilman, Chief of Police  
Gary Gaskell, Lieutenant

### **Department of Public Works**

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

### **Tri-Town EMS**

Christopher Gamache, Director

## **BOARDS, COMMITTEES AND COMMISSIONS**

### **BUDGET COMMITTEE**

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Mark LePage, Chair; Michael Connor; Brian Seaworth; Marie Chouinard;  
Clint Hanson; Karen Yeaton; Ann Bond; Peter Gagy  
Gerard Fleury, Vice Chair and CIP Representative;  
Tina Courtemanche, Board of Selectmen Representative;  
David A. Sheldon, Jr., Board of Selectmen Alt.;  
Patricia Nardone Boucher, School Board Representative;  
David Doherty, School Board Alt.;  
Stephanie Cheney, Recording Secretary

### **CAPITAL IMPROVEMENT PROGRAM COMMITTEE**

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

### **CEMETERY COMMISSION**

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Donald Hill, Chair; James Garvin, Secretary;  
David Richards; Fleda Young;  
Ellen Paulsen; Daniel E. Chase

### **CONSERVATION COMMISSION**

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Ammy Heiser, Chair; Carol Bertsimas, Vice Chair;  
Ayn Whytemare; Brian Mrazik; David Baril, Jr.;  
Jennie Manzelli; Wendy Weisiger, Alt.;  
Brent Edmonds, Planning Board Representative  
Michael F. Crockwell, Board of Selectmen Representative

### **ENERGY COMMITTEE**

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

## **BOARDS, COMMITTEES AND COMMISSIONS**

### **PLANNING BOARD**

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Alan Topliff, Chair; Brian Seaworth, Vice Chair;  
Kathy Cruson; Larry Young, Sr.; Brent Edmonds;  
Richard Bean; Robert E. Bourque, Alt.; Kellie J. Dyjak, Alt.;  
Sandy Goulet, Board of Selectmen Representative;  
Vincent E. "Doc" Greco, Board of Selectmen Alt.;  
Jocelyn Carlucci, Recording Secretary

### **RECREATION COMMISSION**

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Rose Galligan, Chair; Karen Meisenheimer; Jacob Dandy;  
Steve Fowler; Vincent E. "Doc" Greco, Board of Selectmen Representative

### **ROADS COMMITTEE**

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Oscar Plourde, Chair; Burton Curley, Vice Chair  
Paulette Malo; Jason Menard; Brian Seaworth, Planning Board Representative;  
James Boisvert, Dept. of Public Works Representative;  
Vincent E. "Doc" Greco, Board of Selectmen Representative

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

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Steve Creed; Gordon Welch; Drew Drummond; Alex Vailas; Dana Carlucci;  
Tina Courtemanche, Board of Selectmen Representative;  
Sandy Goulet, Board of Selectmen Alt.;  
David Jodoin, Town Administrator

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

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Shaun Mulholland, Chair, Allentown Town Administrator;  
Harold Paulsen, Chief, Pembroke Fire Department  
Robert Bourque; Dana Pendergast; Michael O'Meara;  
Hearshell VanLuven, Tri-Town Employee;  
David Jodoin, Pembroke Town Administrator.

### **ZONING BOARD OF ADJUSTMENT**

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Bruce Kudrick, Chair; Thomas Hebert, Vice Chair;  
Dana Carlucci; Paul Paradis; Ann Bond;  
Susan Gifford, Recording Secretary



## BOARD OF SELECTMEN

In 2017 the Board welcomed a new member, Sandy Goulet. Sandy came to the Board with many years of experience with the Town's Budget Committee, Welcome.

The Town saw the Tax Increment Financing District come to reality in 2017. Construction progressed and the road is finally open for use. In 2018 the Town will wrap up the project with final paving and other items. You will see a warrant article this year to discontinue the TIF. There are changing reporting requirements at the State Department of Revenue and the Board feels that it is time to discontinue the 35% tax revenues that are going to this dedicated fund. If passed all future revenues will be part of the General Fund as will the Debt that the Town is responsible for. This makes things cleaner and easier to manage and understand.

We would like to explain to all the residents that your Board scrutinizes every expense made and when we sit to compile the Budget we start from scratch and do not just add on a percentage every year. In 2017 we all were shocked with our final tax bill. We can say that the Budget Committee is diligently reviewing all budgets and asking questions so that the error that occurred does not happen again. In saying this, we would like to remind everyone that the Board of Selectmen only control the Town budget and its operations. The Water Commissioners handle the operations and budget for the Water Department, The Sewer Commissioners handle the Sewer Budget and operations, and the School Board handle the budget and operations of the School District.

We know everyone is busy but we urge all of you to take the time to attend both the School District and Town Meetings in March, ask questions, find out where your money is going and be involved. Please don't wait until your tax bill comes out to ask questions at that time it's too late. Remember your tax bill is broken down as follows: 65% is for the school, 24% for the Town, and the remaining 11% is for the County

As always, we would like to thank all of the fine dedicated volunteers that this community has that sit on various boards. If anyone is interested in serving on a committee, you can contact Town Hall and inform staff as to your interest. We need your help, there are various spots that are open.

We would be remiss if we didn't thank our fine staff, including our new employees for the work that they do which makes our jobs that much easier, after all we are just volunteers doing the best we can.

Respectfully Submitted,

Justine Courtemanche, Chairman  
Vincent (Doc) Greco, Vice Chairman  
David Sheldon  
Michael Crockwell  
Sandy Goulet

Pembroke Board of Selectmen

## TOWN MEETING MINUTES

### MINUTES OF THE ANNUAL TOWN MEETING TOWN OF PEMBROKE, NH MARCH 14, 2017

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

A motion was made to read and act on Articles #1 and #2 and to read and act on the remaining articles at the deliberative session on March 18, 2017 at the Pembroke Academy Auditorium.

**MOVED: Justine Courtemanche**

**SECONDED: Marie Chouinard**

**VOTE: YES**

**MOTION PASSED**

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

\*Denotes elected

Town Clerk for one year:  
vote for not more than one  
James F. Goff \*192

Water Commissioner for five years:  
vote for not more than one  
Edward Lavallee \*184

Treasurer for one year:  
vote for not more than one  
Shelley Fowler \*180

Library Trustee for three years:  
vote for not more than one  
Marie Brezosky \*176

Selectman for one year:  
vote for not more than one  
Sandy Goulet \*174

Library Trustee for three years:  
vote for not more than two  
Linda Proulx \*162  
Susanne Whitbeck \*167

Selectman for three years:  
vote for not more than two  
Justine "Tina" Courtemanche \*159  
Michael Crockwell \*160

Trust Fund Trustee for three years:  
vote for not more than one  
Gerard Fleury \*179

Sewer Commissioner for three years:  
vote for not more than one  
Daniel Driscoll \*174

Checklist Supervisor for three years:  
vote for not more than one  
Ann Bond \*132

5159 voters on the Pembroke Checklist  
206 ballots cast  
4% voter turnout

## TOWN MEETING MINUTES

### ARTICLE 2 – AMEND ZONING ORDINANCE

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

**Old language is crossed out, proposed language is bold and underlined.**

#### Zoning Amendment #1

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

#### **§ 143-18.1 Accessory dwelling units.**

**[Added 3-13-2007 Town Meeting by Amendment No. 12]**

One accessory ~~attached~~ dwelling unit (i.e., in-law apartment) shall be permitted ~~per single family [sic]~~ dwelling residence in **all zones that allow Single Family Detached Dwelling Units** ~~the residential zones R1, R3, and B1~~ by special exception from the Zoning Board of Adjustment with the following stipulations:

- A. An accessory dwelling unit shall be clearly incidental to the primary use of the property for a single-family dwelling. Such accessory living space shall not exceed ~~675~~ 750 square feet and all appropriate town building codes shall be followed.
- B. An accessory dwelling unit may be constructed either within or attached to the single-family dwelling.
- C. At least one interior connecting door or other access for persons to pass between the accessory dwelling unit and the single-family dwelling must be included.
- D. Septic system design/capacity shall be approved by the NH Department of Environmental Services and provided to the Town.
- E. One off street parking space shall be provided for an accessory dwelling unit, however, no new curb cut from the street shall be constructed.
- F. Exterior construction and material shall be uniform and compatible with the single-family dwelling.
- ~~G. Use of an accessory dwelling unit as a rental unit shall not be permitted.~~
- HG. There shall be only one electric, water, and sewer service for both units.

**TOWN MEETING MINUTES**

H. This section of the ordinance does not preclude the applicant from having to comply with the applicable sewer and water connection fees.

YES 142 NO 27 AMENDMENT #1 PASSED

**Zoning Amendment #2**

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

**ARTICLE VIII - Signs (§ 143-57 — § 143-66)**

**§ 143-57 Purpose.**

The purpose of this article is to:

- A. Promote the safety, comfort and well-being of the users of streets, roads and highways and **enhance and preserve the aesthetics of** the Town of Pembroke;
- B. Reduce distractions and obstructions caused by signs which would adversely affect traffic safety, and to alleviate hazards caused by signs projecting over or encroaching upon public ways, **including but not limited to, enforcement of RSA 236:6 and RSA 265:14;**
- C. Discourage excessive visual competition in signage and ensure that signs aid orientation and adequately identify uses and activities to the public; and;
- D. Preserve or enhance town character by requiring new and replacement signage which is:
  - (1) Creative and distinctive;
  - (2) Compatible with the surroundings;
  - (3) Appropriate to the type of activity to which it pertains; and
  - (4) Is appropriately sized and its context readable.

**§ 143-58 General requirements.**

A. **The following are prohibited in all districts unless stated otherwise herein:**

~~Permitted signs: Only signs which refer to any lawful use, permitted use or an approved special exception use as set forth in Article IV of this Chapter shall be permitted, provided such signs conform to the provisions of this article.~~

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

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

- ~~(1) Billboards, streamers, pennants, ribbons, spinners or other similar devices;~~
- ~~(2) Flashing signs, roof signs, signs containing moving parts, and signs containing reflective elements which sparkle or twinkle in the sunlight;~~

~~Signs indicating the current time and/or temperature may be permitted provided that they can meet all other requirements of this article.~~

## TOWN MEETING MINUTES

~~(3) Reserved [Removed 3-17-2012 Town Meeting by Amendment No. 2]~~

~~(4) Signs using the words "stop", "caution", or "danger" or signs incorporating red, amber or green lights resembling traffic signals or signs which resemble "stop" or "yield" signs in shape or color.~~

Exceptions shall include traffic, regulatory or informational signs.

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

**[Added 3-17-2012 Town Meeting by Amendment No. 2]**

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

**[Added 3-17-2012 Town Meeting by Amendment No. 2]**

~~(1) Temporary Signage.~~

**BG. Placement standards:**

- (1) No sign shall be mounted on a roof, or extend above the roof line;
- (2) No projecting sign shall extend into a vehicular public way, or be less than 10 feet above a pedestrian way;
- (3) No sign, together with its supporting framework, shall extend to a height above the maximum building height allowed in that particular district; and
- (4) No sign, sign supports or other accessories shall be placed within the public right-of-way, except **with express permission from the town, or for traffic control devices and directional signs erected by governmental units or agencies, deemed essential for the public welfare and safety. Other signs approved by the state or other municipal agencies may be placed in the public right-of-way, or as otherwise allowed by state or federal law, including but not limited to RSA 664:17 and hunting/trespassing signage. Any such signs otherwise allowed by state or federal law shall not be included in calculating a property's permissible signage otherwise allowed by this ordinance.** ~~provided that they conform to the provisions of 143-62(O). 143-58(O).~~

**TOWN MEETING MINUTES**

**C.D. Safety standards:**

	No Person may erect a sign which is:
(1)	Is constructed contrary to the standards contained in the State Building Code RSA 155 adopted by the State of New Hampshire. <b>[Amended 3-17-2012 Town Meeting by Amendment No. 2]</b>
(2)	Is structurally unsafe; <b>[Amended 3-17-2012 Town Meeting by Amendment No. 2]</b>
(3)	Constitutes a hazard to public safety and health by reason of inadequate maintenance, dilapidation or abandonment;
(4)	Obstructs free entrance or exit from a required door, window or fire escape; or
(5)	Obstructs light, or air, or interferes with the proper functioning of the building;

**D.E. Measurement of sign area:** Sign measurement shall be based upon the entire area of the sign, with a single continuous perimeter enclosing the extreme limits of the actual sign surface.

- (1) For signs painted on or applied to a building: The area shall be considered to include all letters, wording and accompanying designs or symbols together with any background of a different color than that of the natural color of finish material of the building.
- (2) For signs consisting of individual letters or symbols attached to or painted on a surface, a building wall, or window: The area shall be considered to be that of the smallest rectangle or other shape which encompasses all of the letters and symbols.
- (3) For signs having two or more faces: The area of all faces shall be included in determining the area, except where two faces are placed back to back and are at no point more than two feet from each other. In cases of this nature, the sign area shall be taken as the area of either face, and, if the faces are unequal, the larger shall determine the area.
- (4) The area of supporting framework (for example, brackets, posts, etc.) shall not be included in the area so long as said framework carries no symbols or lettering and is solely incidental to the display.

**E.F. Measurement of height:** The height of any sign shall be measured from the surface of the natural grade at the base of the sign to the highest point of said sign.

## TOWN MEETING MINUTES

### F. ~~G.~~ Non-conforming signs:

- (1) Continuance: A non-conforming sign lawfully existing at the time of adoption or subsequent amendment of this section may continue, although such sign does not conform to the provisions of this section, unless, however, said sign poses a safety problem as defined in ~~§ 143-48 (D).~~ **§143-58 (C) Safety Standards.**
- (2) Maintenance: Any lawfully existing sign cannot be enlarged, redesigned or altered in any way, except to conform to the requirements of this section. This does not include rewording or re-coloring of signs where such changes do not increase non-conformance relative to the existing sign. Furthermore, any such sign which has deteriorated to such an extent that the cost of restoration would exceed 35% of the replacement cost, that sign shall not be repaired or rebuilt or altered, except to conform to the requirements of this section.

#### **[Amended on 3-11-2014 Town Meeting Amendment No. 7]**

- (3) Replacement: Any sign replacing a non-conforming sign shall conform to the provisions of this article; and the non-conforming sign shall no longer be displayed.

### **§ 143-59 Administration.**

A. Permits: No sign shall be erected, displayed, altered or enlarged until an application has been filed, and a permit for such action has been issued subject to the following:

- (1) Applications shall be on forms prescribed by the Code Enforcement Officer;
- (2) At a minimum, all applications shall include drawing specifying dimensions, materials, illumination, letter size, colors, support systems and location on the lot or buildings, with all relevant measurements;
- (3) Permits shall be issued only if the Code Enforcement Officer determines that the sign complies with, or will comply with all applicable provisions of this article;
- (4) Such application may be filed by the owner of the land or building, or any person who has the authority to erect a sign on the premises;
- (5) The Code Enforcement Officer shall act within 30 days of receipt of such application together with any required fee;
- (6) The Code Enforcement Officer's action or lack thereof may be appealed to the Board of Adjustment under the provisions of Article **XIV** of this Chapter; and
- (7) A special exception application for signs in all districts which require a special exception shall be referred to the Board of Adjustment which shall hold a public hearing on the applications as per the requirements of ~~§ 143-113~~ and ~~§ 143-119~~ of this Chapter.

~~(1) Exception to permits: The following signs shall be exempt from the permitting requirements:~~

#### ~~**[Added 3-8-2005 Town Meeting by Amendment No. 10].**~~

- ~~(a) All temporary SALE/RENT/LEASE covered by § 143-63F.~~
- ~~(b) All political signs covered by § 143-63N.~~
- ~~(c) All temporary signs advertising yard sales. These signs shall not exceed six square feet in size and must be removed five days after sale.~~
- ~~(d) Signs less than two square feet in size identifying a personal residency by name and street address.~~
- ~~(e) Hunting, no trespassing, and other such signs less than two square feet in size.~~

B. Fees: A schedule of fees for sign permits may be established and amended from time to time by the Board of Selectmen.

## TOWN MEETING MINUTES

- C. Enforcement: The Code Enforcement Officer is hereby authorized to enforce this article by ordering the repair or removal of any sign and its supporting structure which is judged to be dangerous, or in disrepair, or which is erected or maintained contrary to the provisions of this article.
- 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 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.

### **[Amended 3-8-2005 Town Meeting by Amendment No. 9]**

- E. Penalties: Violation of any provision of this article or of any lawful order of the Code Enforcement Officer shall be subject to a fine as per § 143-128 of this Chapter.
- F. The invalidity of any provision of this Ordinance shall not affect validity of any of the provisions. If any section, clause, provision, or portion of this Ordinance shall be held to be invalid or unconstitutional by any court of competent jurisdiction, such holding will not affect or impair any other section, clause, provision or portion of this ordinance.

### **§ 143-60 Sign regulations.**

In the following Dimensional Table of Signs the symbols shall mean:

- A. Signs permitted by right in the district shall be designated by the letter (P). Those signs that may be permitted by special exception in that district, in accordance with Article XIV, shall be designated by the letter (S). A sign listed in the Dimensional Table of Signs and denoted with a dash (-) is not permitted in that district.
- B. The number on the second line shall indicate ~~maximum size of the sign, in square feet, permitted in that district for that type of sign~~ the total square feet allowed for/in signage on that particular lot.
- C. ~~The letter (T) shall indicate that the sign is permitted as a temporary sign only.~~  
The letter (V) shall indicate that the size of the permitted sign varies.

### **§ 143-61 Signs subject to special conditions.**

A permitted sign or sign permitted by special exception for which there is any reference in the column of the Dimensional Table of Signs entitled Special Conditions must meet such conditions as are referred to in that column.

### **§ 143-62 Dimensional Table of Signs.**

Signs permitted in each district shall be as set forth in the following Dimensional Table of Signs:



**TOWN MEETING MINUTES**

[Amended 3-08-2011 Town Meeting by Amendment No. 4]

TYPE	R1	R3	B1	B2	C1	LO	Special Conditions
Minor Home Business	P	P	P	P	P	P	<del>§ 143-63 (A)</del>
	2	2	2	2	2	2	
Major Home Business	S	S	S	S	S	S	<del>§ 143-63 (B)</del> &143-113
	3	3	3	3	3	3	
Awning	-	-	P	P	P	P	
			V	V	V	V	
Construction	P	P	P	P	P	P	<del>§ 143-63 (E)</del>
	12(T)	12(T)	12(T)	12(T)	12(T)	12(T)	
Sale/Rent/Lease	P	P	P	P	P	P	<del>§ 143-63 (F)</del>
	6(T)	6(T)	6(T)	6(T)	6(T)	6(T)	
Electronic Changing Signs [Added 3-17-2012 Town Meeting by Amendment No.3]	--	--	--	--	P	--	<del>§143-63(X)</del>
Free Standing	S	S	P	P	P	P	<del>§143-63(G)</del> §143-113
	12 <u>6</u>	12 <u>6</u>	80 <u>20</u>	80 <u>20</u>	100 <u>85</u>	12	
Number per lot	1	1	2	2	3	2	
Individual Letter/Symbol	S	S	P	P	P	P	<del>§143-63 (H) &amp;</del> 143-113
	1.5 sf/	1.5 sf/	1.5 sf/	1.5 sf/	1.5 sf/	1.5 sf/	
	1-lf	1-lf	1-lf	1-lf	1-lf	1-lf	

**TOWN MEETING MINUTES**

Landmarks	(Pre-existing size to remain unchanged)						<del>§ 143-63 (I)</del>
Marquee	-	-	S	S	S	S	<del>§143-63(J)</del> §143-113
			1 sf/	1 sf/	1 sf/	1 sf/	
			1-lf	1-lf	1-lf	1-lf	
Multiple	-	-	- <u>P</u>	P	P	P	<del>§143-63(K)</del>
				16	16	16	
				+2	+2	+2	
Off-Premise	<u>S</u> -	<u>S</u> -	<u>P</u> -	-	P	<u>P</u> -	<del>§ 143-63 (L)</del> §143-113
	4	4	4	4	12	4	
Painted Wall	-	-	S 1.5 sf/	S 1.5 sf/	S 1.5 sf/	S 1.5 sf/	<del>§143-63 (M)</del> §143-113
			1-lf	1-lf	1-lf	1-lf	
Political [Amended 3-8-2005 Town Meeting by Amendment No. 8]	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<del>§ 143-63(N)</del>
Projecting - flat	-	-	P	P	P	P	<del>§143-63(O)</del>
			10	10	10	10	
Projecting - 3D	-	-	S	S	S	S	<del>§143-63(O)</del> § 143-113
			9	9	9	9	
Public Service	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<del>§ 143-63 (P)</del>
	2	2	2	2	2	2	

**TOWN MEETING MINUTES**

Wall	-	-	P	P	P	P	§143-63(Q)
			1.5 sf/	1.5 sf/	1.5 sf/	1.5 sf/	
			1-lf	1-lf	1-lf	1-lf	
			or 10%	or 10%	or 10%	or 10%	
Window	P	P	P	P	P	P	§143-63(R)
	<u>50%</u> <u>25%</u>	<u>50%</u> <u>25%</u>	<u>50%</u> <u>25%</u>	<u>50%</u> <u>25%</u>	<u>50%</u> <u>25%</u>	<u>50%</u> <u>25%</u>	
Flags	P	P	P	P	P	P	§ 143-63 (S)
Banners	-	-	P	P	P	-	§ 143-63 (T)
Portable Trailer Sign	P	P	P	P	P	P	§ 143-63 (U)
	(T)	(T)	(T)	(T)	(T)	(T)	
Portable Signs	P	P	P	P	P	P	§ 143-63 (V)-(J)
	12	12	12	12	12	12	
	(T)	(T)	(T)	(T)	(T)	(T)	
Adult Entertainment Use [Added 3-14-2000 Town Meeting by Amendment No. 3	-	-	-	-	- <u>P</u>	-	§ 143-63(W) §143-63(K)

**TOWN MEETING MINUTES**

SPECIAL SIGN CONDITIONS FOR ILLUMINATED SIGNS								
TYPE	R1	R3	HB	B1	B2	C1	LO	Special Conditions
ILLUMINATED- External	S	S	S	P	P	P	P	§ 143-64 (A)
ILLUMINATED - Internal-	-	-	P	P	P	P	P	§ 143-64 (B)
ILLUMINATED - Neon-	-	-	-	S	S	S	S	§ 143-64 (B)

**§143-63 Special conditions for specific types of signs.**

In addition to the standards set forth in the Dimensional Table of signs, signs shall also adhere to the following special conditions:

~~A. Minor home occupation: One sign displaying the identification of an on-premise minor home occupation. There shall be no advertising on the premises other than the following:  
[Amended 3-8-2011 Town Meeting by Amendment No. 4]~~

- ~~(1) A single non-illuminated sign which shall not exceed two square feet in area and which may only identify the occupant's name and address; and~~
- ~~(2) The street address of the premises shall be no larger than four inches in height.~~

~~B. Major home occupation: One sign displaying the identification of an on-premise major home occupation. There shall be no advertising on the premises other than the following:  
[Amended 3-8-2011 Town Meeting by Amendment No. 4]~~

- ~~(1) A single non-illuminated sign which shall not exceed three square feet in area and which may only identify the occupant's name and address; and~~
- ~~(2) The street address of the premises shall be no larger than four inches in height.~~

~~C. (Removed)  
[Amended 3-08-2011 Town Meeting Amendment #4]~~

**A. D. Awning:** A sign painted on or attached to the cover of a movable metallic frame of the hinged, rolled, or folding type of awning or the cover of a fixed metallic frame.  
**[Amended on 3-11-2014 Town Meeting by Amendment No. 2]**

- (1) Such sign must be painted on or attached flat against the surface of the awning, but not extend beyond the valance or be attached to the underside.
- (2) Letters shall not exceed 10 inches in height; and
- (3) A minimum of eight feet above the sidewalk level must be allowed for pedestrian clearance.

~~E. Construction: An on-premise sign identifying the contractor, architect, landscape architect, and/or engineer's name, address, and other pertinent information.~~

## TOWN MEETING MINUTES

- ~~(1) Such signs shall not exceed 12 square feet in area, and shall be set back at least 10 feet from the street lot line, or one half (1/2) the building set-back distance, whichever is less; and~~
- ~~(2) Such a sign may be maintained on the building or property for the interim of construction, and not more than 30 days following the completion of said construction.~~

~~F. For Sale/Rent/Lease: An on-premise sign advertising the property being sold or rented.~~

- ~~(1) Such signs shall not exceed six square feet;~~
- ~~(2) Such signs shall advertise only the property on which the sign is located; and~~
- ~~(3) A maximum of one such sign may be maintained on any property being sold or rented, and it shall be removed by the owner or agent within 30 days of sale, rent, or lease.~~

~~B.G. Free-Standing: A self-supporting sign not attached to any building, wall or fence, but in a fixed location. (This does not include portable signs, or trailer type signs)~~

- ~~(1) Free-standing signs over six feet in height may have no more than two sides; free-standing signs less than six feet in height may have three or four sides; and~~
- ~~(2) A lot with frontage of 300 feet or more may have two free-standing signs, not less than 175 feet apart.~~

~~H. Individual letters or symbols: Individual letters or symbols may be attached to an awning, marquee, building surface, or wall.~~

- ~~(1) Letters or symbols shall not project more than 12 inches from the building surface;~~
- ~~(2) Such letter and symbols shall not obscure the architectural features of the building to which they are attached;~~
- ~~(3) Such letters and symbols shall have an aggregate area not exceeding 1.5 square feet for each foot of building face parallel to a street lot line, or 10 percent of the wall area to which they are affixed, whichever is less; when a lot fronts on more than one street, the aggregate sign area facing each street frontage shall be calculated separately;~~
- ~~(4) Such letter and symbols shall not extend above the lowest part of the roof, nor beyond the ends of the wall to which they are attached; and~~
- ~~(5) See also § 143-62 (Q) Wall signs.~~

~~I. Landmark signs: An older sign of artistic or historic merit, uniqueness or extraordinary significance to the town, the character of which warrants their preservation in original condition, or their restoration.~~

~~C. J. Marquee signs: A sign painted on, or attached to a permanent overhanging shelter which projects from the face of a building.~~

- ~~(1) Such signs may be painted on or attached flat against the surface of, but not extending beyond or attached to the underside of the overhang;~~
- ~~(2) Letters or symbols shall not exceed 12 inches in height; and~~
- ~~(3) A minimum clearance of 10 feet above the sidewalk level must be allowed for pedestrian clearance.~~

~~D.K. Multiple Signs: A group of signs clustered together in a single structure or composition unit; multiple signs are used to advertise several occupants of the same building or building complex.~~

## TOWN MEETING MINUTES

- (1) The display board shall be of an integrated and uniform design;
- (2) The maximum sign area permitted is 16 sq. ft. for the sign; bearing the name of the building or office park, and two square feet for the name of each business or office located there; and
- (3) Complexes with over 300 feet of frontage will be allowed two free-standing signs.

~~(1) Informational and directional signs containing no advertising are permitted to:~~

- ~~(a) Direct traffic flow;~~
- ~~(b) Indicate parking spaces;~~
- ~~(c) Identify points of interest;~~
- ~~(d) Locate businesses; or~~
- ~~(e) Provide other essential information to guide vehicular or pedestrian traffic flow.~~

~~(NOTE: Signs indicating for rent/sale/lease shall not be permitted as off-premise signs)~~

- ~~(2) Off-premise signs shall be uniform in color, having a dark background with light colors, or a light background with dark colors; and~~
- ~~(3) Off-premise directory board containing small identification signs conforming to the above requirements may be permitted in special situations where visibility is a significant problem and where they can be harmoniously integrated with the environment.~~

**E. Off-Premise Signs: signage related to or advertising a use or event on a parcel other than where the sign is placed and which must be of a permanent nature. Permissible only in the C1 zone and otherwise not permitted. The off-premise signage shall be included in calculating the signage permitted on the host property.**

**F. M. Painted wall signs:** A permanent symbol or message painted directly onto a building surface. A special exception is required for all new signs of this type and must comply with the dimensional requirements of a wall sign.; ~~landmark signs are exceptions to these requirements and may be preserved and maintained even if they no longer pertain to the present use of the premise.~~

**N. Political signs:** ~~A sign designed to influence the actions of voters for the passage or defeat of a measure, or for the election of a candidate to a public office at a national, state or other local election.~~

- ~~(1) Such signs are permitted if they are stationary, unlighted, and temporary;~~
- ~~(2) Such signs shall be displayed per RSA 664:17 which reads as follows: No political advertising shall be placed on or affixed to any public property including highway rights-of-way or private property without the owner's consent. The earliest date on which political advertising may be placed or affixed shall be the last Friday in July prior to a state primary. All political advertising shall be removed by the candidate no later than the second Friday following the election unless the election is a primary and the advertising concerns a candidate who is the winner in the primary. No person shall remove, deface, or knowingly destroy any political advertising which is placed on or affixed to any private property except the owner of the property or a law enforcement officer removing improper advertising;~~

## TOWN MEETING MINUTES

(3) (Reserved) ~~provided, however, that, before a law enforcement officer removes any advertisement, he shall notify the candidate that it is improper, and allow the candidate 24 hours to remove the advertisement himself. Sizes shall be consistent with the Dimensional Table of Signs in § 143-62.~~

**[Amended 3-08-2005 Town Meeting by Amendment No. 7]** *Editor's Note: This amendment also repealed former Subsection N(3), which provided for size limitations on political signs.*

(4) ~~A maximum of two such signs per lot is allowed.~~

**G. Q.** Projecting signs: A wall-mounted sign perpendicular to the building surface.

- (1) If flat, each face shall not exceed 10 square feet;
- (2) The total area of a three dimensional sign shall be determined by enclosing the largest cross-section of the sign in an easily recognizable geometric shape and computing its area which shall not exceed nine square feet;
- (3) Such sign shall be hung at right angles to the building and shall not project closer than two feet to the curb line;
- (4) The supporting framework shall be in proportion to the size of the sign;
- (5) Signs which overhang a public way (including) sidewalks shall be covered by a public liability insurance policy which names the town as the insured party;
- (6) The top of the sign may be suspended in line with one of the following, whichever is the most successful application of scale, linear continuity, and visibility as determined by the Code Enforcement Officer; and
  - (a) Between the bottom sills of the second story windows and the top of the doors and windows of the ground floor; or
  - (b) The lowest point of the roof of a one story building.
- (7) Projecting signs shall have a minimum clearance of 10 feet above grade when located adjacent to or projecting over a pedestrian way. If projecting over an alley or driveway, the clearance must be at least 15 feet.

~~P. Public service signs: A sign located for the purpose of providing directions towards or indication of use not readily visible from the street. (i.e. restrooms, telephone; etc)~~

- ~~(1) Such signs necessary for public safety and convenience shall not exceed two square feet;~~
- ~~(2) Such signs shall bear no advertising; and~~
- ~~(3) Such signs are not included in computing the total number of signs allowed.~~

~~(NOTE: temporary governmental agency signs which carry public service announcements and notices may be permitted to exceed the dimensional requirements of this article and shall be permitted by special exception for a specified, limited amount of time)~~

**H. Q.** Wall signs: A sign which is attached parallel to the exterior surface of a building or structure.

- (1) Such sign shall not obscure architectural features such as, but not limited to, arches, sills, moldings, cornices and transoms, of the building to which said sign is affixed;

## TOWN MEETING MINUTES

- (2) Such sign shall not extend above the lowest point of the roof, nor beyond the ends of the wall to which it is attached;
- (3) Such signs shall have an aggregate area not exceeding 1.5 square feet for each linear foot of building lot line, or 10% of the wall area to which it is attached, whichever is less;
- (4) Where two or more wall signs are affixed to one wall, the gross display area shall be the sum total area of all signs;
- (5) Wall signs shall not extend higher than the eave line or top part of a parapet wall of the principal building;
- (6) No part of a wall sign, including the display surface shall extend more than 10 inches from the building surface; and
- (7) The size of signs attached to buildings may increase in area (over allowable size) by 25% for every 100 feet of building setback; this shall apply to buildings set back more than 100 feet from the road right-of-way and the increase may be pro-rated according to the actual setback distance.

I. ~~R.~~ Window signs: Any sign which is painted or mounted onto a window pane, or which is hung directly inside the window ~~(which do not have the purpose of effect of identifying any premise from the sidewalk or street)~~ Such signs shall ~~not~~ be counted towards the number of signs permitted on a lot.

- ~~(1) Cover no more than 50% of the window area in which they are displayed; and~~
- ~~(2) Are used as public service signs, temporary announcements of activities or signs required by law.~~

S. ~~Flags: Flags of a patriotic nature and "OPEN" flags are permitted providing that:~~

- ~~(1) Patriotic flags are flown, and cared for in a manner as stipulated by federal and state law; and~~
  - ~~(2) No more than one "OPEN" flag shall be displayed at any one time.~~
- T. ~~Banners: Banners not exceeding 32 square feet in area shall not be counted towards the number of signs permitted on a lot, provided that:~~

- ~~(1) No banner shall be allowed to be displayed which is determined by the Code Enforcement Officer as to be in a state of disrepair;~~
- ~~(2) Only one banner shall be placed on a lot at any one time; and~~
- ~~(3) The banner shall be temporary in nature, and shall not be utilized to identify the premise from the street or sidewalk.~~

U. ~~Portable trailer signs: Portable trailer signs not exceeding 32 square feet in area shall be allowed providing that:~~

- ~~(1) No sign shall be placed on any lot without a sign permit. A new permit shall be required and a new fee charged for each different sign and for each 15-day period. Each sign permit shall specify the date of placement and the date of removal;~~
- ~~(2) Only one sign shall be placed on a lot at any one time;~~
- ~~(3) No lot shall have a sign placed upon it for more than 45 days per calendar year; and~~
- ~~(4) Said signs shall be installed as required by the provisions of § 143-64 (B) (4) of this Chapter.~~



## TOWN MEETING MINUTES

J. V. Portable signs: Portable signs not exceeding 12 square feet in area shall be allowed providing that:

- (1) No portable sign shall be placed on any lot without a sign permit. A new permit shall be required and a new fee charged for each different sign and for each 15 day period. Each sign permit shall specify the date of placement and the date of removal;
- (2) Only one portable sign shall be placed on a lot at any one time;
- (3) No lot shall have portable signs placed upon it for more than 45 days per calendar year; and
- (4) Said signs shall be installed as required by the provisions of § 143-64 (B) (4) of this Chapter.

K. W. Adult entertainment use: Signs erected on or off site for the purpose of identifying the location of, or (sic), or advertising an adult entertainment uses, are prohibited from depicting or otherwise describing specified anatomical areas or specified sexual activities. **Said signage, on-site or off-site, shall only be permitted in the C1 district, in the limited district, per Section 143-44.1.C.1. where the Adult Entertainment Use is otherwise lawfully permitted by right or where a special exception has been previously obtained for said use.**

[Added 3-14-2000 Town Meeting by Amendment No. 3]

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

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

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

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

## TOWN MEETING MINUTES

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

**[Added 3-17-2012 Town Meeting by Amendment No. 3]**

### **§ 143-64 Standards for the Illumination of Signs.**

A. External illumination: Signs shall be illuminated only with steady, shielded light sources directed solely onto the sign without causing glare.

B. Internal illumination:

- (1) Internal illumination is generally discouraged, but may be appropriate in certain circumstances subject to the following:
  - (a) Individual back-lit letters which are silhouetted against softly illuminated walls;
  - (b) Individual letters with translucent faces, containing soft lighting elements inside each letter; and

## TOWN MEETING MINUTES

- (c) Metal face box signs with cut-out letters and soft glow fluorescent tubes.
- (2) Neon window signs may be permitted in cases where they are custom designed to be compatible with the building's historic and/or architectural character, and where their color has been selected to harmonize with the building's exterior color. Gas-filled light tubes shall be allowed for indirect illumination and when placed in such a manner that the tubes are not exposed to view from any point along the public roadway or side-walk;
  - (3) No person may erect a sign which flashes, rotates, or has motorized moving parts;
  - (4) All signs must be listed and installed in accordance with the National Electrical Code (NFPA 70);
  - (5) No person may erect a sign which constitutes a hazard to pedestrian or vehicular traffic because of intensity or direction of illumination;
  - (6) No sign shall be illuminated between the hours of 11 pm and 6 am, unless the premises on which it is located is open for business;
  - (7) Strings of lights shall not be permitted, except on a temporary basis as a part of a holiday celebration; and
  - (8) Illuminated signs shall not be permitted to shine onto residential properties and travelled ways.
  - (9) Illumination of signs, whether internal or external, shall not create conditions that are dangerous to the comfort, peace, enjoyment, health, or safety of the community or lend to its disturbance or annoyance.

**[Added 3-17-2012 Town Meeting by Amendment No. 4]**

### **§ 143-65 Maintenance.**

- A. A sign shall be maintained in a secure and safe condition; if the Code Enforcement Officer is of the opinion that a sign is not secure, safe, or in a good state of repair, written notice of this fact shall be given to the person responsible for the maintenance of the sign; and
- B. If the defect in the sign is not corrected within the time permitted by the Code Enforcement Officer, the Code Enforcement Officer may revoke the sign permit until the owner pays the cost of removal, thus placing the sign owner in violation of the Zoning Ordinance and liable for a fine as specified in § 143-128 thereof.

### **§ 143-66 Number of signs.**

**[Amended 3-08-2011 Town Meeting by Amendment No. 4]**

The maximum number of signs permitted by this article shall be as follows:

R1 Residential Home Occupation (Minor or Major)	one
R3 Residential Home Occupation (Minor or Major)	one
B1 Business/Residential District	two*
B2 Central Business District	two*
LO Limited Office	two*
C1 Commercial/Industrial	three*
* or one sign per lot and one sign per use whichever is greater.	

**TOWN MEETING MINUTES**

The Table for the number of signs allowed in each zone formally in section 143-66 was incorporated with the Table of Dimensional Signs, Section 143-62.

**YES 147 NO 44 AMENDMENT #2 PASSED**

**Zoning Amendment #3**

Are you in favor of the adoption of Proposed Amendment #3 as proposed by the Planning Board to amend Zoning Ordinance Section 143-44.1.C as follows:

**C. Adult entertainment uses.**

- (1) Live adult entertainment uses and passive adult entertainment uses shall be permitted in the portion of the C1 District that is located near Ricker Road. Passive adult entertainment uses shall **not** be permitted in the C1 District that is located near within the Route 106 **portion of the C1 District**, by special exception. Live adult entertainment uses are not permitted within the Route 106 portion of the C1 District. Within these districts, no person shall cause or permit the establishment of any defined adult entertainment use within 500 feet of any church, public or private school or college, park, library, playground, or area zoned for residential use, or within 1,000 feet of another adult use. No adult entertainment use shall be located in any other District in the Town of Pembroke.

**YES 143 NO 47 AMENDMENT #3 PASSED**

**Zoning Amendment #4**

Are you in favor of the adoption of Amendment #4 as proposed by the Planning Board to amend Zoning Ordinance Section 143-28.G and 143-29.G as follows:

**§ 143-28 Minor Home Business.**

- G. There shall be no advertising on the premises other than as provided under § 143-62, Dimensional Table of Signs, ~~and § 143-63 (A);~~

**§ 143-29 Major Home Business.**

- G. There shall be no advertising on the premises other than as provided under § 143-62, Dimensional Table of Signs, ~~and § 143-63 (A);~~

**YES 154 NO 34 AMENDMENT #4 PASSED**

**TOWN MEETING MINUTES**

**MINUTES OF THE ANNUAL TOWN MEETING  
TOWN OF PEMBROKE, NH  
DELIBERATIVE SESSION  
MARCH 18, 2017**

Moderator Thomas E. Petit opens the meeting at 10:00 a.m. after the Pledge of Allegiance, an introduction of the Budget Committee members, Board of Selectmen and the Town Clerk. He then reads the results of the ballot vote taken on March 18, 2017.

There was a motion made to dispense with the formal reading of the full warrant.

MOVED: Daniel Crean

SECONDED: Vincent Greco

VOTE: YES

MOTION PASSED

**ARTICLE 3** – To see if the Town will vote to approve the cost items included in the collective bargaining agreement reached between the Board of Selectmen and the International Union of Operating Engineers Local 98 regarding Public Works Employees; which calls for the following increases in salaries and benefits at the current staffing level:

<u>Fiscal Year</u>	<u>Estimated Increase</u>
2017	\$2,253
2018	\$3,839
2019	\$3,938
2020	\$3,938

And further to raise and appropriate the sum of \$2,253 for the current fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels in accordance with the most recent collective bargaining agreement.

Recommended by Board of Selectmen  
Recommended by Budget Committee

MOVED: Daniel Crean

SECONDED: David Sheldon

VOTE: YES

ARTICLE #3 ADOPTED

**ARTICLE 4** - To see if the Town will vote to raise and appropriate the sum of \$466,000 to be deposited into the following Capital Reserve Funds established as indicated below:

Town Equipment Capital Reserve Fund	\$150,000
Police Cruiser Capital Reserve Fund	\$ 50,000
Municipal Facilities Capital Reserve Fund	\$ 50,000
Fire Major Equipment Capital Reserve Fund	\$135,000
Fire Small Equipment Capital Reserve Fund	\$ 20,000
Police Small Equipment Capital Reserve Fund	\$ 13,500

**TOWN MEETING MINUTES**

Recreation Capital Reserve Fund	\$ 15,000
Revaluation Capital Reserve Fund	\$ 32,500
	<hr/>
	\$466,000

Recommended by Board of Selectmen  
Recommended by Budget Committee

**MOVED: Robert Farley**

**SECONDED: Paulette Malo**

**VOTE: YES**

**ARTICLE #4 ADOPTED**

**ARTICLE 5** – To see if the Town will vote to raise and appropriate the sum of \$21,000 for the necessary repairs and to survey the following cemeteries; Evergreen and Old North Pembroke and to authorize the withdrawal of a sum not to exceed \$21,000 from the Cemetery Improvements Capital Reserve Fund.

Recommended by Board of Selectmen  
Recommended by Budget Committee

**MOVED: James Garvin**

**SECONDED: Sandy Goulet**

**VOTE: YES**

**ARTICLE #5 ADOPTED**

**ARTICLE 6** – To see if the Town will vote to raise and appropriate the sum of \$113,000 to purchase a new backhoe for the Public Works Department and to authorize the withdrawal of a sum not to exceed \$113,000 from the Town Equipment Capital Reserve Fund.

Recommended by Board of Selectmen  
Recommended by Budget Committee

**MOVED: Laurent Perron**

**SECONDED: Tina Courtemanche**

**VOTE: YES**

**ARTICLE #6 ADOPTED**

**ARTICLE 7** – To see if the Town will vote to raise and appropriate the sum of \$127,000 to purchase a new trackless machine for the Public Works Department and to authorize the withdrawal of a sum not to exceed \$127,000 from the Town Equipment Capital Reserve Fund. (This machine is used to clear the sidewalks, and mow grass on the side of the road)

Recommended by Board of Selectmen  
Recommended by Budget Committee

**MOVED: Robert Samson**

**SECONDED: Vincent Greco**

## TOWN MEETING MINUTES

**Don Girard asks why the Public Works department doesn't buy a Bobcat.**

**Public Works Director James Boisvert explained that they looked at all types of equipment and the trackless machine was the only one that they could mount a 50" blower on it, all others were set up for a 60" blower which is too big for the sidewalks.**

**VOTE: YES**

**ARTICLE #7 ADOPTED**

**ARTICLE 8 - To see if the Town will vote to raise and appropriate the sum of \$75,176 for the purpose of purchasing two new police cruisers and equipment and to authorize the withdrawal of a sum not to exceed \$75,176 from the Police Cruiser Replacement Capital Reserve Fund.**

Recommended by Board of Selectmen  
Recommended by Budget Committee

**MOVED: Robert Farley**

**SECONDED: Tina Courtemanche**

**VOTE: YES**

**ARTICLE #8 ADOPTED**

**ARTICLE 9 – To see if the Town will vote to raise and appropriate the sum of \$93,383 to convert current street lighting to LED lighting, and to further authorize the withdrawal of \$10,000 from the Energy Capital Reserve Fund. The Town anticipates applying for grants which are estimated to be \$24,500.**

Recommended by Board of Selectmen  
Recommended by Budget Committee

**MOVED: Robert Samson**

**SECONDED: David Sheldon**

**VOTE: YES**

**ARTICLE #9 ADOPTED**

**ARTICLE 10 - To see if the Town will vote to appoint the Board of Selectmen as agents to expend from the Cemetery Improvements Capital Reserve Fund established in 1960.**

**MOVED: Dianne Schuett**

**SECONDED: Jim Garvin**

**VOTE: YES**

**ARTICLE #10 ADOPTED**

**ARTICLE 11 – To see if the Town will vote to raise and appropriate the Budget Committee's recommended amount of \$8,053,964 for the 2017 municipal operating budget, not including appropriations by special warrant articles and other appropriations voted separately.**

Recommended by Board of Selectmen  
Recommended by Board of Selectmen

## TOWN MEETING MINUTES

Mark Lepage, Budget Committee Chair, explained the budget process and thanked the BOS and Town Administrator, David Jodoin for the effort they put in to keep the increases to a minimum. He then makes a motion to accept the recommended amount of \$8,053,964.

**MOVED: Mark Lepage**

**SECONDED: Gerard Fleury**

State Representative, Dianne Schuett explained that the county budget has not changed in 5 years. She went on to explain that retirement investments earned about 1% through June 1<sup>st</sup>, 2016, but the next 6 months earned about 8%

Gene Gauss stated that he would like to see us bring back the retirement funds to the town.

Gerard Fleury stated that he had work extensively with NHRS and state law dictates that if you pull out of the state retirement, you must provide a retirement plan that is as good or better than what is currently being provided by NHRS. This makes it extremely difficult to get out of the state retirement system.

**VOTE: YES**

**ARTICLE #11 ADOPTED**

**ARTICLE 12** - To transact any other business that may legally come before said meeting.

There was a motion made to accept the reports of all the Boards, Committees and Commissions as written in the 2016 Pembroke Town Report.

**MOVED: James F. Goff**

**SECONDED: Robert Farley**

Don Girard brought up a few concerns he had:

Did the town dig test borings before construction began on the loop road off Rte 106.

Why had the town not cleaned up the sand around the boat ramp at memorial field that had washed down during the floods a few years ago.

When is the town going to fix upper main street and why can't they just move the polls and dig back on the north side to put back the parking.

Paulette Malo of the Roads Committee stated that the town did in fact dig test borings for the loop road and also are using existing materials on site to save costs.

James Boisvert stated that in order to clean up the sand around the boat ramp, they would have to pull permits from the Wetlands Board, EPA and the Civil Engineers, etc. so it's not as easy as just going down with equipment and digging sand out of the Suncook River.

He also stated that because of underground infrastructure, they can't just move some polls and shim the road to fix Main Street.



## **TOWN MEETING MINUTES**

Joyce Colby asked if the town could eliminate the no right turn on red on the southbound lane of Pembroke Street onto Broadway.

There was a motion made to adjourn the 2017 Pembroke Town Meeting.

**MOVED: Robert Samson**

**SECONDED: Vincent Greco**

**VOTE: YES**

**MEETING ADJOURNED AT 11:05 a.m.**

**After the meeting adjourned, Moderator Petit swore in all officials that were elected on the 2017 Town meeting ballot.**

Respectfully submitted:

---

James F. Goff  
Town Clerk  
Pembroke, NH

March 18<sup>th</sup>, 2017

TOWN SEAL



**RESIDENT:** *Who decides what the tax rate should be?*

**TOWN HALL:** You do!

**RESIDENT:** *I do?*

**TOWN HALL:** Yes you, the residents of Pembroke, when you attend the School and Town meetings each March to vote on the budgets. Your attendance at these meetings is important as it is your chance to vote on how funds are spent.



### THE START

Town residents vote at School and Town meetings on the budget

Budgeted funds are used to run the schools and town.

Property values are maintained by the Assessing Dept. The assessment period is from April 1 through March 31 of the following year. You are assessed on what is there as of April 1.

In November the Budget Committee starts meeting for the preparation of the budget for the upcoming year to be voted on by the residents at the School and Town Meetings...*and the process starts again.*



The Tax Collector prepares the bills. Bills should be sent out by November and will be due in December. If there is any delay in sending the bills the due date will be 30 days from the mailing date.

**NOTE:** *since the tax rate is not set until November of each year the second tax payment will include the increase in taxes for the entire year.*

In May the first property tax bill for the current year is mailed out. *Because the tax rate for the year won't be set until the fall, this bill is determined by using half the tax rate from the previous year multiplied by your current assessed value.*

The Town Administrator prepares the **Tax Warrant** for submission to the Board of Selectmen for their signatures.

*The Tax Warrant is the listing of property tax to be billed to each property in Pembroke.*

TAX BILL	
County	.09
Town	9.99
State	.99
School	99.99

In September the Town submits information to the NH Dept. of Revenue Administration (NHDR). The information submitted includes the amount of the budget voted in by the residents at the School and Town Meetings in March, and the assessed value of real property in Town including credits and exemptions

The Town Administrator talks with the State to set the tax rate so that the second tax bill can be prepared.

In November the State reviews the information and sets the tax rate for the current year.

**TREASURER'S REPORT**

**2017 Treasurer's Report**  
(Unaudited)

<u>Account</u>	<u>Balance</u>
<b><u>Town Operating Account</u></b>	
Beginning Balance 1/1/17	\$ 14,290,032
Deposits	27,089,454
Disbursements	<u>(29,063,960)</u>
Ending Balance 12/31/17	<u>12,315,526</u>
<b><u>Escrow Account</u></b>	
Beginning Balance 1/1/17	51,051
Deposits	18,924
Disbursements	<u>(36,547)</u>
Ending Balance 12/31/17	<u>33,428</u>

**BALANCE SHEET**

**2017 Balance Sheet  
(Unaudited)**

<u>Account</u>	<u>Balance</u>
<b><u>ASSETS</u></b>	
Cash	\$ 12,314,539
Taxes Receivable (net of uncollectables)	762,090
Accounts Receivable	3,143
Due from Other Governments	
Due from Other Funds	1,319
Prepaid Expenses	261
	<hr/>
<b>Total Assets</b>	<b>\$ 13,081,352</b>
	<hr/> <hr/>
<b><u>LIABILITIES</u></b>	
Accounts Payable	147,161
Due to Others	1,536
Due to School District	6,131,372
Due to Other Funds	901,474
	<hr/>
<b>Total Liabilities</b>	<b>\$ 7,181,543</b>
	<hr/> <hr/>
<b><u>EQUITY</u></b>	
Reserved for Encumbrances	782,645
Unreserved Fund Balance	5,117,164
	<hr/>
<b>Total Equity</b>	<b>\$ 5,899,809</b>
	<hr/> <hr/>
<b><u>TOTAL LIABILITIES AND EQUITY</u></b>	<b><u>13,081,352</u></b>

**STATEMENT OF REVENUES**

**2017 Revenues**  
(Unaudited Balances through 12/28)

<u>Account Code</u>	<u>Description</u>	<u>Budgeted</u>	<u>Actual</u>	<u>Over/(Under) Collected</u>
<b><u>TAXES</u></b>				
3110	Net Property Tax	\$ 3,918,990	\$ 3,990,610	\$ 71,620
3120	Land Use Change Tax			-
3185	Timber Tax	18,529	23,658	5,129
3186	Payment in Lieu of Taxes	43,810	43,210	(600)
3187	Excavation Tax	3,156	3,157	1
3190	Interest & Penalties on Taxes	89,000	77,546	(11,454)
		<u>\$ 4,073,485</u>	<u>\$ 4,138,181</u>	<u>\$ 64,696</u>
<b><u>LICENSES, PERMITS &amp; FEES</u></b>				
3220	Motor Vehicle Permit Fees	1,250,000	1,495,778	245,778
3230	Building Permits	20,000	32,430	12,430
3290	Other Licenses, Permits & Fees	32,733	50,338	17,605
		<u>\$ 1,302,733</u>	<u>\$ 1,578,546</u>	<u>\$ 275,813</u>
3311-3319	<b><u>FROM FEDERAL GOVERNMENT</u></b>			\$ -
	<b><u>FROM STATE</u></b>			-
3352	Meals & Rooms Tax Distribution	364,542	364,542	-
3353	Highway Block Grant	165,230	306,462	141,232
3354	Water Pollution Grant			-
3359	Other	45,067	25,422	(19,645)
		<u>\$ 574,839</u>	<u>\$ 696,426</u>	<u>\$ 121,587</u>
	<b><u>CHARGES FOR SERVICES</u></b>			
3401-3406	Income from Departments			
	General	43,500	11,682	(31,818)
	Recreation	1,000	950	(50)
	Planning & Land Use	8,000	15,215	7,215
	Cemeteries	1,000	4,175	3,175
	Public Works	83,300	168,292	84,992
	Police	7,501	54,992	47,491
	Fire	1	2,567	2,566
	Welfare	1,000	5,715	4,715
		<u>\$ 145,302</u>	<u>\$ 263,588</u>	<u>\$ 118,286</u>

## STATEMENT OF REVENUES

**2017 Revenues**  
(Unaudited Balances through 12/28)

Account Code	Description	Budgeted	Actual	Over/(Under) Collected
<b><u>MISCELLANEOUS REVENUES</u></b>				
3501	Sale of Municipal Property	1	855	854
3502	Interest on Investments	15,000	27,407	12,407
3503	Facilities Rental	18,000	20,019	2,019
3509	Other	5,000	5,570	570
		<u>\$ 38,001</u>	<u>\$ 53,851</u>	<u>\$ 15,850</u>
<b><u>OPERATING TRANSFERS IN</u></b>				
3912	From Special Revenue Funds		36,330	-
3913	From Capital Projects Funds			-
3914	From Enterprise Funds	1,057,783	1,057,783	-
	Sewer - (Offset)	914,457	914,457	-
	Water - (Offset)	364,176	319,419	(44,757)
3915	From Capital Reserve Funds	31,000	27,742	(3,258)
	From Trust and Agency Funds	<u>\$ 2,367,416</u>	<u>\$ 2,355,731</u>	<u>\$ (11,685)</u>
<b><u>OTHER FINANCING SOURCES</u></b>				
3934	Proc. from Long Term Bonds & Notes	450,000		(450,000)
	Amounts VOTED From Fund Bal.	<u>\$ 450,000</u>	\$ -	<u>\$ (450,000)</u>
	Fund Balance to Reduce Taxes			
		<u><u>\$ 8,951,776</u></u>	<u><u>\$ 9,086,323</u></u>	<u><u>\$ 134,547</u></u>

Highway Block Grant Overage was a one time lump sum payment from the State. This money will be used in 2018

**STATEMENT OF EXPENDITURES**

**2017 Expenditures**  
(Unaudited Balances through 12/28)

<u>Account Code</u>	<u>Description</u>	<u>Appropriation</u>	<u>Expended/ Encumbered</u>	<u>Remaining</u>
<b><u>GENERAL GOVERNMENT</u></b>				
4130-4139	Executive	\$ 370,327	\$ 285,547	\$ 84,780
4140-4149	Election, Reg. & Vital Statistics	134,257	127,810	6,447
4150-4151	Financial Administration	39,433	35,248	4,185
4152	Revaluation of Property	126,000	97,148	28,852
4153	Legal Expense	150,000	98,902	51,098
4155-4159	Personnel Administration			-
4191-4193	Planning & Zoning	289,939	293,162	(3,223)
4194	General Government Buildings	120,658	127,516	(6,858)
4195	Cemeteries	21,950	19,743	2,207
4196	Insurance	139,360	130,291	9,069
		<u>\$ 1,391,924</u>	<u>\$ 1,215,368</u>	<u>\$ 176,556</u>
<b><u>PUBLIC SAFETY</u></b>				
4210-4214	Police	1,439,107	1,385,165	53,942
4215-4219	Ambulance	226,632	226,632	-
4220-4229	Fire	380,584	325,284	55,300
4290-4298	Emergency Management	10,781	9,428	1,353
4299	Other	28,080	28,548	(468)
		<u>\$ 2,085,184</u>	<u>\$ 1,975,057</u>	<u>\$ 110,128</u>
<b><u>HIGHWAYS &amp; STREETS</u></b>				
4311	Administration			-
4312	Highways & Streets	1,169,973	1,043,496	126,477
4313	Bridges			-
4316	Street Lighting	44,000	37,599	6,401
4319	Other	11,000	11,000	-
		<u>\$ 1,224,973</u>	<u>\$ 1,092,095</u>	<u>\$ 132,878</u>
<b><u>SANITATION</u></b>				
4321	Administration			-
4323	Solid Waste Collection	269,300	216,833	52,467
4324	Solid Waste Disposal			-
		<u>\$ 269,300</u>	<u>\$ 216,833</u>	<u>\$ 52,467</u>
<b><u>HEALTH/WELFARE</u></b>				
4411	Administration	2,842	2,692	150
4415-4419	Health Agencies & Hosp. & Other	21,000	21,000	-
4441-4442	Administration & Direct Assist.	87,546	39,957	47,589
		<u>\$ 111,388</u>	<u>\$ 63,649</u>	<u>\$ 47,739</u>

**STATEMENT OF EXPENDITURES**

**2017 Expenditures**  
(Unaudited Balances through 12/28)

Account Code	Description	Appropriation	Expended/ Encumbered	Remaining
<b><u>CULTURE &amp; RECREATION</u></b>				
4520-4529	Parks & Recreation	30,673	26,875	3,798
4550-4559	Library	228,450	228,450	-
4583	Patriotic Purposes	200	200	-
4589	Other Culture & Recreation	7,053	6,856	197
		<b>\$ 266,376</b>	<b>\$ 262,381</b>	<b>\$ 3,995</b>
<b><u>CONSERVATION</u></b>				
4651-4659	Administration	\$ 3,276	\$ 915	\$ 2,361
	Other Conservation			\$ -
4651-4659	<b><u>ECONOMIC DEVELOPMENT</u></b>	<b>\$ 355</b>		<b>\$ 355</b>
<b><u>DEBT SERVICE</u></b>				
4711	Princ.- Long Term Bonds & Notes	380,000	380,000	-
4721	Interest-Long Term Bonds & Notes	52,110	52,110	-
4723	Int. on Tax Anticipation Notes	1		1
		<b>\$ 432,111</b>	<b>\$ 432,110</b>	<b>\$ 1</b>
<b><u>CAPITAL OUTLAY</u></b>				
4901	Land	114,383	113,485	898
4902	Machinery, Vehicles & Equipment	315,176	284,516	30,660
4903	Buildings			-
4909	Other Improvements -	299,090	480,067	(180,977)
		<b>\$ 728,649</b>	<b>\$ 878,069</b>	<b>\$ (149,420)</b>
<b><u>OPERATING TRANSFERS OUT</u></b>				
4912	To Special Revenue Fund			-
4913	To Capital Projects Fund			-
4914	To Enterprise Fund			-
	Sewer-	1,057,783	1,057,783	-
	Water-	914,457	914,457	-
4915	To Capital Reserve Fund	466,000	466,000	-
4919	To Agency Funds			-
		<b>\$ 2,438,240</b>	<b>\$ 2,438,240</b>	<b>\$ -</b>
		<b>\$ 8,951,776</b>	<b>\$ 8,574,717</b>	<b>\$ 377,059</b>



**TAX COLLECTORS REPORT  
MS-61**



*New Hampshire*  
Department of  
Revenue Administration

**MS-61**

**Tax Collector's Report**

For the period beginning  and ending

This form is due **March 1st (Calendar Year)** or **September 1st (Fiscal Year)**

**Instructions**

**Cover Page**

- Specify the period begin and period end dates above
- Select the entity name from the pull down menu (County will automatically populate)
- Enter the year of the report
- Enter the preparer's information

**For Assistance Please Contact:**

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

**ENTITY'S INFORMATION**

Municipality:

County:

Report Year:

**PREPARER'S INFORMATION**

First Name

Last Name

Street No.

Street Name

Phone Number

Email (optional)

## TAX COLLECTORS REPORT MS-61



*New Hampshire*  
Department of  
Revenue Administration

**MS-61**

Debits						
Uncollected Taxes Beginning of Year	Account	Levy for Year of this Report	Prior Levies (Please Specify Years)			
			Year: 2016	Year:	Year:	
Property Taxes	3110		\$514,567.91			
Resident Taxes	3180					
Land Use Change Taxes	3120		\$7,480.00			
Yield Taxes	3185		\$171.35			
Excavation Tax	3187		\$261.60			
Other Taxes	3189					
Property Tax Credit Balance		(\$23,719.73)				
Other Tax or Charges Credit Balance						

Taxes Committed This Year	Account	Levy for Year of this Report	Prior Levies	
			2016	
Property Taxes	3110	\$19,437,384.00		
Resident Taxes	3180			
Land Use Change Taxes	3120	\$13,500.00		
Yield Taxes	3185	\$23,658.13		
Excavation Tax	3187	\$3,156.54		
Other Taxes	3189			
Sewer			\$61,745.26	
Added Property		\$83,643.90		

Overpayment Refunds	Account	Levy for Year of this Report	Prior Levies		
			2016		
Property Taxes	3110	\$12,533.10	\$698.54		
Resident Taxes	3180				
Land Use Change Taxes	3120				
Yield Taxes	3185				
Excavation Tax	3187				
Sewer			\$248.17		
Interest and Penalties on Delinquent Taxes	3190	\$7,063.26	\$26,124.19		
Interest and Penalties on Resident Taxes	3190				
<b>Total Debits</b>		<b>\$19,557,219.20</b>	<b>\$611,297.02</b>		

## TAX COLLECTORS REPORT MS-61



*New Hampshire*  
Department of  
Revenue Administration

MS-61

Credits				
	Levy for Year of this Report	2016	Prior Levies	
<b>Remitted to Treasurer</b>				
Property Taxes	\$18,898,173.20	\$308,376.96		
Resident Taxes				
Land Use Change Taxes	\$9,700.00	\$7,480.00		
Yield Taxes	\$21,303.51	\$172.92		
Interest (Include Lien Conversion)	\$7,063.26	\$26,124.19		
Penalties				
Excavation Tax	\$3,156.54			
Other Taxes				
Conversion to Lien (Principal Only)		\$240,287.07		
Sewer		\$28,770.52		
Added	\$83,643.90			
Discounts Allowed				
<b>Abatements Made</b>				
Property Taxes	\$498.00	\$85.36		
Resident Taxes				
Land Use Change Taxes				
Yield Taxes				
Excavation Tax				
Other Taxes				
Current Levy Deducted	\$359.00			

**TAX COLLECTORS REPORT  
MS-61**



*New Hampshire  
Department of  
Revenue Administration*

**MS-61**

Uncollected Taxes - End of Year # 1080	Levy for Year of this Report	Prior Levies		
		2016		
Property Taxes	\$550,936.90			
Resident Taxes				
Land Use Change Taxes	\$3,860.00			
Yield Taxes	\$2,354.62			
Excavation Tax				
Other Taxes				
Property Tax Credit Balance	(\$23,719.73)			
Other Tax or Charges Credit Balance				
<b>Total Credits</b>	<b>\$19,557,219.20</b>	<b>\$611,297.02</b>		

**TAX COLLECTORS REPORT  
MS-61**



*New Hampshire  
Department of  
Revenue Administration*

**MS-61**

<b>Lien Summary</b>				
<b>Summary of Debits</b>				
	Last Year's Levy	Prior Levies (Please Specify Years)		
		Year: 2015	Year: 2014	Year: Pr
Unredeemed Liens Balance - Beginning of Year		\$114,755.73	\$80,138.43	\$50,991.86
Liens Executed During Fiscal Year	\$278,260.87			
Interest & Costs Collected (After Lien Execution)	\$9,144.38	\$11,848.10	\$22,746.74	\$619.27
<b>Total Debits</b>	<b>\$287,405.25</b>	<b>\$126,603.83</b>	<b>\$102,885.17</b>	<b>\$51,611.13</b>
<b>Summary of Credits</b>				
	Last Year's Levy	Prior Levies		
		2015	2014	Pr
Redemptions	\$108,024.67	\$52,671.81	\$71,933.50	\$560.85
Interest & Costs Collected (After Lien Execution) #3190				
	\$9,144.38	\$11,848.10	\$22,746.74	\$619.27
Abatements of Unredeemed Liens				\$202.41
Liens Deeded to Municipality	\$798.74	\$816.62	\$340.22	
Unredeemed Liens Balance - End of Year #1110	\$169,437.46	\$61,267.30	\$7,864.71	\$50,228.60
<b>Total Credits</b>	<b>\$287,405.25</b>	<b>\$126,603.83</b>	<b>\$102,885.17</b>	<b>\$51,611.13</b>

**TAX COLLECTORS REPORT  
MS-61**



*New Hampshire  
Department of  
Revenue Administration*

**MS-61**

**PEMBROKE (361)**

**1. CERTIFY THIS FORM**

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

Preparer's First Name

Preparer's Last Name

Date

David

Jodoin

Jan 3, 2018

**2. SAVE AND EMAIL THIS FORM**

Please save and e-mail the completed PDF form to your Municipal Bureau Advisor.

**3. PRINT, SIGN, AND UPLOAD THIS FORM**

This completed PDF form must be PRINTED, SIGNED, SCANNED, and UPLOADED onto the Municipal Tax Rate Setting Portal (MTRSP) at <http://proptax.org/nh/>. If you have any questions, please contact your Municipal Services Advisor.

**PREPARER'S CERTIFICATION**

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

\_\_\_\_\_  
Preparer's Signature and Title

**TAX RATE CALCULATION**

2017 Appropriations and Revenues Municipal Accounting Overview		
Description		
Total Appropriation	\$8,951,776	
Net Revenues (Not Including Fund Balance)		(\$4,582,786)
Fund Balance Voted Surplus		\$0
Fund Balance to Reduce Taxes		(\$450,000)
War Service Credits	\$163,500	
Special Adjustment	\$0	
Actual Overlay Used	\$492,451	
Net Required Local Tax Effort		\$4,574,941
County Apportionment		
Description	Appropriation	Revenue
Net County Apportionment	\$1,891,367	
I \$1,695,0031		
Net Required County Tax Effort		\$1,891,367
Education		
Description	Appropriation	Revenue
Net Local School Appropriations	\$18,434,246	
Net Cooperative School Appropriations		
Net Education Grant		(\$5,302,874)
Locally Retained State Education Tax		(\$1,363,902)
Net Required Local Education Tax Effort		\$11,767,470
State Education Tax	\$1,363,902	
State Education Tax Not Retained	\$0	
Net Required State Education Tax Effort		\$1,363,902
Valuation		
Municipal (MS-1)		
Description	Current Year	Prior Year
Total Assessment Valuation with Utilities	\$660,599,483	\$602,027,624
Total Assessment Valuation without Utilities	\$632,006,383	\$571,080,924

2017 Municipal Tax Rate Calculation			
Jurisdiction	Tax Effort	Valuation	Tax Rate
Municipal	\$4,574,941	\$660,599,483	\$6.93
County	\$1,891,367	\$660,599,483	\$2.86
Local Education	\$11,767,470	\$660,599,483	\$17.81
State Education	\$1,363,902	\$632,006,383	\$2.16
Total	\$19,597,680		\$29.76

Tax Commitment Calculation	
Total Municipal Tax Effort	\$19,597,680
War Service Credits	(\$163,500)
Village District Tax Effort	
Total Property Tax Commitment	\$19,434,180

## TAX RATE CALCULATION



New Hampshire  
Department of  
Revenue  
Administration

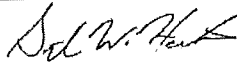
<b>2017</b> <b>\$29.76</b>
-------------------------------

### Tax Rate Breakdown Pembroke

Municipal Tax Rate Calculation			
Jurisdiction	Tax Effort	Valuation	Tax Rate
Municipal	\$4,574,941	\$660,599,483	\$6.93
County	\$1,891,367	\$660,599,483	\$2.86
Local Education	\$11,767,470	\$660,599,483	\$17.81
State Education	\$1,363,902	\$632,006,383	\$2.16
<b>Total</b>	<b>\$19,597,680</b>		<b>\$29.76</b>

Village Tax Rate Calculation			
Jurisdiction	Tax Effort	Valuation	Tax Rate
<b>Total</b>			

Tax Commitment Calculation	
Total Municipal Tax Effort	\$19,597,680
War Service Credits	(\$163,500)
Village District Tax Effort	
<b>Total Property Tax Commitment</b>	<b>\$19,434,180</b>

 Stephan Hamilton Director of Municipal and Property Division New Hampshire Department of Revenue Administration	10/26/2017
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**LONG-TERM DEBT**

Year	Pembroke Hill			Refunded (Safety Center) Due 1/15; 7/15		
	Principal	Interest	Total	Principal	Interest	Total
2018	270,000.00	6,885.00	276,885.00	100,000.00	26,950.00	126,950.00
2019				100,000.00	22,600.00	122,600.00
2020				100,000.00	18,150.00	118,150.00
2021				100,000.00	13,650.00	113,650.00
2022				100,000.00	9,150.00	109,150.00
2023				100,000.00	4,600.00	104,600.00
Totals	270,000.00	6,885.00	276,885.00	600,000.00	95,100.00	695,100.00

**All Debt**

Principal	Interest	Total	Year
370,000.00	33,835.00	403,835.00	2018
100,000.00	22,600.00	122,600.00	2019
100,000.00	18,150.00	118,150.00	2020
100,000.00	13,650.00	113,650.00	2021
100,000.00	9,150.00	109,150.00	2022
100,000.00	4,600.00	104,600.00	2023
870,000.00	101,985.00	971,985.00	Totals

**LONG-TERM DEBT**

**TIF**

Due 8/2032			
Year	Principal	Interest	Total
2018	201,000.00	157,944.42	358,944.42
2019	200,000.00	134,800.00	334,800.00
2020	200,000.00	124,600.00	324,600.00
2021	200,000.00	114,400.00	314,400.00
2022	200,000.00	104,200.00	304,200.00
2023	200,000.00	94,000.00	294,000.00
2024	200,000.00	83,800.00	283,800.00
2025	200,000.00	73,600.00	273,600.00
2026	200,000.00	63,400.00	263,400.00
2027	200,000.00	53,200.00	253,200.00
2028	200,000.00	43,000.00	243,000.00
2029	200,000.00	32,800.00	232,800.00
2030	200,000.00	24,600.00	224,600.00
2031	200,000.00	16,400.00	216,400.00
2032	200,000.00	8,200.00	208,200.00
Totals	3,001,000.00	1,128,944.42	4,129,944.42

**SUMMARY INVENTORY OF PROPERTY**

Net Assessed Valuation Comparison 2014 - 2017 Town of Pembroke, NH						
			2014	2015	2016	2017
<b>LAND</b>						
Current Use			1,075,252	1,026,725	999,924	999,983
Discretionary Easement			69,845	69,845	62,300	62,300
Residential			143,215,900	143,124,150	143,030,250	160,070,910
Commercial/Industrial			30,022,300	29,772,050	32,189,750	30,506,408
Total Taxable Land			174,383,297	173,992,770	176,282,224	191,639,601
Tax Exempt & Non-Taxable Land				9,458,666	9,461,466	9,692,866
<b>BUILDINGS</b>						
Residential			297,527,200	299,533,610	300,291,110	343,301,740
Manufactured Housing			1,708,700	1,731,100	1,727,900	2,026,000
Commercial/Industrial			83,227,700	92,010,540	93,834,890	83,220,209
Total Taxable Buildings			382,463,600	393,275,250	395,853,900	428,547,949
Tax Exempt & Non-Taxable Buildings				33,473,300	42,495,500	44,510,000
<b>PUBLIC UTILITIES</b>						
Gas			10,788,100	10,698,100	10,755,200	9,843,100
Electric			20,178,600	20,713,900	20,191,500	18,750,000
Other			100,000	96,900	94,600	100,000
Utilities Total			31,066,700	31,508,900	31,041,300	28,693,100
	Gross Valuation		587,913,597	598,776,920	603,177,424	648,880,650
	Less Exemptions		1,119,800	1,149,800	1,149,800	1,029,400
	<b>Net Valuation</b>		<b>586,793,797</b>	<b>597,627,120</b>	<b>602,027,624</b>	<b>647,851,250</b>

### TOWN OWNED PROPERTIES

Owner Name	Map	Block	Lot	Unit	St.#	Street	AC	Land	Total Assessed Outbldg Value	Total Assessed Extra Features	Total Assessed Bldg Value	Total
PEMBROKE, TOWN OF	VE		1		172	MAIN ST	0.12	\$76,300	\$0	\$0	\$0	\$76,300
PEMBROKE, TOWN OF	VE		165			CENTRAL ST	0.74	\$49,500	\$22,500	\$0	\$0	\$72,000
PEMBROKE, TOWN OF	VE		195			GLASS ST	1.50	\$32,500	\$0	\$0	\$0	\$32,500
PEMBROKE, TOWN OF			58	1		LINDY ST - OFF	0.07	\$4,300	\$0	\$0	\$0	\$4,300
PEMBROKE, TOWN OF	VW		113	L	116	MAIN ST	0.00	\$0	\$0	\$0	\$16,800	\$16,800
PEMBROKE, TOWN OF	VW		117	E	4	UNION ST	0.26	\$53,600	\$0	\$1,600	\$88,500	\$143,700
PEMBROKE, TOWN OF	VW		118		6	UNION ST	0.11	\$50,400	\$0	\$0	\$0	\$50,400
PEMBROKE, TOWN OF	VW		129	1	5	COLONIAL DR	0.14	\$31,300	\$0	\$0	\$0	\$31,300
PEMBROKE, TOWN OF	VW		168	1		SIMPSON AVE	0.10	\$6,700	\$0	\$0	\$0	\$6,700
PEMBROKE, TOWN OF	VW		175			HIGH ST	0.05	\$5,100	\$0	\$0	\$0	\$5,100
PEMBROKE, TOWN OF	VW		184			EXCHANGE ST	2.51	\$78,200	\$0	\$0	\$0	\$78,200
PEMBROKE, TOWN OF	VW		186			EXCHANGE ST	0.25	\$5,800	\$0	\$0	\$0	\$5,800
PEMBROKE, TOWN OF	VW		188		45	PLEASANT ST	30.00	\$268,000	\$76,900	\$0	\$0	\$344,900
PEMBROKE SEWER COMMISSION	VW		188	2-P		MEMORIAL FIELD	0.00	\$0	\$800	\$0	\$42,400	\$43,200
PEMBROKE, TOWN OF	VW		189		8	EXCHANGE ST	4.35	\$119,000	\$57,000	\$1,600	\$282,400	\$460,000
PEMBROKE, TOWN OF	VW		190			PLEASANT ST	0.09	\$4,900	\$0	\$0	\$0	\$4,900
PEMBROKE, TOWN OF	VW		203		28	PLEASANT ST	0.09	\$29,300	\$0	\$0	\$0	\$29,300
PEMBROKE, TOWN OF	VW		227		1	KEYSTONE LANE	0.20	\$5,600	\$0	\$0	\$0	\$5,600
PEMBROKE, TOWN OF	VW		228		2	EXCHANGE ST	0.40	\$71,600	\$5,900	\$0	\$41,900	\$119,400
PEMBROKE, TOWN OF	256		10	2	865	DOVER RD	0.41	\$49,400	\$0	\$0	\$0	\$49,400

**TOWN OWNED PROPERTIES**

Owner Name	Map	Block	Lot	Unit	St.#	Street	AC	Land	Total Assessed Outbldg Value	Total Assessed Extra Features	Total Assessed Bldg Value	Total
PEMBROKE, TOWN OF	258		3	3	627	ROBINSON RD	1.15	\$39,100	\$0	\$0	\$0	\$39,100
FRENCH CEMETERY	258		CM		9	CEMETERY - FRENCH	0.09	\$24,400	\$0	\$0	\$0	\$24,400
PEMBROKE, TOWN OF	260		41		621-623	SIXTH RANGE RD	5.10	\$39,800	\$0	\$0	\$0	\$39,800
PEMBROKE, TOWN OF	260		42		617-619	SIXTH RANGE RD	5.60	\$41,000	\$0	\$0	\$0	\$41,000
PEMBROKE, TOWN OF	260		58	1		SEVENTH RANGE RD	6.00	\$49,500	\$0	\$0	\$0	\$49,500
RICHARDSON CEMETERY	260		CM		8	CEMETERY-RICHARDSON	0.06	\$23,500	\$0	\$0	\$0	\$23,500
PEMBROKE, TOWN OF	262		1	1	358	PEMBROKE HILL RD	0.06	\$25,800	\$0	\$0	\$0	\$25,800
PEMBROKE, TOWN OF	262		23	1	438	CROSS COUNTRY RD	17.50	\$131,700	\$0	\$0	\$0	\$131,700
PEMBROKE, TOWN OF	262		27		543	CROSS COUNTRY RD	14.00	\$1,370	\$0	\$0	\$0	\$1,370
PEMBROKE HILL CEMETERY	262		CM		4	CEMETERY-PEMBROKE HL	0.49	\$31,600	\$0	\$0	\$0	\$31,600
PEMBROKE, TOWN OF	264		32	1	244	ACADEMY RD	7.28	\$54,100	\$0	\$0	\$0	\$54,100
PEMBROKE, TOWN OF	264		79	1	346	PEMBROKE HILL RD	0.32	\$32,900	\$0	\$0	\$0	\$32,900
PEMBROKE, TOWN OF	264		87		308-310	FOURTH RANGE RD	0.96	\$29,700	\$0	\$0	\$0	\$29,700
PEMBROKE, TOWN OF	264		95	1		FOURTH RANGE RD	0.77	\$7,400	\$0	\$0	\$0	\$7,400
PEMBROKE, TOWN OF	266		7		34-36	MASON AVE	10.66	\$13,100	\$0	\$0	\$0	\$13,100
PEMBROKE, TOWN OF	266		24			BROADWAY	1.36	\$67,300	\$0	\$0	\$0	\$67,300
PEMBROKE, TOWN OF-SAFETY CENTER	266		40		247	PEMBROKE ST	2.01	\$120,400	\$37,100	\$129,400	\$1,792,000	\$2,078,900
PEMBROKE, TOWN OF	266		79		231-2	DEARBORN RD	1.75	\$81,800	\$0	\$0	\$0	\$81,800
EVERGREEN CEMETERY	266		CM		2	CEMETERY - EVERGREEN	9.58	\$111,600	\$0	\$0	\$0	\$111,600
PEMBROKE, TOWN OF	266		171		171-173	BUCK ST	0.24	\$5,800	\$0	\$0	\$0	\$5,800
PEMBROKE, TOWN OF	559		11		825	NO PEMBROKE RD	0.30	\$5,900	\$0	\$0	\$0	\$5,900
PEMBROKE, TOWN OF	559		13			SOUCOOK RIVER	4.00	\$84,500	\$0	\$0	\$0	\$84,500

**TOWN OWNED PROPERTIES**

Owner Name	Map	Block	Lot	Unit	St.#	Street	AC	Land	Total Assessed Outbldg Value	Total Assessed Extra Features	Total Assessed Bldg Value	Total
PEMBROKE SEWER COMMISSION	561		17	1-P	147	SHEEP DAVIS RD	0.00	\$0	\$7,500	\$0	\$0	\$7,500
PEMBROKE, TOWN OF	561		34		402-408	BOROUGH RD	9.00	\$158,900	\$0	\$0	\$0	\$158,900
PEMBROKE, TOWN OF	561		86		625-629	BOROUGH RD	8.70	\$57,400	\$0	\$0	\$0	\$57,400
ABBOTT CEMETERY	561			7		CEMETERY - ABBOTT	0.13	\$28,300	\$0	\$0	\$0	\$28,300
PEMBROKE, TOWN OF	563		22	1-1	502-516	THIRD RANGE RD	26.62	\$16,000	\$0	\$0	\$0	\$16,000
PEMBROKE WATER WORKS	563		39		226	BRICKETT HILL RD	0.92	\$76,600	\$1,132,000	\$0	\$0	\$1,208,600
PEMBROKE, TOWN OF	563		70		475	PEMBROKE ST	1.53	\$7,400	\$0	\$0	\$0	\$7,400
PEMBROKE, TOWN OF	563		94		305-325	BRICKETT HILL RD	28.48	\$183,000	\$0	\$0	\$0	\$183,000
PEMBROKE, TOWN OF, WATER WORKS	565		51		346	PEMBROKE ST	1.66	\$112,200	\$13,200	\$1,600	\$106,100	\$233,100
PEMBROKE, TOWN OF	565		59		59	WHITE SANDS RD	1.28	\$73,200	\$0	\$0	\$0	\$73,200
PEMBROKE, TOWN OF	565		81	A		BOW LANE	0.65	\$9,000	\$0	\$0	\$0	\$9,000
PEMBROKE, TOWN OF	565		81	B		WHITE SANDS RD	31.64	\$93,000	\$0	\$0	\$0	\$93,000
PEMBROKE, TOWN OF	565		81	C	444	PEMBROKE ST	34.30	\$69,800	\$0	\$0	\$0	\$69,800
PEMBROKE, TOWN OF	565		81	19	410	NADINE RD	0.55	\$42,600	\$0	\$0	\$0	\$42,600
PEMBROKE SEWER COMMISSION	565		81	B-P	55	WHITE SANDS RD	0.00	\$0	\$900	\$0	\$54,500	\$55,400
PEMBROKE, TOWN OF	565		95		27	WHITTEMORE RD	5.02	\$81,100	\$0	\$0	\$0	\$81,100
PEMBROKE STREET CEMETERY	565			3		CEMETERY-PEMBROKE ST	2.38	\$47,300	\$700	\$0	\$0	\$48,000
PEMBROKE, TOWN OF	565		256		311	PEMBROKE ST	2.99	\$134,300	\$18,800	\$13,200	\$1,533,700	\$1,700,000
PEMBROKE, TOWN OF	565		257	6-1		CHURCH RD	0.43	\$6,200	\$0	\$0	\$0	\$6,200
PEMBROKE, TOWN OF	567		1	1		MERRIMACK RIVER BANK	2.95	\$8,000	\$0	\$0	\$0	\$8,000
PEMBROKE WATER WORKS	632		3		635-655	PEMBROKE ST	12.00	\$175,500	\$1,000	\$0	\$43,000	\$219,500

**TOWN OWNED PROPERTIES**

Owner Name	Map	Block	Lot	Unit	St.#	Street	AC	Land	Total Assessed Outbldg Value	Total Assessed Extra Features	Total Assessed Bldg Value	Total
PEMBROKE SEWER COMMISSION	632		8	1-P	702	KEITH AVE	0.00	\$0	\$1,600	\$0	\$82,800	\$84,400
PEMBROKE WATER WORKS	632		18	12	142	SHEEP DAVIS RD	14.94	\$215,000	\$8,300	\$0	\$0	\$223,300
PEMBROKE, TOWN OF	634		46		572	PEMBROKE ST	0.11	\$99,900	\$0	\$0	\$0	\$99,900
PEMBROKE SEWER COMMISSION	634		46	P	572	PEMBROKE ST	0.00	\$0	\$2,000	\$0	\$25,700	\$27,700
PEMBROKE, TOWN OF	868		8		807	BACHELDER RD	0.37	\$49,400	\$0	\$0	\$0	\$49,400
PEMBROKE, TOWN OF	868		10		813	BACHELDER RD	0.37	\$49,400	\$0	\$0	\$0	\$49,400
PEMBROKE, TOWN OF	868		14		831	BACHELDER RD	0.07	\$25,700	\$0	\$0	\$0	\$25,700
PEMBROKE, TOWN OF	868		35		136	NO PEMBROKE RD	25.00	\$83,500	\$0	\$0	\$0	\$83,500
BUCK STREET CEMETERY	868			1		CEMETERY - BUCK ST	2.50	\$42,700	\$0	\$0	\$0	\$42,700
PEMBROKE, TOWN OF	870		34		662	THOMPSON RD	0.13	\$51,500	\$0	\$0	\$0	\$51,500
OLD NORTH PEMBROKE CEMETERY	935			5		CEMETERY-OLD NO PEMB	0.46	\$31,400	\$0	\$0	\$0	\$31,400
PEMBROKE, TOWN OF	937		7		424	NO PEMBROKE RD	47.67	\$231,100	\$0	\$0	\$0	\$231,100
NEW NORTH PEMBROKE CEMETERY	937			6		CEMETERY-NEW NO PEMB	0.53	\$28,700	\$0	\$0	\$0	\$28,700
PEMBROKE, TOWN OF	939		67		501-623	KIMBALL RD	133.10	\$113,600	\$0	\$0	\$0	\$113,600

**TOWN WAGE SCALE**

<i>Hourly</i>	<i>Minimum</i>	<i>Maximum</i>
<u><b>Grade 5</b></u> Custodian Library Circulation Svcs. I	\$11.38	\$16.10
<u><b>Grade 6</b></u> Recording Secretary Laborer/Maintenance	\$12.05	\$17.09
<u><b>Grade 7</b></u> Child Lib. Ass't.  Library Children Svcs. Library Circul. Svcs. II	\$12.79	\$18.13
<u><b>Grade 8</b></u> EMT - B Probationary Firefighter	\$13.57	\$19.27
<u><b>Grade 9</b></u> Assist. Library Dir.  Secretary Account Clerk  Truck Driver/Equip. Op. Advanced EMT	\$14.38	\$20.43
<u><b>Grade 10</b></u> Collections Clerk	\$15.26	\$21.65
<u><b>Grade 11</b></u> Welfare Admin. Planning & Land Use Clk. Police Administrative Sec.	\$16.19	\$22.98

<i>Hourly</i>	<i>Minimum</i>	<i>Maximum</i>
<u><b>Grade 12</b></u> Planner Fleet Mechanic  Sewer Laborer Police Officer	\$17.18	\$24.37
<u><b>Grade 13</b></u> Tax Collector Police Officer - Cert. SW/Highway Foreman Fire Engineer Paramedic	\$18.24	\$25.85
<u><b>Grade 14</b></u> Accountant Detective Fire Lieutenant	\$19.34	\$27.41
<u><b>Grade 15</b></u> Highway Super.	\$20.52	\$29.09
<u><b>Grade 16</b></u> Ass't EMS Director  Code Enforce. Off.	\$21.75	\$30.85



**TOWN WAGE SCALE**

<i>Salary</i>	<i>Minimum</i>	<i>Maximum</i>
<u>Grade 13</u> Town Clerk	\$37,922	None
<u>Grade 14</u>	\$40,204	\$56,999
<u>Grade 15</u> Library Director	\$42,683	\$60,521
<u>Grade 16</u> Fire Captain	\$45,249	\$64,161
<u>Grade 17</u>	\$47,936	\$67,861
<u>Grade 18</u> Police Lieutenant Deputy Fire Chief	\$50,856	\$72,178
<u>Grade 19</u> Assistant Fire Chief	\$53,953	\$76,377
<u>Grade 20</u> Police Chief Fire Chief Public Works Dir. Sewer - Op. Dir. EMS Director	\$57,237	\$81,027
<u>Grade 21</u>	\$60,722	\$85,963
<u>Grade 22</u>	\$64,422	\$91,196
<u>Grade 23</u> Town Administrator	\$68,345	\$96,751

**Town of Pembroke  
2017 Wages and Benefits**

Name	Base Pay	Overtime	Other	Gross Wages	Social Security	Medicare	NH Retirement
Addington, Christine	\$42,061.69		\$973.44	\$43,035.13	\$2,668.18	\$624.01	\$4,739.17
Alley, Annette	\$42,369.60	\$152.80	\$2,001.76	\$44,524.16	\$2,760.50	\$645.60	
Amell, Darrell	\$47,742.68		\$998.40	\$48,741.08	\$3,021.95	\$706.75	\$5,486.59
Amos, William	\$29,383.57	\$10,348.80	\$1,770.99	\$41,503.36	\$2,573.21	\$601.80	\$4,497.92
Anstey, Stephen	\$320.15			\$320.15	\$19.85	\$4.64	
Bilodeau, Gordon	\$10,197.90	\$99.84		\$10,297.74	\$638.46	\$149.32	\$1,150.26
Bilodeau, Richard	\$159.75			\$159.75	\$9.90	\$2.32	
Boisvert, James	\$79,793.57		\$230.00	\$80,023.57	\$4,961.46	\$1,160.34	\$9,016.81
Boisvert, Jordan	\$47,000.97	\$8,461.27	\$6,795.00	\$62,257.24		\$902.73	\$15,461.99
Bouffard, Jason	\$1,174.21			\$1,174.21	\$72.80	\$17.03	
Brasley, Danyelle	\$276.50			\$276.50	\$17.14	\$4.01	
Brown, Michael	\$1,851.52			\$1,851.52	\$114.79	\$26.85	
Carlucci, Jocelyn	\$4,241.22			\$4,241.22	\$262.96	\$61.50	
Caron, Taylor	\$37,310.67	\$2,919.91		\$40,230.58	\$2,494.30	\$583.34	\$7,961.79
Chase, Andrew	\$848.27			\$848.27	\$52.59	\$12.30	
Cheney, Stephanie	\$2,284.67			\$2,284.67	\$141.65	\$33.13	
Chevrette, Mark	\$36,416.86	\$2,820.56	\$838.56	\$40,075.98	\$2,484.71	\$581.10	\$4,419.52
Chouinard, Marie	\$80.00			\$80.00	\$4.96	\$1.16	
Clark, Bonnie	\$80.00			\$80.00	\$4.96	\$1.16	
Clark, William	\$1,844.85			\$1,844.85	\$114.38	\$26.75	
Courtemanche, Justine	\$2,200.00			\$2,200.00	\$136.40	\$31.90	
Crockwell, Michael	\$2,000.00			\$2,000.00	\$124.00	\$29.00	
Croteau, Jasmine	\$12,652.91			\$12,652.91	\$784.48	\$183.47	
Cunha, Christopher	\$61,282.90	\$1,351.35	\$1,881.90	\$64,516.15		\$935.48	\$17,577.74
Cushing, Robyn	\$4,348.38			\$4,348.38	\$269.60	\$63.05	
Cyr, Jeffrey	\$4,739.15			\$4,739.15	\$293.83	\$68.72	
Cyr, Martha	\$2,209.28			\$2,209.28	\$136.98	\$32.03	
DiGiovanni, Nicholas	\$9,352.77			\$9,352.77	\$579.87	\$135.62	
Driscoll, Daniel	\$1,200.00			\$1,200.00	\$74.40	\$17.40	
Engwer, Andrew	\$287.86			\$287.86	\$17.85	\$4.17	
Fanny, Robert	\$36,123.79	\$5,283.27		\$41,407.06	\$2,567.24	\$600.40	\$4,662.22

**Town of Pembroke  
2017 Wages and Benefits**

Name	Base Pay	Overtime	Other	Gross Wages	Social Security	Medicare	NH Retirement
Farley, Robert	\$9,429.43			\$9,429.43	\$584.62	\$136.73	
Fiske, Jason	\$58,676.54	\$2,534.78	\$5,020.74	\$66,232.06		\$960.36	\$18,402.59
Fitzgerald, Daniel	\$11,580.07			\$11,580.07	\$717.96	\$167.91	
Foster, Michael	\$52,066.88	\$2,696.79	\$4,680.42	\$59,444.09		\$861.94	\$16,542.80
Fowler, Shelley	\$3,000.00			\$3,000.00	\$186.00	\$43.50	
Furlotte, Griffin	\$836.63			\$836.63		\$12.13	
Gagne, Camryn	\$724.51			\$724.51	\$44.92	\$10.51	
Gagne, Shanna	\$18,242.83			\$18,242.83	\$1,131.06	\$264.52	
Gagnon, Christopher	\$46,277.33			\$46,277.33		\$671.02	\$14,074.92
Gagnon, Paul	\$7,748.04			\$7,748.04	\$480.38	\$112.35	
Galligan, Rose	\$6,470.52			\$6,470.52	\$401.17	\$93.82	
Gamache, Christopher	\$70,962.70		\$1,649.76	\$72,612.46	\$4,501.97	\$1,052.88	\$7,995.70
Gaskell, Gary	\$71,206.48		\$6,706.10	\$77,912.58		\$1,129.73	\$21,684.72
Gifford, Susan	\$1,596.99			\$1,596.99	\$99.01	\$23.16	
Gilbert, Alyssa	\$1,583.55			\$1,583.55	\$98.18	\$22.96	
Gilman, Dwayne	\$80,606.90		\$5,445.22	\$86,052.12		\$1,247.76	\$23,939.25
Ginn, Joshua	\$684.14			\$684.14	\$42.42	\$9.92	
Girard, Corey	\$7,737.04			\$7,737.04	\$479.70	\$112.19	
Gladu, Ashley	\$658.00			\$658.00	\$40.80	\$9.54	
Goff, James F	\$58,905.60		\$1,359.36	\$60,264.96	\$3,736.43	\$873.84	\$6,791.63
Goulet, Sandy	\$1,500.00			\$1,500.00	\$93.00	\$21.75	
Greco, Vincent	\$2,000.00		\$2,500.00	\$4,500.00	\$279.00	\$65.25	
Guilmette, Andrew	\$926.64			\$926.64	\$57.45	\$13.44	
Guilmette, Sarah	\$7,298.00			\$7,298.00	\$452.48	\$105.82	
Hanson, Clinton	\$80.00			\$80.00	\$4.96	\$1.16	
Hanson, Karl	\$51,547.22	\$3,730.91	\$3,925.60	\$59,203.73		\$858.45	\$16,453.40
Hardy, Sara	\$3,217.93			\$3,217.93	\$199.51	\$46.66	
Harry, Jonathan	\$4,420.26			\$4,420.26	\$274.06	\$64.09	
Haas, Kyle	\$26,290.48			\$26,290.48	\$1,630.01	\$381.21	
Heffernan, Daniel	\$9,880.00	\$1,353.76		\$11,233.76	\$696.49	\$162.89	\$1,254.81
Higgins, Edward	\$17,588.05			\$17,588.05	\$1,090.46	\$255.03	
Higgins, Irina	\$10,183.80			\$10,183.80	\$631.40	\$147.67	

**Town of Pembroke  
2017 Wages and Benefits**

Name	Base Pay	Overtime	Other	Gross Wages	Social Security	Medicare	NH Retirement
Hill, Loretta	\$80.00			\$80.00	\$4.96	\$1.16	
Hodge, Everett	\$59,626.47		\$1,778.08	\$61,404.55	\$3,807.08	\$890.37	\$6,718.20
Hornblower, Ryan	\$29,234.73	\$7,291.90		\$36,526.63	\$2,264.65	\$529.64	\$4,132.97
Irwin, Julie	\$9,213.45	\$599.93		\$9,813.38	\$608.43	\$142.29	\$1,096.15
Jawidzik, Brandon	\$913.52			\$913.52	\$56.64	\$13.25	
Jeffrey, Heather	\$3,790.00			\$3,790.00	\$234.98	\$54.96	
Jodoin, David	\$90,922.78		\$7,038.34	\$97,961.12	\$6,073.59	\$1,420.44	\$10,768.85
Jordan, Natasha	\$679.88			\$679.88	\$42.15	\$9.86	
Judge, Terrence	\$2,552.94			\$2,552.94	\$158.28	\$37.02	
Kellermann, Christian	\$2,037.17			\$2,037.17	\$126.30	\$29.54	
Kelley, Michael	\$175.50			\$175.50	\$10.88	\$2.54	
Ladd, Amelia	\$13,508.21			\$13,508.21	\$837.51	\$195.87	
Lang, Wanda	\$7,092.90			\$7,092.90	\$439.76	\$102.85	
Langille, Michael	\$19,767.05			\$19,767.05	\$1,225.56	\$286.62	
Larochelle, Christopher	\$2,603.85			\$2,603.85	\$161.44	\$37.76	
Larson, Cassidy	\$73.50			\$73.50	\$4.56	\$1.07	
Lemoine, Ann	\$3,735.98			\$3,735.98	\$231.63	\$54.17	
Lemoine, Brian	\$4,334.07			\$4,334.07	\$268.71	\$62.84	
Lemoine, Tyrel	\$7,256.55			\$7,256.55	\$449.91	\$105.22	
Locke, Stephanie	\$53,232.79	\$14,398.96	\$3,639.78	\$71,271.53	\$4,418.83	\$1,033.44	\$7,615.52
Lombard, Cassidy	\$102.38			\$102.38	\$6.35	\$1.48	
Ludwick, Stephen	\$3,359.89			\$3,359.89	\$208.31	\$48.72	
Madden, Lawrence	\$37,924.22	\$4,116.90		\$42,041.12	\$2,606.55	\$609.60	\$4,736.09
Malo, Henry	\$9,928.00			\$9,928.00	\$615.54	\$143.96	\$1,108.97
Malo, Paulette	\$61,945.22	\$5,420.43	\$1,436.16	\$68,801.81	\$4,265.71	\$997.63	\$7,590.95
Manseau, Patricia	\$120.00			\$120.00	\$7.44	\$1.74	
Marion, Marlene	\$25,668.51			\$25,668.51	\$1,591.45	\$372.19	\$802.15
Martel, Chester	\$3,432.44			\$3,432.44	\$212.81	\$49.77	
Matheson, Christopher	\$240.06			\$240.06	\$14.88	\$3.48	
McClellan, Ralph	\$8,045.03			\$8,045.03	\$498.79	\$116.65	
McIntosh, Tiffany	\$2,865.48			\$2,865.48	\$177.66	\$41.55	
Mehegan, Alese	\$771.76			\$771.76	\$47.85	\$11.19	

**Town of Pembroke  
2017 Wages and Benefits**

<b>Name</b>	<b>Base Pay</b>	<b>Overtime</b>	<b>Other</b>	<b>Gross Wages</b>	<b>Social Security</b>	<b>Medicare</b>	<b>NH Retirement</b>
Megegan, Kristina	\$885.73			\$885.73	\$54.92	\$12.84	
Mehegan, Marie	\$16,893.22			\$16,893.22	\$1,047.38	\$244.95	
Mendoza, Adam	\$39,257.29	\$6,496.97		\$45,754.26	\$2,836.76	\$663.44	\$5,151.73
Merrill, Scott	\$247.91			\$247.91	\$15.37	\$3.59	
Morris, Adam	\$1,022.50			\$1,022.50	\$63.40	\$14.83	
Nadeau, Reno	\$55,163.35	\$2,808.24		\$57,971.59	\$3,594.24	\$840.59	\$6,531.48
Osgood, Colette	\$80.00			\$80.00	\$4.96	\$1.16	
Paquette, Maurice	\$1,449.32			\$1,449.32	\$89.86	\$21.02	
Paulsen, Erik	\$6,317.14			\$6,317.14	\$391.66	\$91.60	
Paulsen, Harold	\$24,447.62			\$24,447.62	\$1,515.75	\$354.49	
Pelissier, Ryan	\$501.92			\$501.92	\$31.12	\$7.28	
Pellerin, Jules	\$1,200.00			\$1,200.00	\$74.40	\$17.40	
Perkins, Sierra	\$787.51			\$787.51	\$48.83	\$11.42	
Perron, Michael	\$3,018.96			\$3,018.96	\$187.18	\$43.77	
Perron, Steven	\$37,484.59	\$6,579.65	\$2,219.22	\$46,283.46	\$2,869.57	\$671.11	\$4,964.42
Petit, Thomas	\$140.00			\$140.00	\$8.68	\$2.03	
Poulin, Jake	\$3,190.59			\$3,190.59	\$197.82	\$46.26	
Previe, Muriel	\$26,201.69		\$468.00	\$26,669.69	\$1,653.52	\$386.71	
Ranfoss, Victor	\$50,924.87	\$7,597.39	\$1,210.42	\$59,732.68	\$3,703.43	\$866.12	\$6,728.40
Ricciotti, Maryanne	\$47,673.60	\$1,134.54	\$1,807.36	\$50,615.50	\$3,138.16	\$733.92	\$5,705.18
Robertson, Bradley	\$4,469.88			\$4,469.88	\$277.13	\$64.81	
Rogerson, Mitchell	\$729.77			\$729.77	\$45.25	\$10.58	
Roy, Dennis	\$3,976.47			\$3,976.47	\$246.54	\$57.66	
Royce, Haley	\$733.15			\$733.15	\$45.46	\$10.63	
Samson, Robert	\$500.00			\$500.00	\$31.00	\$7.25	
Schmidt, Charles	\$3,805.64			\$3,805.64	\$235.95	\$55.18	
Schmidt, Zachary	\$616.03			\$616.03	\$38.19	\$8.93	
Sheldon, David	\$2,000.00			\$2,000.00	\$124.00	\$29.00	
St. Germain, Elizabeth	\$3,545.00			\$3,545.00	\$219.79	\$51.40	
Stosse, Cynthia	\$57,136.16		\$1,318.56	\$58,454.72	\$3,624.19	\$847.59	\$6,587.57
Stromvall, Eric	\$1,316.45			\$1,316.45	\$81.62	\$19.09	
Sullivan, Joseph	\$1,401.10			\$1,401.10	\$86.87	\$20.32	

**Town of Pembroke  
2017 Wages and Benefits**

<b>Name</b>	<b>Base Pay</b>	<b>Overtime</b>	<b>Other</b>	<b>Gross Wages</b>	<b>Social Security</b>	<b>Medicare</b>	<b>NH Retirement</b>
Tenney, Michael	\$1,477.01			\$1,477.01	\$91.57	\$21.42	
Theuner, John	\$8,500.49			\$8,500.49	\$527.03	\$123.26	
Thompson, Harold	\$1,500.00			\$1,500.00	\$93.00	\$21.75	
Tiddes, Heather	\$31,271.01		\$926.40	\$32,197.41	\$1,996.24	\$466.86	
Trainor, David	\$3,337.22			\$3,337.22	\$206.91	\$48.39	
Trujillo, Mya	\$78.75			\$78.75	\$4.88	\$1.14	
Vanloendersloot, John	\$8,005.84			\$8,005.84	\$496.36	\$116.08	
VanLoven, Hearshell	\$26,086.16			\$26,086.16	\$1,617.34	\$378.25	
Verdile, Stephanie	\$45,817.59		\$100.00	\$45,917.59	\$2,846.89	\$665.81	\$5,173.41
Vincent, Kristen	\$53,345.28	\$4,653.42	\$4,025.34	\$62,024.04		\$899.35	\$16,918.38
Vodra, Robert	\$4,377.21			\$4,377.21	\$271.39	\$63.47	
Walz, Joseph	\$39,536.19	\$1,260.82	\$2,115.00	\$42,912.01		\$622.22	\$11,379.15
Webber, John	\$41,000.00	\$1,950.00	\$2,700.00	\$45,650.00		\$661.93	\$12,864.81
Welch., Robert	\$45,568.40	\$4,971.31	\$8,167.50	\$58,707.21		\$851.25	\$14,108.47
Wesson, Elaine	\$47,690.79		\$936.00	\$48,626.79	\$3,014.86	\$705.09	\$5,477.77
Williams, Linda	\$42,384.92		\$852.80	\$43,237.72	\$2,680.74	\$626.95	\$4,872.57
Wirtz, Kayla	\$2,717.00			\$2,717.00	\$168.45	\$39.40	
Yeaton, Karen	\$120.00			\$120.00	\$7.44	\$1.74	
Yeaton, Peggy	\$22,186.31		\$632.80	\$22,819.11	\$1,414.78	\$330.88	
Young, Sr., Larry	\$800.00			\$800.00	\$49.60	\$11.60	
				\$2,653,097.72			
Total Medical Benefits	\$577,038.87						
Total Dental Benefits	\$39,063.48						
Total Life/Disability Insurance	\$25,178.07						

**AUDITOR'S REPORT**

 **VACHON CLUKAY  
& COMPANY PC**

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

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

To the Board of Selectmen  
Town of Pembroke, New Hampshire

In planning and performing our audit of the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the Town of Pembroke, New Hampshire (the "Town") as of and for the year ended December 31, 2016, in accordance with auditing standards generally accepted in the United States of America, we considered the Town's internal control over financial reporting (internal control) as a basis for designing our audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

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

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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

  
Manchester, New Hampshire  
September 14, 2017



CERTIFIED PUBLIC ACCOUNTANTS  
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September 14, 2017

To the Board of Selectmen  
Town of Pembroke, New Hampshire

We have audited the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the Town of Pembroke, New Hampshire for the year ended December 31, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 9, 2017. Professional standards also require that we communicate to you the following information related to our audit.

**Significant Audit Findings**

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town of Pembroke, New Hampshire are described in Note 1 to the financial statements. During the year ended December 31, 2016, the Town adopted and implemented GASB Statement #72 – *Fair Value Measurement and Application*. We noted no transactions entered into by the Town of Pembroke, New Hampshire during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

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

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

Management's estimates of the useful lives of capital assets are based upon historical records of utilization, necessary improvements and replacements. We evaluated the key factors and assumptions used to develop the depreciable useful lives of capital assets in determining that they are reasonable in relation to the financial statements taken as a whole.

Significant estimates also include actuarial assumptions used in determining pension and other post-employment benefits costs which are based on plan audited financial statements and a plan actuarial valuation report, respectively. We evaluated the



assumptions used in the plan audited financial statements and the plan actuarial valuation report to determine that they are reasonable in relation to the financial statements as a whole.

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

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

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

***Difficulties Encountered in Performing the Audit***

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

***Corrected and Uncorrected Misstatements***

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

***Disagreements with Management***

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

***Management Representations***

We have requested certain representations from management that are included in the management representation letter dated September 14, 2017.

***Management Consultations with Other Independent Accountants***

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

*Other Audit Findings or Issues*

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

Other Matters

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

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

Restriction on Use

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

Very truly yours,

*Vachon Clukay & Company PC*

**FIRE DEPARTMENT**

2017 PEMBROKE FIRE DEPARTMENT  
TOWN REPORT

Your fire department responded to 351 incidents or calls for service in 2017. Our average number of calls per year for the past five years is 304. The increase is not due to any particular reason and may not repeat itself. None of these calls resulted in any serious injury to Citizens or Firefighters and total dollar loss for all fires was less than \$50,000.

**Types of calls we responded to:**

Detector and/or Alarm System Activations	80	22.8%
Fires – All Types	11	3.1%
Public Assistance	41	11.7%
Hazardous Conditions	65	18.5%
Medical Assistance	96	27.4%
Aid to Other Agencies	38	10.8%
All Other Types	<u>20</u>	<u>5.7%</u>
Total	351 Calls for Service	

**Other Activities:**

We continue our aggressive training program with weekly training activities once per week for most of the year. We assist with the Holiday Food Basket program serving as the delivery point for that program.

**Our Staff:**

Chief Harold Paulsen  
Assistant Fire Chief John Theuner  
Deputy Fire Chief Paul Gagnon

Captain Erik Paulsen

Captain Rob Farley

Lieutenant Bill Clark  
Lieutenant Charles Schmidt  
Lieutenant Chester Martel  
Engineer Stephen Ludwick  
Engineer Eric Stromval

Lieutenant Brian Lemoine  
Lieutenant Jeff Cyr  
Lieutenant Tyrel Lemoine  
Engineer Brad Robertson  
Quartermaster Michael Perron

Firefighter Scott Merrill  
Firefighter Joshua Ginn  
Firefighter Rick Bilodeau  
Firefighter Corey Girard  
Firefighter Ryan Pelissier  
Firefighter Ann Lemoine  
Firefighter Martha Cyr  
Firefighter Nicholas DiGiovanni  
Firefighter Chris Gagnon

Firefighter Terrence Judge  
Firefighter Steven Perron  
Firefighter Andy Engwer  
Firefighter Michael Brown  
Firefighter Robert Vodra  
Firefighter Jason Bouffard  
Firefighter Chris Larochele  
Firefighter Stephen Anstey  
Firefighter Erica Tucker

We thank the Citizens of Pembroke for their continued support.

Thank you,

Harold Paulsen, Fire Chief

**PUBLIC WORKS**

**Yearly Report  
2017**

The Department of Public Works has been given tasks to manage the Town’s roads, sidewalks, storm water system, solid waste, cemeteries, municipal buildings and fleet. To accomplish all these tasks the department employs 10 full time and 2 part time employees with 18 pieces of major equipment that has been organized into the following divisions:

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

<b>Activities</b>	<b>Amount</b>	<b>Unit</b>
1. Facility Permits Issued	1479	Each
2. Inquiries/Transfer Station	123	Each
3. Inquiries/Rubbish Route	184	Each
4. Inquiries/Road Conditions	201	Each
5. Payment Vouchers Processed	796	Each
6. Street Light Repairs	37	Each
7. Driveway Permits	26	Each
8. Trench/Excavation Permits	18	Each
9. Cemetery Inquiries	42	Each

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

In addition to these projects, the Highway Division also provided routine maintenance which included sidewalk sweeping, brush cutting along the country road shoulders, cold patching pot holes and replacing missing or damaged street signs. Private contractors were also used to sweep 25.25 miles of Town roads, clean 581 catch basins, paint 102,838 LF of roadway striping and cut down several large hazardous trees.

There were 33 snow/ice storm events that occurred during 2017 which required 1757.25 man-hours, 1030.02 tons of sand, 953.63 tons of salt. Snow removal from downtown and the municipal parking lots required 178 man-hours. Shoveling snow from around the 176 town fire hydrants required 69.5 man-hours and plowing about 7 miles of sidewalks each storm expended 165 man-hours.

The road reconstruction and paving project list for the year of 2017 included the finish coats on Micol Road, Ross Road, Melissa Drive and Haleigh’s Court. Pleasant Street Extension was reclaimed and a base coat applied. Road reconstruction was done on Sixth Range Road including reclaiming, drainage pipe, catch basin structures and frame and grate replacements. Then a base coat was applied.

**PUBLIC WORKS**

Engineering was completed for Upper Beacon Hill, Eastview and East Meadow.

Other tasks performed by this division consisted of the following:

1. Road side ditching	300.00	Linear Feet
2. Cold patching pot holes	6.40	Tons
3. Hot topping pavement repairs	1858.57	Tons
4. Road wash out repairs	1415.00	Linear Feet
5. Sweeping Sidewalks	10.35	Miles
6. Road side mowing	35.75	Miles
7. Road side brush cutting and chipping	794.50	Cubic Yards
8. Large Tree Cutting	10	Each
9. Sign Maintenance & Replacements	61	Each
10. Complaints	52	Each
11. Inquiries	149	Each
12. Assist Solid Waste Division	844.50	Man Hours
13. Assist Fleet Division	573.00	Man Hours
14. Assist Parks & Recreation Division	51.00	Man Hours
15. Assist Cemetery Division	269.50	Man Hours
16. Assist Sewer Department	21.50	Man Hours

The Highway Division also assisted community groups in setting up and cleanup for Graduation, Old Home Day, Elections and Christmas in the Village.

**Solid Waste Division:** This division is headed by Reno Nadeau, and is responsible for the collection of residential solid waste and single stream recycling from individual homes throughout the Town on a weekly basis as well as the operation of the Transfer Station. Residents who wish to can bring their trash and recycling for disposal to the Transfer Station at 8 Exchange Street on Tuesdays and Saturdays from 7:30 a.m. to 3:30 p.m. Besides residential trash and recycling the Transfer Station accepts appliances, demolition materials, tires, waste oil, antifreeze, scrap metal, leaves, brush, auto batteries, cell phones, PDA's, rechargeable batteries, alkaline & zinc batteries, ink jet cartridges, LaserJet cartridges, textiles, propane gas cylinders, and also has a book and media drop box. Fees are charged for some items such as appliances, demolition, gas cylinders and tires. For 2017, a total of 1912.62 tons of solid waste was generated from Pembroke and disposed of at Casella Waste in Allenstown, NH. Also in 2017, a total of 830.21 tons of single stream recycling was taken to Casella Waste in Allenstown. Diverting this recyclable material from the waste stream saved the Town \$49,020.82 in tipping fees. This division also performed curbside pickup of leaves from residents during spring cleanup.

**PUBLIC WORKS**

The following is a tabulation of solid waste that was collected and disposed of in 2017:

1. Curbside Pickup

a.	Rubbish	1536.51	Tons
b.	Single Stream Recycling	752.88	Tons
c.	Leaves	125	Cubic Yards
d.	Brush chipped from Spring cleanup	63	Cubic Yards
e.	Refuse Tags Issued	109	Each
f.	Inquiries	184	Each
g.	Complaints	6	Each

2. Transfer Station Activity

a.	Rubbish	366.05	Tons
b.	Single Stream Recycling	112.44	Tons
c.	Non-Burnables	159.22	Tons
d.	Burnables	123.76	Tons
e.	Concrete	0	Tons
f.	Scrap Metal	111.61	Tons
g.	Aluminum Cans	2720	Lbs.
h.	Textile Recycling – Planet Aid	4997	Lbs.
i.	Refrigerator/Freezer	76	Each
j.	Air Conditioners	99	Each
k.	Brush	1198	Cubic Yards
l.	Christmas Trees	63	Each
m.	Leaves	1665	Cubic Yards
n.	Propane Tanks or Canisters	60	Each
o.	Waste Oil	1675	Gallons
p.	Waste Antifreeze	210	Gallons
q.	Batteries	3378	Lbs.
r.	Tires	194	Each
s.	Complaints	0	Each
t.	Inquiries	123	Each
u.	Hazardous Waste Refused	0	Each
v.	Video Displays	440	Each
w.	C&D Debris (Minimum Load)	351	Loads
x.	C&D Debris (Maximum Load)	133	Loads
y.	School	7	Loads
z.	Residents	21,966	Each

**PUBLIC WORKS**

3. Electronics Recycling

a.	Computer Monitors	122	Each
b.	Televisions	318	Each
c.	Printers	180	Each
d.	Fax Machines	1	Each
e.	Stereo Equipment	497	Each
f.	VCRs	44	Each
g.	DVD Players	54	Each
h.	Copiers	5	Each
i.	Scanners	3	Each
j.	Radios	104	Each
k.	PCs	115	Each
l.	Microwaves	94	Each
m.	Keyboards	166	Each
n.	Fluorescent Tubes & Bulbs	845	Lbs.
o.	Thermostats	0	Box
p.	Alkaline & Zinc Batteries	635	Lbs.
q.	Rechargeable Batteries (NiCd, Li-Ion, NiMH, Lead)	187	Lbs.
r.	Cell Phones Recycled	8	Each
s.	82 Gaylords of Electronics Picked Up	41,548	Lbs.



## PUBLIC WORKS

<b>Pembroke Automated Collection Program Data Collection - 2017 Summary</b>					
<b>MONTH</b>	<b>WEIGHT (IN TONS)</b>		<b>% RECYCLING</b>	<b>RECYCLING FEE/TON</b>	<b>SAVINGS! (VS. \$62.00/TON FOR TRASH)</b>
	<b>*TRASH</b>	<b>RECYCLING</b>			
<b>JANUARY</b>	147.90	65.05	30.55%	(\$1.614)*	<b>\$4,138.09</b>
<b>FEBRUARY</b>	123.80	53.52	30.18%	(\$0.0714)*	<b>\$3,322.06</b>
<b>MARCH</b>	156.61	66.44	29.79%	(\$7.28)*	<b>4,602.96</b>
<b>APRIL</b>	154.33	64.34	29.42%	(\$4.656)	<b>4,288.65</b>
<b>MAY</b>	164.88	71.91	30.37%	\$4.092	<b>4,164.16</b>
<b>JUNE</b>	176.30	76.16	29.68%	\$4.266	<b>\$4,397.02</b>
<b>JULY</b>	158.9	70.98	30.88%	(\$1.509)*	<b>4,507.87</b>
<b>AUGUST</b>	171.65	77.45	31.09%	(\$3.039)	<b>5,037.27</b>
<b>SEPTEMBER</b>	164.01	67.96	29.30%	\$2.121	<b>\$4,069.38</b>
<b>OCTOBER</b>	158.66	69.76	30.54%	\$12.162	<b>\$3,522.74</b>
<b>NOVEMBER</b>	194.92	82.31	29.69%	\$14.737	<b>\$3,945.37</b>
<b>DECEMBER</b>	140.62	64.33	31.39%	\$15.633	<b>\$3,025.25</b>
<b>TOTAL 2017</b>	<b>1912.62</b>	<b>830.21</b>	<b>30.28% AVERAGE</b>	<b>\$2.90 AVERAGE *Credit</b>	<b>\$49,020.82</b>

**Recycling Saves:** The more we recycle the more we save. Thank you for recycling.

**Public Properties Division:** Foreman Reno Nadeau operates this division, which is responsible for the daily maintenance and repairs to all town buildings, which include the Town Hall, Library, Safety Center, Public Works Garage, Town Clock Tower, and the Perry Eaton Building. This year new radiant heaters were installed in the new garage at Public Works.

**Cemetery Division:** This division, headed by VJ Ranfos, is responsible for the operation, maintenance and record keeping of the 9 Town owned cemeteries which include Pembroke Hill, French Family, Richardson, Evergreen, North Pembroke Road, Buck Street, Pembroke Street, Blueberry Hill and Abbot Cemeteries. This division works very closely with the Cemetery Commission and the local funeral homes to insure all needs are met with courtesy, dignity, and respect. The cemetery lawns are maintained by a private landscaper and all burials are performed by a private contractor under the Town's supervision. For the year 2017, there was 3 full burial, 6 cremation burials and 3 cemetery plots sold. This year the cleared and stumped areas of Evergreen Cemetery were loamed and seeded and several headstones in Old North Pembroke Cemetery were repaired.

**Fleet Division:** This division is headed by the Fleet Mechanic Darrell Amell and is responsible for the maintenance and repair of all town vehicles which consist of 41 major vehicles and 16 minor pieces of equipment.



**PUBLIC WORKS**

For the year of 2017, this division performed 50 safety inspections and 566 routine maintenance tasks on the town's fleet. In addition, there were 149 major repairs performed on this equipment. The following is a summary of maintenance and repairs performed on vehicles by department:

Department	Total # Vehicles	# of Preventative Maintenance	# of Repairs	Total Hours of Work	% of Repairs
Highway	144	246	59	699	43.07%
Solid Waste	70	120	30	344	21.20%
Fleet	93	131	48	343	21.13%
Police	32	30	1	99	6.10%
Fire	32	27	5	119	7.33%
Sewer	0	0	0	0	0.00%
Code Enforcement	3	0	4	10	0.62%
Parks & Recreation	11	12	2	9	.55%
<b>Totals</b>	<b>385</b>	<b>566</b>	<b>149</b>	<b>1623</b>	<b>100%</b>
<b>Fleet Division Administration</b>				118	
<b>Total Hours</b>				<b>1741</b>	

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

As always our employees, Christine Addington, Darrell Amell, Taylor Caron, Mark Chevrette, Robert Fanny, Amelia Ladd, Lawrence Madden, Ralph McClellan, Adam Mendozza, Reno Nadeau, Steve Perron and Victor Ranfos III, take pride in their work and are very professional workers. This year we experienced several changes in our staff. Taylor moved to a position with the Police Department, Amelia took a position outside the town and Darrell retired after 31 years of service. We welcomed Corey Heath as our new Fleet Mechanic, Wanda Lang as our part time custodian and Jason Bouffard as our part time Transfer Station attendant. Safety is our number one priority. If you should ever have a question please feel free to call us and we will do our best to keep our Town safe and clean.

Respectfully Submitted,  
 James Boisvert  
 Director of Public Works

## A Resident's Appreciation



**Pembroke Public Works Crew**

*David Jodoin,*

*This is to express my appreciation for the near 911 response from Reno and his crew to remove the sand on my street. The buildup poses a significant risk to bike riders (especially children). I stopped in Reno's office this morning (25 Jul, 17) to discuss the problem. He assured me that he'd have his crew out tomorrow to resolve the matter. I went outside a few mins ago and the crew wasn't out working - it was Reno behind the broom. Talk of 'leading by example.' A few minutes later the rest of the guys showed up. They're out working on the problem as I type this email. I greatly appreciate their rapid response and GREAT attitude.*

*V/R,*

*M. Smith  
USAF, CMSgt (r)*

**Thank you M. Smith for taking the time  
to express your appreciation to  
our great town employees.**

## PLANNING AND LAND USE

### Code Enforcement

During 2017 the following permits were issued: 5 new residences, 6 additions, 7 garages, 18 sheds, 2 barns, 7 photovoltaic systems, electrical upgrades, generators, renovations, and upgrades to heating and cooling systems.

A total of 623 inspections were completed which included the annual inspections of all public and private schools and rental and fire inspections.

The Town of Pembroke is currently using the 2009 International Building Code, 2009 International Residential Code, 2009 International Mechanical Code, 2009 International Plumbing Code, 2017 National Electrical Code, 2009 International Existing Building Code and the 2009 International Energy Conservation Code. The State of New Hampshire has officially adopted these codes by reference as part of the State Building Code with amendments. The Town of Pembroke also enforces the 2009 International Property Maintenance Code and the State Fire Code.

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

For assistance with building permits, zoning questions, fire and rental inspections, and stove inspections, please contact my office at 485-4747 ext. 214. Office hours are M-F from 8am to 12:00am and 12:30 pm to 4:30pm.

### 2017 Statistics

<u>Type of permit</u>	<u>Number</u>	<u>Construction Value</u>	<u>Permit Cost</u>
Commercial	66	\$962,285.00	\$4,483.60
New Dwellings Units	5	\$725,000.00	\$3,854.20
Signs	9	\$7,268.00	\$550.00
Fire inspections	47	0	0
Residential	404	\$2,850,337.00	\$23,773.67
Totals	531	\$4,544,890.00	\$32,661.47

Respectfully Submitted

Everett Hodge  
Code Enforcement Officer

**PLANNING AND LAND USE**

**Zoning Board of Adjustment**

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

The 2017 Zoning Board of Adjustment hearing results are broken down as follows:

Variances.....	7	Granted 3 /	2 Denied 1 withdrawn & 1 continued to 2018
Special Exceptions .....	2	Granted 2/	0 Denied
Administrative Decision	1	Granted 0 /	1 Denied
Appeals.....	0	Granted 0/	0 Denied
Re-Hearing .....	0	Granted 0	0 Denied
Total	10	Granted 5 /	3 Denied 1 withdrawn & 1 continued

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

The Zoning Board is looking to fill 3 Alternate Member positions on the Board. The Zoning Board meets the last Monday of the month on an as needed basis. The hearings start at 7pm and adjourn no later than 10pm. Please contact the Town Office if you are interested in serving as an Alternate Member on the Zoning Board.

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

Respectfully submitted,

Bruce Kudrick, Chair  
Zoning Board of Adjustment

## PLANNING BOARD

The Pembroke Planning Board had another busy year in 2017, not due to new development in town, but in beginning the Master Plan re-write process. The Master Plan is the guiding document in which the town's land use regulations are based. The Planning Board is the body responsible for coordinating, organizing, and presenting periodic updates to the Master Plan to the voters. Central New Hampshire Regional Planning Commission was hired to assist the Board with the re-write process. The first step was for the Planning Board to create a Master Plan Steering Committee whose charge was to organize volunteers to consider updates to the chapters of the Master Plan. They were also in charge of drafting and distributing the Community Survey and organizing the Community Visioning Session held in October. As we begin 2018, we anticipate the formation of the Master Plan Chapter Subcommittees to be established and for completion of a few of the chapters.

The 110-conventional residential subdivision (Pembroke Meadows), which began the application process in 2016, was still active in 2017. There were concerns made by the Board and the abutters over traffic access and impacts to Pembroke Street and Broadway. The applicant came back with a conceptual plan for the realignment of the intersection of Pembroke Street and Academy Road that was more acceptable to the Board and the abutters. The Board anticipates the applicant will be back at some point in 2018 to move the project forward. The Board also accepted an application for an Open Space Development consisting of 72 housing units proposed in the Whittemore Road and Nadine Drive neighborhood. In addition to the two large subdivisions the Board reviewed, we approved two minor subdivisions and seven Special Use Permits.

The fall of 2017 brought the dedication of Kline Way. The construction of Kline Way is a town project aimed at connecting Cooperative Way to the intersection of Pembroke Street and Sheep Davis Road. The road is named after the late Selectmen Fred Kline. Fred was the reason the connecting road was built as he worked tirelessly in obtaining the funding and permits in order for the project to begin. This road will provide easier access for Associated Grocers of New England, Clean Energy/NG Advantage, Grace Capital Church, and will hopefully spur more commercial growth for the town in that area.

Site Plan reviews included the establishment of a seasonal Farmer's Market at Town Hall, an expansion to the Strong Foundations Charter School, and improvements to the business and parking area at Serendipity Day Spa.

The Board brought four zoning ordinance changes before the voters in March of 2017. One amendment was to re-write the entire sign ordinance. This re-write was due to a U.S. Supreme Court landmark decision that declared content-based signs unconstitutional. This decision invalidated municipal sign ordinances and major revisions were made in order to comply with the U.S. Supreme Court's decision. This was a laborious task completed by the Board and Town Staff who jointly handled it well. The town also had its own sign lawsuit to contend with in which First Baptist Church applied for an electronic changeable copy sign for its church located at 547 Pembroke Street. Electronic Changeable copy signs are prohibited by the zoning ordinance to be located on Pembroke Street so the Code Enforcement Officer denied the sign permit. The church appealed the denial and brought a lawsuit against the town that was filed in U.S. District Court for New Hampshire. In January of 2017, a U. S. District Judge upheld the provisions of the town's zoning ordinance governing electronic changeable copy signs as well as the decision made by the Code Enforcement Officer to deny the sign permit. This decision was appealed by the church to the U.S. District Court in Boston.

For March 2018, voters will consider articles that will bring our current zoning ordinance in compliance with changes to NH RSA's relative to Accessory Dwelling Units and tidy up some other sections.

## PLANNING BOARD

The Board welcomed new Alternate Member Kellie Dyjak. Kellie brings municipal planning board experience and Master Plan re-write expertise to the Planning Board, Welcome Kellie!

I continue to be very grateful for the dedication and hard work exhibited by our Town Staff and volunteer Board members. Each approaches their work with thoughtfulness, diligence, and attentiveness to what is best for the Town of Pembroke now, and in the years ahead.

Respectfully Submitted,

Alan Topliff, Planning Board Chair

### Members of the Board 2017:

Alan Topliff, Chairman

Brian Seaworth, Vice Chair

Kathy Cruson, Member

Larry Young, Member

Brent Edmonds, Member

Richard Bean, Member

Robert E. Bourque, Alternate Member

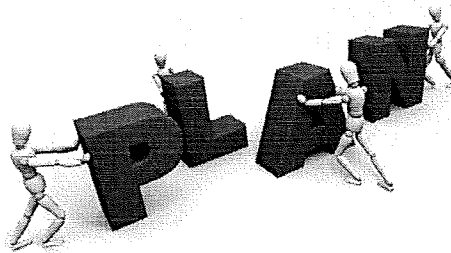
Kellie J. Dyjak, Alternate Member

Sandy Goulet, Selectmen Representative

Vincent Greco, Selectmen Alternate

Jocelyn Carlucci, Recording Secretary

Susan Gifford, Alternate Recording Secretary



## GENERAL ASSISTANCE

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

**Total applications for general assistance in 2016: 158                      in 2017: 137**

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

**Total general assistance given:**

	<u>2016</u>	<u>2017</u>
Rent w/ heat	\$ 6,351.00	\$ 1,700.00
Rent w/o heat	4,045.00	3,850.00
Shelter/Motel	1,250.00	519.93
Electric	.00	.00
Gas/Oil	.00	1,344.85
Prescriptions	.00	.00
Food/Maintenance	.00	.00
Gasoline	.00	.00
Burial	<u>1,500.00</u>	<u>3,268.00</u>
TOTAL	<u>\$13,146.00</u>	<u>\$10,682.78</u>

The Town pays the Community Action Program (CAP) for a percentage of the costs incurred by that agency by citizens who are Town residents. The assessment for 2017 was \$21,000.00 which also comes out of General Assistance Funds.

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

Respectfully submitted,  
Muriel Previe  
Welfare Director

## RECREATION COMMISSION

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

Jade Stone and Landscape finished the playground project. Additional borders were installed for the engineered wood fibers, a material that is handicap assessable. This material meets the specifications of the ASTM F1951 Standard for Accessibility according to the ADA. Two new play structures were added to the playground along with signs, handicap ramp, handicap swing, playground mats, and new swings and chains.

ARC continued to work on the view restoration along the river. Picnic tables were added along the river for people's enjoyment

A 10-station physical fitness circuit is located at Memorial Field. These stations emphasize stretching, flexibility, strength, and muscle tone. It is a well-rounded exercise program to improve and maintain ones' health and wellbeing. The ten-station circuit starts at the right of the pavilion and moves to the right around the outside edges of the park. Stations include: step-ups, arm swings, body twists, jumping jacks, push-ups, pull-ups, sit-ups, arm circles, side bends, etc. Aerobic/cardiovascular benefits are derived from walking or running between stations. As always, before participating in any exercise program, you should consult with your physician to determine your physical condition. All signs/structures have been upgraded or replaced.

Each year the commission sponsors a summer recreation program, youth basketball (boys & girls Pre K – grade 2), men's recreational basketball league, yoga classes, and tennis lessons. Other programs that have been offered were: archery lessons, golf lessons, a lego club, Hershey Track and Field Team, and Manchester Monarch's hockey night. The Commission also supports: swimming lessons offered throughout the year by Swim NH, youth soccer league, Suncook Athletics Basketball, Little League Baseball, Girls' Babe Ruth Softball, coed softball league, annual fishing derby sponsored by the Rod and Gun Club, Amoskeag Rowing Club's NH Regatta Championship, Old Home Day Activities, and various groups or individuals from Pembroke who use the park facilities for gatherings.

Summer tennis lessons were run by David Doherty. Classes were held for children and adults at the tennis courts located at the high school. We had one of our largest sign ups in 2017.

Merrimack River Watershed Council in conjunction with UNH Cooperative Extension planted a variety of trees, shrubs, wildflowers, and grasses along the riverbank at the point. The ecological restoration area, which was funded by a grant, will enhance wildlife habitat, improve water quality, and reduce bank erosion. Many thanks to Alex Krofta, restoration scientist from Merrimack River Watershed Council, who headed the project.



## RECREATION COMMISSION

Sarah Guillemette directed our summer rec program for children in grades 1 - 6. The program ran for eight weeks. Over eighty children registered for the program. The cost was fifty-five dollars a week and included the weekly field trip. Scholarships were made available for families. Sarah was assisted by Heather Jeffrey, and Kayla Wertz. She also had help with teenage counselors. Throughout the summer, the children were involved in sport activities, arts and crafts, and weekly field trips. Sarah organized a theme each week and had theme days every Thursday. This year the theme weeks were: Summer Kick Off, Back in Time, Animal Explorers, Olympic Week, Frozen in July, Game Show Mania, Superhero Week, and Aloha Summer. Extended hours for early drop off and late pick up was very successful. Parents paid a modest amount for the week for the extended care. Sarah also ran our Christmas, February, and April vacation camps and a "Drop 'N Shop" day after Thanksgiving to allow parents the opportunity to drop off their children for supervised activities.

Old Home Day Committee had another successful day for their annual event. This year's theme was "Game Night." The Amoskeag Rowing Club used the facility for their annual New England Regatta Championship. Over 5,000 people attended this annual event. The Pembroke Recreation Commission sincerely appreciates the great care both groups took in the using the park and their outstanding cleanup after their events.

To close, we cannot thank **Jim Boisvert** and the highway department for their support last year. They were instrumental in trimming and removing brush after a harsh winter and helped out with our playground renovation. Thank you for fitting us in your busy schedule. We would also like to recognize **Dan Boudette** from **Specialized Turf Services** for his advice and amenities he has provided to the town; **Jungle Jim's** for view restoration at the park; **Brendan Fish** from **Jade Stone and Landscape** for the his work on the playground; **Seven Siding, Amoskeag Rowing Club's** donation towards restoring the view of the river; and **Continental Paving** for another **generous** donation to the recreation department.

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

Respectfully submitted,  
Rose Galligan, Chairperson  
Karen Misenheimer, Secretary  
Chris Henderson  
Steve Fowler  
Doc Greco, Selectman



## **“KLINE WAY” DEDICATION**

**August 19, 2017**

Fred Kline had a *way* about him. He always showed up smiling and ready to do whatever the Town of Pembroke needed to be done. That was Fred. His final project was the Route 106 intersection project that was referred to as the “Loop Road” because it connects to Cooperative Way. He knew this project would be an important one for the Town as it opened up additional commercial area. Fred died in 2016 and never got to see the culmination of the project he worked so hard for. Because of his dedication the Board of Selectmen voted to name this roadway for Fred Kline and on August 19, 2017 it was designated “Kline Way”. For all of us who knew him so well naming it “Way” instead of “Road” or something else was exactly what it should be called because Fred Kline’s “way” was to be involved with making his community a better place for everyone and encouraging others to become involved in any way they can. The Kline way was to find what needs to be done and do it, a wonderful lesson to be learned by all of us.



**Fred Kline  
1963-2016**



*James Kline, Fred’s Dad, cuts the ribbon*

*With the Board of Selectmen, Kline Family and others.*



## Pembroke and Allenstown Old Home Day

**SLOGAN: HANDS ACROSS THE WATER**  
**THEME: "Salute to the American Worker"**

**SATURDAY**, August 26, 2017, Pembroke and Allenstown Old Home Day continued to bring together family, friends, neighbors and communities for a day of food, fun, and entertainment. Pre-parade music consisted of two local bands, "The Sunshiners" on the Suncook Village Main St. reviewing stand and "R & B Dignity" at the Allenstown Gazebo. This year's celebration was in loving memory of Fred Kline, past OHD member and Pembroke Selectman, who dedicated himself in the true spirit of civic service.

**PARADE** began at 10:00am before crowds of spectators on both sides of the road from School Street in Allenstown to Memorial Field in Pembroke. The "Salute to the American Worker" theme was cleverly personified by floats depicting: "Rosie the Riveter", "Five and Dime Store", "Mining", and more. Floats are judged by Town Officials based on theme, originality, and creativity. It is always exciting to see what individuals, businesses and local groups come up with for ideas in their effort to accommodate each year's theme. The OHD 2017 parade also comprised of Color Guard, State Representatives, Selectmen, Scouts, Alvirne High School Band, Londonderry High School Band, Boston Windjammers Marching Band, New England Whalers of Boston, 3<sup>rd</sup> NH Regiment, stilt walker, marchers, mascots, dancers, farm animals (goats), soccer players, clowns, antique and classic cars, monster trucks, jeeps, farm tractors, Doodlebugs, Touch-a-Trucks, fire trucks, hay wagon, Pembroke Town Hearse, 1896 Lumber Wagon, Roaming Railroad, Allenstown's first school bus (1925 REO Speedwagon), non-profit organizations, and area businesses making this year's Old Home Day parade one to remember.

**ENTERTAINMENT** at Memorial Field opened with The National Anthem, again sung by world record holder Alan St. Louis. Back by popular demand were the Rockin' Daddios, Greg and Axel Magical Kids' Comedy Show, Granite State Cloggers, Concord Coachmen Chorus, Back-2-Back Band, stilt walker, 9 hole mini-golf, inflatable rides and fun passes, children's games, crafts, food concessions, dunk tank, hay wagon rides, and Roaming Railroad train rides. **NEW to the program:** Wildlife Encounters, Laurel Bates Irish Music Trio, Loopholes of Love, and the 3<sup>rd</sup> NH Regiment Revolutionary War Encampment cooking demonstration and old-time children's muster.

**FREE** admission, parking, Touch-a-Truck display, Doodlebugs' pulling competition, stage entertainment, petting zoo, balloon artist, face painting, fire foam demonstration, door prize, and fireworks is included in this event, to mention a few.

**BASKETBALL TOURNAMENT'S** portion of the proceeds from the third annual Jacob Kipp 3-on-3 Memorial Charitable Basketball Tournament was made to the Alzheimer's Association MA/NH Chapter in memory of OHD cofounding member Retired Col. Norman Bonenfant.

**FIREWORKS**, always a crowd pleaser, sponsored by Associated Grocers of New England, were a magnificent exhibition at dusk and a fabulous end to Pembroke and Allenstown Old Home Day's festivities.

**THANKS** for the generosity and loyalty of the OHD Committee, Towns of Pembroke and Allenstown, municipal officials, fire, police, ambulance, highway and recreation departments, local non-profit organizations, businesses, volunteers, participants, and sponsors who make OHD a reality. Hats off to the Civil Air Patrol for again providing parking assistants on Saturday. Successful volunteerism is not solely based on the quantity but the quality of time. Many hours or just a few hours are much appreciated. The following are some ways you can become involved:

- Donate new items, crafts, gift certificates, or gift baskets to the OHD Raffle
- Volunteer members of your organization/business to promote products/services or to participate in the parade
- Attend meetings, volunteer for the OHD Booth, Children's Games, Set-Up, Clean-Up, Parking, Photography, etc.
- Sponsor a Mini Golf Hole, Band, Entertainer, Petting Zoo, Inflatables, Basketball Tournament, or Parade entry
- Make a tax deductible cash donation to help offset OHD costs
- **This is a great opportunity for high school students to contribute to their community service obligation.**

**MEETINGS** are held the last Monday of the month (except May) at Pembroke Town Hall @ 6:30 pm between February and September. Additional meetings occur in June, July, and every Monday in August. **All are welcome to attend.** Please consider becoming a committee member and part of a wonderful occasion with a devoted, hardworking group of people by contacting Steve @ 603-340-1487. Check out the OHD website [www.pembroke-allenstownoldhomeday.com](http://www.pembroke-allenstownoldhomeday.com) and Facebook page Pembroke & Allenstown OHD. **Mark your calendars for Saturday, August 25, 2018.** See you there!

Respectfully submitted, Stephen L. Fowler, OHD Chairman

**PEMBROKE AND ALLENSTOWN  
OLD HOME DAY**

**2017 INCOME STATEMENT**

<b>INCOME:</b>	<b>ACTUAL</b>
BUSINESS DONATIONS	14,780
TOWN OF PEMBROKE	2,000
TOWN OF ALLENSTOWN	2,000
CONCESSIONS	825
CRAFTS	735
RAFFLE SALES	1,319
INFLATIBLES	3,132
INTEREST	22
DUNKING BOOTH	170
CHILDREN'S GAMES	313
50-50	313
HAYWAGON	529
MINI-GOLF	272
BASKETBALL INCOME	2,945
CAPITAL RESERVE	2,696
MISCELLANEOUS	<u>99</u>
<b>TOTAL INCOME</b>	<b>32,150</b>
<b>EXPENSE:</b>	
FIREWORKS	5,500
PARADE	7,127
ENTERTAINMENT	5,592
INSURANCE	2,727
PARKING	500
SAFETY	110
SANITATION RENTALS	860
POSTAGE & ENVELOPES	254
CHILDREN'S GAMES	152
STAGE	85
BLAST PARTY RENTALS	5,184
BBALL TROPHIES & SHIRTS	1,589
MAINTENANCE	91
CAPITAL IMPROVEMENTS	2,000
MISCELLANEOUS	<u>379</u>
<b>TOTAL EXPENSE</b>	<b><u>32,150</u></b>
<b>NET INCOME</b>	<b><u><u>0</u></u></b>

## ENERGY COMMITTEE

### Pembroke Energy Committee 2017 Annual Report

The Pembroke Energy Committee encountered some timing difficulties in seeking to implement the authorization to implement the street lighting LED conversion project. The previously appropriated funds for the project have been encumbered for use in 2018 so we expect to see successful conversion of the project this year. Remaining tasks will determine the projected removal of some lights that would not appear to be necessary in the interests of saving money for the Town. Estimated savings on utility bills are estimated (at current rates) to be about \$21,000 per year, so the payback period for this expenditure would be within a 3-4 year period.

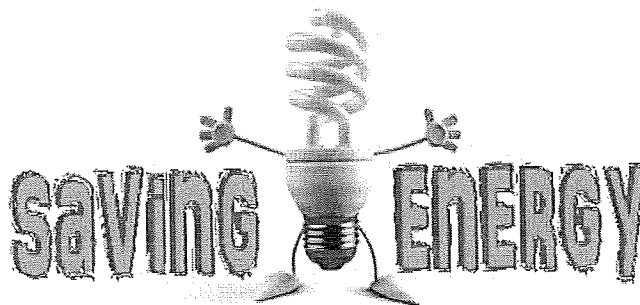
For 2018, the Committee will continue to explore energy efficiency and conservation projects that would benefit the Town, while seeking to take advantage of any funding opportunities that would lower the initial and on-going costs of energy efficiency projects. Long-term projects may include alternative energy sources, such as solar. The Committee will intensify efforts to identify cost saving measures such as grants to defray some project costs.

The Committee members include: Pentti Aalto, Robert Samson, J.J. Smith and Selectmen members David Sheldon/ Mike Cockrell. Town Administrator David Jodoin has attended Committee members and provided valuable input and information.

The Energy Committee is one of the forward-looking opportunities to serve Pembroke and we would welcome new members as we continue to move forward. Information on membership may be obtained from the Town Office or by contacting the Committee Chair at [pbcddc@comcast.net](mailto:pbcddc@comcast.net).

Respectfully submitted,

Daniel D. Crean, Chair



**TOWN CLERK REPORT**

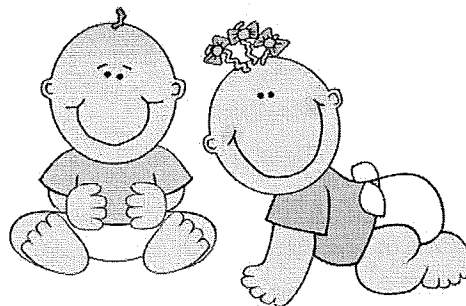
January 1, 2017 to December 31, 2017

Motor Vehicle Registrations.....	9,950.....	\$1,496,588.89
Title Application Filing Fees.....	1,903 @ \$2.00 ea.....	\$3,806.00
Municipal Agent Fees.....	9226 @ \$3.00 ea.....	\$27,678.00
Dog Licenses & Fines.....	1,488.....	\$17,233.00
Marriage Licenses.....		\$1,850.00
Vital Record Fees.....		\$3,685.00
UCC State Fees.....		1,935.00
Tax Lien Filing Fees.....	0 @ \$15.00 ea.....	\$0.00
Articles of Agreement.....	1 @ \$5.00 ea.....	\$5.00
Pole & Wire Permits.....	0 @ \$10.00 ea.....	\$0.00
Rental Respondent Affidavit.....	0 @ \$15.00 ea.....	\$0.00
Miscellaneous.....		\$795.01
<b>TOTAL TOWN CLERK DEPOSITS – 2017.....</b>		<b>\$1,553,575.90</b>
<b>STATE FEES COLLECTED AS MUNICIPAL AGENT.....</b>		<b>\$449,356.44</b>

**VITAL RECORDS**

**PEMBROKE RESIDENT BIRTH REPORT - 2017**

<b>Child's Name</b>	<b>DOB</b>	<b>Place of Birth</b>	<b>Parents</b>	
Duclos, Cynthia Aimee	02/03	Concord	Duclos, Richard	Duclos, Susan
Allen, Grace Ann	02/27	Concord	Allen, Wayne	Allen, Jasmine
Allen, Frederick Richard	02/27	Concord	Allen, Wayne	Allen, Jasmine
Kelley, Lucian Phoenixx	03/06	Milford	Kelley, Micheal	Boudette, Justine
Roy, Paxton Thomas	03/21	Concord	Roy, Thomas	Roy, Rachel
Baumgartner, Hunter Alia	04/01	Concord	Baumgartner, Derek	Geddes, Danielle
Gardner, Bradley Michael	04/18	Manchester	Gardner, Tyler	Jawidzik, Alexis
Morrissey, Macie Rose	04/26	Concord	Morrissey, Zachary	Palmisano, Alexis
Davidson, Reed Reynold	05/06	Concord	Davidson III, Roderick	Davidson, Taryn
Rivard, Carter Jonathan	05/12	Manchester	Rivard, Jonathan	Rivard, Shannon
Nichols, Vivian Lydia	05/26	Concord	Nichols, Jeffrey	Nichols, Laura
Puchalski, Sebastian Manzelli	06/09	Lebanon	Puchalski Mur, Juan	Manzelli, Jenny
Foss, Spencer David	06/20	Concord	Foss, Kevin	Foss, Carin
Sanchez, Madison Elizabeth	06/30	Concord	Sanchez, Marc	Drake, Chelsea
MacNally, Donovan Oscar	07/23	Manchester	MacNally, Michael	MacNally, Amanda
Giunta, Harper Faith	08/09	Concord	Giunta, Raleigh	McKinney, Julia
Peabody, Coral Jett	08/26	Concord	Peabody, Joshua	Holden, Heather
Hanna, Julien Raymond	09/07	Concord	Hanna, Justin	Borus, Dena
Bergeron, Jaelyn Rose	09/10	Manchester	Bergeron, Joseph	Levis, Ashton
Paraskeva, Maddox Andrew	09/16	Concord	Paraskeva, Dustin	Paraskeva, Renee
Fereira, Kai Alan	09/17	Concord		Fereira, Cheyenne
Laramie, Freya Moon	10/05	Concord	Laramie, Craig	Lombard, Shannon
Coulombe, Landon Jacob	10/17	Concord	Coulombe II, Ronald	Porter, Christal
Stringer, Estella Hazel	10/18	Dover		Ordway, Dakota
Mulcahy, Wren Wilder	10/20	Concord	Mulcahy, Christopher	Speake, Allyson
Pritchard, Mildred Danielle	12/08	Concord	Pritchard, Jason	Pritchard, Leandra
Gelinas, Avery Mae	12/24	Concord	Gelinas, Adam	Gagne, Madison



## VITAL RECORDS

## PEMBROKE RESIDENT MARRIAGE REPORT – 2017

<u>Person A</u>	<u>Residence</u>	<u>Person B</u>	<u>Residence</u>	<u>Place</u>	<u>Date</u>
Galvin, Keith J.	Pembroke	Lovering, Tami S.	Pembroke	Bretton Woods	01/01
Evans, Ronald J.	Pembroke	Lavoie, Karen D.	Pembroke	Pembroke	02/03
Foster, Michael T.	Pembroke	Nault, Gina B.	Pembroke	Plymouth	02/11
Hutchins, Tiffany A.	Pembroke	Colon-Pagan, Anna A.	Pittsfield	Pembroke	02/14
Cantara, Jill A.	Pembroke	Weatherbee III, Raymond C.	Pembroke	Pembroke	03/14
Caine, Lynda Z.	Pembroke	Caine, Stephen N.	Manchester	Pembroke	03/21
Roy, Kathryn N.	Pembroke	Jameson Jr., Daniel W.	Pembroke	Nashua	04/29
Bergeron II, Roger M	Pembroke	Hawkins, Deborah J.	Pembroke	Concord	05/27
Campbell, Joshua J.	Pembroke	Rigsby, Rebecca L.	Boston, Ma	Plymouth	06/03
Jurentkuff, Cody A.	Pembroke	Williams, Carissa R.	Pembroke	Concord	06/21
Cirnigliaro, Lorraine M.	Pembroke	Moore, Jonathan D.	Pembroke	Windham	06/24
Galusha Jr. Harold R.	Pembroke	Capland, Abigail L.	Pembroke	Manchester	06/24
Topliff, Jillian M.	Pembroke	McNeil, Eric J.	Pembroke	Concord	06/26
Byrne, Taylor E.	Pembroke	Rowell, Jacob E.	Pembroke	Pittsfield	08/05
Hildreth, Michael J.	Pembroke	Grooms, Morgan B.	Pembroke	Canterbury	08/19
Corey II, Allen J.	Lyman	Cloonen, Elizabeth J.	Pembroke	Lyman	09/02
Pennell, Kenneth H.	Pembroke	Pauliks, Sandy L.	Pembroke	Tilton	09/09
Levison, Brandon J.	Pembroke	Gray, Andrea M.	Pembroke	Pembroke	09/09
Schultz, Paul W.	Pembroke	Silkman, Johanna L	Pembroke	Pembroke	09/14
Lesage, Allison R.	Pembroke	Fale, Daniel T.	Pembroke	North Conway	09/16
Smith, Kirsten M.	Pembroke	O'Brien Jr., Patrick A.	Pembroke	Northwood	09/16
Foley, Carolyn E.	Pembroke	Meffert, Sean P.	Pembroke	Waterville Valley	09/23
O'Connor, John J.	Pembroke	Byers, Christine L.	Pembroke	Penacook	10/07
Coombs, Jason T.	Pembroke	Kenny, Rachael A.	Pembroke	Concord	10/07
Cadrette, Manique G.	Pembroke	Haggett, Benjamin B.	Pembroke	Pembroke	10/14
Tinkham, Janine A.	Pembroke	Allen Michael J.	Pembroke	Pembroke	10/15
Torre, Joseph M.	Pembroke	Moser, Courtney S.	Deerfield	Kingston	10/21
McWilliams III, Lloyd W.	Pembroke	Faust, Laura A.	Pembroke	Concord	11/29
Devoe, Jacob E.	Pembroke	Lemire, Madison S.	Nashua	Nashua	12/18





## VITAL RECORDS

### PEMBROKE RESIDENT DEATH REPORT – 2017

<u>Name</u>	<u>Date</u>	<u>Place</u>	<u>Father's name</u>	<u>Mother's name</u>
Hasbany, Ann	01/17	Concord	Kneeland, Asher	McLaughlin, M Katherine
Langevin, Michael	01/19	Pembroke	Langevin, William	Hayashi, Mieko
MacKay, Margaret	01/22	Concord	Fetko, John	Rague, Mary
Lopez, Kathleen	02/03	Concord	Turley, Thomas	Curran, Winifred
Rook, Marilyn	02/14	Concord	Stevens, Donald	Carter, Elizabeth
Lang, Dorothy	02/15	Concord	Fitzgerald, Walter	Sachs, Freida
Wheeler, Robert	02/24	Concord	Wheeler, Charles	Carr, Florence
Stewart Sr., James	02/25	Concord	Stewart, Dana	Gagne, Anna
Meservey Sr., Charles	02/27	Manchester	Meservey, John	Hopkins, Eva
Labraney, Frank	04/18	Concord	Labraney, Lester	Chandonnait, Emma
Marino, Anthony	04/22	Concord	Marino, Antonio	Rabito, Calorgera
Doore, Anders	04/26	Concord	Doore, Lawrence	Anderson, Margaret
Mackay, Stephen	04/27	Epsom	Mackay, John	Ames, Christine
Morris, Edward	05/07	Pembroke	Morris, Edward	Fitzgerald, Helen
Parker, Jessica	05/11	Pembroke	Parker, Frank	Raptis, Dawn
Lamper, Raymond	06/28	Concord	Lamper, Leon	Hebert, Anita
Richard, Loretta	07/04	Concord	Brown, Forrest	Swain, Rebekah
Sullivan, Denise	07/17	Concord	Hunt, Ralph	Gray, Lucy
Richard, Michael	07/19	Pembroke	Richard, Joseph	Driggers, Sheila
Robinson, Gary	07/30	Concord	Robinson, Richard	Campbell, Beatrice
Groulx, Michael	08/02	Concord	Unknown	Unknown
Hamel, Kassie	08/03	Pembroke	Hamel, Wayne	Spano, Patricia
Mudgett, Sonya	08/25	Lebanon	Mudgett Jr., George	Demello, Barbara
Young, Marjorie	09/03	Boscawen	Montooth, William	Vittum, Virginia
Foster, Marilyn	09/03	Canterbury	Avery, Hollon	Tholander, Alta
Drago, Kevin	09/16	Concord	Drago, Michael	Griffin, Margaret
Hall, Laura	09/21	Concord	Bogan, Floyd	Murphy, Kathleen
Clark, Richard	09/25	Concord	Clark, Roger	St. Lawrence, Marian
Drouin, Paul	10/10	Concord	Drouin, Victor	Audet, Marie
Edmonds, Lucille	10/11	Pembroke	Blais, Emile	Arbour, Olympe
Payson, Frank	12/09	Pembroke	Payson, Paul	Turmel, Cecile
Mitchell, Anne	12/12	Concord	Steele, Victor	Burke, Alice
Heath, Robert	12/22	Concord	Heath, Wilbur	Govin, Jennie
Whittemore, Bert	12/28	Pembroke	Whittemore, Laurence	Fulford, Evelyn

## LIBRARY

### Pembroke Town Library

“I received the fundamentals of my education in school, but that was not enough. My real education, the superstructure, the details, the true architecture, I got out of the public library. “— Isaac Asimov

We are sad to report that the library suffered a loss this year. Ann Hasbany, a Trustee, passed away. She was a strong advocate for the library and her loss has impacted us greatly. Marie Brezosky, who had been serving as an alternate, has graciously agreed to fill Ann’s position.

Joyce Heinrich, another long serving trustee, resigned as Treasurer of the Trustees, due to moving from town. Joyce had served for many years. We appreciate her service and hard work for our library. Shelley Fowler who also had been an alternate has become a Trustee. Linda Proulx accepted the position of Treasurer of the Trustees

On a more positive note, we would like to acknowledge and thank our volunteers for all they do for the library. We are thankful for all of our community support especially: Sue Hunt who has become an integral part of the children’s program. The Mader family regularly lends a hand with shelving books. Sami Gunther helps with shelving children’s books as does Monika Gaunt, one of our new volunteers. Even though busy with work and school, Mitchell Rogers comes in when he can to volunteer. Julie Gray is always willing to help with the book sale in whatever capacity is needed. As always 7 Siding and Lisa Gilbert are loyal supporters of our activities. The time and assistance that they offer make many of our programs possible.

Because of the increased focus on taxes this year, we’d like to point out the relative value of library services. Michael York, New Hampshire State Librarian stated, “Because our libraries do not charge membership fees to those who live in their towns, it can be easy to forget about the actual monetary value provided to patrons.” For example, here are some costs which can be calculated: a book typically costs \$20.00, one magazine \$3.50, an audio book \$20.00, one DVD \$15.00 and one museum pass \$10.00. For families, the use of museum passes may make a family trip possible. If you haven’t accessed any of our services, please stop in and get acquainted.

Other benefits available to Pembroke residents which do not carry a specific dollar value include, the use of our computers, copier, newspapers, meeting areas, and a variety of events offered to the community. The library always provides a safe, quiet place for people to spend time. Possibly the most valuable service the library offers is its efforts to promote children’s literacy. The American Library Association’s research is showing that there is a positive and significant relationship between children’s services in public libraries and early reading success at school. Our library promotes early literacy through story times, summer reading and the 1,000 Books Before Kindergarten Project, as well as other enriching programs. Children are encouraged to enjoy reading and benefit from the rich literacy experiences that these programs provide

Adults also benefit from the library’s offerings. The programs encourage an individual to pursue lifelong learning, socially engage with the community as well as the experience of learning something new. The library has partnered with the Concord Regional Visiting Nurse Association on several of their programs. They are offered here in Pembroke free of charge.

## LIBRARY

We feel privileged to offer all of these services with as little impact on the town budget as possible. We feel that these are dollars well spent and we work very hard to make the most of every dollar. The library staff and trustees are planning the future of the library so that it will continue to grow and serve the Pembroke community while always honoring the rich past of the town.

Respectfully submitted,  
Susanne Whitbeck – Co-Chair  
Judy Mitchell – Co-Chair  
Cynthia Stosse – Director

### MISSION STATEMENT OF THE PEMBROKE TOWN LIBRARY

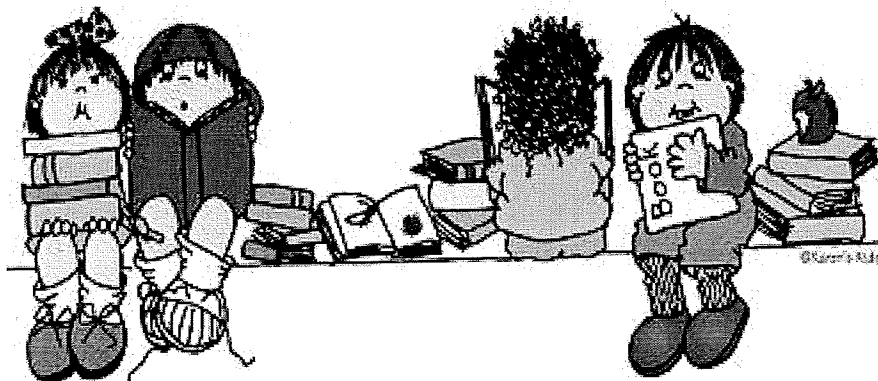
Our focus is to encourage the love of reading, to stimulate the search for information, and to enrich personal lives by providing services, programs and materials to expose the entire community to rich varieties of culture. The goals of the Pembroke Town Library are to select, preserve and administer an organized collections, books, audio-visuals, electronic resources and related educational and recreational materials, that is balanced, comprehensive and of adequate size, quality and diversity to meet the needs of its users. Also to utilize current technology; to serve the community as a center of reliable information; to identify library-related community needs; and to cooperate with other organizations, agencies and institutions which can provide programs or services to meet these needs.

#### TRUSTEES:

Susanne Whitbeck, Co-Chair  
Judy Mitchell, Co-Chair  
Linda Proulx, Treasurer  
Marie Brezosky  
Shelley Fowler

#### STAFF:

Cynthia Stosse, Director  
Heather Tidde, Assistant Director  
Marie Mehegan, Children's Librarian  
Hanna Gagne, Circulation



**SOUCOOK RIVER  
TAX INCREMENT FINANCING DISTRICT**

The Soucook River Tax Increment Financing District (TIF) encompasses nine (9) properties consisting of approximately 250 acres located around the intersection of Route 3 and Route 106. The purpose of the Tax Increment Financing District is to create employment opportunities for Pembroke residents and stimulate commercial growth to increase Pembroke's commercial tax base and stabilize local property taxes. At the March 2015 Town Meeting, the voters approved increasing the allocation to the fund from 10% to 35%. In 2016, the voters approved a \$4 million bond for road construction.

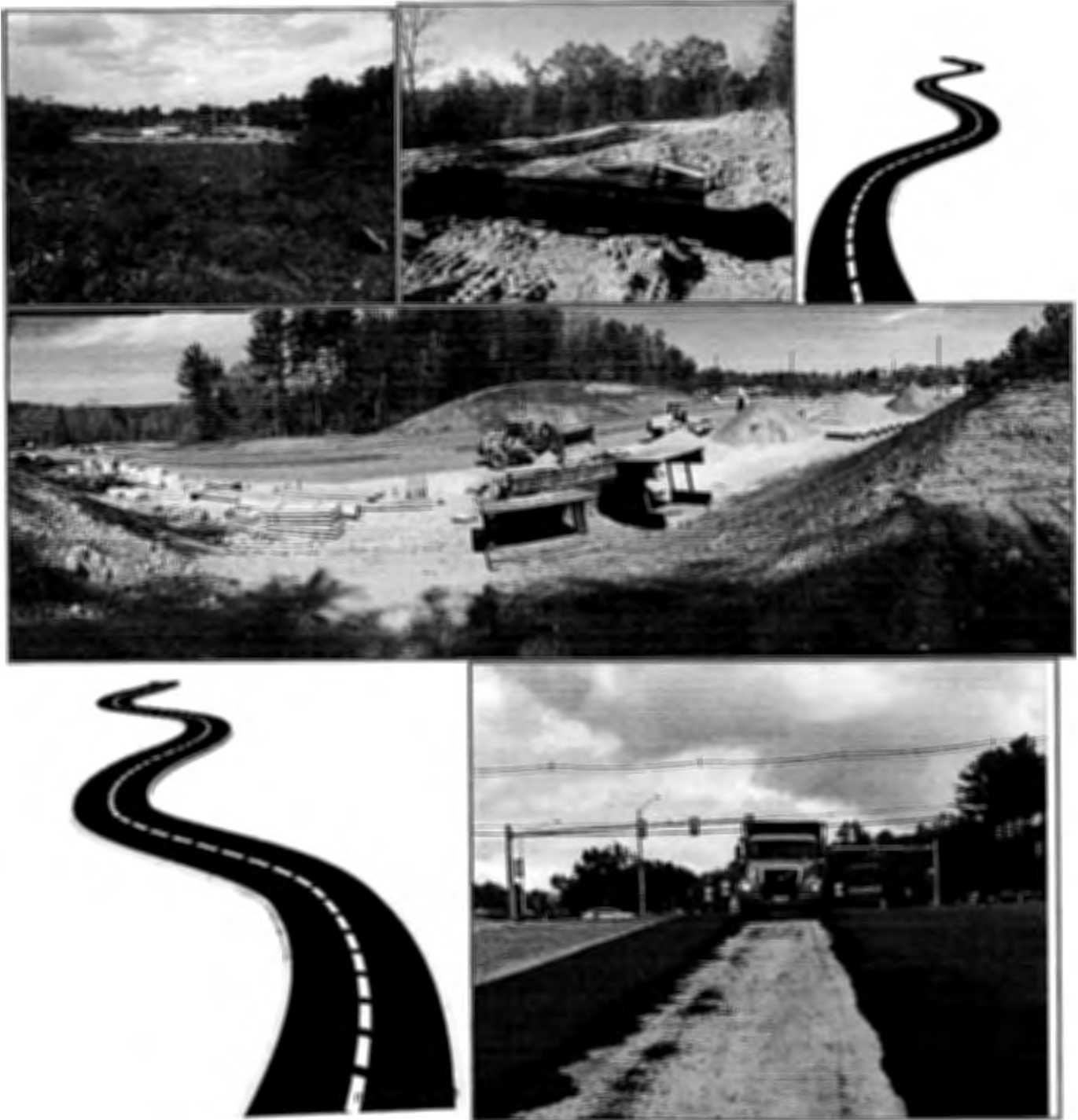
The Tax Increment Financing Plan is administered by the Town Administrator and implemented by the Board of Selectmen / Town Meeting. In 2006, the Board of Selectmen established an Advisory Board to assist with planning, construction and implementation of the TIF Plan. The Advisory Board is comprised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

***TIF FINANCIAL SUMMARY***  
***For the year ended December 31, 2017***

<b>INCREMENT CALCULATION:</b>	
April 1, 2004 assessment	\$6,333,912.00
April 1, 2017 assessment	<u>\$42,757,435.00</u>
<b><i>Total assessment increase</i></b>	<b><i>\$36,423,523.00</i></b>
 TIF captured assessed value	 \$12,748,233.00
 <b>BEGINNING FUND BALANCE:</b>	 <b>\$3,518,746.62</b>
 <b>PROJECT REVENUES:</b>	
2017 Tax increment	\$379,387.00
<u>Interest</u>	<u>\$3,406.20</u>
<b><i>Total Revenues</i></b>	<b><i>\$382,793.20</i></b>
 <b>PROJECT COSTS:</b>	
Engineering	\$88,590.00
Bond Interest	\$29,050.00
Legal	\$5,500.00
Construction	<u>\$1,444,063.18</u>
 <b><i>Total Costs</i></b>	 <b><i>\$1,567,203.18</i></b>
 <b>ENDING FUND BALANCE:</b>	 <b>\$2,334,336.64</b>

## KLINE WAY CONSTRUCTION PROJECT

You can't have missed the construction work going on over the past year at the Route 106/Pembroke Street intersection. This roadway connects to Cooperative Way and opens up an area for future commercial development. This project has been in discussion for over 10 years and thanks to CLD Engineering, American Excavating, various Town boards, committees and individuals this project has finally been completed.



## TRUSTEES OF TRUST FUNDS

### ANNUAL REPORT FOR CALENDAR YEAR 2017

The Trustees would like to take this opportunity to summarize the key changes in the Trust Funds for 2017.

In 2017, the number of capital reserve and trust accounts remained constant. There were changes in the composition of investments resulting from stock splits, corporate restructuring, and mergers. In some cases, dividend suspensions necessitated sale of the securities in the Town Cemetery Perpetual Care Trust.

In the Pembroke Academy Scholarship Trust, shares in Dupont were exchanged for shares of Dow/Dupont, ONEOK Partners reorganized when it ceased to be a limited partnership, causing a change in the number of shares held, and Frontier Communications did a reverse stock split which resulted in a reduction in the number of shares listed to the account. For all three accounts in which equity investments are used; the Literacy Trust, the Scholarship Trust, and the Cemetery Perpetual Care Trust, the market value of assets in aggregate, exceeds the book value in aggregate while producing a superior cash flow to cash investments like those used for capital reserves.

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

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

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

**TRUSTEES OF TRUST FUNDS**

**TRUST FUND REPORT OF THE TOWN OF PEMBROKE,  
NEW HAMPSHIRE ON DECEMBER 31, 2017  
CHANGE IN TRUST FUND ASSETS - MUNICIPAL**

<b>Assets at December 31, 2016</b>	<b>\$2,446,989.55</b>
<b>Contributions to the Trusts:</b>	
Fire Equipment Capital Reserve	135,000.00
Fire Small Equipment Fund	20,000.00
Town Equipment Fund	150,000.00
Sewer Capital Improvement	9,466.05
Sewer Plant Reserve	4,840.57
Sewer Equipment & Building Capital Reserve	25,000.00
Water Works Capital Reserve	50,000.00
Water Works Equipment & Building Capital Reserve	50,000.00
Police Cruiser Replacement Fund	50,000.00
Police Small Equipment Fund	13,500.00
Municipal Facilities Capital Reserve	50,000.00
Recreation Capital Reserve	15,000.00
Revaluation Capital Reserve	<u>32,500.00</u>
	<b>\$605,306.62</b>
<b>Earnings on Trust Investments:</b>	
Cemetery Trust - Perpetual Dividends	1,908.17
Cemetery Trust - Perpetual Care Interest	18.40
Cemetery Trust - Perpetual Care loss on Sale	-748.20
Cemetery Improvements	2.96
Cemetery Donation Fund	0.04
Library Book Fund	0.48
Library Media Fund	0.71
Energy Savings Capital Reserve	1.38
Town Equipment Fund	20.86
Fire Major Equipment Fund	40.85
Fire Small Equipment Fund	11.24
Sewer & Water Capital Improvement	6.58
Water Works Capital Improvements	16.09
Water Works Equip. & Buildings	17.40
Town Hall Cupola Fund	0.12

**TRUSTEES OF TRUST FUNDS**

**TRUST FUND REPORT OF THE TOWN OF PEMBROKE,  
NEW HAMPSHIRE ON DECEMBER 31, 2017  
CHANGE IN TRUST FUND ASSETS – MUNICIPAL  
(Continued)**

Town Clock Fund	0.24
Municipal Facilities Capital Reserve	30.11
General Purpose Sidewalk Fund	4.24
Recreation Fund	5.44
Police Cruiser Fund	7.90
Police Small Equipment Fund	4.04
Sewer Commission Capital Improvement	23.11
Sewer Commission Repairs & Replacement	13.45
Sewer Plant Reserve	2.97
Sewer Equipment & Building Fund	9.37
Bridge Repair	8.49
Revaluation Fund	<u>10.10</u>
	\$1,416.54
<b>Withdrawals from Trust Funds:</b>	
Police Cruiser Fund	71,126.09
Fire Small Equipment Capital Reserve	11,498.49
Municipal Facilities Capital Reserve Fund	16,026.00
Cemetery Improvement Capital Reserve	26,502.00
Water Works Equipment Capital Reserve	35,000.00
Town Equipment Capital Reserve	213,390.37
Town Energy Capital Reserve	1,240.00
Revaluation Capital Reserve	32,223.00
Recreation Capital Reserve	<u>2,680.00</u>
	\$409,685.95
<b>Assets at December 31, 2017</b>	<b>\$2,644,026.76</b>



**TRUSTEES OF TRUST FUNDS**  
**TRUST FUND REPORT OF THE TOWN OF PEMBROKE,**  
**NEW HAMPSHIRE ON DECEMBER 31, 2017**  
**SCHEDULE OF TRUST BALANCES - MUNICIPAL**

Cemetery Trusts - Unexpendible Balance	\$31,368.01
Cemetery Trust - Available for Distribution (C or D)	38,291.06
Library Book Fund - Unexpendible Balance	4,666.62
Library Book Fund - Available for Distribution (E)	15.34
Library Media Fund - Available for Distribution (E)	6,837.81
Cemetery Improvements - Available for Distribution (D)	7,869.37
Cemetery Donation Fund - Available for Distribution (D)	232.26
Town Equipment Fund - Available for Distribution (C)	166,649.90
Police Cruiser Replacement - Available for Distribution (C)	64,616.33
Police Small Equipment Fund - Available for Distribution (D)	52,881.72
Fire Major Equipment Fund - Available for Distribution (C)	529,672.30
Fire Small Equipment Fund - Available for Distribution (D)	119,105.62
Recreation Capital Reserve - Available for Distribution (C)	65,662.75
Sidewalk Building & Repair Fund - Available for Distribution (C)	42,245.28
Water Works Capital Reserve I - Available for Distribution (A)	208,143.72
Water Works Capital Reserve II - Available for Distribution (A)	213,969.86
Sewer Commission - Capital Improvements (B)	233,857.97
Sewer Commission - Repair & Replacement (B)	134,478.94
Sewer Commission - Sewer Plant Reserve (B)	31,058.73
Sewer Commission - Equip & Buildings (B)	94,182.75
Energy Savings Capital Reserve (D)	12,532.33
Town Hall Cupola Fund - Available for Distribution (D)	1,075.66
Town Clock Fund - Available for Distribution (D)	2,431.06
Sewer & Water Capital Reserve - Available for Distribution (D)	65,673.68
Municipal Facilities Capital Reserve (D)	332,364.09
Property Revaluation Fund (D)	99,264.39
Bridge Repair & Replacement - Available for Distribution (D)	84,879.21
<b>TOTAL UNEXPENDIBLE FUNDS</b>	<b>36,034.63</b>
<b>PRESENT ACCOUNT BALANCE</b>	<b><u>2,607,992.13</u></b>
<b>TOTAL TRUST FUNDS</b>	<b><u>\$2,644,026.76</u></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  
FOR PERIOD ENDING DECEMBER 31, 2017  
CHANGE IN TRUST FUND ASSETS - SCHOOL**

<b>Assets at December 31, 2016</b>	<b>\$1,350,362.80</b>
<b>Contributions to the Trusts:</b>	
Educational Opportunities Fund	1,678.98
School Building & Grounds Capital Reserve	100,000.00
School Technology Capital Reserve	10,000.00
School Equipment Capital Reserve	20,000.00
School Site Improvement Capital Reserve	<u>50,000.00</u>
Total Contributions	\$181,678.98
<b>Earnings on Trust Investments:</b>	
Dividend Income - Scholarships	33,740.79
Interest Income - Scholarships	22.16
Capital Gains - Scholarships	964.42
Interest - Literacy Trust	3.45
Dividends - Literacy Trust	1,076.19
Capital Gains - Literacy Trust	397.41
Interest Income on Educational Opportunities Fund	0.65
Interest Income on Special Education Capital Reserve	36.86
Interest Income on Building Capital Reserve	17.63
Interest Income on Site Improvement Capital Reserve	11.92
Interest Income on School District Major Equipment Fund	5.90
Interest Income on School Technology Fund	3.06
Interest Income on School Instructional Materials	<u>9.44</u>
Total Earnings	\$36,289.88
<b>Withdrawals from Trust Funds:</b>	
Scholarship Funds Awarded	34,000.00
Building Capital Reserve Funding	19,718.90
Educational Opportunities Trust	<u>3,510.95</u>
Total Withdrawals	\$57,229.85
<b>Assets at December 31, 2017</b>	<b>\$1,511,101.81</b>

**TRUSTEES OF TRUST FUNDS**

**TRUST FUND REPORT OF THE TOWN OF PEMBROKE  
PERIOD ENDING DECEMBER 31, 2017  
SCHEDULE OF TRUST BALANCES -SCHOOL**

Scholarship Fund - Unexpendible Balance	\$448,143.56
Scholarship Fund - Available for Distribution (A)	24,675.24
Literacy Trust - Unexpendible Balance	19,798.22
Literacy Trust - Available for Distribution (B)	2,910.59
Capital Repairs - Available for Distribution (C)	264,041.97
Major Equipment Fund - Available for Distribution (D)	77,579.62
School Technology Capital Reserve (D)	40,006.32
Special Education Fund - Available for Distribution (D)	368,987.87
School Site Improvement Capital Reserve (C )	165,467.26
Instructional Materials (D)	94,314.58
Educational Opportunities Fund (E)	5,176.58
<b>TOTAL UNEXPENDIBLE FUNDS</b>	<b>467,941.78</b>
<b>TOTAL AVAILABLE FOR DISTRIBUTION</b>	<b><u>1,043,160.03</u></b>
<b>TOTAL TRUST FUNDS</b>	<b>\$1,511,101.81</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.

PERPETUAL CARE CEMETERY TRUST FUNDS								
Yr. Created	Name	Amount	Yr. Created	Name	Amount	Yr. Created	Name	Amount
1888	E.N. Upham	100.00	<b>1929</b>	<b>Frank L. Aldrich</b>	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	<b>1952</b>	<b>Charles H. Ruggles</b>	150.00
1911	John G. Bartlett	100.00	1934	Crosby Knox	100.00	1953	Herbert Glidden	200.00
<b>1917</b>	<b>Pluma E. Richardson</b>	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	<b>1953</b>	<b>Charles E. Cushing</b>	200.00
1919	Annie B. Thompson	250.00	1934	William Haseltine	150.00	<b>1954</b>	<b>John Marden</b>	200.00
1921	Willaim M. Fife	100.00	1934	Jeremiah Wilkins	100.00	1954	Walter Libbey	100.00
<b>1921</b>	<b>Mary E. Osgood</b>	200.00	1934	F.S. Whitehouse	250.00	<b>1954</b>	<b>Myra Georgi</b>	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	<b>1936</b>	<b>George Miller</b>	100.00	1956	Maude L. Locke	200.00
1924	John F. Clifford	100.00	1936	Stephen Bates	200.00	<b>1956</b>	<b>Levi &amp; Olive Burroughs</b>	50.00
1924	Willis H. Noyes	250.00	1936	Charles N. Quimby	100.00	<b>1957</b>	<b>John C. Bradbury</b>	200.00
1925	Winthrop Fowler	100.00	1937	Benjamin Fowler	100.00	1958	E.W. Forrest	200.00
1927	Mary W. Morrison	200.00	<b>1937</b>	<b>William Johnston</b>	100.00	1958	Fred W. Saltmarsh	300.00
1927	Jonathan Payson	100.00	1938	Thomas Holt	100.00	1958	L.E. Warren	600.00
1927	Timothy Drew	100.00	1939	Rowell & Worchester	100.00	1958	Kenneth M. Woodbury	400.00
1928	Adin G. Fowler	100.00	1939	Horace Batchelder	100.00	1958	Jeremiah Morgan	500.00
1928	T.L. & Henry Fowler	200.00	1939	Jeremiah Wilkins	100.00	1958	Arthur Gage	100.00
1928	Nancy S. Colby	100.00	<b>1940</b>	<b>Martin C. Cochran</b>	250.00	<b>1959</b>	<b>Gustav Ober</b>	200.00
1928	Philip Holt	100.00	1941	George O. Harris	100.00	1959	Josiah Brown	100.00
<b>1928</b>	<b>Annie C. Drake</b>	100.00	<b>1942</b>	<b>Julia E. Cass</b>	100.00	<b>1959</b>	<b>Lewis Cass</b>	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	<b>1946</b>	<b>Thomas Brasley</b>	100.00	1961	John Sullivan	250.00
<b>1929</b>	<b>Daniel T. Merrill</b>	100.00	1946	Annie M. Edgerly	100.00	1961	Henry T. Simpson	200.00
<b>1929</b>	<b>George W. Sargent</b>	150.00	<b>1946</b>	<b>Albert Mason</b>	50.00	1964	Edwin M. Annis	200.00
		5,600.00			5,250.00			7,300.00

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
<b>1964</b>	<b>Evans Clark</b>	300.00	<b>1970</b>	<b>Forrest Huggins</b>	200.00	1974	Hasselind & Tilden	200.00
<b>1964</b>	<b>George H. Batchelder</b>	250.00	1970	E. George Bayer	200.00	1947	Russ & Nevley Hilliard	200.00
1964	Gilman Bradbury	200.00	1971	Moses Martin	200.00	<b>1975</b>	<b>Enoch Nerbonne</b>	200.00
1967	Frederick & Jean Talk	200.00	1971	John Rand	200.00	<b>1977</b>	<b>George Cofran</b>	300.00
1967	Jenness Dearborn	200.00	1971	Mark Milton	100.00	<b>1977</b>	<b>Norman &amp; Abby Smith</b>	200.00
1968	Batchelder & Lamb	200.00	<b>1972</b>	<b>Eleazer Baker</b>	200.00	<b>1977</b>	<b>Locke &amp; Clough</b>	500.00
1968	Agar & Rogge	200.00	1972	Maynard Knowlton	80.00	<b>1978</b>	<b>Duffet Lot</b>	1000.00
<b>1968</b>	<b>Gilbert Astles</b>	200.00	1974	Harry & Erwin Chase	200.00	1978	Bates Lot	200.00
1968	William Miller	200.00	<b>1974</b>	<b>Mary A. Wyker</b>	200.00	1979	Willard & Ruth Hill	200.00
1968	Tim & Viola Fowler	200.00	<b>1974</b>	<b>Everett &amp; Grace Farnum</b>	200.00	1980	*	150.00
<b>1968</b>	<b>George Lea</b>	200.00	1974	Harrison Morgan	100.00	<b>1981</b>	<b>Evergreen Perp Care</b>	6940.00
		2,550.00			2,280.00	1982	*	1600.00
						1983	*	700.00
						<b>1985</b>	<b>Catherine Simpson</b>	500.00
						1986	*	300.00
								13,290.00
<b>Evergreen Cemetery Lots</b>						TOTAL CEMETERY FUNDS **		36,270.00
* Trust records document the increase in trust principal but not the identity of the Lot Owner.						Cumulative Investment Losses		4,901.99
** Trust values are expressed at originally recorded book values.						Cemetery Fund djusted Balance		\$31,368.01

## SEWER COMMISSION

In 2016, a bond was approved for the upgrade of the Bow Lane Station. This has been completed in 2017 and the first payment will be in May of 2018, this is a 10 year bond.

Our budget is funded only by the users on the sewer system and not tax dollars. When you don't make your payments projects are put on hold or not done at all. Should these projects be part of the mandates from EPA or DES, fines could be imposed.

We continue to work and update our CMOM and Asset Management. CMOM stands for Capacity, Management, Operation and Maintenance for sanitary sewer collection systems. This document must be updated on a yearly basis showing that the Town is working on Best Management Practices for the sewer system.

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

Inflow & Infiltration water is called "clear water". If you are having problems with your sewer line such as roots, please have your line replaced. It is the property owner's responsibility for the line from the house or business to the connection at the Town's main. We have several thousand gallons of ground water entering the sewer system every year due to this. Your help in taking out this type of water would help control the cost at the Treatment Facility. We would like to thank all of the Pembroke Users that have already helped to reduce the problem of I&I.

The Sewer Department is located at 4 Union St and the Commission meets every third Monday of the month at 7:00 p.m. The public is always welcome. Payments may be made in person or over the phone with a credit/debit card on Tuesday, Wednesday or Thursday 9:00 a.m. to 3:00 p.m. Please call us at 485-8658 with questions about your sewer bill, sewer problems or sewer hookups.

Respectfully submitted,

Harold Thompson, Chairman  
Daniel Driscoll  
Jules Pellerin

**SEWER COMMISSION**

	PEMBROKE SEWER COMMISSION		UNAUDITED	
	12/31/2017	Budget 2017	Budget 2018	
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>050-Revenue</b>				
051-Sewer Rent Fees	1,022,300.32	1,033,486.00	1,033,486.00	
052-Late Penalty	27,240.00	23,000.00	23,000.00	
053-Hook-Up Fees-Pembroke	9,466.05	0.00		
053P-Permit Fees-Plant	4,840.57			
054-Loan Revenue	554,963.01			
055- Prior Year Recievables				
056-Jetter Rental		0.00		
058-Returned Check Fees	105.00			
059-Administation Fees	800.00	200.00	200.00	
<b>Total 050-Revenue</b>	<b>1,619,714.95</b>	<b>1,056,686.00</b>	<b>1,056,686.00</b>	
<b>060-Income</b>				
061-Interest/operating	322.01	0.00	0.00	
062TR-Interest Trust Funds	48.90			
065-Misc. Income	11,380.00			
066-Warrant Article	0.00			
070-Collection Fees/Tax Collector	960.00	2,000.00	1,500.00	
<b>Total 060-Income</b>	<b>12,710.91</b>	<b>2,000.00</b>	<b>1,500.00</b>	
<b>Transfer From Reserve</b>			200,000.00	
<b>Total Income</b>	<b>1,632,425.86</b>	<b>1,058,686.00</b>	<b>1,258,186.00</b>	
<b>Expense</b>				
051A- Abatements-Sewer Receipts	430.56	0.00		
052A-Abatement-Late Penalty	180.00	0.00		
	<b>610.56</b>	<b>0.00</b>	<b>0.00</b>	
<b>PSC Expenses</b>				
<b>100-Pump Station 1</b>				
101-Electric	359.83	380.00	380.00	
102-Telephone	0.00	0.00	0.00	
104-Alarm	0.00	0.00	0.00	
105-Fuel	0.00	0.00	0.00	
106-Labor	0.00	0.00	0.00	
110-Equipment	4,087.00	0.00	0.00	
115-Contractors	0.00	0.00	0.00	
<b>150-Maintenance</b>				
151-Materials	0.00		0.00	
152-Repairs	0.00	300.00		

**SEWER COMMISSION**

153-Supplies	0.00	0.00	0.00
154-Maintenance-other	6.00	500.00	500.00
<b>Total 150-Maintenance</b>	<b>6.00</b>	<b>800.00</b>	<b>500.00</b>
<b>Total 100-Pump Station 1</b>	<b>4,452.83</b>	<b>1,180.00</b>	<b>880.00</b>
<b>200-Pump Station 2</b>			
201-Electric	4,724.78	5,000.00	5,000.00
202-Telephone	249.38	470.00	0.00
203-Water	50.00	100.00	100.00
204-Alarm	1,148.40	725.00	700.00
205-Fuel	0.00	400.00	1,500.00
206-Labor	0.00		
210-Equipment	4,016.47	1,000.00	500.00
215-Contractors	310.00	600.00	600.00
250-Maintenance			
251-Materials	0.00	500.00	100.00
252-Repairs	2,536.00	5,000.00	1,000.00
253-Supplies	9.42	500.00	250.00
254-Maintenance Other	1,331.10	1,500.00	400.00
<b>Total 250-Maintenance</b>	<b>3,876.52</b>	<b>7,500.00</b>	<b>1,750.00</b>
<b>Total 200-Pump Station 2</b>	<b>14,375.55</b>	<b>15,795.00</b>	<b>10,150.00</b>
<b>300-Pump Station 3</b>			
301-Electric	2,687.52	3,500.00	3,500.00
302-Telephone	407.22	470.00	0.00
303-Water	100.00	100.00	100.00
304-Alarm	700.00	725.00	800.00
305-Fuel	1,179.71	2,300.00	2,300.00
306-Labor	0.00	0.00	0.00
310-Equipment	4,100.97	600.00	600.00
315-Contractors	377.50	510.00	700.00
350-Maintenance			
351-Materials	0.00	200.00	1,000.00
352-Repairs	0.00	1,000.00	1,000.00
353-Supplies	0.00	300.00	200.00
354-Maintenance-other	6.00	800.00	400.00
<b>Total 350-Maintenance</b>	<b>6.00</b>	<b>2,300.00</b>	<b>2,600.00</b>
<b>Total 300-Pump Station 3</b>	<b>9,558.92</b>	<b>10,505.00</b>	<b>10,600.00</b>
<b>400-Pump Station 4</b>			
401-Electric	2,479.91	3,000.00	3,000.00
402-Telephone	406.88	470.00	0.00
403-Water	100.00	100.00	100.00
404-Alarm	700.00	725.00	800.00
405-Fuel	820.46	1,200.00	1,200.00
406-Labor	0.00	0.00	0.00



**SEWER COMMISSION**

410-Equipment	4,100.97	600.00	600.00
415-Contractors	0.00	510.00	600.00
<b>450-Maintenance</b>			
451-Materials	0.00	1,000.00	1,000.00
452-Repairs	0.00	2,000.00	2,000.00
453-Supplies	0.00	200.00	200.00
454-Maintenance-other	6.00	400.00	400.00
<b>Total 450-Maintenance</b>	<u>6.00</u>	<u>3,600.00</u>	<u>3,600.00</u>
<b>Total 400-Pump Station 4</b>	<u><b>8,614.22</b></u>	<u><b>10,205.00</b></u>	<u><b>9,900.00</b></u>
<b>500- Pump Station 5</b>			
501-Electric	2,804.79	3,000.00	3,000.00
502-Telephone	431.10	470.00	0.00
503-Water	100.00	100.00	100.00
504-Alarm	700.00	725.00	800.00
505-Fuel	727.77	1,300.00	1,300.00
506-Labor	0.00	0.00	0.00
510-Equipment	4,100.97	600.00	600.00
515-Contractors	0.00	510.00	700.00
<b>550-Maintenance</b>			
551-Materials	0.00	1,900.00	1,000.00
552-Repairs	24,940.05	25,000.00	2,000.00
553-Supplies	0.00	200.00	200.00
554-Maintenance-other	6.00	400.00	400.00
<b>Total 550-Maintenance</b>	<u>24,946.05</u>	<u>27,500.00</u>	<u>3,600.00</u>
<b>Total 500- Pump Station 5</b>	<u><b>33,810.68</b></u>	<u><b>34,205.00</b></u>	<u><b>10,100.00</b></u>
<b>600-Collection System</b>			
605-Wages	4,713.00	47,950.00	6,180.00
605-2-Wages	10,208.08	35,125.00	0.00
605OT-Wages Overtime	101.34	2,352.00	0.00
605B-FICA & Medic	1,895.12	6,941.00	495.00
606-BC/BS, Dental	2,532.36	10,130.00	0.00
607-Retirement	1,732.73	9,800.00	0.00
<b>615-Contractors</b>	<b>18,498.75</b>	<b>15,000.00</b>	<b>65,000.00</b>
<b>650-Maintenance</b>			
651-Material	0.00	5,000.00	5,000.00
652-Repairs	26,841.20	65,000.00	65,500.00
653-Supplies	58.85	2,000.00	500.00
654-Sewer Equip & Building	19,696.00	20,000.00	10,000.00
<b>Total 650-Maintenance</b>	<u>46,596.05</u>	<u>92,000.00</u>	<u>81,000.00</u>
<b>655-Collection System Equip.</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>10,000.00</b>
<b>657-Jetter-Trailer Maintenance</b>	<b>0.00</b>	<b>1,000.00</b>	<b>1,000.00</b>
<b>658-odor control</b>	<b>0.00</b>	<b>100.00</b>	<b>100.00</b>

**SEWER COMMISSION**

659-Safety Equipment	0.00	1,500.00	1,000.00
<b>Total 600-Collection System</b>	<b>96,277.43</b>	<b>231,898.00</b>	<b>164,775.00</b>
<b>700-Administration</b>			
701-Bank/Lien Fees	36.00	300.00	300.00
701-A-Heartland Credit Service	2,898.94	1,200.00	3,000.00
702-Audit	2,045.00	2,045.00	3,100.00
703-Workers Comp	2,873.44	2,901.00	3,332.00
703A-Property Insurance	5,032.17	5,088.00	4,280.00
703B-UnEmployment	75.60	76.00	126.00
704-Stipend,Commissioners	3,900.00	3,900.00	3,900.00
705-Wages	61,445.20	61,945.00	71,366.00
705C-Wages Other	1,936.16	1,937.00	2,173.00
705OT-Wages Overtime	5,421.17	5,386.00	0.00
705A-Life & Disability Ins.	1,177.47	1,600.00	1,100.00
705B-FICA & Medic	5,571.39	5,542.00	5,924.00
706-BC/BS, Dental	20,227.53	20,228.00	17,961.00
707-Retirement	7,326.32	7,950.00	8,900.00
708-Tools	0.00	1,000.00	500.00
709-A-Vehicle repairs 06	35.00	2,000.00	0.00
709-B- Vehicle repairs 04	0.00	1,000.00	0.00
709-C-Vehicle expense Fuel	925.93	4,000.00	1,200.00
709-D-14 1 Ton	340.00	2,000.00	2,500.00
720-Postage	2,060.52	2,200.00	2,200.00
721-Office Rent	8,119.00	8,120.00	8,200.00
722-Contractors	880.00	900.00	900.00
724-Uniforms/safety	233.00	800.00	300.00
725-Town Report	0.00	1.00	1.00
726-Training/Licenses	0.00	900.00	500.00
727-Public Notices	0.00	500.00	500.00
<b>Total 700-Administration</b>	<b>132,559.84</b>	<b>143,519.00</b>	<b>142,263.00</b>
<b>710-Office</b>			
711-Telephone/Internet	3,623.81	4,300.00	3,660.00
712-Supplies	569.71	1,000.00	1,000.00
713-Sewer Bills	360.00	400.00	400.00
713TC-Tax Collector	920.00	2,000.00	1,500.00
714-Dig Safe		1.00	1.00
715-Office Equipment			
716-Repairs/Replace	751.25	600.00	600.00
717-New	0.00	1,000.00	1,000.00
718-Heat Garage		300.00	
<b>Total 710-Office</b>	<b>6,224.77</b>	<b>9,601.00</b>	<b>8,161.00</b>

**SEWER COMMISSION**

<b>730-Professional Fees</b>			
731-Engineering	2,091.55	15,000.00	10,000.00
732-Legal	39,899.74	15,000.00	10,000.00
733-Accountants	0.00	1.00	1.00
734-Subscription/Dues	245.00	250.00	250.00
735-System Software Support	3,267.50	7,000.00	7,000.00
<b>Total 730-Professional Fees</b>	<b>45,503.79</b>	<b>37,251.00</b>	<b>27,251.00</b>
<b>760-Bond Payments</b>			
760- Bond Payment	0.00	0.00	266,796.00
<b>Total 760-Bond Payments</b>	<b>0.00</b>	<b>0.00</b>	<b>266,796.00</b>
<b>800-Treatment Facility</b>			
801-Capital Expense Plant	24,792.79	0.00	
802-Operating Expense	574,073.05	564,235.00	579,710.00
<b>Total 800-Treatment Facility</b>	<b>598,865.84</b>	<b>564,235.00</b>	<b>579,710.00</b>
803-Capital Pembroke	452,271.24		0.00
804-Repair/Replace Pembroke	0.00		
<b>Total 803-Capital/Repair Pembroke</b>	<b>452,271.24</b>	<b>0.00</b>	<b>0.00</b>
<b>Total PSC Expenses</b>	<b>1,403,125.67</b>	<b>1,058,394.00</b>	<b>1,230,586.00</b>
<b>Transfer to Cap/Plant Reseve Acc</b>	<b>14,306.62</b>		
<b>Total Expense</b>	<b>1,417,432.29</b>	<b>1,058,394.00</b>	<b>1,230,586.00</b>
<b>Net Ordinary Income</b>	<b>214,993.57</b>	<b>292.00</b>	<b>27,600.00</b>

## PEMBROKE WATER WORKS

### Annual report of the Board of Water Commissioners

For the year ending December 31<sup>st</sup>, 2017

#### *Administration*

The staff of the Pembroke Water Works consists of a Superintendent, 2 Water Operators and an Administrative Bookkeeper. Beau Schofield passed his Distribution 1&2 exams as well as the Treatment 1 in 2017.

#### *Hydrants*

1 hydrant was repaired in Allenstown due to vehicle damage. 4 hydrants repaired due to malfunctioning.

#### *Mains*

1 new valve installed with 10' of ductile iron main for upgrades in 2018. 3' of Cast Iron replaced while making a repair to a service line in Pembroke.

#### *Services*

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

#### *Metering*

The Capital Improvement of meter replacement to Automated Meter Reading is ongoing. 285 meters have been installed in 2017 leaving 8 meters to be replaced system wide.

#### *Pump Stations*

The office Scada system was installed connecting the new pump-station equipment installed over the past 5 years together. This provides full automation for the three Pembroke wells and the two tanks in the system. This system allows the operator to make changes without requiring a visit to the pump. This allows the system to run based on tank levels and shutdown when not needed. This work has made a dramatic reduction in pumping rates alongside with road projects and reducing leakage in the system.

Respectfully submitted,  
Christopher R. Culberson  
Board of Water Commissioners  
Chair

2017 Pembroke Annual Report

10:50 AM  
01/09/18  
Accrual Basis

Pembroke Water Works  
Profit & Loss  
January through December 2017

	Jan - Dec 17
Ordinary Income/Expense	
Income	
400 - Residential Sales	748,318.45
401 - Non Residential Sales	-32.20
402 - Hydrants Private	6,884.00
403 - Job Work / Merchandise	8,877.45
404 - Hydrants Public	40,220.70
406 - Meter Fees	3,410.90
408 - Backflow Testing	10,750.00
409 - Other Fees	25.00
410 - Late Fees & Penalties	15,528.15
411 - Interest Income	196.83
420 - Interest Capital Fund	16.09
427 - Interest Capital Res. Equipmen	17.40
440 - Permit Fee Income	250.00
441 - Connection Fee Income	1,500.00
450 - Miscellaneous Income	682.18
<b>Total Income</b>	<b>845,624.95</b>
Gross Profit	845,624.95
Expense	
500 - Pump Station Labor	8,130.95
501 - Pump Station Supplies	6,003.62
502 - Gas & Propane Pump Stations	4,425.77
510 - Purification Labor	39,683.05
511 - Purification Supplies	33,431.53
520 - Main Labor	2,947.01
521 - Main Supplies	1,889.24
530 - Hydrant Labor	6,885.55
531 - Hydrant Supplies	880.49
532 - Hydrant Flushing	1,351.62
540 - Service Labor	13,704.82
541 - Service Supplies	7,262.08
545 - Backflow Testing	5,409.34
550 - Meter Labor	6,919.28
551 - Meter Supplies	960.58
555 - Reading Meters	1,250.10
560 - Shop Labor	7,899.47
561 - Shop Supplies	2,461.87
562 - Heating Oil, Etc.	2,416.70
570 - Garage Labor	536.89
571 - Garage Supplies	15,592.59
572 - Fuel	7,224.56
600 - Engineering	2,082.85
610 - Gravel & Hot Top	2,847.18
625 - Contract Labor	29,793.48
632 - Miscellaneous Wages	239.60
633 - On Call	7,629.49
634 - Plowing	2,842.88
635 - Lawn Care	3,000.00
636 - Leak Detection	93.02
638 - Plowing Supplies	989.00
640 - Superintendent	55,810.08
650 - Electricity	59,450.52
700 - Insurance	14,313.34
701 - Health Insurance	56,363.59
710 - Benefit Hours	24,811.69
720 - Payroll Taxes	18,297.73
731 - Property Tax	238.00
740 - Interest Expense	20,334.30
750 - Commissioner's Stipend	5,350.00
800 - Office Labor	31,868.79
802 - Direct Deposit Fees	683.27
805 - Office Equipment	1,720.01

2017 Pembroke Annual Report

10:50 AM  
01/09/18  
Accrual Basis

Pembroke Water Works  
Profit & Loss  
January through December 2017

	<u>Jan - Dec 17</u>
806 - Training Cost	2,000.00
807 - Credit Card Charges	3,040.67
808 - Bank Service Charges	12.00
809 - Training Labor	2,461.62
810 - Office Supplies	1,208.71
811 - Postage	4,971.59
812 - Computer Expense	4,365.61
813 - Telephone / Internet	13,683.07
814 - Professional Fees	7,790.00
815 - Dues/Memberships	2,404.40
817 - Printing	1,775.02
818 - Licenses	300.00
819 - Business Meals	73.13
820 - Miscellaneous	1,710.55
830 - Depreciation Expense	0.00
<b>Total Expense</b>	<u>558,867.54</u>
<b>Net Ordinary Income</b>	286,967.41
<b>Other Income/Expense</b>	
Other Income	
430 - Gain/Loss On Sale of Asset	23,000.00
<b>Total Other Income</b>	<u>23,000.00</u>
<b>Net Other Income</b>	<u>23,000.00</u>
<b>Net Income</b>	<u><u>309,967.41</u></u>

## TRI-TOWN EMS



### ***-New Hampshire's 2017 EMS Service of the Year-***

## **2017 ANNUAL REPORT**

Tri-Town Emergency Medical Service is a municipality of the Towns of Allenstown and Pembroke that was created through an Inter-Municipal Agreement between the two towns. We are proud to continuously provide a fully staffed, Paramedic Ambulance to answer the calls for help within our service area and to surrounding communities. I would like to take this opportunity to thank the residents of Allenstown and Pembroke for their continuing support and to announce that Tri-Town EMS was named New Hampshire's EMS Service of the Year for 2017.

2017 was the busiest year for Tri-Town EMS, seeing 224 more incidents than the previous year. The higher call volume is attributed to an increase in EMS requests within our service area as well as for more mutual aid requests to other communities. Last year, because of the medical care provided by our EMS providers and by the efforts of both police and fire departments, three (3) patient's survived a cardiac arrest event, over ten (10) patients who suffered a serious heart attack were aggressively treated and successfully delivered to the cardiac catheterization lab to ultimately survived the event and numerous people were quickly administered ventilations and Naloxone and survived an opiate overdose. Anyone who is interested in learning more about the Service's activities, call distribution, and finances are encouraged to read the monthly Director's Report and the Annual Report located at, [www.pembroke-nh.com](http://www.pembroke-nh.com), select the "Government" tab, then "Q-Z" tab and finally "Tri-Town EMS".

In addition to providing ambulance services, Tri-Town EMS has involved itself in other areas related to public safety and public health.

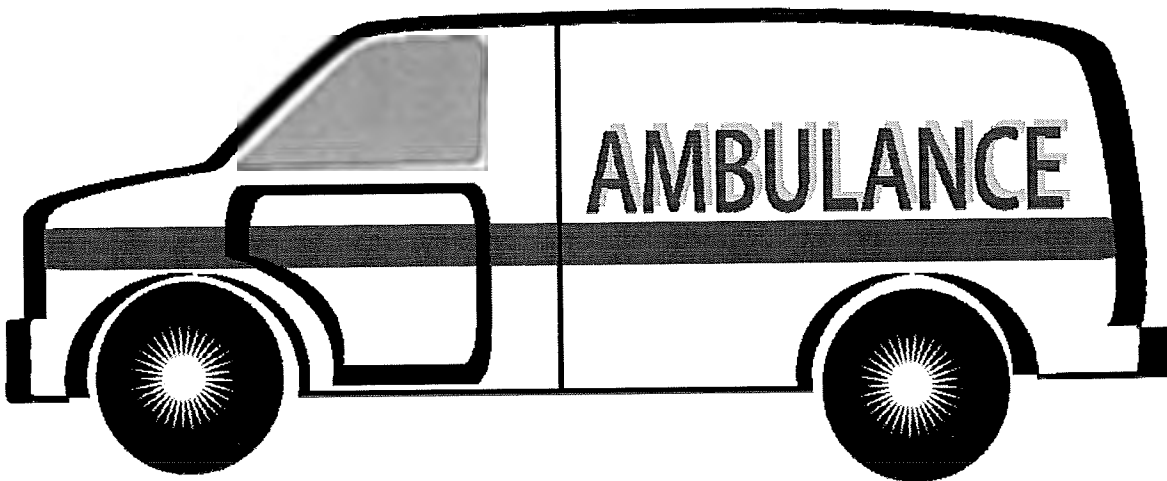
- Community CPR Course (Free to Residents) & Hands Only CPR Instruction
- Capital Area Public Health Network
- Active Shooter Preparedness
- Standby & Medical Coverage Details
- Medical Control Board Meetings
- NH EMS Protocol Committee
- Regional CoC/SuD Group (Addiction Prevention)
- EMS Continuing Education
- Emergency Medical Responder Course (EMR)
- Vial of Life Program
- Patient Satisfaction Survey

## TRI-TOWN EMS

Finally I want to mention our new ambulance was received in late February of 2017. Incorporating safety features into the specifications, to ensure our patients and providers are as safe as possible, was a big priority. The most obvious of these is the change in colors to make the ambulance more visible. There are other less visible features such as a camera system, intercom system, medication security, stretcher load system and even the configuration of the patient compartment allows for a safer working environment. I want to express my gratitude to the residents of both for allowing us purchase equipment that helps us better serve the public.

Respectfully Submitted

Christopher Gamache  
Service Director





**TRI-TOWN EMS**

<b>TOTAL EMS INCIDENTS</b>	1,302
<b>MUTUAL AID RECEIVED</b>	99
<b>EMS Incidents Handled by TRI-TOWN EMS</b>	1,203
<b>ALLENSTOWN EMS Incidents (YR Aver.)(3YR Aver.)</b>	509 (42.14%) (43.88%)
<b>PEMBROKE EMS Incidents (YR Aver.)(3YR Aver.)</b>	699 (57.86%) (56.12%)
<b>MUTUAL AID GIVEN</b>	94
Mutual aid to BARNSTEAD	1
Mutual aid to BOW	1
Mutual aid to CHICHESTER	1
Mutual aid to CONCORD	31
Mutual aid to DEERFIELD	4
Mutual aid to EPSOM	18
Mutual aid to HOOKSETT	38
<b>NUMBER OF PATIENT TRANSPORTS</b>	824
<b>Transport to CONCORD HOSPITAL</b>	63
<b>Transports to CATHOLIC MEDICAL CENTER (CMC)</b>	644
<b>Transports to ELLIOT HOSPITAL</b>	124
<b>Aver REACTION TIME (Dispatch to Responding)</b>	52.2sec
<b>Aver RESPONSE TIME (Dispatch to On-Scene)</b>	5min 44sec
<b>Aver ON-SCENE TIME</b>	18min 25sec
<b>Aver TRANSPORT TIME</b>	19min 2sec
<b>Aver AT HOSPITAL TIME</b>	19min 35sec
<b>Aver CALL LENGTH TIME (Dispatch to In-Service)</b>	1hr 3min 38sec

<b>EMPLOYEE'S NAME</b>	<b>POSITION</b>	<b>LIC. LEVEL</b>	<b>CLASS.</b>	<b>YR HIRED</b>
Christopher Gamache	Director	Paramedic	Full Time	2014
Stephanie Locke	Assistant Director	Paramedic	Full Time	2013
William Amos	Provider	Paramedic	Full Time	2017
Ryan Hornblower	Provider	Paramedic	Full Time	2017
Michael Langille	Provider	Paramedic	Per Diem	2013
Andrew Merelman	Provider	Paramedic	Per Diem	2017
Maurice Paquette	Provider	Paramedic	Per Diem	2013
Hearshell VanLuven	Field Training Officer	Paramedic	Part Time	2014
Jasmine Croteau	Provider	AEMT	Per Diem	2015
Robyn Cushing	Provider	AEMT	Per Diem	2013
Daniel Fitzgerald	Provider	AEMT	Per Diem	2014
Cory Girard	Provider	AEMT	Per Diem	2013
Sarah Hardy	Provider	AEMT	Per Diem	2013
Jonathan Harry	Provider	AEMT	Per Diem	2015
Irina Higgins	Provider	AEMT	Part Time	2013
Christian Kellermann	Provider	AEMT	Per Diem	2013
Nicholas DiGiovanni	Provider	EMT	Per Diem	2017
Kyle Haas	Provider	EMT	Per Diem	2016
Edward Higgins	Provider	EMT	Part Time	2013
Tiffani McIntosh	Provider	EMT	Per Diem	2017
Adam Morris	Provider	EMT	Per Diem	2013
Joseph Sullivan	Provider	EMT	Per Diem	2017
John Vanloendersloot	Provider	EMT	Per Diem	2014
Robert Vodra	Provider	EMT	Per Diem	2013

## CEMETERY COMMISSION

Article 5 of the 2017 town meeting warrant appropriated \$21,000 for repairs and survey at Evergreen Cemetery and Old North Pembroke Cemetery. The Pembroke Cemetery Commission focused many of its efforts in 2017 on Evergreen Cemetery on Buck Street, near Suncook Village. Following the removal of fragile stands of white pine trees under the direction of a professional forester in 2016, the Commission seeded the cleared areas to create new lawns and areas for future burials. Evergreen Cemetery had not been surveyed since 1905, and the Commission had its boundaries professionally re-surveyed and marked clearly, with our gratitude to the abutters for their consultation and cooperation. Once the cemetery boundaries were clearly defined, an area for over 200 new burial lots was laid out in the northeast corner, adjacent to Buck Street.

As approved at the 2017 town meeting, the Commission continued its ongoing program of monument repairs, focusing on Old North Pembroke Cemetery. A professional arborist removed three ancient but dying sugar maple trees from the front of Old North Pembroke Cemetery, where their falling branches had damaged monuments.

The Commission has obtained estimates for repairs at Pembroke Street Cemetery and will focus its attention on that cemetery, the town's oldest, in 2018.

The Commission welcomed Daniel E. Chase as a new member in 2017. Commission members express their gratitude to V. J. Ranfos and Chris Addington of the Public Works Department for their hard work and unfailing support of Pembroke's cemeteries.

Commission members will place flags on veterans' graves before Memorial Day, May 28, 2018, and will appreciate knowing of any veteran's grave that is not currently marked with a flag holder.

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

Respectfully submitted,

Donald Hill, Chair  
James Garvin, Secretary  
Daniel E. Chase  
Ellen Paulsen  
David Richards  
Fleda Young  
James Boisvert, Director of Public Works and  
Superintendent of Cemeteries  
Victor J. Ranfos III, Public Works Department

## PEMBROKE POLICE DEPARTMENT

### 2017 Annual Report

*I am pleased to present the 2017 Annual Report, which highlights and summarizes the activities of the Pembroke Police Department. You can be extremely proud of the Police Department employees who achieve excellence in the difficult job of law enforcement. As in 2015 and 2016, hiring and the retention of employees for our department has been a great challenge to us and I am proud of the members of this department for taking on a heavy workload with minimal staffing. In 2017, we hired a new addition to the department. Officer Taylor Caron who is working as a full time certified police officer. Officer Caron completed the 174<sup>th</sup> New Hampshire Police Standards and Training Academy in December of 2017.*

*In 2017, the police department was awarded the opportunity to obtain a Canine and training for a canine officer. Officer Jordan Boisvert and his new partner "Bucca" successfully completed a certification course offered by the Boston Police Canine Academy. We would like to take this time to thank everyone for their support with this program. Our Department feels that this program will be successful and will aid in solving future investigations.*

*The Police Department continues to apply for grants. The New Hampshire Fish and Game Department approved an Off Highway Recreation Vehicle (OHRV) grant to conduct patrols and enforcement of the Fish and Game Laws. This allows us to monitor the Range Roads in Town for various other criminal activity on or near private property. It is very important that citizens and the police stay in contact about any matters of concern happening in your neighborhood. Please, at any time, if any member of the community has a comment or concern, please do not hesitate to contact me.*

*The Police Department has updated their portion of the web site so that you will be able to download forms necessary for services we offer. These forms consist of Vacant House Checks, Conceal Carry Permits (although not necessary) and Police Statement forms. The Pembroke Police maintains a Facebook page, which is updated from time to time with information pertaining to events in Town as well as parking and Police information. This past year our followers solved a couple cases with their input.*

*I would like to thank the citizens of the Town of Pembroke and the Board of Selectmen for their continued support. Not every community has a great working relationship with their Police Department. I can say that we do and thank all of you involved in helping us do our jobs to make Pembroke a safe community to live, work and raise a family. In addition, I would like to thank the members of the Pembroke Police Department for all their assistance, hard work and dedication to the Town of Pembroke.*

*Listed below is the 2017 statistical data pertaining to our community that may be useful to you.*

*Respectfully Submitted,*

*Dwayne R. Gilman  
Chief of Police*

**PEMBROKE POLICE DEPARTMENT**

**TABLE OF ORGANIZATION**

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

<b><u>PATROL DIVISION</u></b>	<b><u>SERVING SINCE</u></b>
Sgt. Christopher Cunha	2007 FTO, Patrol Supervisor
Sgt. Jason Fiske	2014 Patrol Supervisor, Firearms Instructor
Off. Karl Hanson	2007 Patrol Officer
Det. Michael Foster	2013 Detective, Firearms Instructor
Off. Jordan Boisvert	2014 Patrol Officer
Off. Kristin Vincent	2015 Patrol Officer
Off. Robert Welch	2015 Patrol Officer
Off. Joseph Walz	2016 Patrol Officer
Off. John Webber	2017 Patrol Officer, School Resource Officer
Off. Taylor Caron	2017 Patrol Officer

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

**PEMBROKE POLICE DEPARTMENT**

**2017 Calls for Service and Activity of the Pembroke Police Department**

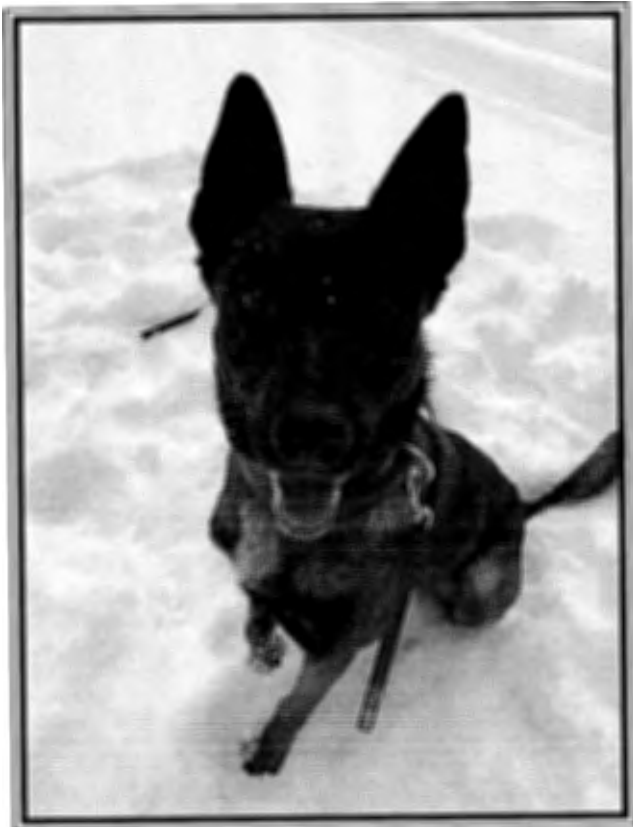
Dispatch Calls	11,201
Station Calls & Walk-Ins for Services (M-F)	6,660
Directed Patrols	438
911 CALLS	62
Alarm Activations	381
Assist Motorists / Citizens	305
Assist Agency Police/Fire/Ambulance	880
Burglary	30
Civil Matters	79
Domestic Disturbance	122
Drug Offenses	42
D.U.I.	22
Juvenile Offense/Complaint	178
License to Carry Pistol/Revolver Issued	60
Missing Person	32
Motor Vehicle Accidents	253
Motor Vehicle Complaints	186
Neighbor Disputes	17
Noise Complaints	90
Paperwork Service	428
Parking Complaints	368
Parking Tickets Issued	476
MV Summons Issued	298
Suspicious Person / Activity	197
Suspicious Vehicles	194
Theft	70
Vandalism	40
Welfare Check	142
Animal Complaints	256

**ACTIVITY STATISTICS 2017**

Total Offenses Committed	1076
Total Crime Related Incidents	514
Total Felonies	113
Total Non-Crime Incidents	88
On View Arrests	107
Arrest (Based on Incident/Warrants)	99
Summons Arrests	34
Protective Custody	19
Juvenile (Arrests Referred/Handled)	32

## PEMBROKE POLICE DEPARTMENT

### K-9 OFFICER BUCCA Top Dog at the PD



Thanks to the support and generous donations from residents and others Officer Jordan Boisvert acquired his new K-9 partner "Bucca". Officer Boisvert and Bucca have completed their training with the Boston Police Canine Academy and will be on duty. We wish all the best to Officer Boisvert and Bucca.



# PEMBROKE SCHOOL DISTRICT



**PEMBROKE SCHOOL DISTRICT**

**For the Year Ending June 2017**

**Moderator**  
THOMAS E. PETIT

**District Clerk**  
CYNTHIA MENARD

**Treasurer**  
LAURA ELDRIDGE

**School Board**

JANNA CULBERSON  
THOMAS SERAFIN  
DAVID DOHERTY  
PATRICIA N. BOUCHER  
DANIEL DRISCOLL

Term Expires 2018  
Term Expires 2019  
Term Expires 2019  
Term Expires 2020  
Term Expires 2020

**Co-Superintendents of Schools**  
DR. GAIL E. PALUDI ~ PATTY SHERMAN

**Business Administrator**  
AMBER WHEELER

**Auditor**  
MELANSON HEATH & COMPANY.



**PEMBROKE SCHOOL DISTRICT**

**PEMBROKE SCHOOL DISTRICT ANNUAL MEETING  
PEMBROKE ACADEMY AUDITORIUM  
TOWN OF PEMBROKE, NH  
Saturday, March 11, 2017**

**ABSTRACT OF MINUTES**

The annual Pembroke school district meeting was called to order at 10:05 am by Moderator Thomas E. Petit. Supervisors of the checklist present were Karen Yeaton, and Patricia Manseau. Registered voters were checked in at the door and received an orange voter card. Moderator Petit instructed the voters present on meeting protocol, emergency exits, and printed materials for voters in the entrance hallway. Moderator Petit introduced members of the Pembroke Budget Committee present; Mark Lepage Chairman, Gerry Fleury Vice Chairman, Brian Seaworth, Sandy Goulet, Mike Connor, Karen Yeaton, Marie Chouinard, Justine Courtemanche, Ann Bond and Clint Hanson. Moderator Petit introduced members of the Pembroke School Board and S.A.U. administration present; Thomas Serafin Chairperson, Dan Driscoll, Janna Culberson, David Doherty, Patty Sherman Superintendent and Amber Wheeler Business Administrator. Moderator Thomas Petit led the voters in the Pledge of Allegiance.

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

**MOVED: Dan Crean**

**SECONDED: Gerard Fleury**

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

There was no business to conduct under this article.

**ARTICLE #2 – To see if the Pembroke School District will vote to raise and appropriate the sum of up to one hundred thousand dollars (\$100,000) to be added to the School Building and Ground Repair Capital Reserve Fund previously established, with such amount to be funded from the June 30, 2017 unassigned fund balance available for transfer on July 1, 2017. No amount to be raised from taxation.**

*School Board Recommends Approval (5-0)  
Budget Committee Recommends Approval (7-3)*

**MOTION TO ACCEPT: Dan Driscoll**

**SECONDED: David Doherty**

**VOTE: YES**

**ARTICLE #2 ADOPTED**

**PEMBROKE SCHOOL DISTRICT**

**PEMBROKE SCHOOL DISTRICT ANNUAL MEETING 2017**

**ARTICLE #3** – To see if the District will vote to appropriate the sum of one hundred and twenty thousand dollars (\$120,000) for the purpose of replacing flooring, a wood shop dust control system, safety latches, ADA upgrade to locker rooms and protective outdoor overhangs with said funds to come from the School Building and Ground Repair Capital Reserve Fund for these purposes.

*School Board Recommends Approval (5-0)  
Budget Committee Recommends Approval (10-0)*

**MOTION TO ACCEPT: Dan Driscoll**

**SECONDED: David Doherty**

**VOTE: YES**

**ARTICLE #3 ADOPTED**

**ARTICLE #4** – To see if the Pembroke School District will vote to raise and appropriate the sum of up to fifty thousand dollars (\$50,000) to be added to the School Site-Improvement Expendable Trust Fund previously established, with such amount to come from the June 30, 2017 unassigned fund balance available for transfer on July 1, 2017. No amount to be raised from taxation.

*School Board Recommends Approval (5-0)  
Budget Committee Recommends Approval (7-3)*

**MOTION TO ACCEPT: Dan Driscoll**

**SECONDED Dave Doherty**

**VOTE: YES**

**ARTICLE #4 ADOPTED**

**ARTICLE #5** – To see if the Pembroke School District will vote to appropriate the sum of one hundred thousand dollars (\$100,000) for the purpose of paving the Pembroke Academy back parking lot with said funds to come from the School Site-Improvement Expendable Trust Fund for these purposes.

*School Board Recommends Approval (5-0)  
Budget Committee Recommends Approval (10-0)*

**MOTION TO ACCEPT: Dan Driscoll**

**SECONDED: Dave Doherty**

**VOTE: YES**

**ARTICLE #5 ADOPTED**

**PEMBROKE SCHOOL DISTRICT**

**PEMBROKE SCHOOL DISTRICT ANNUAL MEETING 2017**

**ARTICLE #6** – To see if the Pembroke School District will vote to raise and appropriate the sum of up to then thousand dollars (\$10,000) to be added to the School Technology Fund Expendable Trust Fund previously established, with such amount to be funded from the June 30, 2017 unassigned fund balance available for transfer on July 1, 2017. No amount to be raised from taxation.

*School Board Recommends Approval (5-0)  
Budget Committee Recommends Approval (8-2)*

**MOTION TO ACCEPT: Dave Doherty      SECONDED: Sue Seidner**

**VOTE: YES      ARTICLE #6 ADOPTED**

**ARTICLE #7** – To see if the Pembroke School District will vote to raise and appropriate the sum of up to twenty thousand dollars (\$20,000) to be added to the School Equipment Expendable Trust Fund previously established, with such amount to be funded from the June 30, 2017 unassigned fund balance available for transfer on July 1, 2017. No amount to be raised from taxation.

*School Board Recommends Approval (5-0)  
Budget Committee Recommends Approval (6-4)*

**MOTION TO ACCEPT: Dan Driscoll      SECONDED: Dave Doherty**

**VOTE: YES      ARTICLE #7 ADOPTED**

**ARTICLE #8** – Shall the District vote to raise and appropriate the cost items set forth in the collective bargaining agreement reached between the Pembroke School Board and the Education Association of Pembroke for the 2017/18, 2018/19, and 2019/20 fiscal years which calls for the following increases in salaries and benefits at the current staffing levels:

Year 2017/18	\$303,983
Year 2018/19	\$386,001
Year 2019/20	\$393,694

And further raise and appropriate the sum of \$303,983 for the 2017/18 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at the current staffing levels paid in the prior fiscal year?

*School Board Recommends Approval (5-0)  
Budget Committee Recommends Approval (8-1-1)*

**PEMBROKE SCHOOL DISTRICT**

**PEMBROKE SCHOOL DISTRICT ANNUAL MEETING 2017**

**MOTION TO ACCEPT: Dan Driscoll**

**SECONDED: Dave Doherty**

**VOTE: YES**

**ARTICLE #8 ADOPTED**

**ARTICLE #9** – Shall the Pembroke School District, if article 8 is defeated; authorize the governing body to call one special meeting, at its option, to address Article 8 cost items only? (Majority vote)

A motion was made by Dave Doherty to table Article #9 indefinitely as there was no business to conduct. Voters present raised their voter cards in agreement.

**ARTICLE #10** – Shall the Pembroke School District ratify the proposed contract between the PACE Career Academy and the Pembroke School District for a period of 5 years, with a first year per student amount of \$9,832,80, and to raise and appropriate \$49,164 for the first year's payment? If approved by the voters, this appropriation will be included in the operating budget in future years.

*School Board Recommends Approval (5-0)  
Budget Committee Recommends Approval (9-0-1)*

**MOTION TO ACCEPT: Dave Doherty**

**SECONDED: Dan Driscoll**

**VOTE: YES**

**ARTICLE #10 ADOPTED**

**ARTICLE #11** – To see if the Pembroke School District will vote to raise and appropriate the budget committee's recommended amount of \$25,939,943 for the support of schools, for the payment of salaries for the school district officials and agents, and for the payment for the statutory obligations of the District. This article does not include appropriations voted in other warrant articles.

*School Board Recommends Approval of \$25,939,943 (5-0)  
Budget Committee Recommends Approval of \$25,939,943 (8-2)*

Budget Committee Chair, Mark LePage gave an overview of the budget process, the school district operating budget and summary of tax rate hand outs made available for the voters present. Mr. LePage thanked the School Board Members, School District Administrators and Budget Committee Members for all their hard work and time put in during the budget process.

**PEMBROKE SCHOOL DISTRICT**

**PEMBROKE SCHOOL DISTRICT ANNUAL MEETING 2017**

There was a motion made to amend Article #11 to increase the amount by \$238,872.

**MOVED: Mike Brown**

**SECONDED: Lauren Dwyer**

Moderator Petit call for a ballot vote on this amendment. Two lines were formed on either side of the auditorium. Checklist Supervisors present were Karen Yeaton and Patricia Manseau. Green ballots were handed out to voters presenting an orange voter card by Alyza Morris and Ann Bond. A punch hole was made in the orange voter cards by checklist supervisors and voters were directed to the ballot box. Assistants to count ballots were: Rob Farley, Patricia Manseau, Colette Osgood, Sandra Dion, and Representative Dianne Schuell.

**BALLOT VOTE:**

**NO 78**

**YES 57**

**VOTE: NO**

**AMENDMENT FAILED**

**Moderator Petit re-read Warrant Article #11 in the original amount of \$25,939,943.00.**

**MOTION TO ACCEPT: Mark Lepage**

**SECONDED: Gerard Fleury**

**VOTE: YES**

**ARTICLE #11 ADOPTED**

**ARTICLE #12** – To choose Agents and Committees in relation to any subjects embraced in the Warrant.

There was no business needed to conduct under this article.

**ARTICLE #13** – To transact other business that may legally come before said meeting.

Sue Seidner thanked everyone for their support of the scholarship programs.

**PEMBROKE SCHOOL DISTRICT**

**PEMBROKE SCHOOL DISTRICT ANNUAL MEETING 2017**

There being no further business to discuss a motion was made to adjourn.

**MOTION TO ADJOURN: Mark Lepage      SECONDED: Garry Fleury**

**VOTE: YES      Meeting adjourned at 12:10 pm.**

Respectfully submitted;

Cynthia E. Menard  
School District Clerk  
Pembroke, NH

March 11, 2017

**PEMBROKE SCHOOL DISTRICT**

**PEMBROKE SCHOOL DISTRICT  
BOND PAYMENT SCHEDULE**

		Principal	Interest
<b>Roof</b>	December, 2011	(\$510,000)	
	2012/13	45,700	20,660
	2013/14	50,000	17,700
	2014/15	50,000	15,700
	2015/16	50,000	13,700
	2016/17	45,000	11,700
	2017/18	45,000	9,900
	2018/19	45,000	8,100
	2019/20	45,000	5,850
	2020/21	45,000	3,600
	2021/22 (Final)	45,000	1,350
<b>Honeywell</b>	2016-17	(\$6,211,929)	
	2016/17	331,985	55,466
	2017/18	199,834	192,862
	2018/19	209,343	186,308
	2019/20	219,254	179,441
	2020/21	229,679	172,250
	2021/22	240,342	164,716
	2022/23	251,471	156,833
	2023/24	263,224	148,585
	2024/25	275,386	139,951
	2025/26	288,053	130,918
	2026/27	301,244	121,470
	2027/28	314,981	111,589
	2028/29	329,283	101,258
	2029/30	344,174	90,457
	2030/31	359,675	79,169
	2031/32	375,812	67,371
	2032/33	392,607	55,045
	2033/34	410,089	42,167
	2034/35	428,281	28,716
	2035/36 (Final)	447,212	14,669

## PEMBROKE SCHOOL DISTRICT

### STATEMENT OF EXPENDITURES

For the Year Ending June 30, 2017

<b>INSTRUCTION</b>			
Regular Education Programs	\$	10,428,229.31	
Special Education Programs		4,402,435.69	
Vocational Programs		749,996.60	
Other Instructional Programs		685,124.81	
			\$ 16,265,786.41
<b>SUPPORT SERVICES</b>			
Student Services	\$	1,570,374.56	
Instructional Staff		533,945.83	
General Administration		709,055.66	
School Administration		2,036,009.98	
Operation/Maintenance of Plant		1,731,312.21	
Student Transportation		699,204.73	
Central		0.00	
			\$ 7,279,902.97
<b>DISTRICT WIDE EXPENDITURES</b>			
Facilities Acquisition & Construction	\$	705,375.62	
			\$ 705,375.62
<b>OTHER FINANCING USES</b>			
Debt Service - Principal	\$	45,000.00	
Debt Service - Interest		5,850.00	
			\$ 50,850.00
<b>FUND TRANSFERS</b>			
To Food Service	\$	4,845.98	
To General Fund		130,718.90	
Trust/Agency Funds		120,081.82	
			\$ 255,646.70
<b>SPECIAL REVENUE EXPENDITURES-INSTRUCTION</b>			
Regular Education Programs	\$	330,980.47	
Special Programs		0.00	
Other Instructional Programs		599.49	
			\$ 331,579.96
<b>SPECIAL REVENUE EXPENDITURES-SUPPORT SERVICES</b>			
Student Services	\$	37,462.05	
Instructional Staff		23,844.95	
General Administration		8,530.22	
School Administration		0.00	
Operation/Maintenance of Plant		75.46	
Student Transportation		0.00	
			\$ 69,912.68
<b>FOOD SERVICE FUND</b>			
Food Service Operation	\$	666,774.03	
			\$ 666,774.03
<b>CAPITOL PROJECTS</b>			
Building Improvement	\$	-	
			\$ -
<b>TOTAL EXPENDITURES</b>			<u>\$ 25,625,828.37</u>



**PEMBROKE SCHOOL DISTRICT**

**STATEMENT OF REVENUES**  
For the Year June 30, 2017

<b>REVENUES FROM LOCAL SOURCES</b>		
Current Appropriation	\$ 10,032,092.00	\$ 10,032,092.00
<b>TUITION</b>		
<b>TUITION FROM INDIVIDUALS</b>		
Regular Day School	\$ 29,393.00	
Adult Education	12,825.00	\$ 42,218.00
<b>TUITION FROM OTHER LEAS WITHIN NH</b>		
Regular Day School	\$ 5,442,027.11	
Special Education	574,427.87	\$ 6,016,454.98
<b>TRANSPORTATION FEES</b>		
<b>TRANSPORTATION FEES FROM INDIVIDUALS</b>		
Regular Day School	\$ 6,481.89	
Special Education	0.00	\$ 6,481.89
<b>OTHER LOCAL REVENUES</b>		
Earnings on Investments	\$ 1,294.22	
Food Service	367,742.16	
Student Activities	5,892.00	
Rentals	39,438.45	
Other Local Revenue	274,683.47	
Summer School	0.00	\$ 689,050.30
<b>TOTAL REVENUE FROM LOCAL SOURCES</b>		<u>\$ 16,786,297.17</u>
<b>REVENUE FROM STATE SOURCES</b>		
Equitable Education Aid	\$ 5,584,582.05	
Statewide Enhanced Education Tax	1,334,350.00	
Adequacy Aid Grant - EdJobs	0.00	
School Building Aid	203,173.40	
Catastrophic Aid	4,538.45	
Vocational Education (Transportation)	18,082.20	
Child Nutrition	8,899.11	
Other	0.00	\$ 7,153,625.21
<b>TOTAL STATE REVENUE</b>		\$ 7,153,625.21
<b>REVENUE FROM FEDERAL SOURCES</b>		
Elementary/Secondary - Title I	\$ 323,892.74	
Elementary/Secondary - Other	76,495.60	
Other Restricted	356,290.34	
Adult Education	23,833.96	
Child Nutrition Program	292,718.80	
Medicaid Distributions	123,104.98	\$ 1,196,336.42
<b>TOTAL FEDERAL REVENUE</b>		\$ 1,196,336.42
<b>OTHER FINANCING SOURCES</b>		
Earnings on Investments	\$ -	
Transfer from Capital Projects	0.00	
Transfer from General Fund	4,845.98	
Transfer from Capital Reserve Fund	19,718.90	
Transfer from Other Expendable Trust Funds	0.00	\$ 24,564.88
<b>TOTAL OTHER FINANCING SOURCES</b>		\$ 24,564.88
<b>TOTAL REVENUES</b>		<u>\$ 25,160,823.68</u>

**PEMBROKE SCHOOL DISTRICT**

PEMBROKE SCHOOL DISTRICT  
 2017  
 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 2015/16</u>	<u>FY 2016/17</u>
Actual Expenditures	\$6,003,314	\$5,346,164
Actual Revenues		
◆ Catastrophic Aid	\$ 100,274	\$ 4,538
◆ Medicaid	200,346	123,105
◆ Federal Grant (Includes IDEA FY1617)	341,307	780,133
◆ Tuition	576,073	574,428
◆ Transportation	-0-	-0-
Total Offsetting Revenues	\$1,218,000	\$1,482,204

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

**PEMBROKE SCHOOL DISTRICT**

**TEACHER'S SALARY SCHEDULE**

STEP	2017/18			
	BA	BA+15	MA	MA+15
1	35,875	37,182	41,077	42,384
2	37,503	38,810	42,705	44,012
3	39,131	40,438	44,333	45,640
4	40,759	42,066	45,961	47,268
5	42,387	43,694	47,589	48,896
6	44,015	45,322	49,217	50,524
7	45,643	46,950	50,845	52,152
8	47,271	48,578	52,473	53,780
9	48,899	50,206	54,101	55,408
10	50,527	51,834	55,729	57,036
11	52,155	53,462	57,357	58,664
12	53,783	55,090	58,985	60,292
13	55,411	56,718	60,613	61,920
14	57,039	58,346	62,241	63,548
15	58,667	59,974	63,869	65,176

**17/18 SCHOOL EMPLOYEE SALARY RANGES**

Secretaries	\$14.35/hr.-\$20.50/hr.
Teacher Aides	\$12.78/hr.-\$13.80/hr.
Custodians	\$10.23/hr.-\$21.54/hr.
Lunch Program	\$9.00/hr.-\$14.27/hr.

**SCHOOL OFFICERS SALARIES - FY 17/18**

<b>SCHOOL BOARD MEMBERS</b>	
Daniel Driscoll, Chair	\$600.00
Janna Culberson (resigned)	\$300.00
Tom Serafin	\$600.00
David Doherty	\$600.00
Patricia Nardone-Boucher	\$600.00
Clint Hanson	\$300.00
<b>DISTRICT CLERK</b>	
Cynthia Menard	\$25/Meeting
<b>MODERATOR</b>	
Tom Petit	\$65/Meeting
<b>DISTRICT TREASURER</b>	
Laura Eldridge	\$3,700.00
<b>DIRECTOR OF MAINTENANCE</b>	
Joshua Coughlin	\$67,957.50

**PEMBROKE SCHOOL DISTRICT**

**STATISTICAL REPORT FOR PEMBROKE  
2016/17**

	<u>Elementary</u>	<u>Secondary</u>	<u>Total</u>
Half Days in Session	360	360	360
Enrollment	754	832	1,586
Percent of Attendance	96.0	94.0	95.0
Average Daily Attendance	699.0	735.0	1,434.0

**CO-SUPERINTENDENTS' SALARY  
2016/17**

Allenstown	\$ 27,995.00
Chichester	23,927.00
Deerfield	46,179.00
Epsom	39,480.00
Pembroke	<u>101,689.00</u>
	\$239,270.00

**BUSINESS ADMINISTRATOR'S  
SALARY 2016/17**

Allenstown	\$11,115
Chichester	9,500
Deerfield	18,335
Epsom	15,675
Pembroke	<u>40,375</u>
	\$95,000

**REPORT OF SCHOOL DISTRICT TREASURER  
For the Fiscal Year July 1, 2016 to June 30, 2017**

<b>CASH ON HAND JULY 1, 2016</b>		\$ 998,160.47
Received from Selectmen	11,366,442.00	
Revenue from State Sources	7,030,300.54	
Received from all Other Sources	<u>6,744,090.70</u>	
<b>TOTAL RECEIPTS</b>		<u>25,140,833.24</u>
Total Amount Available for Fiscal Year		\$26,138,993.71
Less School Board Orders Paid		<u>25,559,732.37</u>
<b>BALANCE ON HAND JUNE 30, 2017</b>		\$ 579,261.34

**Laura J. Eldridge  
School District Treasurer, Pembroke**

## PEMBROKE SCHOOL DISTRICT

### SAU #53 Serving the Districts of Allenstown, Chichester, Deerfield, Epsom, and Pembroke

#### Report of the Superintendents

*“The function of education is to teach one to think intensively and to think critically. Intelligence plus character - that is the goal of true education.” - Martin Luther King, Jr.*

Over the course of this past year the SAU Executive Board voted to designate each of us as Superintendents of our respective school districts and to eliminate the title of Co-Superintendents. While this title change highlights our primary leadership responsibilities for our individual school districts, we devoted just as much time collaborating with each other and our SAU staff to improve outcomes for all of our students across the entire SAU. We remain impressed with the strength and commitment of our dedicated teachers, support staff, and administrators who join together each day to provide the very best learning opportunities for all students, and we are excited at what the future holds.

Our SAU team welcomed two new employees this past year including Superintendent David Ryan (replaced the retired Dr. Gail Paludi) and Director of Curriculum, Instruction, and Assessment Christopher Motika (new position). Both new team members began on July 1 and have been working hard to make immediate contributions to the five districts while learning about the history and culture of the SAU.

One area that both superintendents dedicate a great deal of time working on is the development of the school district budgets. This work began near the beginning of August and continues through the early spring. We have been working alongside our staff and our five school boards to keep costs to a minimum and, in some districts, turned in budget proposals showing a reduction. In all cases of the five towns' budgets, the primary focus was to consider the financial impact on the taxpayers while continuing to provide a quality education.

This year, teachers in all of our buildings have conducted a significant amount of work in the area of Curriculum, Instruction, and Assessment. It has been exciting to see teachers collaborate in order to improve student learning. All five school districts have been deeply entrenched in the redesign of academic competencies, curriculum units of study, and associated performance assessments. While each school and district is focused on different components of Curriculum, Instruction, and Assessment work, they are aligned in their vision to best support students through authentic, engaging learning experiences based on rigorous, locally developed curriculum standards. Districts are sharing practices and materials with one another as a means of growing professionally and creating the best experience for all of our kids. New Hampshire is leading the way in best educational practices at the National level, and our districts are key participants in the innovations that are producing strong students and prepared citizens.

We are pleased with how our year has progressed and wish to thank all of our communities for their support and hard work in making our schools great. In our roles as superintendents, it is important to maintain high levels of communication with all stakeholders and increase awareness and involvement in our schools. Please feel free to contact either of us or any member of the SAU team if you have questions, a request for information, or suggestions for improvement. Our schools are only as strong as the communities they serve, so please consider being involved with programs or activities in any of our districts. We personally invite everyone to stake a claim in educating all of our children, and we welcome your input on educating our next generation of learners.

Respectfully submitted,

Patty Sherman, Superintendent  
Deerfield, Pembroke, SAU

David Ryan, Superintendent  
Allenstown, Chichester, Epsom

## PEMBROKE SCHOOL DISTRICT

### PEMBROKE ACADEMY

#### Headmaster's Report

Pembroke Academy began the 2017-2018 school year with the addition of a few new faces. Frederic Vezina (Class of 1989) joined us as our new Athletic Director after the departure of Michael Desilets to another school district. Mr. Vezina is a seasoned educator and has previous experience facilitating the Athletic Department at Bishop Brady High School. He is eager to begin this long-awaited chapter in his professional career, and has already developed close professional relationships with his colleagues, coaches, players, and officials. We are truly thrilled to have him on board and look forward to his community contributions. We also welcomed a talented and ambitious educator into our Music Department this year. Ariel Braggins is a familiar face to SAU53 after previously working at Epsom Central School. Mrs. Braggins has an extensive portfolio of choral and instrumental content area knowledge, and is delighted to be taking over a robust program left by the retirement of Cheryl Lafond last spring.

Pembroke Academy has customarily established three building goals for the 2017-2018 academic year. This year, however, we opted to simplify things to a more concise yet direct message to our students. First and foremost **SHOW UP**. If our students are going to realize their academic potential, they will primarily do so by making every attempt to be here and *present* in the building on a daily basis. The contributions made in their classes will be reflective of their ability to maintain a presence that is both physical and mental in nature. Next, students will **WORK HARD** at Pembroke Academy. This goal embodies the idea that they must develop grit, perseverance and determination in their work ethic. Not everything comes easily to everyone, and as students will experience later in life, they must harness the ability to overcome intrinsic and extrinsic barriers to achievement. Lastly, Pembroke Academy will **BE KIND** to one another. The simplicity of our third and final goal is almost humorously elementary, yet it carries with it a gravity that is awesome. This goal elicits a reminder that how we treat one another (and self, for that matter) is a correlative of our overall success as a school community. Kindness extends beyond the interpersonal relationships developed throughout the year, into the realms of responsible digital citizenship and social media use.

Pembroke Academy introduced a new bell schedule in the fall of 2017 after two years of research and deliberate work to determine what is best for our students and school community.

The modified block schedule allows for increased flexibility in student course selection, greater capability to satisfy graduation requirements, and provide for more personalized learning through extended block classes four days per week. More information about the logistics of our schedule can be found on our website: <http://pa.sau53.org/campus-life/schedule-times/>.

Another area of significance for Pembroke Academy this year is the kick-off of our Bicentennial celebration. 2018-2019 marks the two-hundredth year of incorporation and operation of Pembroke Academy as one of the state's longest tenured institutions of post-secondary education. We will begin the year-long commemoration by hosting an all-class reunion on **Saturday April 14th**, featuring a walking museum, tours of the facility, and several co-curricular events on campus. More specific details about the event are sure to follow and will be well-advertised in our community. The Bicentennial Committee is always looking for new membership; simply contact the main office of the school (485-7881) for more details.

Respectfully submitted,

Paul C. Famulari

Headmaster

## PEMBROKE SCHOOL DISTRICT

### Three Rivers School Principals Annual Report

The 2017-2018 school year is underway with many great things going on! I would like to start by introducing our new staff who have joined Three Rivers School this year. We welcome Chris Davitt seventh grade literature, Ian West seventh grade science, Cassandra Cepeck fifth grade math, and Ariel Braggins in our music department. We are very fortunate to have these professionals as part of our educational community teaching the students of Pembroke.

During the course of the past year and a half students and staff have been developing, implementing, and publicizing our new school core values. These core values are:

**Responsibility:** Assuming ownership for one self

**Respect:** Honoring the abilities and qualities of everyone

**Grit:** Working through a situation, even when challenging

**Integrity:** Being honest and doing what is right, even when no one is looking

Students have produced short videos that have been used as instructional tools for the entire student body to learn and understand the meaning of these core values. During Connections (advisory) students and staff review short lessons emphasizing these values. Throughout the building, banners and posters have been placed to highlight our core values and their meaning.

Our focus on competency-based education continues as the staff develops and implements assessments to ensure student understanding. The following is an overview of Depth of Knowledge and the focus of assessments being developed by our staff.

**Depth of Knowledge - Level 1** (Recall and Reproduce)

DOK Level 1 focuses on the facts and uses questions with only one right answer.

**Depth of Knowledge - Level 2** (Skill and Concept)

DOK Level 2 focuses on applying skills and concepts in a typical and familiar situation.

**Depth of Knowledge - Level 3** (Strategic Thinking and Reasoning)

DOK Level 3 focuses on reasoning and planning.

**Depth of Knowledge - Level 4** (Extended Reasoning)

DOK Level 4 focuses on complex reasoning and thinking over extended periods of time.

Outside at Three Rivers our new Discovery Area continues to grow. With the generosity of donations and fundraising we have added picnic tables, a walkway and some greenery. Our maintenance crew has done a tremendous job of clearing brush and a general cleanup of the pond area that will be another educational/recreational space for the school and community.

In our co-curricular activities our athletics and clubs are flourishing with many students and staff getting involved. In the spring of 2017, our baseball team was the runner up in our league! Our fall athletics were very successful with the girls soccer team going undefeated and winning the league championship for two years in a row! Our basketball and spirit teams are also off to a great start and look to end their seasons on a high note.

We are very proud of all of our students and staff at Three Rivers School. It is a great place to learn, grow, and be a part of such a wonderful community. Thank you all for your ongoing support.

Respectfully Submitted,

Jonathan Marston, Principal

## PEMBROKE SCHOOL DISTRICT

### PEMBROKE HILL SCHOOL PRINCIPAL REPORT

It is my pleasure to give the annual update on the Pembroke Hill School. While we have continued our tradition of kicking the school year off with a welcome back video for the students, we also began a new tradition of capturing a week's worth of work and activity at Pembroke Hill in the "Happenings on the Hill." The short video is created, filmed, and edited by our students and gives them the twenty-first century learning experience of communicating with a larger population through technology. Each video is then added to our website for public viewing. Our students are also front and center in our monthly school-wide assemblies. Fourth graders are given the opportunity to apply, be interviewed by staff, and then serve as hosts for assemblies. With a script they have helped create, two students emcee the entire gathering, welcoming students and faculty, introducing speakers, and presenting important information. A rotation of student leaders is selected so that as many students as possible can have the experience. To add to our school pride, last year's third graders competed in a t-shirt design contest. The selected design is now on our assembly t-shirts and is seen every time we gather as a school.

Another element of our school pride is our effort to beautify our property so that the appearance of the physical environment reinforces students' sense that school is a beautiful place where serious work gets done. We've painted our large external gym wall to read "Pembroke Hill School" and added a retaining wall full of beautiful plants and two new hydrangea trees.

We continue our work with the Literacy Collaborative through Lesley University. The Literacy Collaborative is a comprehensive school reform project designed to improve reading, writing, and language skills. Last year's end-of-year data suggest we are making impressive gains with student achievement. Our faculty has concentrated this year on the Writer's Workshop. Weekly professional development is held for the faculty in order to improve the delivery of instruction in this area. The master schedule was adjusted to enable this weekly professional development.

A new unified arts block was created for the students to enhance and emphasize the importance of our STEAM (Science, Technology, Engineering, Arts and Mathematics) initiative. The Integration Lab, also known as the ILAB, is based on the "Project Lead the Way" program, which teaches our students to be designers and innovators. The program empowers them to adopt a design-thinking mindset through hands-on activities.

This past summer we added to our array of student activities with week-long camps in Art, Science, and Horsemanship. We continue to provide a robust Outing Club and host the "Girls on the Run Program." The spring will bring about the annual Circus performance as well our Fun Run Race. The school play, the Wizard of Oz, is sure to be a smash hit, allowing students to display their acting and musical abilities with the school community.

We would be thrilled to have you visit our school community for a special event or tour. Please feel free to view our "Happenings on the Hill," check out the updated web page, or like us on our Facebook page. We are Pembroke Proud!

Respectfully,  
Mrs. Suzie Griffith, Principal of Pembroke Hill School



## **PEMBROKE SCHOOL DISTRICT**

### **Pembroke Village School Principal Report -2017**

Each year brings new challenges sometimes caused by the economy as well as an increase of alcohol and drug abuse. , What remains constant is our commitment and passion for our youngest learners. We continue to create a community that fosters the academic, social and emotional development of all children within a safe environment of acceptance and respect. We don't accomplish this alone, but with help from families and community members.

During the summer of 2017 we spent time reflecting on 2016-2017 and the direction we wanted to focus on for this school year. As a result of our summer work, Innovation teams were created; Competency Based Education, Family Engagement Action Plan , Social and Emotional Development Plan, as well as continuing our work on Co-teaching.

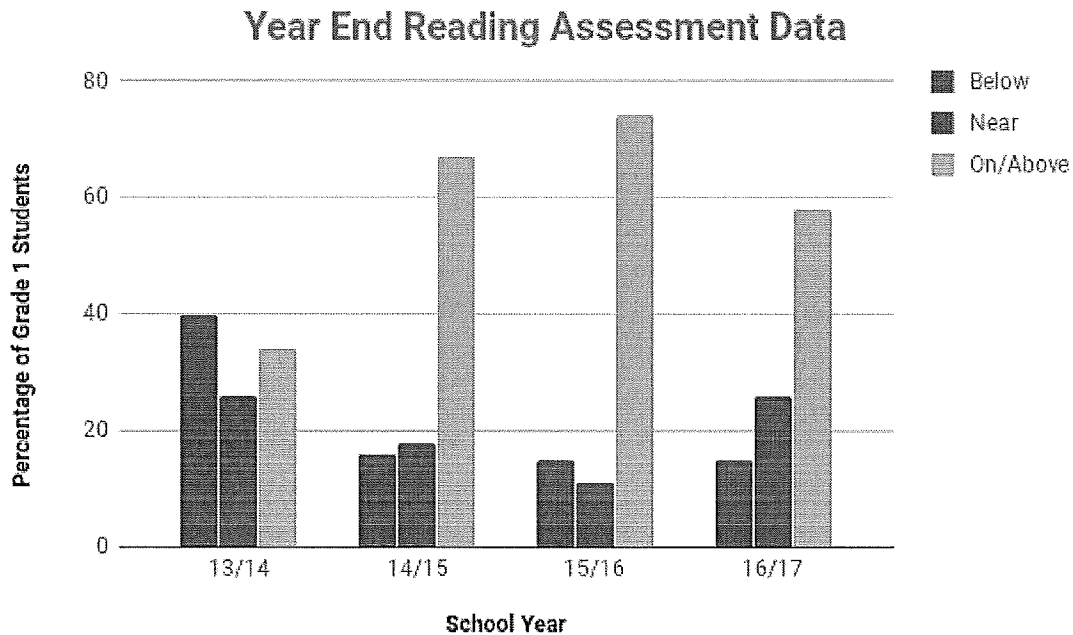
As a Village we were able to provide Holiday baskets filled with food, mittens, clothes and jackets for our families. Our Kindness Closet has finally found a permanent home at the Village School and is easily assible for our families. Students can't learn when they are hungry and cold. Families give back as soon as they can. That's what makes us a community conveying sharing, caring and lots of kindness.

We have continued our relationship with Southern NH University this year which has been very exciting. SNHU instructors meet with their SNUH students twice a week, once for math and once for Literacy. SNHU students then have the opportunity to observe our teachers and follow their instructions working with k-1 students.. We have also had the privilege of having Cathy Stavenger, Associate Dean, School of Education, provide math professional development to staff.

We can never anticipate our student population especially for students entering kindergarten. We did lose a first grade classroom teacher for the 2017-2018 school year. What is difficult is that our students don't come with directions! They all access information differently and the Village Staff recognizes that one teaching style can not meet the needs of all students. We meet weekly as a RTI (Response to Intervention) team continuously checking what is working and what is not for each child. So while our numbers might be smaller, the expectations for each child is far greater.

## PEMBROKE SCHOOL DISTRICT

Below is a graph of our Year End Reading Assessment Data. from 2013-2017.  
Pembroke Village School Literacy Data



- 13/14 represents the first year all students were assessed using the Fountas and Pinnell Benchmark Reading Assessment System.
- Students are assessed three times a year (Fall, Winter, and Spring).
- This data is used to form instructional guided reading groups and for the selection of students in need of intervention.
- During the 12/13 school year the Writing Workshop program was implemented in all kindergarten and grade 1 classrooms. Students are writing from 30-45 minutes each day.
- During the 13/14 school year, grade 1 teachers began to teach reading through a workshop approach. Students receive small group instruction based upon their reading level and practice skills through literacy center activities daily. Kindergarten teachers have since implemented a similar model.
- Since the 13/14 school year, Grade 1 intervention students receive instruction through the Leveled Literacy Intervention program.

## PEMBROKE SCHOOL DISTRICT

Even if you no longer have students attending Village School, please stop in and meet the staff that impact the lives of our youngest learners. Let's have lunch and I can give you a tour. Or join us on the third Monday of each month for Breakfast Bites, a time to catch up with families.

So many people to thank~ Remember it really does take a Village-

- .The entire Village Staff for caring about each child and making sure each day is imprinted in their memories.
- Our families, parents, guardians, grandparents and anyone else in a child's life that is supportive, acceptive and loving. We have the best!
- Mrs. Cindy Mitchell, Mrs. Kelly Menczywor for making it all happen, teachers get what they need, students have what they need, and always making sure our building is warm and welcoming.
- Mrs. Kathy Mayer, our listening and caring nurse, who can change a child's day with just a band aid.
- Mr. Josh Coughlin, our Maintenance Facilitator-Our building may be old, but it does stand proud because of Josh's commitment to not only making sure it shines, but it's safe and secure. And a special thank you to his entire team!
- Thank you, Pembroke Police, you are always here when we need you.
- Thank you PALS for your fundraising, supporting our students with money towards field trips and delicious popcorn on Thursdays.

Thank you School Board Members and Patty Sherman, our superintendent for trusting me as the Principal of the Village School both as an Assistant Principal and as Principal. I am honored to have spent the final 15 years of my 45 year career in the Pembroke School District. It has truly been an honor.

Respectfully submitted,

Mona Sandberg, Principal

**PEMBROKE SCHOOL DISTRICT**

**PEMBROKE ACADEMY**

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

**TOWN REPORT 2016-2017**

<b>Total Visits To Health Office:</b>	<b>10,091</b>
Nursing Care: Assessment, Illness, Injury, Tx	<b>6548</b>
Medication Visits	<b>3543</b>
Diabetic testing: scheduled & prn:	<b>780</b>
Health Counseling: Self-injury/Ingestion/Wellness/Anxiety	<b>576</b>
Faculty Health Office Visits:	<b>78</b>
Health Records Reviewed:	<b>382</b>

**Parental Updates Communications/Conferences/Calls: 1830**  
 (includes: illness, injury, hearing and vision, immunization updates, agencies)

**Professional Committee Participation:**

Crisis Team, IEP mtgs, 504 mtgs., ARG, Discipline, Policy and Procedures, Medical consults, Staff Development/ In-services, CPR, Universal Precautions, Safety Committee, Emergency Team, Medical Team Leader, School Nurse Association (district, NH, and National), President of SAU School Nurse Assoc., Athletics/Medical/Interagency/Comm, Make-A-Wish, Special Olympics Medical Volunteer, Professional Workshops Attended  
 Classroom / Staff Presentations: 4

<b>SCREENINGS:</b>	<b>#'s</b>	<b>RECHECKED</b>	<b>REFERRED</b>
Vision	<b>220</b>	<b>7</b>	<b>36</b>
Hearing	<b>200</b>	<b>2</b>	<b>2</b>
Height	<b>382</b>	<b>0</b>	<b>0</b>
Weight	<b>382</b>	<b>0</b>	<b>0</b>
Blood Pressure	<b>190</b>	<b>90</b>	<b>4</b>
Dental	<b>1</b>	<b>0</b>	<b>1</b>
Respiratory	<b>144</b>	<b>24</b>	<b>14</b>
Appendicitis	<b>1</b>	<b>0</b>	<b>1</b>
Concussion	<b>37</b>	<b>37</b>	<b>37</b>

**COMMUNICABLE DISEASES:**

Pediculosis exams/dismissal	3/3	Chicken Pox/Shingles	0/0
Conjunctivitis	1	Mononucleosis	6
Strep Throat	7	Ringworm/Staph	1/1
Pertussis	1	Meningitis (viral)	0
Lyme Tick Disease	1	Bacterial Pneumonia	0

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

**PEMBROKE SCHOOL DISTRICT**

***THREE RIVERS SCHOOL  
SCHOOL HEALTH SERVICES  
2016-2017***

**VISITS TO THE NURSING OFFICE**

<b>Illness</b> event:	1450
<b>Injury</b> event	342
<b>Management</b> (phone calls, in school collaboration etc):	688
<b>Medication</b> doses administered (prescription and over the counter):	2437
<b>Other Health:</b> (assessment, self-care, nutrition, etc):	892
<b>Screenings</b> (height, weight, hearing, vision, pediculosis):	728
<b>Treatments:</b> (blood glucose monitoring etc.):	326

**Other Nursing Involvement:**

**Classroom presentations:** I taught in some health education classes for 5<sup>th</sup> and 6<sup>th</sup> grade students (head lice, growth and development, the role of the school nurse).

**Committees/team:**

- \*Education Association of Pembroke
- \*New Hampshire School Nurse Association
- \*Pembroke District safety committee
- \*School Nurse Student Health Association
- \*TRS safety team
- \*TRS student assistance team
- \*TRS unified arts team

**Other professional:** I regularly attended IEP meetings, special education referral meetings, staff meetings, and student assistance meetings. I am CPR certified and have participated in professional development courses and conferences. I regularly review student compliance with immunization requirements and completed the NH Student Immunization Status annual report. During this school year, I worked with the Pembroke Welfare Department (Christmas Program) and Lens Crafters (to assist with getting glasses to students in need). This is my fourth consecutive year being the nurse/chaperone for the 8th grade trip to Washington, D.C.

I continue to enjoy being a school nurse at Three Rivers School and being a part of the Pembroke School District.

Respectfully submitted,

Mary Newton RN, MSN

**PEMBROKE SCHOOL DISTRICT**

**Annual School Health Services Report  
Pembroke Hill School  
2016 – 2017**

**Total active students at end of 2016-2017 school year – 240**

**Total active TLC students at the end of 2016-2017 school year – 24**

**Health Screenings:**

	<u>Initial Screening</u>	<u>Referral</u>	<u>Rechecks</u>
Vision	239	4	6
Hearing	241	8	44
Height/Weight	241	50	0

Inactive students who were screened before leaving PSD: 5

Inactive students who were referred before leaving PSD: N/A

Nursing Assessment/Treatment for Illness/Injury and/or Health Counseling:  
2,570 total visits

Medications Administered: 1,190

Individual Health Care Plans written: 10

TLC: 24 students total (combined a.m. and p.m. classes)  
Student health office visits - 17  
Student medications administered - 0

**Educational activities:**

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

Staff Presentations, Universal Precautions: 1

Bulletin Boards: 10

## **PEMBROKE SCHOOL DISTRICT**

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

I had many parent conferences in person and by phone, and conferences with health care providers. I participated in 504 and IEP intervention meetings. I coordinated the Granite State Fit Kids program for the 4<sup>th</sup> grade classes. I participated in the School Absenteeism/Influenza-like-illness reporting program for the NH DHHS. I completed and submitted the annual NH Student Immunization Status report. I was the Sick Bank Chairperson. I organized the Give Kids a Smile program in February of this year as well as the Ronald McDonald Care Mobile of NH in October and May. I am a Hill School representative to the Joint Management Committee.

Respectfully submitted,

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

**PEMBROKE SCHOOL DISTRICT**

**SCHOOL HEALTH SERVICES FOR  
PEMBROKE VILLAGE SCHOOL  
2016-2017**

<b>SCREENINGS</b>	<b>SCREENING</b>	<b>RECHECK</b>	<b>REFERRED</b>
Vision	148	13	6
Hearing	148	10	5
Blood Pressure students and staff	12	0	0
Height & Weight	135	20	4
Dental	0	0	0
Nursing Assessment/Treatment for Illness/Injury and or health counseling:			3221
Medications/Treatments Administered			1058
Home Visits			0

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

Respectfully Submitted,

Kathleen Mayer RN, BSN  
School Nurse  
Pembroke Village School



**PEMBROKE SCHOOL DISTRICT  
PEMBROKE ACADEMY 2017 GRADUATES**

**Allenstown**

Boyce, Hunter T.  
Brown IV, Charles L.  
Buote, Cassandra R.  
Cairns, Christopher J.  
Caporale, Amanda J.  
Chanphoungun, Alraya A.  
Chatterton, Paige G.  
Chouinard, Kali, A.  
Colby, Nicholas D.  
Collins, Erin M.  
Connolly, Briana E.  
Cranshaw, Kacey L.  
Doucet, Adrienne T.  
Doucet, John N.  
Engelhardt, Tristin M.  
Gagnon, Nicholas J.  
Gardner, Tyler R.  
Gerrish, Matthew J.  
Giannini, Lianna J.  
Gingras, Haley M.  
Gilligan, Emalee R.  
Glover, Jacob M.  
Hadley, Karly A.  
Horn, Nicole M.  
Koehler, Tae'h L.  
LaSalle, Jonathan M.  
Lavigne, Keith B.  
Lembo, Makayla M.  
Mailhot, Alex P.  
McLaughlin, Amy R.  
Paquin, Quinton S.  
Plumpton, Kayley E.  
Roy, Brenden J.  
Roy, Katlynn M.  
St. Germain, Katelyn R.

**Chichester**

Ardine, Sierra  
Barker, Kennis E.  
Biron, Alexandra  
Cavanaugh, Patrick M.  
Collins, Brianna  
Daniels, John R.  
Drouse, Killian J.  
Friel, Alise

Hanna, Christian M.  
Hanna, Nicholas K.  
Hubbard, Meghan K.  
Hubbard, Taylor J.  
Justin, Colby M.  
Lavery, Corey  
McCrea, Justin P.  
Marston, Ryley J.  
Merrill, Eric R.  
Moyer, Owen W.  
Nadeau, Julia M.  
Preve, Hunter R.  
Ricker, Devyn M.  
White, Veronica V.  
York, Emma R.

**Epsom**

Arvanitis, Christopher R.  
Auger, Cody S.  
Bachand, Jonathan M.  
Brown, Hunter B.  
Carignan, Emily M.  
Daneault, Treyvor J.  
Davis, Derek D.  
Dietz, Ashleigh N.  
Drew, Rebecca L.  
Foss, Ashley R.  
Gagnon, Aaron J.  
Graham, Lauren L.  
Graham, McKenna S.  
Griggs, Robert W.  
Hussey, Jonathan E.  
Kelsea, Samantha R.  
Labrecque, Matthew J.  
Ladd, Derek E.  
Landry, Savannah A.  
Lavigne, Aubrey R.  
LeBlanc, Mackenzie E.  
Letendre, Kendra M.  
Locke, Christian J.  
Locke, Connor T.  
Marston, Emily A.  
Mitchell, Sabrina M.  
Murchison, Christian N.  
O'Brien, Daniel P.  
Perry, Rebecca L.

Rowe, Trevor D.  
Therrien, Alyson A.  
Thompson, Kaitlyn M.  
Tirone, Nicole F.  
Tremblay, Megan A.  
Wirchansky, Michael D.  
Woodside, Erin C.

**Hooksett**

Duhaime, Samuel C.  
Gurung, Rupesh C.  
Hooker, Benjamin A.

**Pembroke**

Baker, Katie A.  
Bartlett, Lucas L.  
Baum, Jessica L.  
Beevers, Colton K.  
Bjornberg, Jared D.  
Bardier, Casey T.  
Braley, Gvin A.  
Brasley, Danyelle E.  
Breton, Mayzi R.  
Browne, Joseph R.  
Byrne, Julia M.  
Campbell Alyssa L.  
Chadwick, Joseph K.  
Christie, Lauren E.  
Cooper, Meghan K.  
Desrosiers, Kayli R.  
Dion, Glenn E.  
Donovan, Nicholas E.  
Dow, Jayden S.  
Driscoll, Julia M.  
Dumas, Cade G.  
Duquette, Austin J.  
Duval, Chase A.  
Ebel, Jariah A.  
Finch, Ciarra C.  
Fischer, Allison R.  
Fisher, Quinn M.  
Gage, Jenna M.  
Gagne, Emma K.  
Gauss, Meghan M.  
Gilbert, Alyssa R.  
Gilbert, Lily H.

## PEMBROKE SCHOOL DISTRICT

Girard, Sarah M.  
Holland, Kelsey N.  
Hollis, John B.  
Hurley, Sailor M.  
Jawidzik, Alexis J.  
Jeski, Nadine T.  
Johnson, Brooke, C.  
Lacey, Cody J.  
Laudani, Mark J.  
LeMay, Dana N.  
Lemieux, Elizabeth K.  
Lessard, Allison M.  
Locke, Nicholas J.  
Lorden, Andrew C.  
Malachi, Jordan N.  
Mantone, Michael A.  
Mapes, Casey L.  
McMahon, Kaylee N.  
Mitchell, Jonah T.  
Mullen, Timothy L.  
Nafranowicz, Victoria G.  
Nelson, Holly J.

O'Brien, Tamara E.  
O'Donnell Jr., Daryl E.  
Pandolfi, Jared A.  
Pettigrew, Mackenzie H.  
Phillips, Jacob A.  
Plante, Matthew P.  
Putnam Maxavier W.  
Sayed, Mazin W.  
Schoeller, Holly L.  
Schoeller, Jason M.  
Schoeller, Lauren E.  
Schoeller, Steven J.  
Songen, Kaely L.  
Sporcic, Cole C.  
St. Germain, Jason R.  
St. Onge, Kaely L.  
Stevens, Kateline R.  
Thurston, Amber N.  
Trexler, Alexis L.  
Wallis, Adrienne V.  
Wheeler, Tianna M.  
Wright, Garrett P.



**PEMBROKE SCHOOL DISTRICT**

**THREE RIVERS SCHOOL 2017 GRADUATES**

**Karley Ayers  
Bailey Baril  
Cove Boucher  
Sophia Brasley  
Hannah Brown  
Dylan Busick  
Casey Call  
Matthew Carter  
Tyler Chaput  
Tyler Cormier  
Jakob Cozad  
Keelin Cripps  
Chase Culberson  
Christian Curcio  
Jake Darcy  
Jarod Denis  
Jack Descoteaux  
Julia Dion  
Preston Dion-Duval  
Samuel Donovan  
Jason Dow, Jr.  
Connor Dumas  
Traevon Duncan  
James Dupuis  
Harley Dyer  
Lucas Escabi  
Lucy Frost  
Laura Gamelin**

**Michael Gangi, Jr.  
Elizabeth Gott  
Riley Hammond  
Margaret Harrington  
Alyana Hillsgrove  
Lily Holden-Kersch  
Haleigh Jawidzik  
Aleesha Jordan  
Troy Kenneson  
Scott LaChance II  
Hailie Learned  
Maxwell Lemaire  
Morgan Loomis  
Sydney Malachi  
Hailey Malo  
Aidan McCann  
Mason Montana  
Dean Monterio, Jr.  
Nicole Nedeau  
Lily Nowe  
Emily Palleschi  
Emma Parker  
Spencer Paulsen  
Michael Perkins  
Patrick Phillips  
Caleb Pinter  
Rene Pinter  
Corinna Plourde**

**Haevyn Proulx  
Nathaniel Quinn  
Faith Regnier  
Finn Riccio  
Perrin Rienert  
Tucker Rienert  
Hailey Rivard  
Caleb Roach  
Jared Roberts  
Brandon Rodrique  
Tyler Rollston  
Peter Rosado  
Dylan Salmon  
Garrett Severance  
Lauren Simmons  
Joseph Songen  
Benjamin Sporcic  
Emily St. Onge  
Savannah Stewartson  
Breahna Swart  
Isabella Trexler  
Livia Tyler  
Glenn Vodra  
Elyza Weingartner  
Emily Weldon  
Matthew Willey  
Nathan Wood**

**2018**

**TOWN MEETING  
WARRANT**

**AND**

**PROPOSED  
TOWN BUDGET**

**2018**

**SCHOOL DISTRICT  
WARRANT**

**AND**

**PROPOSED  
SCHOOL  
BUDGET**

**THE STATE OF NEW HAMPSHIRE**

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

You are hereby notified to meet at the Pembroke Three Rivers School in said District on the 13th day of  
March, 2018 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 one (1) member of the School Board for the ensuing three years.
4. To choose a Treasurer for the ensuing year.

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 \_\_ day of February, 2018.

Daniel Driscoll, Chair  
Patricia Nardone-Boucher  
Thomas Serafin  
David Doherty  
Clint Hanson  
PEMBROKE SCHOOL BOARD

A True Copy of Warrant - Attest

Daniel Driscoll, Chair  
Patricia Nardone-Boucher  
Thomas Serafin  
David Doherty  
Clint Hanson  
PEMBROKE SCHOOL BOARD

The 2018-19 School District  
Warrant and MS-27 were not  
available at the time of printing.

Copies will be available at the  
Annual Meeting.

**TOWN HALL AND OFFICES WILL BE CLOSED**



New Year's Day - January 1, 2018  
 Martin Luther King/Civil Rights Day – January 15, 2018  
 Presidents' Day – February 19, 2018  
 Memorial Day – May 28, 2018  
 Independence Day – July 4, 2018  
 Labor Day – September 3, 2018  
 Columbus Day – October 8, 2018  
 Veteran's Day – November 12, 2018  
 Thanksgiving – November 22 & 23, 2018  
 Christmas – December 25, 2018

**2018 Pembroke Curbside Pickup Holiday Schedule**

Regular Pickup Date	Holiday	Holiday Pickup Date
MON 01/15/18	MLK Jr./Civil Rights Day	TUES 01/16/18
MON 02/19/18	President's Day	TUES 02/20/18
MON 05/28/18	Memorial Day	TUES 05/29/18
WED 07/04/18	Independence Day	THUR 7/5/18 (Double - WED & THUR)
MON 09/03/18	Labor Day	TUES 09/04/18
MON 10/08/18	Columbus Day	TUES 10/9/18
MON 11/12/18	Veteran's Day	TUES 11/13/18
THUR 11/22/18	Thanksgiving Day	MON 11/26/18 (Double - THUR & MON)
FRI 11/23/18	Day After Thanksgiving	TUES 11/27/18
N/A	Christmas Day	N/A
N/A	New Year's Day	N/A
MON 01/21/19	MLK Jr./Civil Rights Day	TUES 01/22/19
MON 02/18/19	President's Day	TUES 02/19/19

**2018 Pembroke Spring Cleanup Schedule**

Your Trash Pickup Day	Your Spring Cleanup Week
Monday	April 9 through April 13
Wednesday	April 9 through April 13
Thursday	April 16 through April 20
Friday	April 16 through April 20

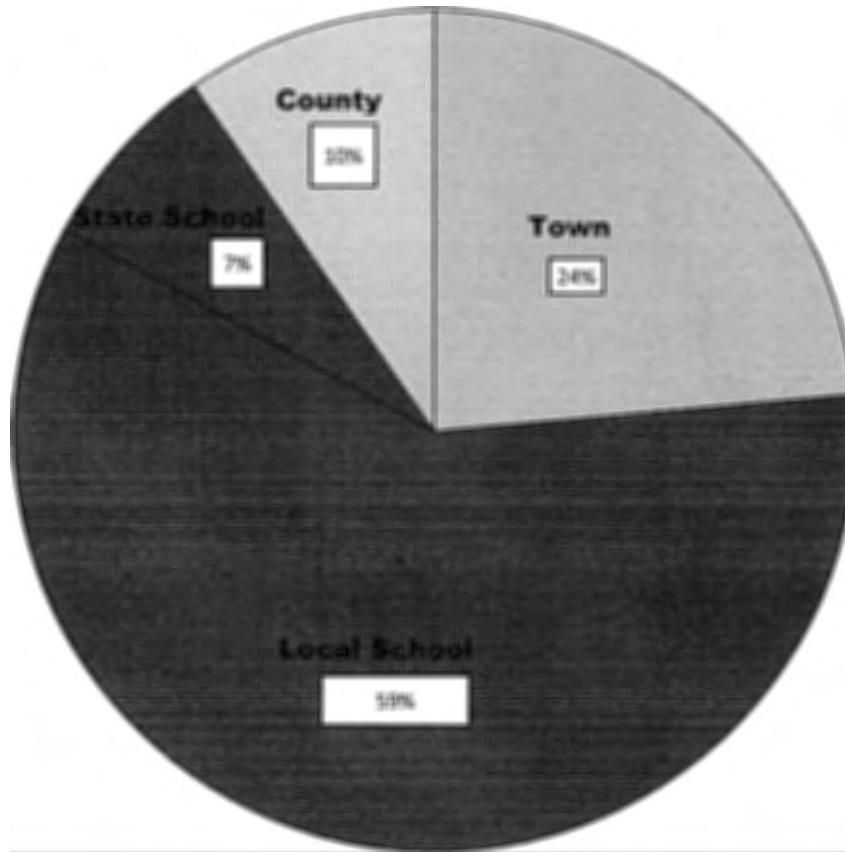
\*Please have yard waste out at the beginning of your week  
 \*Feel free to cut this schedule out and keep for your reference

**2018 Pembroke Transfer Station Closings**

Old Home Day (August 25, 2018)  
 Transfer Station's Normal Hours are:  
 Tuesdays & Saturdays 7:30 am – 3:30 pm  
 Closed Tuesday Christmas Day 12/25/18  
 And Tuesday New Year's Day 1/1/19



**TOWN OF PEMBROKE  
2017 TAX RATE  
\$29.76**



■ Town Rate \$6.93	■ Local School Rate \$17.81
■ State School Rate \$2.16	■ County Rate \$2.86

Join a Town board or committee and help to make a difference!

