AGENDA
BOARD OF SELECTMEN
February 21, 2024 AT 6:30 PM
Pembroke Town Hall, Paulsen Room

I. CALL TO ORDER

II. CITIZEN COMMENT

III. SCHEDULED MEETINGS:

a. Muriel Previe – Update Welfare Assistance guidelines
b. VJ Ranfos – 11 Kimball Street
c. Public Hearing – Ambulance Special Revenue Fund and discussion of warrant articles

IV. OLD BUSINESS:

V. NEW BUSINESS:

a. 2024 Tax Deed Listing
b. Letter of credit approval Phase II San Ken Homes
c. Acceptance of State MS-737 Form
d. Approve 2024 Warrant for posting
e. Manifest/Abatements
f. Minutes 2/7/24

VI. TOWN ADMINISTRATOR REPORT

VII. COMMITTEE REPORTS

VIII. OTHER/CITIZEN COMMENT

IX. ADJOURN

General Assistance Update

RSA 165:1 Who is Entitled: Local Responsibility

Whenever a person in any town is poor and unable to support himself, he shall be relieved and maintained by the overseer 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 21:6a

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During Covid-19 local welfare saw a dramatic decrease in persons applying for assistance due to several factors. A moratorium had been placed on evictions and electric and gas disconnects, and food stamp allotments were temporarily increased. For persons whose employment was impacted by the pandemic, which was pretty much everyone, the federal government funded the **Emergency Rental Assistance Program (ERAP)** implemented by the Community Action Program whereby eligible individuals and families could receive up to eighteen months of rental and utilities assistance. For those individuals and families who were homeless, this program paid for their motel stays for those eighteen months and beyond. That program officially ended in October 2022, however, applications that had already been submitted were still being processed beyond that date. With those funds in place, landlords and tenants were relying on that assistance to pay for their rent and utilities thus alleviating the need to apply for welfare assistance.

The intent of the program was good, unfortunately, it set up some families for failure as it placed them in housing which was more than they could afford once they returned to employment status. Other families found themselves faced with eviction notices due to landlords wishing to make "renovations" and thus increase rents, at times nearly doubling the rent. As affordable housing became nearly impossible to find for families many found themselves homeless. With federal funds no longer available and no where else to turn, the number of welfare applicants has skyrocketed since May. And, per RSA 165, it is local welfare's responsibility to assist these families and individuals with a safe living environment, which can include a shelter referral if a shelter is available. However, due to the increase in homelessness, our shelters are always full. Homeless applicants are now placed on a waiting list or told to call daily to see if there is available space. With no shelter space available, Welfare is forced to place

eligible clients in motels. Yet, many motels are now refusing to accept welfare vouchers due to the fact that many suffered significant damage and loss when they housed so many homeless persons and families during Covid-19. I spent three hours on the phone trying to secure a motel room for an elderly couple last week calling all the way from Salem to Tilton. They were either full or would not accept a welfare voucher. As winter sets in, this situation will only get worse.

I have been spending countless hours dealing with landlords who have allowed their tenants to fall as much as six months in arrears before issuing them an Eviction Notice. Those Eviction Notices can amount to many thousands of dollars. (One family with five children owed more than $6,000 in rental arrearages.) If evicted these people have no where to go and it would be the Town's responsibility to put them up in a motel until they can secure safe, affordable housing, which would take many months. The deals I make with landlords and applicants does put some responsibility back on the tenants and landlords. Believe me, I do hold people accountable. I emphatically stress to landlords the importance of issuing Eviction Notices immediately when tenants fall even one month behind. They do no one favors by letting them slide on their rent payment. That education process also is time consuming as I sometimes have to explain to landlords how the entire welfare process works, both state and local.

An attorney from NH Legal Assistance addressed our Local Welfare Association meeting on September 21st and outlined in no uncertain terms the responsibilities of local welfare. Several cities and towns are not adhering to RSA165 and it is impacting all of us as local welfare is now being monitored closely for violations. It became necessary in March of this year for the legislature to pass **SB110** regarding residency. New Hampshire Local Welfare Administrators have always had an Ethics Policy prohibiting "dumping" clients in another town. This policy was not law...now it is. So, if someone walks through our front door looking for welfare assistance, no matter where they are from, we are obligated by law to assist. Other agencies who are also overwhelmed with the number of applicants are quick to tell people to go to your local welfare office, "they have to give you an application". Which, by law, they are right. However, the tone sets people up and several applicants have come in with hostile, negative attitudes which is neither fair to them nor the person at our front desk.

We were also told by Legal Assistance that the first time someone applies for local welfare we cannot hold them accountable for any money they had and have already spent. We have to render assistance based on the money they have at the time of application. We can, however, require them to use any future income to be applied to their basic living expenses, i.e., rent, electric, heat and food.

The prices of rents continue to increase and, although, we still have some affordable housing in Pembroke, more and more landlords are selling to out of state companies who are increasing their rents and forcing the working class tenants out. If an applicant can verify that they will be able to afford their rent going forward, I will assist with first month's or current month's rent, even if it is over our welfare allowable expense, in order to keep them housed.

Along those lines I have increased our Allowable Expenses Guidelines to reflect the current market values here in Pembroke. Yet, I know, in some cases, rents will exceed even these guidelines.

Respectfully submitted,

Muriel Previe, Welfare Director

TOWN OF PEMBROKE
WELFARE ASSISTANCE GUIDELINES

MONTHLY ALLOWABLE EXPENSES

Family Size	Shelter Allowance (Unheated/No Utilities)	Food (SNAP)	Maintenance & Hygiene
1	$1,100.00	$ 291.00	$65.00
2	* $1,300.00	$ 535.00	$70.00
3	$1,300.00	$ 766.00	$75.00
4	$1,500.00	$ 973.00	$80.00
5	$1,500.00	$1,155.00	$85.00
6	$1,600.00	$1,386.00	$90.00
7	$1,600.00	$1,532.00	$95.00
		(add $211.00 each add'l.)	

* This is for a 2 bedroom apartment. Under certain circumstances (i.e. husband and wife or same sex parent and child 3 years of age and under) the Town may apply the 1 bedroom rate as the allowable expense in determining eligibility.

Shelter rates are based on HUD fair market factors, or local market factors, whichever is less for the Town of Pembroke.

Food rates coincide with the State of NH SNAP allowances.

Heat and utilities are determined by the average rates for similar rental units and are subject to constant change. Only current actual usage is calculated as an allowable expense. Heating costs will not be an allowable expense from May 1st thru October 31st.

Updated October 2023
SNAP 10/23

OLD

TOWN OF PEMBROKE
WELFARE ASSISTANCE GUIDELINES

MONTHLY ALLOWABLE EXPENSES

Family Size	Shelter Allowance (Unheated/No Utilities)	Food (SNAP)	Maintenance & Hygiene
1	$ 950.00	$ 281.00	$55.00
2	* $1,200.00	$ 516.00	$60.00
3	$1,200.00	$ 740.00	$65.00
4	$1,200.00	$ 939.00	$70.00
5	$1,400.00	$1,116.00	$75.00
6	$1,400.00	$1,339.00	$80.00
7	$1,400.00	$1,480.00	$85.00
		(add $211.00 each add'l.)	

* This is for a 2 bedroom apartment. Under certain circumstances (i.e. husband and wife or same sex parent and child 3 years of age and under) the Town may apply the 1 bedroom rate as the allowable expense in determining eligibility.

Shelter rates are based on HUD fair market factors, or local market factors, whichever is less for the Town of Pembroke.

Food rates coincide with the State of NH SNAP allowances.

Heat and utilities are determined by the average rates for similar rental units and are subject to constant change. Only current actual usage is calculated as an allowable expense. Heating costs will not be an allowable expense from May 1st thru October 31st.

Updated June 2022
SNAP 10/22

DRAFT

ARTICLE 4- To see if the Town will vote to raise and appropriate the sum of $730,402 to purchase a new EV refuse truck with accessories and to further authorize the transfer of a sum not to exceed $100,000 from the Town Equipment Capital Reserve Fund to cover the Towns cost of 5%. The Town of Pembroke has applied for a grant through the State of NH DES which will provide approximately 95% reimbursement of the total cost. These funds are being made available as part of grant that was obtained by the State from the Volkswagen Environmental Mitigation Trust Fund/Granite State Clean Fleets. This warrant article is contingent upon receiving the funding from the State.

Recommended by the Board of Selectmen 4-0
Recommended by the Budget Committee 10-0

ARTICLE 5 – To see if the Town will vote to establish a Pembroke EMS Ambulance Fund pursuant to RSA 31:95-h I (b) to continue providing ambulance services for the Town of Pembroke. The money received from fees and charges for EMS/Ambulance services, shall be allowed to accumulate from year to year and shall not be part of the Town's General Fund unreserved fund balances. All expenditures related to this fund shall be for payroll and operational expenses associated with continuing to provide an ambulance service to the community. The Town Treasurer shall have custody of all monies in the fund, and shall pay out the same only upon the order of the Board of Selectmen, and no further approval is required by the legislative body to expend. Such funds may be expended only for the purpose for which the fund was created. This fund will replace the Tri Town EMS Intermunicipal fund that was created in March 17, 2012 which will be dissolved due to the Town of Allenstown cancelling the intermunicipal agreement/contract for joint ambulance services with Pembroke which is effective July 1, 2024. Any funds remaining in the previously established fund from 2012 will not be transferred to either Town until the dissolution is complete and the financial records have been audited by a certified public accounting firm.

Recommended by the Board of Selectmen 5-0

ARTICLE 6 – Shall the town Vote to Modify Chapter 138, Article IV of the Pembroke Town Code, entitled Elderly Exemptions under the provisions of RSA 72:39-a for elderly exemption from property tax in Pembroke, based on assessed value, for qualified taxpayers, to be as follows: for a person 65 years of age up to 74 years, $47,250; for a person 75 years of age up to 79 years, $87,750; for a person 80 years of age or older $168,750. To qualify, the person must have been a New Hampshire resident for at least the last 3 consecutive years, own the real estate individually or jointly, or if the real estate is owned by such person's spouse, they must have been married to each other for at least the last 5 consecutive years. In addition, the taxpayer must have a net income of not more than $28,407 or, if married, a combined net income of less than $40,667; and own net assets not in excess of $45,000 excluding the value of the person's residence.

Recommended by the Board of Selectmen 5-0
Recommended by the Budget Committee 10-0

ARTICLE 7 – To see if the Town will vote to raise and appropriate the Budget Committee's recommended amount of $11,624,396 for the 2024 municipal operating budget, not including appropriations by special warrant articles and other appropriations voted separately.

Recommended by the Board of Selectmen 5-0
Recommended by the Budget Committee 10-0

ARTICLE 8 – To see if the Town will vote to raise and appropriate the sum of $845,500 to be deposited into the following Capital Reserve Funds established as indicated below:

NAME	PROPERTY ADDRESS	MAILING ADDRESS	AMOUNT DUE THROUGH 5/3/2024	MAP/LOT
Tax Deed date is May 3, 2024				
Stacy Amyot/Jodi Boisvert (3)	78-19 Sheep Davis Road Pembroke, NH 03275	78-19 Sheep Davis Road Pembroke, NH 03275	504.55	632-11-119
William Boutillier (3)	235-4 Dearborn Road Pembroke, NH 03275	235-4 Dearborn Road Pembroke, NH 03275	112.21	266-76-104
Daniel and Kristen Brien	308 Pembroke Street Pembroke, NH 03275	308 Pembroke Street Pembroke, NH 03275	7,512.33	565-4
John Paul Bullock	97 Glass Street Pembroke, NH 03275	97 Glass Street Pembroke, NH 03275	11,544.33	VE-196
Raylene Cable (3)	663-4 Thompson Road Pembroke, NH 03275	663-4 Thompson Road Pembroke, NH 03275	629.09	870-26-A-4
Wendy Cray (3)	78-8 Sheep Davis Road Pembroke, NH 03275	78-8 Sheep Davis Road Pembroke, NH 03275	687.15	632-11-108
Zachary & Elise Dumas	563 Pembroke Street Pembroke, NH 03275	563 Pembroke Street Pembroke, NH 03275	3,132.07	563-16
Shawn & Tracey Feeley (2)	615-48 Route 28 Pembroke, NH 03275	3622 Copenhagen St Sarasota, FL 34234-5414	76.50	870-20-L48
Stephen Fisher	721 Eley Lane Pembroke, NH 03275	721 Eley Lane Pembroke, NH 03275	4,334.13	561-70
Jose Herrera (2)	615-40 Route 28 Pembroke, NH 03275	128 Brooks Street #2 West Boston, MA 02128-1648	123.67	870-20-L40
Nicholas Julian (3)	235-3 Dearborn Road Pembroke NH 03275	235-3 Dearborn Road Pembroke NH 03275	679.65	266-76-103

Richard Mabie	408 Elm Street Pembroke, NH 03275	408 Elm Street Pembroke, NH 03275	1,353.66	565-113
Bruce and Katherine Mcalister	41 Donna Drive Pembroke, NH 03275	41 Donna Drive Pembroke, NH 03275	8,872.54	565-81-8
Brian and Heather Mudgett (3)	668-1A Thompson Road Pembroke, NH 03275	664 Thompson Road #1 Pembroke, NH 03275	337.84	870-33-1
Heather Mudgett	668 Thompson Road Pembroke, NH 03275	664 Thompson Road #1 Pembroke, NH 03275	3,280.56	870-33
Heather Mudgett (3)	668-2A Thompson Road Pembroke, NH 03275	664 Thompson Road #1 Pembroke, NH 03275	444.20	870-33-2
Heather and Brian Mudgett	664 Thompson Road Pembroke, NH 03275	664 Thompson Road #1 Pembroke, NH 03275	7,997.11	870-32-1
Owners Unknown (1)	Broadway Pembroke, NH 03275	311 Pembroke Street Pembroke, NH 03275	203.23	VE-15-1
Owners Unknown (1)	Pembroke Street	311 Pembroke Street Pembroke, NH 03275	247.62	266-27-2
Owners Unknown (1)	Main Street Pembroke, NH 03275	311 Pembroke Street Pembroke, NH 03275	145.84	VW-114-1
Sandy Pauliks (3)	222 Friendship Ave Pembroke, NH 03275	222 Friendship Ave Pembroke, NH 03275	762.36	870-32-U22
Daniel & Kayla Scouler (2)	615-45 Route 28 Pembroke, NH 03275	1535 Main Street #301 Tweksbury, MA 01876	70.00	870-20-L45
Andrea Smith	629-635 Fourth Range Road Pembroke, NH 03275	310 Beacon Hill Road Pembroke, NH 03275	791.19	561-112-1

THC Realty Trust (1) Elliot Konner Trustee	Main Street Pembroke, NH 03275	PO Box 10545 Bedford, NH 03110-0545	2,135.24	VE-179-2
Lance Tremblay	307-2 Dearborn Road Pembroke, NH 03275	34 Dover Street Manchester, NH 03102	237.57	266-73
Webster Falls Inc (1)	Mills Fall Off Pembroke, NH 03275	116 So River Road Bldg A Bedford, NH 03110	223.81	VE-179-1

(1) Deed issues or potential contaminated land
(2) Campers on Rt 28 across from Buck Street
(3) Mobile Homes

2/14/2024

TOWN OF PEMBROKE

Town Hall ~ 311 Pembroke Street, Pembroke, New Hampshire 03275 Tel: 603-485-4747

To: Board of Selectmen
From: Carolyn Cronin, Town Planner
Date: February 9, 2024
Re: Letter of credit for Phase II Roadway and Site Restoration, San Ken Homes Subdivision

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The office received the attached letter of credit for completion of the roadway and site restoration for Phase II (remainder of Blane Circle).

The town requires a road bond in place to ensure that the roads are completed to Town spec and in accordance with the approved plan. The town requires a site bond in place to ensure that any disturbed ground is stabilized in the event the project is abandoned.

The site estimate was prepared by the Town Engineer on July 12, 2023 and approved by the Planning Board on July 25, 2023. The road estimate was prepared by the Town Engineer on August 18, 2023 and approved by the Planning Board on September 12, 2023. Once the applicant secures a letter of credit in the approved amount, the Board of Selectmen vote to accept the bond, thereby holding the money until the completion of the work.

The letter of credit was received on November 16, 2023. Work is anticipated to begin on Phase II this spring.

Staff recommends that the Board of Selectmen accept the letter of credit in the amount of $581,913 as prepared by the Town Engineer and approved by the Planning Board.

Suggested motion:
_____ made a motion to accept the Site Restoration and Roadway Completion Bond for Phase 2 (remainder of Blane Circle) in the amount of $581,913.

bank prov.

RECEIVED

NOV 15 2023

TOWN OF PEMBROKE
PLANNING DEPT.

November 15, 2023

Carolyn Cronin, Town Planner
Town of Pembroke
311 Pembroke Street
Pembroke, NH 03275

RE: San-Ken Homes, LLC - 4th Range Road Cluster Development, Pembroke, NH 03275

Dear Carolyn,

Enclosed you will find the new letter of credit for $581,913 which combines the road construction and erosion control portions required.

Also enclosed is the renewal of the existing letter of credit of $196,900 for an additional year through September 19, 2024.

If you have questions please call me directly at (603) 661-8056

Charles A. Barrett
Senior Vice President

Bankprov
25 Maplewood Avenue
Portsmouth, NH 03801

bank prov.

NOV 16 2023

November 1, 2023

Town of Pembroke
Attn: Planning Board
311 Pembroke Street
Pembroke, NH 03275

Re: IRREVOCABLE LETTER OF CREDIT 2023-102
IN THE PRINCIPAL SUM OF $581,913.00
Project: 4th Range Road Cluster Development Pembroke, NEW HAMPSHIRE
Customer: San-Ken Homes, Inc.

Dear Sir or Madam:

Upon the application of our customer, San-Ken Homes, Inc. of 586 Turnpike Road, New Ipswich, NH 03071, BankProv f/k/a The Provident Bank a Massachusetts Savings Bank, hereby extends and issues this irrevocable obligation #2023-102 to honor any and all documentary demands for payments and drafts drawn upon this Bank and signed by at least three (3) Selectmen of the Pembroke Board of Selectmen in any amount not to exceed $581,913.00 (Five hundred eighty-one thousand nine hundred thirteen and 00/100 Dollars).

BankProv f/k/a The Provident Bank. will honor any and all demands for payments and drafts drawn upon this Bank and signed by at least three (3) Selectmen of the Pembroke Board of Selectmen in any amount not to exceed $581,913.00 (Five hundred eighty-one thousand nine hundred thirteen and 00/100 Dollars), provided that each draft is accompanied by a documentary demand for payment containing a statement in substantially the following form:

"This demand for payment is made under the terms of an Irrevocable Letter of Credit #2023-102 issued by BankProv f/k/a The Provident Bank. on November 1, 2023, in the principal sum of $581,913.00 (Five hundred eighty-one thousand nine hundred thirteen and 00/100 Dollars). We the undersigned Selectmen, do hereby certify that San-Ken Homes, Inc. of 586 Turnpike Road, New Ipswich, NH 03071, has failed to complete the roadway and required improvements for Blane Circle – Phase as required by the Pembroke Planning Board Memorandum of May 26, 2022. Phase I includes Blane Circle from 4th Range Road to about Station 17+00 and Blane Circle from Grady Lane (Station 34+00) to Blane Circle at Station 42+50. Total length of roadway included in Phase I is 2,550 and as shown on the approved Subdivision Plan dated 9/22/2020 and recorded at the Merrimack County Registry of Deeds as Plan #202100004746, or as described in the minutes of meetings or other documents comprising the file of the 9/22/20 meeting of the Pembroke Planning Board related to this matter."

The funds so forwarded to the Treasurer, Town of Pembroke shall be exclusively for the purpose of completing the Erosion Control Requirements (Phase I) and/or other improvements as shown on the subdivision plan referenced above or as described in the minutes of meetings or other documents comprising the file of the Pembroke Planning Board, which are guaranteed by this Letter of Credit. Any funds not needed by the Town of Pembroke to complete the required improvements shall be returned to

BankProv f/k/a The Provident Bank. This Irrevocable Letter of Credit #2023-102 shall expire on November 1, 2024.

It is agreed and understood by the issuer of this Letter of Credit that it shall be issued for a period of no more than twelve (12) months. If all improvements guaranteed by this Letter of Credit are not completed by November 1, 2024, and if a certificate indicating completion of all improvements has not been issued by the Director of Public Works for the Town of Pembroke then this Letter of Credit shall be automatically considered to have been called. Without further action of the Town of Pembroke or its Planning Board, the amount of $581,913.00, less any amounts then previously partially released, shall forthwith be forwarded, in the form of a check, to the Treasurer of the Town of Pembroke. The funds so forwarded by BankProv f/k/a The Provident Bank to the town Treasurer shall be used exclusively for the purpose of completing the improvements which are guaranteed by this Letter of Credit. Any funds not needed by the Town to complete improvements required by the subdivision plan referred to above shall be returned to The Provident Bank.

This Letter of Credit is neither assignable nor transferable without the written consent of the Issuer.

Except as otherwise expressly stated herein, this Letter of Credit is subject to the "Uniform Customs and Practice for Documentary Credits (1993 Revision) International Chamber of Commerce Publication No. 500" and is also subject to "Article 5 of the Uniform Commercial Code, RSA 382-A:5." In the event of any conflict between said Publication No. 500 and said Article 5, Article 5 shall control.

We hereby undertake and guaranty that all requests for payments made in compliance with this credit shall be paid upon presentment.

BankProv f/k/a The Provident Bank

Charles Barrett
SVP Director of Construction Lending

Agreed and Assented to:

San-Ken Homes, Inc.

Kenneth Lehtonen II, President

New Hampshire
Department of
Revenue Administration

2024
MS-737

DRAFT
PROPOSED BUDGET NOT FINALIZED
THIS COPY FOR REVIEW PURPOSES ONLY

Proposed Budget

Pembroke

If you have recently made changes to your proposed warrant articles, you must click the "View/Calculate" button at the bottom of the budget tab in the portal to ensure that the values in this report have been updated.

DRAFT

THIS IS A DRAFT REPORT FOR REVIEW PURPOSES ONLY
THE PROPOSED BUDGET PROCESS MUST BE COMPLETED IN
THE TAX RATE SETTING PORTAL BEFORE A FINAL REPORT
CAN BE GENERATED FOR THE PURPOSES OF CERTIFICATION
AND PUBLIC POSTING

For assistance please contact:
NH DRA Municipal and Property Division
(603) 230-5090
http://www.revenue.nh.gov/mun-prop/

Appropriations

Account	Purpose	Article	Actual Expenditures for period ending 12/31/2023	Appropriations for period ending 12/31/2023	Selectmen's Appropriations for period ending 12/31/2024 (Recommended)	Selectmen's Appropriations for period ending 12/31/2024 (Not Recommended)	Budget Committee's Appropriations for period ending 12/31/2024 (Recommended)	Budget Committee's Appropriations for period ending 12/31/2024 (Not Recommended)
General Government								
4130	Executive	07	$383,805	$409,484	$423,702	$0	$423,702	$0
4140	Election, Registration, and Vital Statistics	07	$214,052	$224,968	$255,088	$0	$255,088	$0
4150	Financial Administration	07	$41,599	$47,395	$49,193	$0	$49,193	$0
4152	Property Assessment	07	$77,800	$61,000	$65,000	$0	$65,000	$0
4153	Legal Expense	07	$34,104	$75,000	$55,000	$0	$55,000	$0
4155	Personnel Administration		$0	$0	$0	$0	$0	$0
4191	Planning and Zoning	07	$299,840	$309,499	$334,304	$0	$334,304	$0
4194	General Government Buildings	07	$119,619	$132,345	$131,058	$0	$131,058	$0
4195	Cemeteries	07	$36,752	$37,830	$40,180	$0	$40,180	$0
4196	Insurance Not Otherwise Allocated	07	$154,797	$156,798	$185,088	$0	$185,088	$0
4197	Advertising and Regional Associations		$0	$0	$0	$0	$0	$0
4198	Contingency		$0	$0	$0	$0	$0	$0
4199	Other General Government		$0	$0	$0	$0	$0	$0
	General Government Subtotal		**$1,362,368**	**$1,454,319**	**$1,538,613**	**$0**	**$1,538,613**	**$0**
Public Safety								
4210	Police	07	$1,651,325	$2,022,950	$2,226,591	$0	$2,226,591	$0
4215	Ambulances	07	$149,358	$149,358	$658,788	$0	$658,788	$0
4220	Fire	07	$336,006	$437,172	$444,669	$0	$444,669	$0
4240	Building Inspection		$0	$0	$0	$0	$0	$0
4290	Emergency Management	07	$3,589	$5,880	$5,880	$0	$5,880	$0
4299	Other Public Safety	07	$29,639	$29,984	$29,984	$0	$29,984	$0
	Public Safety Subtotal		**$2,169,917**	**$2,645,344**	**$3,365,912**	**$0**	**$3,365,912**	**$0**

Appropriations

Account	Purpose	Article	Actual Expenditures for period ending 12/31/2023	Appropriations for period ending 12/31/2023	Selectmen's Appropriations for period ending 12/31/2024 (Recommended)	Selectmen's Appropriations for period ending 12/31/2024 (Not Recommended)	Budget Committee's Appropriations for period ending 12/31/2024 (Recommended)	Budget Committee's Appropriations for period ending 12/31/2024 (Not Recommended)
Airport/Aviation Center								
4301	Airport Administration		$0	$0	$0	$0	$0	$0
4302	Airport Operations		$0	$0	$0	$0	$0	$0
4309	Other Airport		$0	$0	$0	$0	$0	$0
	Airport/Aviation Center Subtotal		**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Highways and Streets								
4311	Highway Administration		$0	$0	$0	$0	$0	$0
4312	Highways and Streets	07	$1,292,513	$1,334,346	$1,468,861	$0	$1,468,861	$0
4313	Bridges		$0	$0	$0	$0	$0	$0
4316	Street Lighting	07	$12,404	$19,000	$19,000	$0	$19,000	$0
4319	Other Highway, Streets, and Bridges	07	$2,707	$25,000	$15,000	$0	$15,000	$0
	Highways and Streets Subtotal		**$1,307,624**	**$1,378,346**	**$1,502,861**	**$0**	**$1,502,861**	**$0**
Sanitation								
4321	Sanitation Administration		$0	$0	$0	$0	$0	$0
4323	Solid Waste Collection	07	$390,334	$472,250	$495,500	$0	$495,500	$0
4324	Solid Waste Disposal		$0	$0	$0	$0	$0	$0
4325	Solid Waste Facilities Clean-Up		$0	$0	$0	$0	$0	$0
4326	Sewage Collection and Disposal		$0	$0	$0	$0	$0	$0
4329	Other Sanitation		$0	$0	$0	$0	$0	$0
	Sanitation Subtotal		**$390,334**	**$472,250**	**$495,500**	**$0**	**$495,500**	**$0**

Appropriations

Account	Purpose	Article	Actual Expenditures for period ending 12/31/2023	Appropriations for period ending 12/31/2023	Selectmen's Appropriations for period ending 12/31/2024 (Recommended)	Selectmen's Appropriations for period ending 12/31/2024 (Not Recommended)	Budget Committee's Appropriations for period ending 12/31/2024 (Recommended)	Budget Committee's Appropriations for period ending 12/31/2024 (Not Recommended)
Water Distribution and Treatment								
4331	Water Administration		$0	$0	$0	$0	$0	$0
4332	Water Services		$0	$0	$0	$0	$0	$0
4335	Water Treatment		$0	$0	$0	$0	$0	$0
4338	Water Conservation		$0	$0	$0	$0	$0	$0
4339	Other Water		$0	$0	$0	$0	$0	$0
	Water Distribution and Treatment Subtotal		**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Electric								
4351	Electric Administration		$0	$0	$0	$0	$0	$0
4352	Generation		$0	$0	$0	$0	$0	$0
4353	Purchase Costs		$0	$0	$0	$0	$0	$0
4354	Electric Equipment Maintenance		$0	$0	$0	$0	$0	$0
4359	Other Electric Costs		$0	$0	$0	$0	$0	$0
	Electric Subtotal		**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Health								
4411	Health Administration	07	$3,229	$3,380	$3,380	$0	$3,380	$0
4414	Pest Control		$0	$0	$0	$0	$0	$0
4415	Health Agencies and Hospitals	07	$21,000	$21,000	$21,000	$0	$21,000	$0
4419	Other Health		$0	$0	$0	$0	$0	$0
	Health Subtotal		**$24,229**	**$24,380**	**$24,380**	**$0**	**$24,380**	**$0**

Appropriations

Account	Purpose	Article	Actual Expenditures for period ending 12/31/2023	Appropriations for period ending 12/31/2023	Selectmen's Appropriations for period ending 12/31/2024 (Recommended)	Selectmen's Appropriations for period ending 12/31/2024 (Not Recommended)	Budget Committee's Appropriations for period ending 12/31/2024 (Recommended)	Budget Committee's Appropriations for period ending 12/31/2024 (Not Recommended)
Welfare								
4441	Welfare Administration	07	$61,348	$94,295	$42,534	$0	$42,534	$0
4442	Direct Assistance	07	$0	$0	$55,000	$0	$55,000	$0
4444	Intergovernmental Welfare Payments		$0	$0	$0	$0	$0	$0
4445	Vendor Payments		$0	$0	$0	$0	$0	$0
4449	Other Welfare		$0	$0	$0	$0	$0	$0
	Welfare Subtotal		**$61,348**	**$94,295**	**$97,534**	**$0**	**$97,534**	**$0**
Culture and Recreation								
4520	Parks and Recreation	07	$31,962	$36,214	$35,183	$0	$35,183	$0
4550	Library	07	$276,288	$276,288	$326,804	$0	$326,804	$0
4583	Patriotic Purposes	07	$500	$500	$500	$0	$500	$0
4589	Other Culture and Recreation	07	$5,523	$7,089	$7,089	$0	$7,089	$0
	Culture and Recreation Subtotal		**$314,273**	**$320,091**	**$369,576**	**$0**	**$369,576**	**$0**
Conservation and Development								
4611	Conservation Administation	07	$6,464	$7,000	$7,000	$0	$7,000	$0
4612	Purchase of Natural Resources		$0	$0	$0	$0	$0	$0
4619	Other Conservation		$0	$0	$0	$0	$0	$0
4631	Redevelopment and Housing Administration		$0	$0	$0	$0	$0	$0
4632	Other Redevelopment and Housing		$0	$0	$0	$0	$0	$0
4651	Economic Development Administration		$0	$0	$0	$0	$0	$0
4652	Economic Development	07	$0	$0	$355	$0	$355	$0
4659	Other Economic Development		$0	$355	$0	$0	$0	$0
	Conservation and Development Subtotal		**$6,464**	**$7,355**	**$7,355**	**$0**	**$7,355**	**$0**

Appropriations

Account	Purpose	Article	Actual Expenditures for period ending 12/31/2023	Appropriations for period ending 12/31/2023	Selectmen's Appropriations for period ending 12/31/2024 (Recommended)	Selectmen's Appropriations for period ending 12/31/2024 (Not Recommended)	Budget Committee's Appropriations for period ending 12/31/2024 (Recommended)	Budget Committee's Appropriations for period ending 12/31/2024 (Not Recommended)
Debt Service								
4711	Principal - Long Term Bonds, Notes, and Other Debt	07	$540,600	$540,600	$440,600	$0	$440,600	$0
4721	Interest - Long Term Bonds, Notes, and Other Debt	07	$165,706	$165,401	$132,878	$0	$132,878	$0
4723	Interest on Tax and Revenue Anticipation Notes	07	$0	$1	$1	$0	$1	$0
4790	Other Debt Service Charges		$0	$0	$0	$0	$0	$0
	Debt Service Subtotal		**$706,306**	**$706,002**	**$573,479**	**$0**	**$573,479**	**$0**
Capital Outlay								
4901	Land		$0	$0	$0	$0	$0	$0
4902	Machinery, Vehicles, and Equipment		$357,613	$380,420	$0	$0	$0	$0
4903	Buildings		$0	$0	$0	$0	$0	$0
4909	Improvements Other than Buildings	07	$756,765	$802,600	$775,000	$0	$775,000	$0
	Capital Outlay Subtotal		**$1,114,378**	**$1,183,020**	**$775,000**	**$0**	**$775,000**	**$0**
Operating Transfers Out								
4911	To Revolving Funds		$0	$0	$0	$0	$0	$0
4912	To Special Revenue Funds		$0	$0	$0	$0	$0	$0
4913	To Capital Projects Funds		$0	$0	$0	$0	$0	$0
4914A	To Airport Proprietary Fund		$0	$0	$0	$0	$0	$0
4914E	To Electric Proprietary Fund		$0	$0	$0	$0	$0	$0
4914O	To Other Proprietary Fund		$0	$0	$0	$0	$0	$0
4914S	To Sewer Proprietary Fund	07	$1,797,625	$1,797,625	$1,697,842	$0	$1,697,842	$0
4914W	To Water Proprietary Fund	07	$992,506	$992,506	$1,176,344	$0	$1,176,344	$0
4918	To Non-Expendable Trust Funds		$0	$0	$0	$0	$0	$0
4919	To Agency Funds		$0	$0	$0	$0	$0	$0
	Operating Transfers Out Subtotal		**$2,790,131**	**$2,790,131**	**$2,874,186**	**$0**	**$2,874,186**	**$0**
	Total Operating Budget Appropriations				**$11,624,396**	**$0**	**$11,624,396**	**$0**

Special Warrant Articles

Account	Purpose	Article	Selectmen's Appropriations for period ending 12/31/2024 (Recommended)	Selectmen's Appropriations for period ending 12/31/2024 (Not Recommended)	Budget Committee's Appropriations for period ending 12/31/2024 (Recommended)	Budget Committee's Appropriations for period ending 12/31/2024 (Not Recommended)
4915	To Capital Reserve Fund		$0	$0	$0	$0
4916	To Expendable Trust Fund		$0	$0	$0	$0
4917	To Health Maintenance Trust Funds		$0	$0	$0	$0
4901	Land	03	$152,000	$0	$152,000	$0
		Purpose: *DES Grant for Memorial Park and stormwater MS4*				
4902	Machinery, Vehicles, and Equipment	04	$730,402	$0	$730,402	$0
		Purpose: *EV Trash Truck Grant*				
4902	Machinery, Vehicles, and Equipment	09	$60,250	$0	$60,250	$0
		Purpose: *Hot patcher*				
4902	Machinery, Vehicles, and Equipment	10	$54,850	$0	$54,850	$0
		Purpose: *Purchase Cruiser*				
4909	Improvements Other than Buildings	11	$5,000	$0	$5,000	$0
		Purpose: *Security Cameras*				
4915	To Capital Reserve Funds	08	$835,500	$0	$835,500	$0
		Purpose: *Deposit into Capital Reserve*				
4916	To Expendable Trusts	08	$10,000	$0	$10,000	$0
		Purpose: *Deposit into Capital Reserve*				
	Total Proposed Special Articles		**$1,848,002**	**$0**	**$1,848,002**	**$0**

Individual Warrant Articles

Account	Purpose	Article	Selectmen's Appropriations for period ending 12/31/2024 (Recommended)	Selectmen's Appropriations for period ending 12/31/2024 (Not Recommended)	Budget Committee's Appropriations for period ending 12/31/2024 (Recommended)	Budget Committee's Appropriations for period ending 12/31/2024 (Not Recommended)
		Total Proposed Individual Articles	$0	$0	$0	$0

Revenues

Account	Source	Article	Actual Revenues for period ending 12/31/2023	Selectmen's Estimated Revenues for period ending 12/31/2024	Budget Committee's Estimated Revenues for period ending 12/31/2024
Taxes					
3120	Land Use Change Taxes for General Fund		$0	$0	$0
3180	Resident Taxes		$0	$0	$0
3185	Yield Taxes	07	$14,522	$1,500	$1,500
3186	Payment in Lieu of Taxes	07	$41,899	$41,483	$41,483
3187	Excavation Tax	07	$13,945	$1,500	$1,500
3189	Other Taxes		$0	$0	$0
3190	Interest and Penalties on Delinquent Taxes	07	$55,517	$38,500	$38,500
	Taxes Subtotal		**$125,883**	**$82,983**	**$82,983**
Licenses, Permits, and Fees					
3210	Business Licenses and Permits		$0	$0	$0
3220	Motor Vehicle Permit Fees	07	$1,570,414	$1,500,000	$1,500,000
3230	Building Permits	07	$56,797	$25,000	$25,000
3290	Other Licenses, Permits, and Fees	07	$49,022	$38,210	$38,210
	Licenses, Permits, and Fees Subtotal		**$1,676,233**	**$1,563,210**	**$1,563,210**
From Federal Government					
3311	Housing and Urban Development		$0	$0	$0
3312	Environmental Protection		$0	$0	$0
3313	Federal Emergency		$0	$0	$0
3314	Federal Drug Enforcement		$0	$0	$0
3319	Other Federal Grants and Reimbursements		$0	$0	$0
	From Federal Government Subtotal		**$0**	**$0**	**$0**
State Sources					
3351	Shared Revenues - Block Grant		$0	$0	$0
3352	Meals and Rooms Tax Distribution	07	$690,457	$400,000	$400,000
3353	Highway Block Grant	07	$215,117	$165,000	$165,000
3354	Water Pollution Grant		$0	$0	$0
3355	Housing and Community Development		$0	$0	$0
3356	State and Federal Forest Land Reimbursement		$0	$0	$0

Revenues

Account	Source	Article	Actual Revenues for period ending 12/31/2023	Selectmen's Estimated Revenues for period ending 12/31/2024	Budget Committee's Estimated Revenues for period ending 12/31/2024
State Sources					
3357	Flood Control Reimbursement		$0	$0	$0
3359	Railroad Tax Distribution		$0	$0	$0
3360	Water Filtration Grants		$0	$0	$0
3361	Landfill Closure Grants		$0	$0	$0
3369	Other Intergovernmental Revenue from State of NH	04	$5,195	$630,402	$630,402
3379	Intergovernmental Revenues - Other		$0	$0	$0
	State Sources Subtotal		**$910,769**	**$1,195,402**	**$1,195,402**
Charges for Services					
3401	Income from Departments	07	$123,876	$71,000	$71,000
3402	Water Supply System Charges		$0	$0	$0
3403	Sewer User Charges		$0	$0	$0
3404	Garbage-Refuse Charges		$0	$0	$0
3405	Electric User Charges		$0	$0	$0
3406	Airport Fees		$0	$0	$0
3409	Other Charges		$0	$0	$0
	Charges for Services Subtotal		**$123,876**	**$71,000**	**$71,000**
Miscellaneous Revenues					
3500	Special Assessments		$0	$0	$0
3501	Sale of Municipal Property	07	$7,615	$1	$1
3502	Interest on Investments	07	$221,240	$60,000	$60,000
3503	Other		$7,195	$0	$0
3504	Fines and Forfeits		$0	$0	$0
3506	Insurance Dividends and Reimbursements		$0	$0	$0
3508	Contributions and Donations		$0	$0	$0
3509	Revenue from Misc Sources Not Otherwise Classified	07	$0	$7,000	$7,000
	Miscellaneous Revenues Subtotal		**$236,050**	**$67,001**	**$67,001**
Interfund Operating Transfers In					
3911	From Revolving Funds		$0	$0	$0

Revenues

Account	Source	Article	Actual Revenues for period ending 12/31/2023	Selectmen's Estimated Revenues for period ending 12/31/2024	Budget Committee's Estimated Revenues for period ending 12/31/2024
Interfund Operating Transfers In					
3912	From Special Revenue Funds		$0	$0	$0
3913	From Capital Projects Funds		$0	$0	$0
3914A	From Airport Proprietary Fund		$0	$0	$0
3914E	From Electric Proprietary Fund		$0	$0	$0
3914O	From Other Proprietary Fund		$0	$0	$0
3914S	From Sewer Proprietary Fund	07	$1,797,625	$1,697,842	$1,697,842
3914W	From Water Proprietary Fund	07	$992,506	$1,176,344	$1,176,344
3915	From Capital Reserve Funds	11, 04, 09, 10	$645,012	$220,100	$220,100
3916	From Trust and Fiduciary Funds		$0	$0	$0
3917	From Conservation Funds		$0	$0	$0
	Interfund Operating Transfers In Subtotal		**$3,435,143**	**$3,094,286**	**$3,094,286**
Other Financing Sources					
3934	Proceeds from Long-Term Notes/Bonds/Other Sources		$0	$152,000	$152,000
9998	Amount Voted from Fund Balance		$1,112,850	$0	$0
9999	Fund Balance to Reduce Taxes	07	$555,000	$500,000	$500,000
	Other Financing Sources Subtotal		**$1,667,850**	**$652,000**	**$652,000**
	Total Estimated Revenues and Credits		**$8,175,804**	**$6,725,882**	**$6,725,882**

Budget Summary

Item	Selectmen's Period ending 12/31/2024 (Recommended)	Budget Committee's Period ending 12/31/2024 (Recommended)
Operating Budget Appropriations	$11,624,396	$11,624,396
Special Warrant Articles	$1,848,002	$1,848,002
Individual Warrant Articles	$0	$0
Total Appropriations	$13,472,398	$13,472,398
Less Amount of Estimated Revenues & Credits	$6,725,882	$6,725,882
Estimated Amount of Taxes to be Raised	**$6,746,516**	**$6,746,516**

DRAFT

2024 TOWN MEETING WARRANT
TOWN OF PEMBROKE, NH

To the inhabitants of the Town of Pembroke in the County of Merrimack in said State qualified to vote in town affairs. Voters are hereby notified to meet at the Pembroke Academy Gymnasium at 209 Academy Road in Pembroke, NH on Tuesday March 12, 2024 from 11:00 a.m. until 7:00 p.m. for the casting of ballots. Voters are further notified to meet at Pembroke Academy Auditorium at 209 Academy Road in Pembroke, NH on Saturday March 16, 2024, at 10:00 a.m., to discuss, amend and act upon the following articles, proposed 2024 budget and all other matters to come before the meeting.

MARCH 12, 2024 – FIRST SESSION OF ANNUAL TOWN MEETING
(Official Ballot Voting)

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

OFFICE	TERM/Years
Town Clerk	***1 yr***
Treasurer	***1 yr***
Moderator	***2 yrs***
Selectman	***3 yrs***
Sewer Commissioner	***3 yrs***
Sewer Commissioner	***2 yrs***
Water Commissioner	***5 yrs***
Library Trustee	***1 yr***
Library Trustee	***3 yrs***
Trust Fund Trustee	***3 yrs***
Supervisor of the Checklist	***6 yrs***

ARTICLE 2 – AMEND ZONING ORDINANCE

Amendment #1
Are you in favor of the adoption of Amendment #1, as proposed by the Planning Board, for the Pembroke Zoning Ordinance as follows: amend Article VIII, Signs to remove content-based regulations in accordance with the 2014 Supreme Court ruling on content-neutrality as it relates to the first amendment, reformat the Ordinance to be user-friendly, and amend 143-28.G. Minor Home Business, §143-29.G. Major Home Business, §143-30.1.D.(5) Office Conversion, and §143-42.F. Commercial Kennels as they relate to signs and content-neutrality. No substantive changes are proposed to the regulations?

The purpose of Amendment #1 is to comply with a 2014 Supreme Court ruling on first amendment rights relative to the Zoning Ordinance and to improve the formatting of the Sign Ordinance. No substantive changes are included in this amendment.

Amendment #2
Are you in favor of the adoption of Amendment #2, as proposed by the Planning Board, for the Pembroke Zoning Ordinance to amend Article VIII, Signs to allow off-premise signs in the B1, B2, and LO Districts by special exception of the Zoning Board?

The purpose of Amendment #2 is to allow off-premises signs in the B1, B2, and LO Districts

by special exception where they are currently prohibited. DRAFT

Amendment #3
Are you in favor of the adoption of Amendment #3, as proposed by the Planning Board, for the Pembroke Zoning Ordinance to amend Article VIII, Signs to allow signs to cover window sills and architectural molding?

The purpose of Amendment #3 is to allow signs to cover window sills and architectural molding, which is currently prohibited.

Amendment #4
Are you in favor of the adoption of Amendment #4, as proposed by the Planning Board, for the Pembroke Zoning Ordinance as follows: amend §143-8, Definitions and §143-69, Floodplain Development District as necessary to comply with requirements of the National Flood Insurance Program?

The purpose of Amendment #4 is to adopt FEMA-mandated amendments to remain in compliance with the National Flood Insurance Program.

Amendment #5
Are you in favor of the adoption of Amendment #5, as proposed by the Planning Board, for the Pembroke Zoning Ordinance to amend the provisions regarding Manufactured Housing Parks by inserting proper references to the Table of Dimensional and Density Standards, which was updated last year?

The purpose of Amendment #5 is a clean-up item to update a reference to the Table of Dimensional and Density Standards, which was reformatted last year.

Amendment #6
Are you in favor of the adoption of Amendment #6, as proposed by the Planning Board, for the Pembroke Zoning Ordinance to remove from the purposes of the Wetlands Protection District the purpose of "encouraging uses that can be appropriately and safely located in wetland areas"?

The purpose of Amendment #6 is to clarify that uses in the wetlands are not encouraged, as identified in the 2020 Pembroke Master Plan.

MARCH 16, 2024 – SECOND SESSION OF ANNUAL TOWN MEETING (Deliberative)

ARTICLE 3 - To see if the town will vote to raise and appropriate the sum of $152,000 (gross budget) to defray the cost for the purpose of performing a stormwater infrastructure project for Memorial Park drainage improvements phase 2 and associated MS 4 requirements, and to authorize the issuance of not more than $152,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33); and, further, to authorize the Board of Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon; and, to further authorize the Board of Selectmen to offset a portion of said appropriation by applying for and expending Clean Water State Revolving Funds (CWSRF) loan funds. Repayment of the loan funds will include up to 100% forgiveness of loan principal in an amount up to $110,400. (3/5 ballot vote required)

Recommended by the Board of Selectmen 5-0
Recommended by the Budget Committee 10-0

DRAFT

ARTICLE 4- To see if the Town will vote to raise and appropriate the sum of $730,402 to purchase a new EV refuse truck with accessories and to further authorize the transfer of a sum not to exceed $100,000 from the Town Equipment Capital Reserve Fund to cover the Towns cost of 5%. The Town of Pembroke has applied for a grant through the State of NH DES which will provide approximately 95% reimbursement of the total cost. These funds are being made available as part of grant that was obtained by the State from the Volkswagen Environmental Mitigation Trust Fund/Granite State Clean Fleets. This warrant article is contingent upon receiving the funding from the State.

Recommended by the Board of Selectmen 4-0
Recommended by the Budget Committee 10-0

ARTICLE 5 – To see if the Town will vote to establish a Pembroke EMS Ambulance Fund pursuant to RSA 31:95-h I (b) to continue providing ambulance services for the Town of Pembroke. The money received from fees and charges for EMS/Ambulance services, shall be allowed to accumulate from year to year and shall not be part of the Town's General Fund unreserved fund balances. All expenditures related to this fund shall be for payroll and operational expenses associated with continuing to provide an ambulance service to the community. The Town Treasurer shall have custody of all monies in the fund, and shall pay out the same only upon the order of the Board of Selectmen, and no further approval is required by the legislative body to expend. Such funds may be expended only for the purpose for which the fund was created. This fund will replace the Tri Town EMS Intermunicipal fund that was created in March 17, 2012 which will be dissolved due to the Town of Allenstown cancelling the intermunicipal agreement/contract for joint ambulance services with Pembroke which is effective July 1, 2024. Any funds remaining in the previously established fund from 2012 will not be transferred to either Town until the dissolution is complete and the financial records have been audited by a certified public accounting firm.

Recommended by the Board of Selectmen 5-0

ARTICLE 6 – Shall the town Vote to Modify Chapter 138, Article IV of the Pembroke Town Code, entitled Elderly Exemptions under the provisions of RSA 72:39-a for elderly exemption from property tax in Pembroke, based on assessed value, for qualified taxpayers, to be as follows: for a person 65 years of age up to 74 years, $47,250; for a person 75 years of age up to 79 years, $87,750; for a person 80 years of age or older $168,750. To qualify, the person must have been a New Hampshire resident for at least the last 3 consecutive years, own the real estate individually or jointly, or if the real estate is owned by such person's spouse, they must have been married to each other for at least the last 5 consecutive years. In addition, the taxpayer must have a net income of not more than $28,407 or, if married, a combined net income of less than $40,667; and own net assets not in excess of $45,000 excluding the value of the person's residence.

Recommended by the Board of Selectmen 5-0
Recommended by the Budget Committee 10-0

ARTICLE 7 – To see if the Town will vote to raise and appropriate the Budget Committee's recommended amount of $11,624,396 for the 2024 municipal operating budget, not including appropriations by special warrant articles and other appropriations voted separately.

Recommended by the Board of Selectmen 5-0
Recommended by the Budget Committee 10-0

ARTICLE 8 – To see if the Town will vote to raise and appropriate the sum of $845,500 to be deposited into the following Capital Reserve Funds established as indicated below:

Town Equipment Capital Reserve Fund	$275,000
Police Cruiser Capital Reserve Fund	$ 65,000
Municipal Facilities Capital Reserve Fund	$ 75,000
Fire Major Equipment Capital Reserve Fund	$162,000
Fire Small Equipment Capital Reserve Fund	$ 40,000
Roadway and Infrastructure Capital Reserve Fund	$ 50,000
Revaluation Capital Reserve Fund	$ 30,000
Cemetery Capital Reserve Fund	$ 10,000
Ambulance Repl./Equip. Cap. Res. Fund.	$121,000
Recreation Capital Reserve Fund	$ 10,000
Town Clock Fund	$ 7,500
	$845,500

DRAFT

Recommended by the Board of Selectmen 5-0
Recommended by the Budget Committee 8-2

ARTICLE 9 – To see if the Town will vote to raise and appropriate the sum of $60,250 to purchase a new Hot Patcher and accessories for the Public Works Department which is used to patch pot holes and to fund this appropriation by authorizing the withdrawal of a sum not to exceed $60,250 from the Town Equipment Capital Reserve Fund.

Recommended by the Board of Selectmen 5-0
Recommended by the Budget Committee 10-0

ARTICLE 10 – To see if the Town will vote to raise and appropriate the sum of $54,850 to purchase a new Police Cruiser and accessories and to fund this appropriation by authorizing the withdrawal of a sum not to exceed $54,850 from the Police Cruiser Capital Reserve Fund.

Recommended by the Board of Selectmen 5-0
Recommended by the Budget Committee 9-1

ARTICLE 11 – To see if the Town will vote to raise and appropriate the sum of $5,000 to purchase a video surveillance System for Memorial Park and to fund this appropriation by authorizing the withdrawal of a sum not to exceed $5,000 from the Recreation Capital Reserve Fund.

Recommended by the Board of Selectmen 5-0
Recommended by the Budget Committee 10-0

ARTICLE 12 – To accept the reports of all boards, committees, auditors and commissions as printed in the 2023 Town report and to transact any other business that may legally come before said meeting.

Given under our hands and seal this _____ day of **February** 2024.

DRAFT

_____
Karen Yeaton, Chairman

_____
Sandy Goulet, Vice Chairman

_____
Richard Bean

_____
Peter Gagyi

_____
Richard Frederickson

Board of Selectmen
Town of Pembroke, NH

TOWN MEETING WARRANT FOR PEMBROKE, NEW HAMPSHIRE

Posting Certification

DRAFT

We hereby certify that we gave notice to the inhabitants within named, to meet at the time and place and for the purpose within mentioned, by posting an attested copy of the attached Warrant at the Pembroke Town Hall, Pembroke Library, and Pembroke Academy on the _____ day of February, 2024.

_____
Karen Yeaton, Chairman

_____
Sandy Goulet, Vice Chairman

_____
Richard Bean

_____
Peter Gagyi

_____
Richard Frederickson

Board of Selectmen
Town of Pembroke, NH

BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
February 7, 2024 at 6:30 PM

DRAFT,

Present: Selectman Peter Gagyi, Selectman Richard Bean, Selectman Rick Frederickson, Selectman Sandy Goulet

Staff: Town Administrator David Jodoin

Excused: Selectman Karen Yeaton

I. Call to Order:

Vice-Chairman Goulet called the meeting to order at 6:30pm.

II. Citizens Comment

None

III. Scheduled Meetings

Public Hearing – Proposed Memorial Park Bond through State of NH DES

Selectman Goulet opened the public hearing at 6:30.

Selectman Goulet explained the grant is for $152,000 with principal forgiveness of $110,400. This will be a ballot vote requiring 3/5 majority to pass but a public hearing must be held prior to March Town Meeting.

Gerry Fleury, 21 Kimball Street, is in favor of the warrant article as Memorial Park is a valuable asset to the Town of Pembroke.

Selectman Frederickson is also in favor of this warrant article to protect against erosion at Memorial Park.

Selectman Goulet closed the public hearing at 6:32

IV. Old Business

None

V. New Business

VJ Ranfos Public Works Director

There is a 6-unit townhouse complex being constructed at11 Kimball Street. At a preconstruction meeting with the previous owners, they were made aware of some drainage on the property. They survey maps didn't show any but people who had knowledge of the area confirmed it was there. When the digging for the foundation began, they found a 10-inch clay drainage culvert that runs down the middle of where the foundation will be. The owners went to the Roads Committee for suggestions and Roads suggested cameraing the pipe to see if there is anything connected and then make a plan to move/repair/replace it. Selectman Frederickson asked why it would be the Town's responsibility to move it. Paul Valley, excavation contractor for the property, answered there is no easement for it to be on the property. Selectman Gagyi asked if this is similar to the pipe at the old village school. VJ answered it is similar. They need authorization from the Selectmen to move forward with cameraing the lines. There is a quote from Eastern Pipe Services for a full day at $1,850 or a half day for $1,250. They do not know how long it will take since they are unsure what is down there.

Selectman Goulet made a motion to authorize VJ Ranfos, Public Works Director, to hire Eastern Pipe Service for the day. Selectman Gagyi seconded the motion. Motion passed 4-0.

Solid Waste Discussion Re: Electric Trash Truck

Gerry Fleury, Chair of Solid Waste Advisory, shared the Committee met January 30, 2024 to discuss the new electric trash truck in Warrant Article 4. The Committee has concerns the grant will $684,970 but the cost of the truck is higher. There has to be amendments to the warrant article to identify the source of the additional funding. There has also been concern over the timeframe of the project since the vehicle has to be purchased before the Town can apply for reimbursement. The current cost of the truck is $765,768. $80,998 will need to come from the Equipment Capital Reserve to make up the difference. This could delay other items currently in the CIP for that capital reserve. The warrant article needs to allow for extra funds to come from the capital reserve in case the truck costs rise a little more.

Pennti Aalto, Bachelder Road, if we do not do this, we will be buying another truck in the near future which will cost around a half million and be diesel.

Selectman Goulet made a motion to see if the Town will raise and appropriate the sum of $730,402 to purchase a new EV refuge truck and accessories and to further authorize the transfer of a sum not to exceed $100,000 from the Town Equipment Capital Reserve Fund to cover the Town's cost of 5%. The Town of Pembroke has applied for a grant from the State of NH DES which will provide approximately 95% of the total cost. These funds are being made available by the grant that was obtained by the State from the Volkswagen Environmental mitigation trust fund/Granite State Clean Fleets. This warrant article is contingent upon receiving funding from the state. Selectman Frederickson seconded the motion. Motion passed 4-0.

Application for payment Trustees of Trust Funds

Selectman Goulet made a motion to approve the application for payment from the Trustee of Trust Funds in the amount of $30,462.27 and to use the funds from the Town Building Capital Reserve Fund. Selectman Frederickson seconded the motion. Motion passed 4-0.

Manifest/Abatements

Selectman Goulet made a motion to accept the manifest and abatements as presented. Selectman Frederickson seconded the motion. Motion passed 4-0.

Minutes 1/17/24

Selectman Goulet made a motion to approve the minutes of January 17, 2024 as presented. Selectman Gagyi seconded the motion. Motion passed 4-0.

VI. Town Administrator Report

The Inter-Municipal Agreement with Allenstown for sewer capacity was sent off to the Attorney General and you have their letter in your packet. Selectmen Goulet requested a copy in the agreement.

NHDES sludge permit on the Hillman Conservation area was determined to be complete and will proceed with 30-day public comment period.

Selectman Goulet made a motion to authorize the Town Administrator to sign the 2024 Tax Map maintenance proposal with Cartographics. Selectman Frederickson seconded the motion. Motion passed 4-0.

Selectman Goulet made a motion to authorize the Board of Selectmen to sign the utility abatement contract with George Sansoucy. Selectman Bean seconded the motion. Motion passed 4-0.

NHDRA sent a letter determining that as of 4/1/23, the Town of Pembroke ratio is 66.2%.

The Town received a letter from the Liquor Commission regarding the application from Pembroke City Limits LLC for a restaurant beverage/wine license.

A Notice of trespass and infringement of constitutional voting rights and malfeasance of public office. The letter was received prior to elections regarding voting machines. RSA 656:40 that covers them using the ballots.
MaryAnn Ricciotti's retirement party is next Friday February 16th at the Safety Center.

VII. Committee Reports

Selectman Bean – None

Selectman Gagyi – Budget discussed the School Budget and decided to cut $300,000. Some members wanted a larger cut.

Selectman Frederickson – Planning Board held a public hearing for NE Flower Farms housing project. NE Flower Farms had a thorough presentation and answered all the questions asked of them. There were abutters stating they were not notified when this project was brought to the ZBA. They are looking into whether or not everyone waws notified legally. It was continued to February 27th. Pembroke City Limits application was approved. They still have some steps to complete. Lot Line adjustment on Buck Street.

Selectman Goulet – None

VIII. Other/Citizen Comment

None

IX. Adjourn

Selectman Goulet made a motion to adjourn at 7:28 PM. Selectman Bean seconded the motion, and it was approved unanimously.

Sandy Goulet, Vice Chairman

For more detailed information, the meetings are now taped and can be seen on www.townhallstreams.com click on Pembroke NH and look for the day of the meeting under the month.

Filed
File Date: 7/7/2023 12:13 PM
Merrimack Superior Court
E-Filed Document

THE STATE OF NEW HAMPSHIRE
JUDICIAL BRANCH
https://www.courts.nh.gov

Court Name: Merrimack Superior Court

Case Name: PSNH d/b/a Eversource Energy v. Town of Allenstown (Lead Case, see attached list)

Case Number: 217-2022-CV-00914
(if known)

CASE STRUCTURING AND ADR ORDER
(See Superior Court Civil Rules 5 and 32)

1. Plaintiff's Counsel: Trial Derek D. Lick, Esq. At conference Derek D. Lick, Esq.
2. Defendant's Counsel: Trial See attached list At conference See attached list.
3. Causes(s) of action: Tax Abatement Counterclaims N/A
4. Insurance carrier: N/A Disclosure of policy limits by: N/A
5. ☐ The parties consent to this case being transferred to the Business and Commercial Dispute Docket. A motion requesting this transfer shall be filed with the Court within 30 days. Upon receipt, the Clerk will submit the motion to the Merrimack Superior Court for ruling.
6. If defendant claims that unnamed parties are at fault (see DeBenedetto v. CLD Consulting Engineers Inc., 153 N.H. 793 (2006)), defendant shall disclose the identity of every such party and the basis of the allegation of fault no later than _____. Plaintiff shall then have 30 days from the date of disclosure to amend the initiating pleading.
7. Is there an agreement to waive statutory expert disclosure requirements under RSA 516:29-b?
   ☐ Yes ☑ No
8. ☐ The parties have exchanged e-mail addresses and agree that the e-mail service of pleadings between the parties shall be considered in compliance with Superior Court Administrative Order 46.
9. Plaintiff's disclosure of experts and reports due: 04/01/2024
   Defendant's disclosure of experts and reports due: 06/01/2024
10. The following deadlines apply:
    All interrogatories propounded by 07/15/2024
    All depositions to be completed by 08/15/2024
    All dispositive motions to be filed: no later than 120 days prior to the trial
    Completion of all discovery: 08/15/2024
    Deadline for filing all other pre-trial motions: 14 days prior to trial management conference
    Deadline for filing of witness and exhibit lists: 14 days prior to trial management conference
11. Jury trial requested? ☐ Yes ☑ No
12. If jury trial previously demanded, is it now being waived? ☐ Yes ☐ No
13. Requested trial date: 09/02/2024 Estimated trial length: 2 weeks
14. Jury trial assignment: Trial Mgt Conf.: _____ Jury Selection: _____
15. Bench trial assignment: Trial Mgt Conf: _____ Week of: _____
16. Trial counsel and self-represented parties shall appear at the trial management conference and be prepared to address settlement potential. Parties represented by counsel shall be available for contact by telephone during the trial management conference. All pending pretrial motions shall be heard at the trial management conference, or as scheduled by the court. Failure to appear at the trial management conference or trial may result in dismissal, default or other sanctions.

This is a Service Document For Case: 217-2022-CV-00914
Merrimack Superior Court
8/30/2023 3:48 PM

Case Name: Public Service Company of New Hampshire d/b/a Eversource Energy v. Town of Allenstown*
Case Number: 217-2022-CV-00914
CASE STRUCTURING AND ADR ORDER

ADR (Alternative Dispute Resolution)

Superior Court Civil Rule 32 requires the Court to assign all civil cases to ADR unless the parties represent by joint motion they have engaged in formal ADR before a neutral third party before filing suit or the Court exempts the parties by motion for good cause shown.

17. **ADR Order:**

☑ The parties stipulate and agree to an ADR process. **OR**

☐ The parties do not agree to an ADR process and request the Court complete this section.

A. Type of ADR

☑ **Mediation** ☐ **Neutral Case Evaluation** ☐ **Arbitration**

☐ **Other Neutral Third Party Process:** _____

Name of person chosen to conduct ADR: Honorable Robert Morrill ☑ Paid ☐ Volunteer

Address: 155 Fleet Street, Portsmouth, NH 03801

Phone: _____ Email: _____

Names of alternates: 1. Gregory Eaton, Esq. 2. _____

B. Scheduling your ADR Session: Date ADR shall be completed by 07/01/2024

You and the other side must contact the person selected to schedule the ADR session. Please contact the neutral *as soon as possible* after the ADR Order is approved. If the parties and counsel decide to use an alternate, see court-approved here:
Civil Cases | New Hampshire Judicial Branch (nh.gov)

C. ADR Reporting: The Plaintiff shall file a copy of the ADR report with the court within 30 days of the ADR session. If the ADR report is not timely filed, the court may schedule a show-cause hearing to determine the status of the ADR process and to impose sanctions appropriate to the circumstances, if necessary.

18. ☐ The Court has determined the parties are exempt from Rule 32 ADR.

19. Other orders:

_____

_____

_____

Derek D. Lick, Esq.
Name of Filer

/s/ Derek D. Lick — 07/06/2024
Signature of Filer — Date

Orr & Reno — 14218
Law Firm, if applicable — Bar ID # of attorney

(603) 223-9140
Telephone

45 South Main Street
Address

dlick@orr-reno.com
E-mail

Concord — NH — 03301
City — State — Zip code

Case Name: Public Service Company of New Hampshire d/b/a Eversource Energy v. Town of Allenstown*
Case Number: 217-2022-CV-00914
CASE STRUCTURING AND ADR ORDER

Name of Filer | Signature of Filer | Date
Law Firm, if applicable | Bar ID # of attorney | Telephone
Address | E-mail
City | State | Zip code

Name of Filer | Signature of Filer | Date
Law Firm, if applicable | Bar ID # of attorney | Telephone
Address | E-mail
City | State | Zip code

Name of Filer | Signature of Filer | Date
Law Firm, if applicable | Bar ID # of attorney | Telephone
Address | E-mail
City | State | Zip code

SO ORDERED:

August 30, 2023
Date

Honorable Brian T. Tucker
Presiding Justice

Clerk's Notice of Decision
Document Sent to Parties
on 08/30/2023

THE STATE OF NEW HAMPSHIRE

MERRIMACK COUNTY SUPERIOR COURT

Public Service of New Hampshire d/b/a Eversource Energy

v.

Town of Allenstown, et al

217-2022-CV-00914
(Lead Case for Consolidated Cases)

Attachment to Proposed Case Structuring Order filed July 7, 2023 relating to the following Consolidated Cases (using the list originally produced by the Court with its Consolidation Order):

CONSOLIDATED CASE LIST

211-2019-CV-00240	213-2018-CV-00145	213-2020-CV-00163
211-2019-CV-00241	213-2018-CV-00146	~~213-2020-CV-00169~~ (Town of Surry: Notice of Dismissal filed 7/7/23)
211-2020-CV-00173	213-2018-CV-00148	
211-2020-CV-00175	213-2018-CV-00149	213-2021-CV-00127
211-2020-CV-00176	213-2018-CV-00151	213-2021-CV-00128
211-2022-CV-00167	213-2018-CV-00152	213-2021-CV-00129
212-2019-CV-00147	213-2019-CV-00213	213-2022-CV-00125
212-2019-CV-00152	213-2019-CV-00216	213-2022-CV-00126
212-2019-CV-00153	213-2019-CV-00217	214-2019-CV-00120
212-2019-CV-00154	213-2019-CV-00218	214-2019-CV-00121
212-2020-CV-00124	213-2020-CV-00152	214-2019-CV-00122
212-2020-CV-00131	213-2020-CV-00154	214-2019-CV-00123
212-2020-CV-00133	213-2020-CV-00155	214-2019-CV-00124
212-2021-CV-00124	213-2020-CV-00156	214-2019-CV-00125
212-2022-CV-00093	213-2020-CV-00158	214-2019-CV-00126
213-2018-CV-00142	213-2020-CV-00159	214-2019-CV-00135
213-2018-CV-00144	213-2020-CV-00160	214-2019-CV-00136

214-2019-CV-00137
214-2020-CV-00069
214-2020-CV-00070
214-2020-CV-00072
214-2020-CV-00073
214-2020-CV-00074
214-2020-CV-00075
214-2020-CV-00076
214-2020-CV-00077
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214-2021-CV-00084
214-2022-CV-00068
214-2022-CV-00069
214-2022-CV-00070
214-2022-CV-00071
214-2022-CV-00072
214-2022-CV-00075
215-2019-CV-00337
215-2019-CV-00338
215-2019-CV-00339
215-2019-CV-00340
215-2019-CV-00342
215-2019-CV-00343
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215-2020-CV-00207
215-2020-CV-00208
215-2021-CV-00247
215-2022-CV-00217
216-2018-CV-00662
216-2018-CV-00664
216-2018-CV-00665
216-2018-CV-00666
216-2018-CV-00668
216-2018-CV-00669
216-2018-CV-00671
216-2018-CV-00672
216-2018-CV-00673
216-2019-CV-00786
216-2019-CV-00787
216-2020-CV-00593
216-2020-CV-00594
216-2020-CV-00595
216-2021-CV-00562
216-2021-CV-00566
216-2022-CV-00521
~~217-2018-CV-00515~~
(Town of Bow: Case settled June 2019 as part of global settlement – Motion to Remove Case from the Consolidated Case List forthcoming)
217-2018-CV-00520
217-2018-CV-00521
217-2018-CV-00522
217-2018-CV-00523
217-2018-CV-00524
217-2018-CV-00525
217-2018-CV-00526
217-2018-CV-00527
217-2018-CV-00528
217-2018-CV-00529
217-2018-CV-00530
217-2018-CV-00531
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217-2019-CV-00558
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217-2020-CV-00399

217-2020-CV-00400
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217-2020-CV-00419
217-2021-CV-00452
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218-2018-CV-00975
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218-2022-CV-00709
218-2022-CV-00710
218-2022-CV-00711
218-2022-CV-00740
219-2020-CV-00244
219-2021-CV-00268
219-2022-CV-00265
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226-2018-CV-00456
226-2018-CV-00461
226-2019-CV-00581
226-2019-CV-00601
226-2019-CV-00607
226-2019-CV-00621
226-2020-CV-00388
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226-2020-CV-00406
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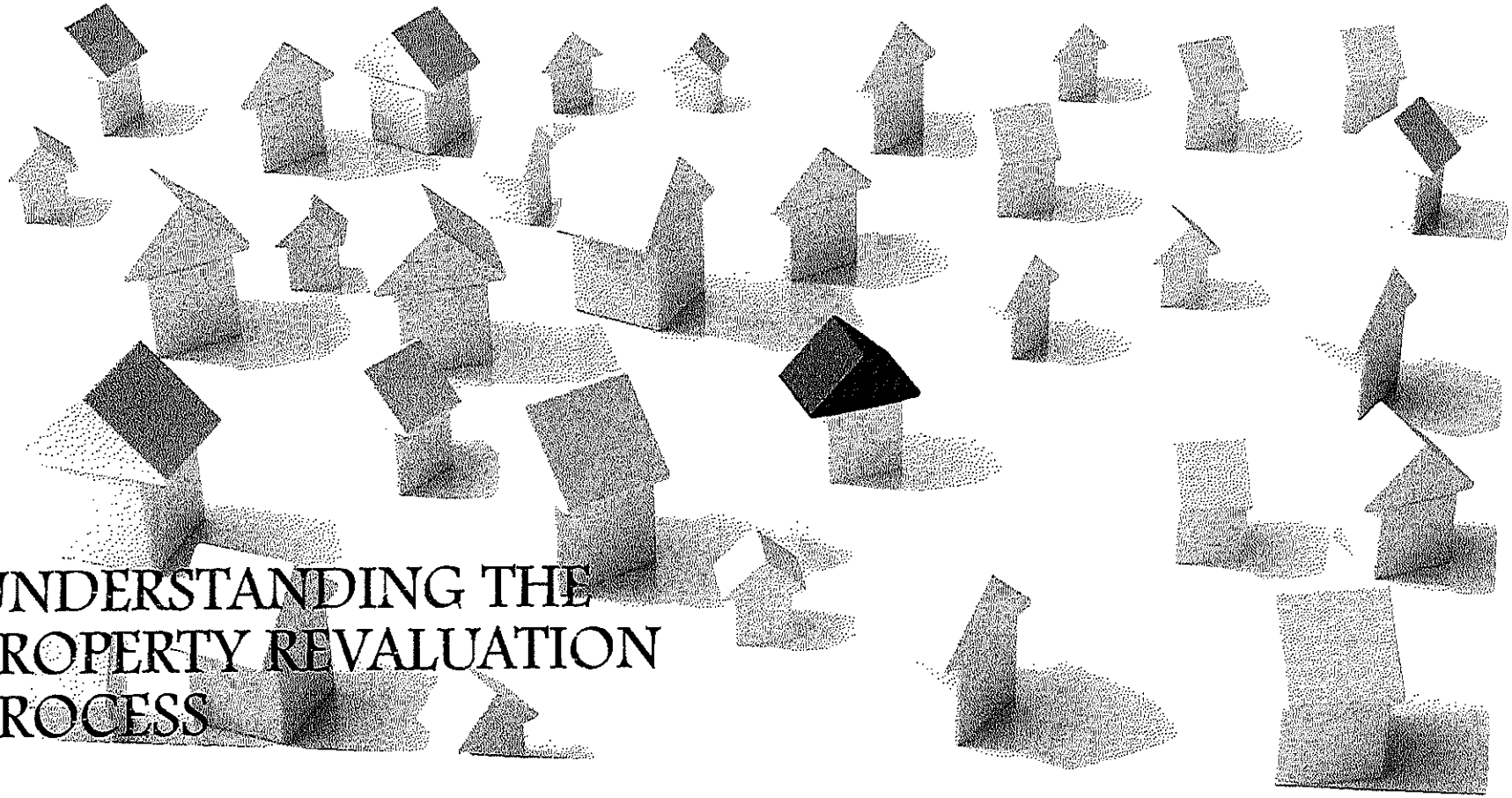
226-2021-CV-00439
226-2022-CV-00345



UNDERSTANDING THE PROPERTY REVALUATION PROCESS

Town of Pembroke 2024 Tax Year

THE ASSESSING DEPARTMENT FUNCTIONS

- Measure and list new construction and all building permits that effect property value
- Value all real estate within the municipality
- Provide Board of Selectmen and Tax Collector with town wide values to generate the warrant for property tax collection
- Review and investigate property tax appeals
- Manage current use, exemptions, credits, timber and gravel taxes
- Record new deeds in CAMA (computer assisted mass appraisal) system. Investigate sales to determine if they are qualified or unqualified

HOW PROPERTY IS APPRAISED

- Per NH RSA 75:1"The Selectmen shall appraise all taxable property at its market value." Exceptions are as follows:
- Property in Current Use as per RSA 79-A:5
- Residential rental property developed subject to covenants under RSA 75:1-a which are enrolled in the low-income housing tax credit program
- Land with Discretionary Easements under 79-C:7
- Open space land with conservation restrictions under 79-B:3
- Gravel excavations under 72-B
- Land under qualifying farm structures under 79-F
- Telecommunications poles and conduits under 72:8-c
- Utilities (electric, gas and water utility distribution assets) under 72:8-d

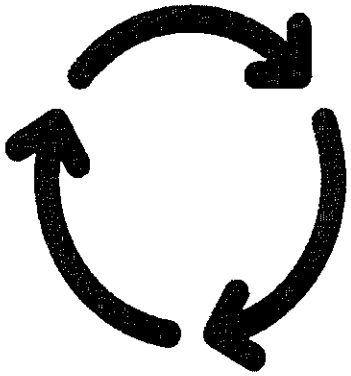
WHY PROPERTY VALUES MAY CHANGE ANNUALLY

- Building permits for new construction/additions/demolitions
- Physical changes or corrections to existing building and land data (i.e. new easement or new siding)
- Zoning changes
- New subdivisions, boundary line adjustments or lot mergers
- Increases or decreases to the real estate market
- Land use changes

********These changes take effect every April 1st*********

PEMBROKE'S CYCLED INSPECTION PROCESS

- Pembroke has implemented a cycled inspection program for the past eight years whereby one fourth (1/4) of the Town is inspected every year.
- The fifth year, after which all properties have been measured and inspected the prior four years, is reserved for the revaluation year.
- 2024 is the revaluation year of this cycled inspection program and therefore cycled inspections will not be conducted for this tax year.
- The cycled inspection process will start anew for the 2025 tax year.
- Cycled inspections do not necessarily change property values but are in place to make sure all data is accurate as listed on the property record card. Property value would change from the cycled inspection process only if data corrections are made such as new siding, new sheds, decks or other items are found during the inspection.



MARKET VALUE

RSA 75:1 "The Selectmen shall appraise all taxable property at its market value"

Market value is what a willing buyer will pay to a willing seller for a property; both buyer and seller acting knowledgeably, prudently, and neither being under any obligation to buy or sell with normal exposure time.

The Assessing Department reviews all deeds monthly to determine if a sale is qualified (arm's length) or unqualified (i.e. foreclosure; relatives; not offered on open market; duress; personal property included; short sales, etc.).

To make this determination the Assessor reviews not only the deeds but also mails sales questionnaires, reviews fee appraisals, consults with local realtors, reviews state PA-34 forms, makes a personal inspection of the property and reviews on-line listings.

REVALUATION OF PEMBROKE 2024

Full re-appraisals of all taxable and exempt properties are required at least once every five years by the State of New Hampshire's Department of Revenue Administration (NH DRA)

Pembroke's last full revaluation of all property took place in 2019

Currently, the assessments in town are at 64.9% of market value. This means that assessments are **35.1% below** market value

Example, a house in Pembroke that is currently assessed at $324,500 but sells in the open market for $500,000. $324,500 / $500,000 = .649

During a revaluation year, the NH DRA and the NH Assessing Standards Board (ASB) requires that a municipality's assessments be between 90% and 110% of market value

REVALUATION PROCESS FOR PEMBROKE

- Sales Verification forms mailed to all presumed qualified sales from 10/1/2023 through June 2024
- Sales measured and listed in the field. Questionnaires mailed to all commercial and industrial properties for income information
- Sales field review and sales analysis by Project Supervisor
  - Contact local realtors and builders for most up to date information
  - CAMA system updated with new land and building rates
- Field review and quality control by Certified New Hampshire Assessor Supervisors to make sure new values are applied consistently
- Data entry of all field review and final repricing of CAMA file
- Presentation of final values to Board of Selectmen. Upon approval, notices of new values mailed to all taxpayers. Informal hearings offered

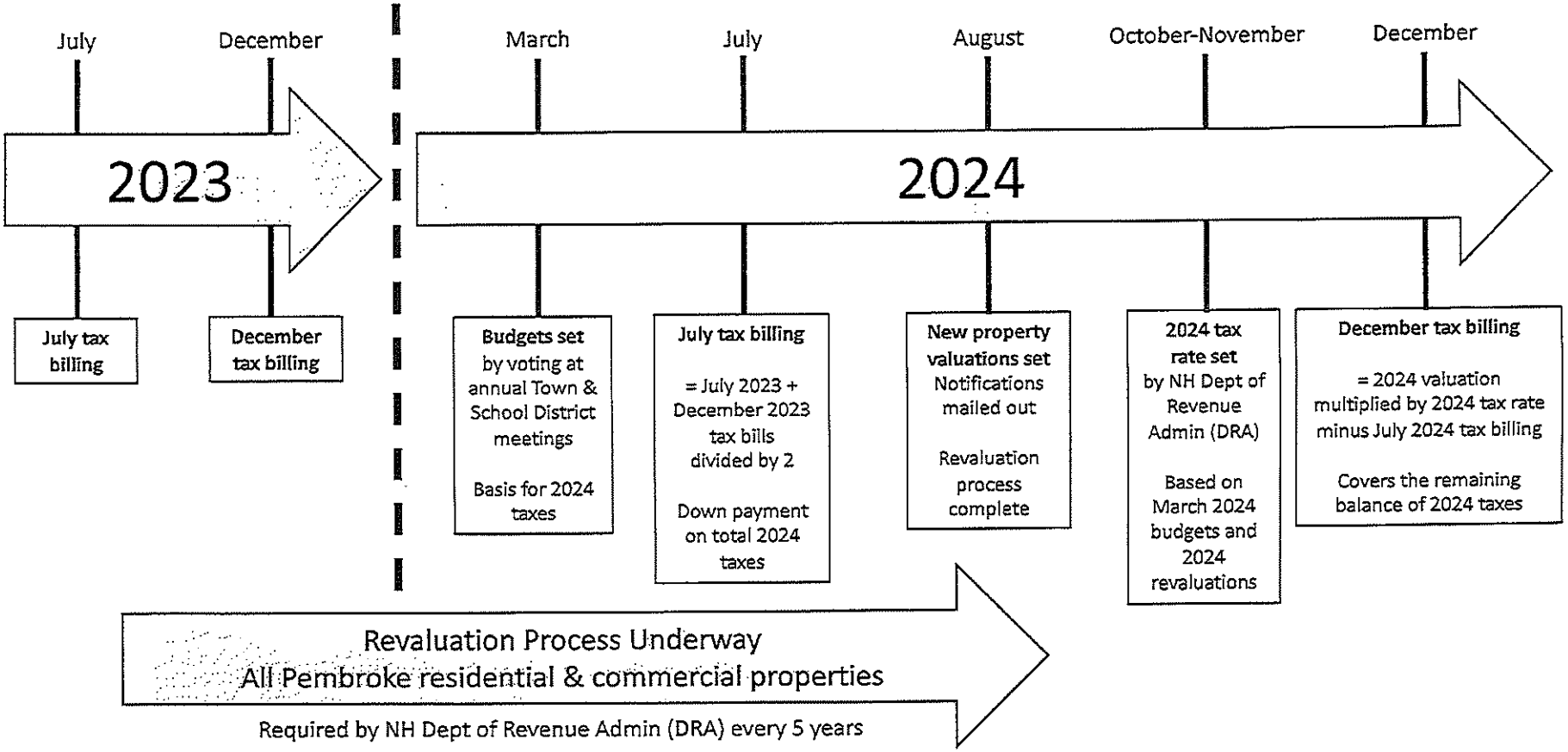
NOTICES AND INFORMAL HEARINGS

- Notices are anticipated to be mailed to all taxpayers in August 2024
- The notice will provide the taxpayer with the new land, building and total valuation for 2024 which will be reflective of market value as of April 1, 2024
- We will conduct in person hearings at Town Hall in late August 2024 (extend if needed) and we will offer phone hearings and accept mailed in questions and documentation from taxpayers. Hearings will provide an opportunity to learn how market value was determined and if any data corrections to the property are required
- Those attending a hearing will receive a second notice indicating a change or no change to their property.

AFTER THE REVALUATION

- If a taxpayer still wishes to challenge their new assessment after the informal hearing process is completed, they will be able to follow the normal abatement process.
- The abatement application may be filed to the Assessor's Office only AFTER the second issue fall bill is mailed and prior to March 1, 2025.
- The taxpayer should supply any fee appraisals, market analysis or comparable properties to support their opinion of market value.

Pembroke Property Tax Timeline



Pembroke Municipal Budget Committee – January 2024